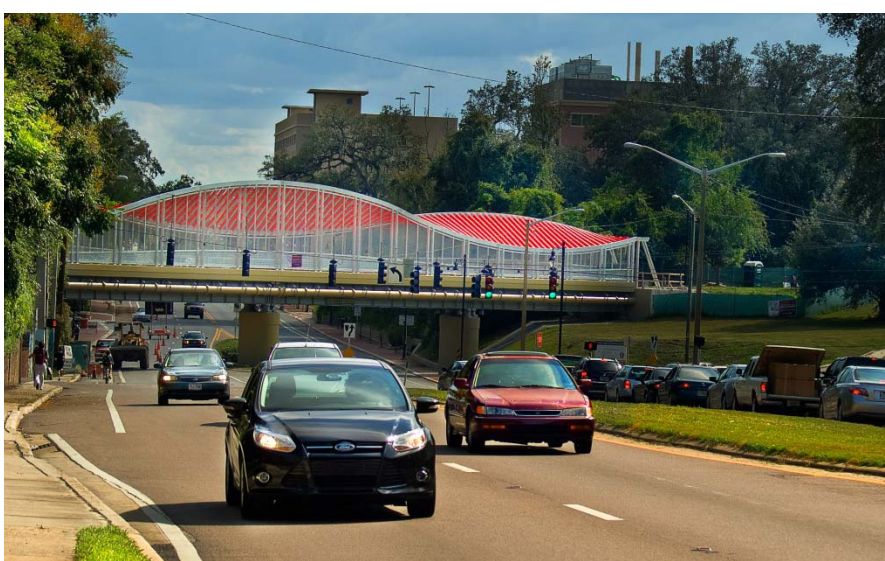


# Meeting Packet

## October 25, 2021

### 3:00 p.m.



Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area





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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Charles S. Chestnut IV, Chair

SUBJECT: **Meeting Announcement**

Due to the COVID-19 public health emergency, on **October 25, 2021 at 3:00 p.m.**, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will conduct a hybrid public meeting. The meeting will be conducted via communications media technology and in the **John R. "Jack" Durrance Auditorium, Alachua County Administration Building**, Gainesville, Florida.

Attached are copies of the meeting agenda.

If you have any questions concerning this matter, please contact Scott Koons, AICP, Executive Director, at 352.955.2200, extension 101.

Attachments

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**I**  
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**AGENDA  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**

**John R. "Jack" Durrance Auditorium and  
Via Communications Media Technology  
Gainesville, Florida**

**3:00 p.m.  
October 25, 2021**

**STAFF RECOMMENDATION**

- |           |  |  |
|-----------|--|--|
| Page #3   | <b>I. Approval of Meeting Agenda and Consent Agenda Items</b>  | <b>APPROVE BOTH AGENDAS</b>                                  |
|           | <u>The Metropolitan Transportation Planning Organization needs to approve the meeting agenda and the consent agenda items.</u>   |  |
| Page #241 | <b>II. Special Presentation - American Planning Association Florida Chapter Award</b>  | <b>HOST PRESENTATION</b>                                     |
|           | <u>The American Planning Association Florida Chapter selected Gainesville Citizens for Active Transportation and Gators Against Student Pedestrian Deaths to receive its 2021 Outstanding Public Interest Group of the Year Award.</u> |  |
| Page #245 | <b>III. Transportation Improvement Program Amendments -</b>  | <b>APPROVE JOINT RECOMMENDATION</b>                          |
|           | <u>The Florida Department of Transportation has requested transportation improvement program amendments.</u>   |  |
| Page #249 | <b>IV. Florida Department of Transportation Tentative Five-Year Work Program 2022-23 to 2026-27</b>  | <b>APPROVE STAFF RECOMMENDATION</b>                          |
|           | <u>The Florida Department of Transportation has requested review and comment concerning the Tentative Work Program.</u>  |  |
| Page #255 | <b>V. Strategic Intermodal System Policy Plan Update - Presentation and Virtual Room Announcement</b>  | <b>RECEIVE PRESENTATION AND APPROVE JOINT RECOMMENDATION</b> |
|           | <u>The Florida Department of Transportation announced its website for receiving public comment on its Strategic Intermodal System Policy Plan Update.</u>  |  |

**VI. Next Meeting**

**FOR INFORMATION ONLY**

The next Metropolitan Transportation Planning Organization meeting is scheduled for December 13, 2021 at 5:00 p.m.

**VII. Comments**

- A. Florida Department of Transportation Report\*
- B. Metropolitan Transportation Planning Organization Members\*
- C. Citizens Comments\*

This agenda item provides an opportunity for citizens to address the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on any matter not included on the agenda. The comment period is limited to three minutes for each individual.

- D. Chair's Report\*

If you have any questions concerning agenda items, please contact Scott Koons, AICP, Executive Director, at 352.955.2200, extension 101.

\*No backup material included with the attached agenda material.



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**CONSENT AGENDA  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**

**John R. "Jack" Durrance Auditorium and  
Via Communications Media Technology  
Gainesville Florida**

**3:00 p.m.  
October 25, 2021**

**STAFF RECOMMENDATION**

- Page #9 CA. 1 Minutes - June 21, 2021/July 14, 2021 APPROVE MINUTES**  
This set of Metropolitan Transportation Planning Organization minutes is ready for review.
- Page #17 CA. 2 2022 Meeting Schedule APPROVE STAFF RECOMMENDATION**  
The Metropolitan Transportation Planning Organization 2022 Meeting Schedule needs to be approved.
- Page #21 CA. 3 Engagement Letter for Fiscal Year 2020-21 Audit APPROVE STAFF RECOMMENDATION**  
The audit this year will be prepared by Powell and Jones, Certified Public Accountants.
- Page #27 CA. 4 Proposed Amended Budget for Fiscal Year 2020-21 APPROVE STAFF RECOMMENDATION**  
This amended budget will allow staff to monitor Metropolitan Transportation Planning Organization expenditures and make appropriate adjustments as needed.
- Page #31 CA. 5 Safety Performance Measures and Targets APPROVE JOINT RECOMMENDATION**  
The Metropolitan Transportation Planning Organization needs to set safety performance measures and targets.
- Page #39 CA. 6 Resolution 2021-07 APPROVE RESOLUTION AND AUTHORIZE SIGNATURES**  
**Revised Section 5305(d) Grant Application,  
Revised Section 5305(d) Grant Resolution and  
Public Transportation Agreement**  
The Metropolitan Transportation Planning Organization will need to submit a revised grant application to account for an adjustment in its Federal Transit Administration Section 5305(d) funding allocation and needs to approve a resolution for and authorize the Chair to sign the Public Transportation Agreement in order to receive the funds.

- Page #75 CA. 7 Resolution 2021-08** **APPROVE RESOLUTION AND AUTHORIZE SIGNATURES**  
**Unified Planning Work Program Amendment - Revised Section 5305(d) Grant Funding**
- The Metropolitan Transportation Planning Organization has been awarded an adjusted amount in its allocation of Federal Transit Administration Section 5305(d) funds and needs to amend its Unified Planning Work program in order to receive the funds.
- Page #95 CA. 8 Resolution 2021-09** **APPROVE RESOLUTION**  
**Grant Applications Letters of Support**
- This resolution authorizes the Chair to sign letters of support for grant applications for projects that implement the Year 2045 Long-Range Transportation Plan Cost Feasible Plan.
- Page #103 CA. 9 Intergovernmental Coordination and Review and Public Transportation Coordination Agreement** **APPROVE STAFF RECOMMENDATION**
- The Florida Department of Transportation 2021 Joint Certification review requires an update to the Intergovernmental Coordination and Review and Public Transportation Coordination Agreement.
- Page #115 CA. 10 Staff Services Agreement** **APPROVE STAFF RECOMMENDATION**
- The Florida Department of Transportation 2021 Joint Certification review requires an update to the Staff Services Agreement.
- Page #127 CA. 11 Transportation Alternatives Program/Safe Routes to School/ Shared-Use Nonmotorized Trail Application Notices** **APPROVE STAFF RECOMMENDATION**
- The Florida Department of Transportation has announced the Transportation Alternatives Program/Safe Routes to School/Shared-Use Nonmotorized Trail grant application cycles.
- Page #217 CA. 12 Florida Department of Transportation Statewide Mobility Week** **FOR INFORMATION ONLY**
- The Florida Department of Transportation announced its annual Statewide Mobility Week.
- Page #223 CA. 13 State Road 121 (NW 34th Street) Midblock Crossing at Loblolly Park Entrance Query - Status Report** **FOR INFORMATION ONLY**
- The feasibility of a midblock crossing adjacent to the Loblolly Woods Nature Park entrance has been referred to the Florida Department of Transportation Traffic Operations Office.
- Page #227 CA. 14 Transportation Disadvantaged Program - Resolutions of Appreciation** **APPROVE RESOLUTION OF APPRECIATION**
- Deweece Ogden served as the Florida Agency for Health Care Administration Representative.

**Page #231 CA. 15 Transportation Disadvantaged Program -  
Alachua County Transportation Disadvantaged Board  
Appointments**

**APPOINT MS. HAGLEY,  
MS. HARRIS,  
MS. MARTY AND,  
MS. MENDOZA**

Pamela Hagley has applied for appointment as the alternate Florida Agency for Health Care Administration Representative. Reeda Harris has applied for appointment as the voting Florida Agency for Health Care Administration Representative. Phyllis Marty has applied for appointment as the voting Regional Workforce Board Representative. Anna Mendoza has applied for appointment as the alternate Regional Workforce Board Representative.

**Page #233 CA. 16 Transportation Disadvantaged Program -  
Status Report**

**FOR INFORMATION ONLY**

The Metropolitan Transportation Planning Organization has requested regular status reports concerning this program.

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***Consent***

***Agenda***

***Enclosures***



MINUTES  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA

John R. "Jack" Durrance Auditorium and  
Via Communications Media Technology  
Gainesville, Florida

June 21, 2021  
5:00 p.m./  
July 14, 2021  
5:00 p.m.

MEMBERS PRESENT

IN PERSON

Charles Chestnut IV, Chair  
David Arreola  
Ken Cornell  
Adrian Hayes-Santos  
Lauren Poe  
Harvey Ward  
Marihelen Wheeler

MEMBERS ABSENT

Mary Alford  
Gail Johnson  
Anna Prizzia

OTHERS PRESENT

VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
See Exhibit A

STAFF PRESENT

VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
Michael Escalante  
Scott Koons

MEMBERS PRESENT

VIA COMMUNICATIONS

MEDIA TECHNOLOGY

Linda Dixon/Curtis Reynolds  
Gloria James  
Reina Saco  
Karen Taulbee/Greg Evans  
Desmon Duncan-Walker

CALL TO ORDER - JUNE 21, 2021

Chair Charles Chestnut IV called the meeting to order at 5:00 p.m. After determining that a quorum was not present in the John R. "Jack" Durrance Auditorium, he continued the meeting to July 14, 2021 at 5:00 p.m. in the John R. "Jack" Durrance Auditorium in order to obtain a quorum.

CALL TO ORDER - JULY 14, 2021

After recognizing a quorum was present in the John R. "Jack" Durrance Auditorium, Chair Chestnut called the meeting to order at 5:12 p.m. to continue the meeting previously convened on June 21, 2021 and continued to July 14, 2021 in order to obtain a quorum.

Scott Koons, Executive Director, asked for a declaration of extraordinary circumstance in order to conduct the meeting as a hybrid meeting enabling members that are not present in-person to participate in the meeting via communications media technology.

**MOTION: Commissioner Ward moved to declare an extraordinary circumstance due to the COVID-19 pandemic and to conduct the meeting as a hybrid meeting enabling members that are not present in-person to participate in the meeting via communications media technology. Commissioner Arreola seconded the motion. Mr. Koons conducted a roll call vote of the seven members present in the John R. “Jack” Durrance Auditorium.**

City Member	Yes	No	County Member	Yes	No
David ARREOLA	X				
			Ken CORNELL	X	
Adrian HAYES-SANTOS	X				
Lauren POE	X				
Harvey WARD	X				
			Marihelen WHEELER	X	
			Charles CHESTNUT IV	X	
<b>Totals</b>	<b>4</b>	<b>0</b>		<b>3</b>	<b>0</b>

**Motion passed unanimously.**

## **I. APPROVAL OF THE MEETING AGENDA AND CONSENT AGENDA**

Chair Chestnut asked for approval of the meeting agenda and consent agenda.

Mr. Koons discussed modifications to the Consent Agenda and Meeting Agenda.

**MOTION: Commissioner Cornell moved to approve the**

- **Consent Agenda as amended to replace the CA.9 memorandum and Exhibit 1 with the Revised CA.9 memorandum and Exhibit 1; and**
- **Meeting Agenda as amended to add:**

**II<sub>B</sub>. Transportation Improvement Program Amendment - Roll Forward Projects; and  
IV<sub>B</sub>. Regional Transit System Ridership COVID-19 Impact Comparison Follow-Up.**

**Commissioner Hayes-Santos seconded the motion; motion passed unanimously.**

## **II. TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-22 TO 2025-26**

Mr. Koons, stated that the Transportation Improvement Program is the most important document that is approved each year by the Metropolitan Transportation Planning Organization. He said that the Transportation Improvement Program is a staged implementation program of transportation projects consistent, to the maximum extent feasible, with adopted comprehensive plans of Alachua County and the City of Gainesville. He added that, in order for federal and state transportation funds to be spent in the Gainesville Metropolitan Area, they must be approved by the Metropolitan Transportation Planning Organization and included in this document. He discussed and answered questions regarding the following significant Fiscal Year 2020-21 projects:

- **Airport - Airport Taxiway A Pavement Rehabilitation - Phase II, Runway 11/29 Markings, Design and Construct Parking and Intermodal Transfer, Hangar Design and Construction, Install Inline Baggage System, Equipment for Maintenance and Wildlife Management and Acquire Index B Fire Fighting Vehicle;**
- **Bicycle/Pedestrian - Americans with Disabilities Act Sidewalk Modifications - Citywide and NW 42 Avenue Sidewalk - NW 13 Street to NW 6 Street;**
- **Intersection - NE 53 Avenue at Animal Services Drive Intersection Modification and NW 39 Avenue at NW 97 Boulevard Intersection Modification;**
- **Interstate - Williston Road Interchange Modification - Add Lanes;**
- **Maintenance - Lighting Agreement Countywide and Routine Maintenance Countywide;**



- Public Transportation - Regional Transit System Capital/Operations Formula and Operations Grant funding, Rural Transit Operations and Transportation Disadvantaged funding;
- Resurfacing - State Road 222 (NW 39 Avenue) - Interstate 75 to NW 43 Street, State Road 22 (Waldo Road) - State Road 222 (NE 39 Avenue) to US Highway 301 and State Road 331 (Williston Road) - State Road 25 (SW 13 Street) to State Road 26 (East University Avenue); and
- Road Construction - SW 62 Boulevard Connector Interim two-Lane Project from Clark Butler Boulevard to SW 20 Avenue.

Mari Schwabacher, Florida Department of Transportation District 2 Liaison, and Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager, discussed drainage projects.

**MOTION: Commissioner Cornell moved to:**

- **Approve the Transportation Improvement Program for Fiscal Years 2021-22 to 2025-26; and**
- **Request that the Florida Department of Transportation provide information concerning any drainage modifications that are components of forthcoming projects.**

**Commissioner Hayes-Santos seconded the motion. Mr. Koons conducted a roll call vote.**

City Member	Yes	No	County Member	Yes	No
David ARREOLA	X				
			Ken CORNELL	X	
Adrian HAYES-SANTOS	X				
Lauren POE	X				
Reina SACO	X				
Desmon DUNCAN-WALKER	X				
Harvey WARD	X				
			Marihelen WHEELER	X	
			Charles CHESTNUT IV	X	
<b>Totals</b>	<b>6</b>	<b>0</b>		<b>3</b>	<b>0</b>

**Motion passed unanimously.**

## II.B. TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT - ROLL FORWARD PROJECTS

Scott Koons, Executive Director, stated that the Florida Department of Transportation is requesting that the Metropolitan Transportation Planning Organization amend its Transportation Improvement Program to roll forward funding from Fiscal Year 2020-21 to Fiscal Year 2021-22 for several projects. He said this amendment is needed because funds for these projects were not committed by June 30, 2021 - the end of the state fiscal year. He discussed the projects and answered questions.

Malisa McCreedy, City of Gainesville Transportation Mobility Department Director, stated that information on the \$5.6 million funding for fixed-route transit would be provided to the members.

**MOTION: Commissioner Cornell moved to approve the Transportation Improvement Program Amendment for Fiscal Years 2021-22 Roll Forward Projects. Commissioner Hayes-Santos seconded the motion. Mr. Koons conducted a roll call vote.**

City Member	Yes	No	County Member	Yes	No
David ARREOLA	X				
			Ken CORNELL	X	
Adrian HAYES-SANTOS	X				
Lauren POE	X				
Reina SACO	X				
Desmon DUNCAN-WALKER	X				
Harvey WARD	X				
			Marihelen WHEELER	X	
			Charles CHESTNUT IV	X	
<b>Totals</b>	<b>6</b>	<b>0</b>		<b>3</b>	<b>0</b>

**Motion passed unanimously.**

### III. LIST OF PRIORITY PROJECTS FOR FISCAL YEARS 2022-23 TO 2026-27

Mr. Koons stated that, each year, priorities for unfunded projects are submitted to the Florida Department of Transportation. He said that these priorities are used by the Department to develop its Tentative Work Program. He added that the draft List of Priority Projects for this year includes projects from the adopted Year 2045 Long-Range Transportation Plan and from local agency recommendations. He discussed the project priorities and answered questions. He noted that the Metropolitan Transportation Planning Organization would have an opportunity to provide comments on the Department draft Tentative Work Program for Fiscal Years 2022-23 to 2026-27 later in 2021.

Ms. McCreedy reported that \$5.6 million funding for fixed-route transit is for transit operating funds.

Amy Grass-Gilmore discussed support of the City of Gainesville-funded HDR corridor study.

Emily Hind discussed the need for lower speed limits.

**MOTION: Mayor Poe moved to approve the List of Priority Projects for Fiscal Years 2022-23 to 2026-27, as amended to add to Table 1 as a new priority to implement project recommendations in the 2021 City of Gainesville-funded HDR corridor study to design and construct safety enhancements that prioritize people for:**

- West University from NW 34th Street to NE 15th Street; and
- West 13th Street from SW 16th Avenue to NW 8th Avenue.

**Commissioner Ward seconded the motion; motion passed unanimously.**

### IV. CITIZENS ADVISORY COMMITTEE ADVISORY ROLE TO ALACHUA COUNTY AND THE CITY OF GAINESVILLE

Mr. Koons discussed the Citizens Advisory Committee recommendation concerning its role as an advisory body to the Alachua County Board of County Commissioners and the City of Gainesville City Commission on local transportation issues. He noted a similar recommendation was presented in 2016.

**MOTION: Commissioner Cornell moved to refer the Citizens Advisory Committee recommendation to the Alachua County Board of County Commissioners and the City of Gainesville Commission. Commissioner Wheeler seconded the motion; motion passed unanimously.**

### IV<sub>B</sub> REGIONAL TRANSIT SYSTEM RIDERSHIP COVID-19 IMPACT COMPARISON FOLLOW-UP

Mr. Koons stated a member of the Metropolitan Transportation Planning Organization requested more recent ridership information. He discussed Regional Transit System-provided Fiscal Year 2020-21 ridership from October 2020 through May 2021 and answered questions.

Some members discussed the advertising wraps on City of Gainesville Regional Transit System busses which inhibited viewing of riders on the busses.

A member noted that the \$575,000 revenue from the advertising wraps was a significant funding source for the City of Gainesville Regional Transit System.

Lee Feldman, City Manager, City of Gainesville, discussed coordination with the University of Florida and the monitoring of the City of Gainesville Regional Transit System ridership patterns and answered questions.

#### V. NEXT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION MEETING

Mr. Koons announced that the next Metropolitan Transportation Planning Organization meeting is scheduled for August 30, 2021 at 3:00 p.m.

#### VI. COMMENTS

##### A. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Chair Chestnut asked for the Florida Department of Transportation District 2 staff report.

Mari Schwabacher, Florida Department of Transportation, District 2, Metropolitan Transportation Planning Organization Liaison, stated that the Department did not have any items to report.

##### B. METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION MEMBERS

A member discussed NW 16th Avenue modifications and jurisdictional transfer to the City of Gainesville.

Another member discussed University Avenue safety modifications.

A member suggested a NW 34th Street midblock pedestrian crossing adjacent to the Loblolly Nature Park entrance.

A member discussed the need for a police traffic enforcement detail along NW 16th Avenue.

##### C. CITIZENS

Ms. Hind supported lower speed limits and protected bikelanes on NW 16th Avenue.

A member suggested a speed study along NW 16th Avenue near NW 34th Street. He and another member discussed the need for engineered safety solutions.

##### D. CHAIR'S REPORT

There was no Chair's Report.

ADJOURNMENT - The meeting was adjourned at 6:06 p.m.

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Date

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Mary Alford, Secretary/Treasurer

## EXHIBIT A

### Interested Citizens

Amy Grass-Gilmore  
Emily Hind  
Kristen Young

### Alachua County

Chris Dawson  
Corbin Hanson  
Joshua Massre  
Takumi Sullivan  
Sylvia Torres

### City of Gainesville

Lee Feldman  
Jesus Gomez  
Deborah Leistner  
Phil Mann  
Malisa McCreedy

### Florida Department of Transportation

Mari Schwabacher  
Karen Taulbee

\* Via telephone  
# Provided written comments

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**CONSENT AGENDA  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**

**John R. “Jack” Durrance Auditorium and  
Via Communications Media Technology  
Gainesville, Florida**

**5:00 p.m.  
June 21, 2021/July 14, 2021**

**STAFF RECOMMENDATION**

- Page #7 CA. 1 Minutes - April 26, 2021 APPROVE MINUTES**  
This set of Metropolitan Transportation Planning Organization minutes is ready for review.
- Page #19 CA. 2 Fiscal Year 2019-20 Audit ACCEPT AUDIT  
AND APPROVE PAYMENT**  
The Metropolitan Transportation Planning Organization needs to accept the audit report and approve payment of the invoice for auditor services.
- Page #47 CA. 3 Fiscal Year 2021-22 Budget APPROVE STAFF  
RECOMMENDATION**  
This budget establishes revenue and expenditure levels for the fiscal year.
- Page #51 CA. 4 Unified Planning Work Program APPROVE JOINT  
Administrative Modification RECOMMENDATION  
Fiscal Year 2020-21 and Fiscal Year 2021-22**  
The Florida Department of Transportation requested a modification to the Unified Planning Work Program for the updating of the Metropolitan Transportation Planning Organization website.
- Page #55 CA. 5 Public Involvement Plan Update APPROVE JOINT  
RECOMMENDATION**  
Each year, the Metropolitan Transportation Planning Organization reviews its public involvement plan to ensure that its processes provide full and open access to all citizens. Disruption of normal public involvement activities by impacts of the COVID-19 Public Health Emergency has necessitated revisions to the plan.



- Page #69 CA. 6 Downtown Connector Rail/Trail Crossing at State Road 331 (Williston Road) - Status Report FOR INFORMATION ONLY**

The Florida Department of Transportation has provided a response to the request by the Metropolitan Transportation Planning Organization concerning evaluations and modifications of the rail trail crossing on State Road 331 (Williston Road) in conjunction with the scheduled resurfacing project.

- Page #73 CA. 7 Annual Transit Ridership Monitoring Report APPROVE STAFF RECOMMENDATION**

This report is updated each year.

- Page #81 CA. 8 Completion of the Metropolitan Transportation Planning Certification Process FOR INFORMATION ONLY**

The Florida Department of Transportation has recertified the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area metropolitan transportation planning process.

- Page #129 CA. 9 Letter of Endorsement for American Planning Association Florida Chapter Award - Outstanding Public Interest Group of the Year APPROVE STAFF RECOMMENDATION**

Gainesville Citizens for Active Transportation and Gators Against Student Pedestrian Deaths are being nominated as the recipient of the American Planning Association Florida Chapter Award for Outstanding Public Interest Group of the Year.

- Page #161 CA. 10 Transportation Disadvantaged Program - Alachua County Transportation Disadvantaged Board Reappointment REAPPOINT MR. EAST**

James East has reapplied for appointment as the voting Citizen Advocate Representative.

- Page #163 CA. 11 Transportation Disadvantaged Program - Alachua County Transportation Disadvantaged Board Appointment APPOINT MS. BARNARD**

Erica Barnard had applied for appointment as the voting Local Medical Community Representative.

- Page #165 CA. 12 Transportation Disadvantaged Program - Status Report FOR INFORMATION ONLY**

The Metropolitan Transportation Planning Organization has requested regular status reports concerning this program.



**CA.2**

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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons AICP, Executive Director 

SUBJECT: 2022 Meeting Schedule

STAFF RECOMMENDATION

**Approve the 2022 Metropolitan Transportation Planning Organization and Advisory Committees Meeting Schedule.**

BACKGROUND

Each year, staff coordinates with the Alachua County and City of Gainesville staffs to develop the annual meeting schedule for the Metropolitan Transportation Planning Organization and its advisory committees. The schedule is similar to previous meeting schedules.

Attachment



## EXHIBIT 1

### SCHEDULED 2022 MTPO AND COMMITTEE MEETING DATES AND TIMES

PLEASE NOTE: All of the dates and times shown in this table are subject to being changed during the year.

<b>MTPO MEETING MONTH</b>	<b>TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]</b>	<b>B/PAB [At 7:00 p.m.]</b>	<b>MTPO MEETING</b>
<b>FEBRUARY</b>	February 2	February 3	February 28 at 3:00 p.m.
<b>APRIL</b>	April 6	April 7	April 25 at 3:00 p.m.
<b>JUNE</b>	June 1	June 2	June 20 at 5:00 p.m.
<b>AUGUST</b>	August 3	August 4	August 22 at 3:00 p.m.
<b>OCTOBER</b>	October 5	October 6	October 24 at 3:00 p.m.
<b>DECEMBER</b>	November 16	November 17	December 12 at 5:00 p.m.

Note, unless otherwise scheduled:

1. Technical Advisory Committee meetings are conducted in the General Purpose Meeting Room of the Gainesville Regional Utilities Administration Building;
2. Citizens Advisory Committee meetings are conducted in the Grace Knight Conference Room of the Alachua County Administration Building; and
3. Metropolitan Transportation Planning Organization meetings are conducted at the Jack Durrance Auditorium of the Alachua County Administration Building unless noted.

MTPO means Metropolitan Transportation Planning Organization  
TAC means Technical Advisory Committee  
CAC means Citizens Advisory Committee  
B/PAB means Bicycle/Pedestrian Advisory Board  
NCFRPC means North Central Florida Regional Planning Council  
TMC means City of Gainesville Traffic Management Center





**CA.3**

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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Engagement Letter for Fiscal Year 2020-21 Audit

**STAFF RECOMMENDATION**

**Authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants of Lake City to conduct the Fiscal Year 2020-21 Audit of the accounts of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.**

**BACKGROUND:**

As you know, the Metropolitan Transportation Planning Organization selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. It is recommended that an engagement letter be entered into for the audit of Fiscal Year 2020-21 with the auditing firm of Powell and Jones, Certified Public Accountants of Lake City.

Please find attached a summary of the proposal made by Powell and Jones, Certified Public Accountants (Exhibit 1). Please note that page 4 of Exhibit 1 shows a \$7,386 fee to be charged for the Fiscal Year 2020-21 Audit.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200  
Fax: 386 / 719-5504  
powellandjones@bellsouth.net

October 15, 2021

To the Metropolitan Transportation Planning for the Gainesville Urbanized Area:

2009 NW 67<sup>th</sup> Pl, Gainesville, FL 32653

We are pleased to confirm our understanding of the services we are to provide the Metropolitan Transportation Planning for the Gainesville Urbanized Area for the year ended September 30, 2021. We will audit the financial statements of the governmental activities, the major fund and the related notes to the financial statements, which collectively comprise the basic financial statements of the Metropolitan Transportation Planning for the Gainesville Urbanized Area as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Metropolitan Transportation Planning for the Gainesville Urbanized Area's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to The Metropolitan Transportation Planning for the Gainesville Urbanized Area's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the Metropolitan Transportation Planning for the Gainesville Urbanized Area's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Metropolitan Transportation Planning for the Gainesville Urbanized Area and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Metropolitan Transportation Planning for the Gainesville Urbanized Area's financial statements. Our report will be addressed to the Metropolitan Transportation Planning for the Gainesville Urbanized Area. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Metropolitan Transportation Planning for the Gainesville Urbanized Area's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Metropolitan Transportation Planning for the Gainesville Urbanized Area in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement,

whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Powell and Jones, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones, CPA personnel. Furthermore, upon request, we may provide

copies of selected audit documentation to a regulatory agency or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

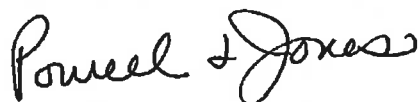
We expect to begin our audit on approximately March 1, 2022 and to issue our reports no later than June 30, 2022. Richard Powell is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee of \$7,386 is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Metropolitan Transportation Planning for the Gainesville Urbanized Area and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Powell and Jones, CPA



RESPONSE:

This letter correctly sets forth the understanding of the Metropolitan Transportation Planning for the Gainesville Urbanized Area.

Signature: \_\_\_\_\_

Charles S. Chestnut IV

Title: \_\_\_\_\_

Chair

Metropolitan Transportation  
Planning Organization for the  
Gainesville Urbanized Area

Signature: \_\_\_\_\_

Scott R. Koons

Title: \_\_\_\_\_

Executive Director

Metropolitan Transportation  
Planning Organization for the  
Gainesville Urbanized Area

**CA.4**

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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proposed Amended Budget for Fiscal Year 2020-21

**RECOMMENDATION:****Adopt the amended budget for Fiscal Year 2020-21 as recommended by staff.****BACKGROUND:**

As you know, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopts the Unified Planning Work Program which outlines the anticipated transportation planning expenditures each year for the period beginning on July 1 and ending on June 30. However, since the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is a governmental entity under Florida state law, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area fiscal year begins on October 1. Consequently, a fiscal year budget is adopted that can be monitored and adjusted appropriately during the year as decisions are made with respect to program activities.

The attached amended budget satisfies this budgetary process requirement. The amended Fiscal Year 2020-21 budget reflects the preliminary year end activities of the current year.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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## EXHIBIT 1

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA  
BUDGET  
Fiscal Year October 1, 2020 to September 30, 2021  
Amended October 25, 2021

### REVENUE

Florida Department of Transportation	\$ 610,700
Florida Transportation Disadvantaged Commission	20,500
Alachua County	9,600
City of Gainesville	14,400
In-Kind Contributions (Florida Department of Transportation)	<u>201,000</u>
<b>TOTAL REVENUE</b>	<b>\$ 856,200</b>

### EXPENSES


Contractual Services	\$ 632,000
Legal Advertisements	14,900
Audit	7,200
Travel	0
Training	200
Memberships	500
Office Supplies	400
In-Kind Services (Florida Department of Transportation)	<u>201,000</u>
<b>TOTAL EXPENSES</b>	<b>\$ 856,200</b>





October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Safety Performance Measures and Targets

JOINT RECOMMENDATION

**The Technical Advisory Committee and Staff recommend that the Metropolitan Transportation Planning Organization set Safety Performance Targets consistent with the Florida Department of Transportation Targets.**

Safety Topic	Performance Measure	Target
1	Fatalities	Zero
2	Serious Injuries	Zero
3	Non-Motorized Fatalities and Serious Injuries	Zero
4	Fatalities Per 100 Million Vehicle Miles Travelled	Zero
5	Serious Injuries Per 100 Million Vehicle Miles Travelled	Zero

**Please note that the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee did not meet due to lack of quorums.**

BACKGROUND

The Moving Ahead for Progress in the 21st Century Act established performance measures for evaluation of effectiveness of expenditure of federal transportation funds. The subsequent Fixing America's Surface Transportation Act continues the implementation of the performance measures federal legislation. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to annually set safety targets for fatalities and serious injuries. The Metropolitan Transportation Planning Organization initially set safety targets for fatalities and serious injuries at its December 4, 2017 meeting.

Staff has been coordinating with the Florida Department of Transportation. Exhibit 1 includes excerpted pages from the Florida Department of Transportation 2018 Highway Safety Plan. A summary of the Florida Department of Transportation statewide safety targets is listed in the matrix above.

## Attachment

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Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.



## EXHIBIT 1

### TARGETS:

Florida shares the national traffic safety vision, "Toward Zero Deaths," and formally adopted our own version of the national vision, "Driving Down Fatalities," in 2012. FDOT and its traffic safety partners are committed to eliminating fatalities and reducing serious injuries with the understanding that the death of any person is unacceptable and based on that, zero deaths is our safety performance target. This target is consistent throughout our Strategic Highway Safety Plan, Highway Safety Improvement Program and Highway Safety Plan.

### DATA FORECASTS:

Understanding that zero fatalities cannot be reached within the HSP 2018 year, Florida has developed data models to forecast the fatalities that are statistically expected to occur as we diligently strive to drive down fatalities and serious injuries with an ultimate vision of zero.

Florida's data forecasts have been established using an ARIMA Hybrid Regression Model  $(0, 1, 1)(2, 0, 0)(12)$  with VMT. Nine independent variables were tested to assess correlations; only Vehicle Miles of Travel (VMT) and gas consumption have relatively high correlations with fatalities and serious injuries and of these two variables only VMT was useful in predicting future fatalities and serious injuries. The first three performance measures (number of fatalities, number of serious injuries, and fatality rate per 100M VMT) have been forecasted based on a five year rolling average and the remaining performance measures will be forecasted annually. The forecasts for 2017 and 2018 are based on monthly data from 2005 through 2016 using statistical forecasting methodologies.

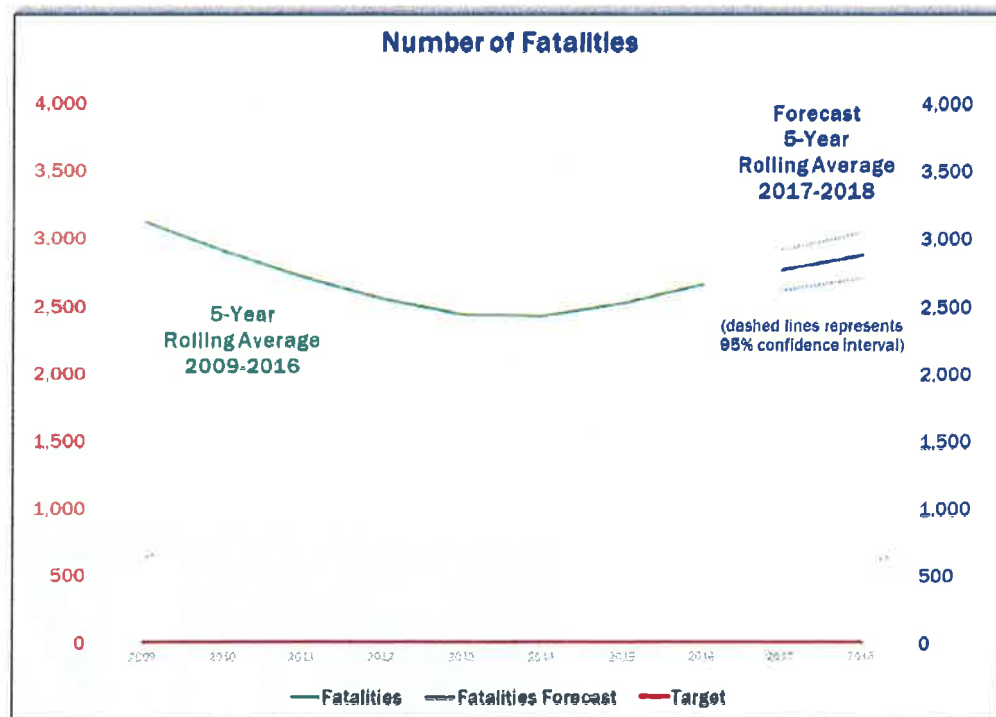


## C1 - NUMBER OF FATALITIES:

The table below reflects the five year rolling average of traffic fatalities for each year and the data forecast for 2017 and 2018. Based on statistical forecasting, the five year rolling average for total fatalities on Florida's roads is forecasted to be between 2,716 and 3,052 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018.

Florida's target for fatalities is zero in 2018.

While the data forecast indicates Florida's five year rolling average for fatalities could continue to trend upward in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of traffic fatalities.

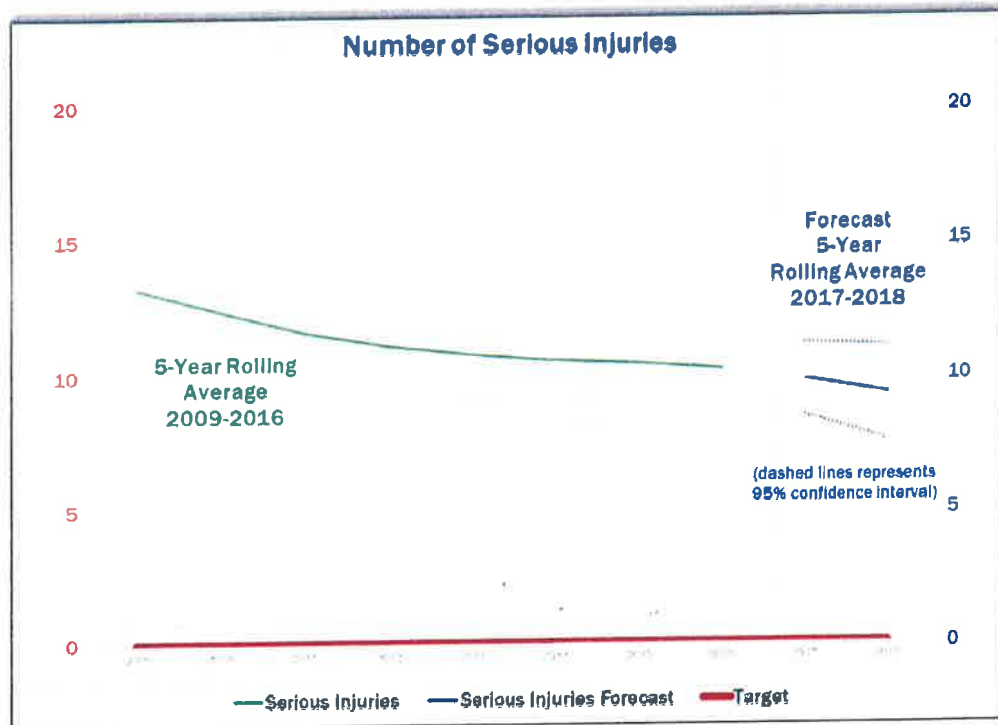


## C2 - NUMBER OF SERIOUS INJURIES:

The table below reflects the five year rolling average of serious injuries for each year and data forecast for 2017 and 2018. Based on statistical forecasting, the five year rolling average for serious injuries on Florida's roads is forecasted to be between 18,831 and 20,861 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018.

Florida's target for serious injuries is zero in 2018.

The data forecast indicates Florida's five year rolling average of serious injuries will continue to trend downward in 2017 and 2018. The FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in the number of serious injuries on Florida's roads.

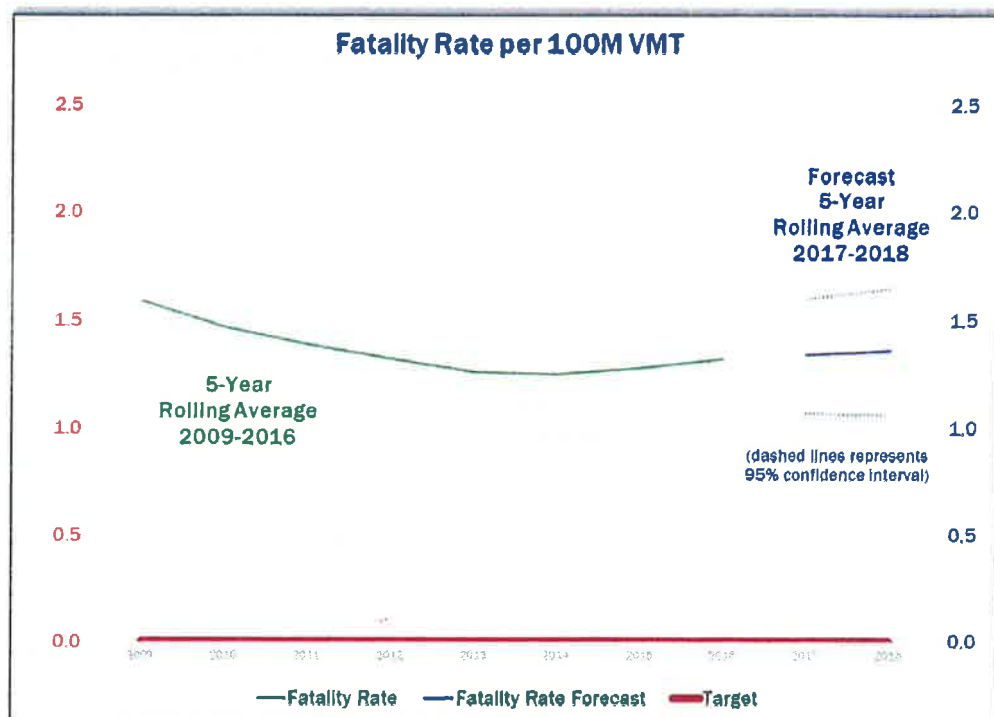


### C3 - FATALITY RATE PER 100M VMT

The table below reflects the five year rolling average for fatality rate per 100 million vehicle miles traveled (VMT) for each year and the data forecasts for 2017 and 2018. Based on statistical forecasting, the five year rolling average for fatality rate per 100 million VMT on Florida's roads is forecasted to be between 1.06 and 1.65 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018.

Florida's target for fatality rate per 100 million VMT is zero in 2018.

While data forecast indicates Florida's fatality rate per 100 million VMT could continue to trend upward in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the fatality rate per 100 million VMT.



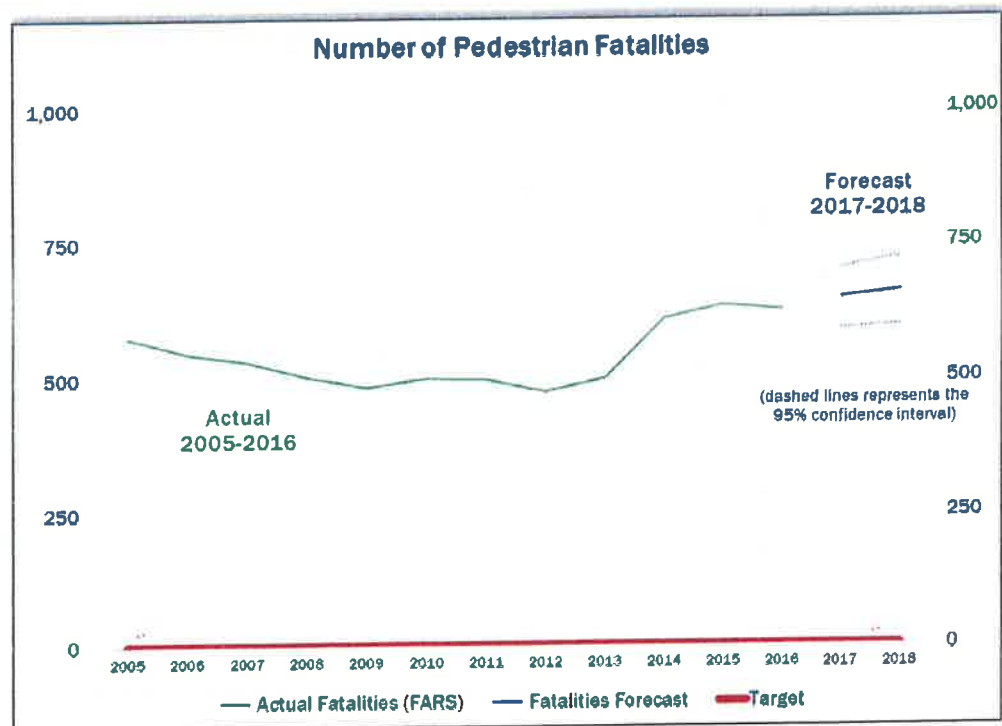


## C10 - NUMBER OF PEDESTRIAN FATALITIES

The table below reflects the number of number of pedestrian fatalities for each year and the data forecast for 2017 and 2018. Based on statistical forecasting, number of pedestrian fatalities on Florida's roads is forecasted to be between 596 and 722 in 2018. This forecast was made by combining FARS data with current state data from 2005 to 2016 to predict probable outcomes for 2017 and 2018.

Florida's target for number of pedestrian fatalities is zero in 2018.

While the data forecast indicates Florida's number of pedestrian fatalities could continue to trend upward in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of pedestrian fatalities.

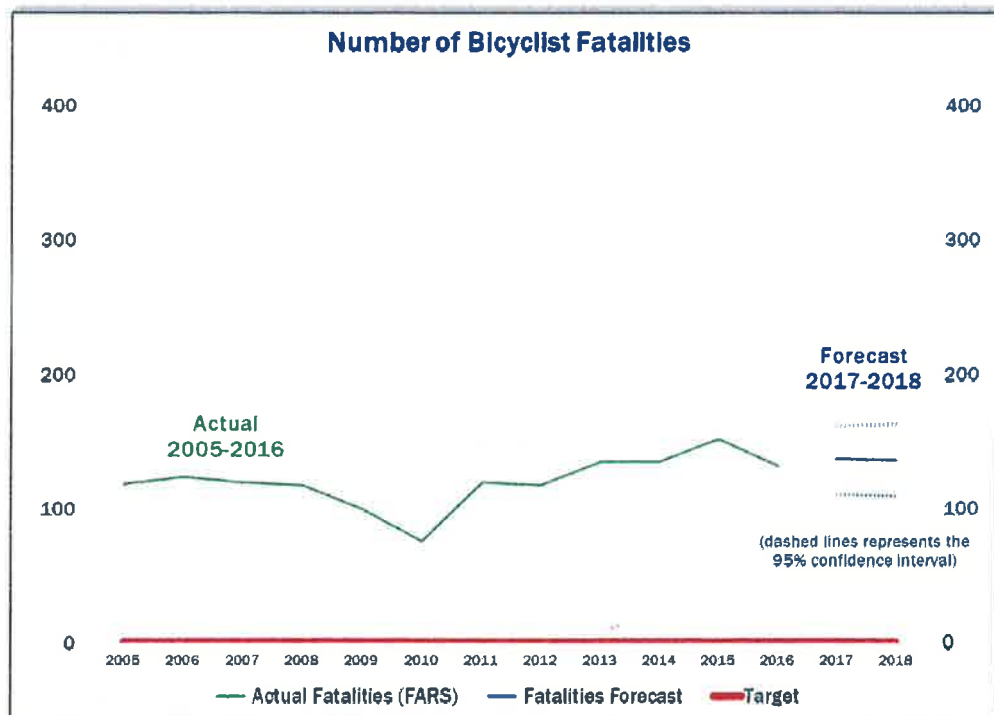


## C11 - NUMBER OF BICYCLIST FATALITIES

The table below reflects the number of number of bicyclist fatalities for each year and the data forecast for 2017 and 2018. Based on statistical forecasting, number of bicyclist fatalities on Florida's roads is forecasted to be between 110 and 163 in 2018. This forecast was made by combining FARS data with current state data from 2005 to 2016 to predict probable outcomes for 2017 and 2018.

Florida's target for number of bicyclist fatalities is zero in 2018.


While the data forecast indicates Florida's number of bicyclist fatalities will remain flat in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of bicyclist fatalities.





October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Resolution 2021-07 - Revised Section 5305(d) Grant Application,  
Revised Section 5305(d) Grant Resolution and Public Transportation Agreement

JOINT RECOMMENDATION

**The Technical Advisory Committee and staff recommend that the Metropolitan Transportation Planning Organization approve Resolution No. 2021-07 (Exhibit 1) authorizing the Chair to:**

- **Sign the Section 5305(d) Grant Application for Fiscal Year 2021-22 funding (Exhibit 2) and submit the Section 5305(d) Grant Application for Fiscal Year 2021-22 funding to the Florida Department of Transportation; and**
- **Enter into a Public Transportation Agreement (Exhibit 3) in order to receive the Section 5305(d) Grant Application for Fiscal Year 2021-22 Grant Award.**

**Please note that the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee did not meet due to lack of quorums.**

BACKGROUND

Each year, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area submits a grant application for Federal Transit Administration Section 5305(d) funds. These funds are used by Metropolitan Transportation Planning Organization staff to conduct bicycle, pedestrian and transit planning activities. An initial application is for the estimated grant award. A subsequent application is for the actual grant award. The Florida Department of Transportation has informed the Metropolitan Transportation Planning Organization of the actual Fiscal Year 2021-22 funding. The actual grant award of \$190,455 is \$10,289 less than the previous estimate of \$200,744.

The Fiscal Year 2021-22 grant application materials for Federal Transit Administration Section 5305(d) funds will be submitted to the Florida Department of Transportation as part of a Unified Planning Work Program amendment.

Attachments

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## EXHIBIT 1

### RESOLUTION NO. 2021-07

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AUTHORIZING THE CHAIR TO ENTER INTO A PUBLIC TRANSPORTATION GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA REGARDING FISCAL YEAR 2021-22 FEDERAL TRANSIT ADMINISTRATION SECTION 5305(d) PUBLIC TRANSIT OFFICE PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has decided to seek Fiscal Year 2021-22 Federal Transit Administration Section 5305(d) Public Transit Office planning funds in Alachua County in order to examine transportation system management and transportation demand management techniques which are designed to improve the transportation system through low-cost measures to reduce traffic congestion and obtain greater capacity out of the existing highway system;

WHEREAS, the Florida Department of Transportation requires that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area execute an Amendment to the Public Transportation Agreement, Financial Project Number 411762-3-14-21, in order to be able to expend Fiscal Year 2021-22 Federal Transit Administration Section 5305(d) Public Transit Office planning funds in Alachua County;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to apply for Federal Transit Administration Section 5305(d) Public Transit Office Planning Funds and enter into said Amendment to the Public Transportation Agreement and to undertake the project hereinafter described, as authorized under Section 339.175(10)(b), Florida Statutes; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will prepare these studies and then seek reimbursement of funds from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter in a Public Transportation Grant Agreement.
2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to apply for Federal Transit Administration Section 5305(d) Public Transit Office Planning Funds and execute a Public Transportation Grant Agreement on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with the Florida Department of Transportation for planning to facilitate Public Transit Office planning activities in Alachua County, Florida.
3. That the total project cost is two hundred thirty-eight thousand and sixty-nine dollars and no cents (\$238,069.00) which represents one hundred ninety thousand four hundred and fifty-five dollars and no cents (\$190,455.00) federal funds (at 80 percent), forty-seven thousand six hundred and fourteen dollars and zero cents (\$47,614.00) state toll credit soft match funds (local and state match at 20 percent).

4. That the amount of reimbursement is not to exceed one hundred ninety thousand four hundred and fifty-five dollars and no cents (\$190,455.00) which represents the federal portion of the project cost.

5. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to act in connection with the Public Transportation Grant Agreement to provide such additional information as may be required by the Florida Department of Transportation.

6. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute any Supplemental Amendments to the Public Transportation Grant Agreement, for the purpose of Scope Changes and/or funding adjustments, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project.

7. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign requests for Contract Time Extension(s), as may be required in support of the project.

8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any and all reimbursement invoices and warranties that may be required in connection with the Public Transportation Grant Agreement or subsequent Supplemental Amendments to the Public Transportation Grant Agreement.

9. That all resolutions or portions of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

10. That this resolution shall take effect upon its adoption.

DULY ADOPTED, in regular session, this 25th day of October A.D., 2021.

METROPOLITAN TRANSPORTATION  
PLANNING ORGANIZATION FOR THE  
GAINESVILLE URBANIZED AREA

\_\_\_\_\_  
Charles S. Chestnut IV, Chair

ATTEST:

\_\_\_\_\_  
Mary Alford, Secretary/Treasurer

APPROVED AS TO FORM

\_\_\_\_\_  
Corbin Hanson, Attorney  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2021-07, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that was held on the 25th day of October, A.D., 2021.

WITNESS my hand this 25th day of October, A.D., 2021.

Mary Alford, Secretary/Treasurer





## EXHIBIT 2

OMB Number: 4040-0004  
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision
<b>* If Revision, select appropriate letter(s):</b> <div style="border: 1px solid black; background-color: yellow; height: 15px; width: 100%;"></div>		
<b>* Other (Specify):</b> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
<b>* 3. Date Received:</b> <div style="border: 1px solid black; background-color: yellow; height: 15px; width: 100%;"></div>		<b>4. Applicant Identifier:</b> Not Applicable
<b>5a. Federal Entity Identifier:</b> Not Applicable		<b>5b. Federal Award Identifier:</b> FL- 80-009
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>		<b>7. State Application Identifier:</b> 1001
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> MTPO for the Gainesville Urbanized Area		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59- 1834302		<b>* c. Organizational DUNS:</b> 0442335900000
<b>d. Address:</b>		
<b>* Street1:</b> 2009 NW 67th Place		
<b>Street2:</b>		
<b>* City:</b> Gainesville		
<b>County/Parish:</b> Alachua		
<b>* State:</b> FL: Florida		
<b>Province:</b>		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 32653-1063		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Transportation Planning		<b>Division Name:</b>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mr.		<b>* First Name:</b> Scott
<b>Middle Name:</b> R.		
<b>* Last Name:</b> Koons		
<b>Suffix:</b>		
<b>Title:</b> Executive Director		
<b>Organizational Affiliation:</b> North Central Florida Regional Planning Council		
<b>* Telephone Number:</b> 352.955.2200		<b>Fax Number:</b> 352.955.2209
<b>* Email:</b> koons@ncfrpc.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:

Section 5305(d)

### \* 12. Funding Opportunity Number:

FL-80-0009

### \* Title:

Metropolitan Transportation Planning

### 13. Competition Identification Number:

Not Applicable

### Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Technical Studies in Support of Fiscal Year 2020-21 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant 3, 5

\* b. Program/Project 3, 5

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: 07/01/2021

\* b. End Date: 06/30/2022

**18. Estimated Funding (\$):**

* a. Federal	190,455.00
* b. Applicant	
* c. State	47,614.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	238,069.00

**\* 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.
- ☒ 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 ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* 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: Hon. \* First Name: Charles

Middle Name: S.

\* Last Name: Chestnut

Suffix: IV

\* Title: Chair

\* Telephone Number: 352.955.2200

Fax Number: 352.955.2209

\* Email: koons@ncfrpc.org

\* Signature of Authorized Representative:

\* Date Signed: 10/25/2021



**Section 5305(d)**  
**Approved Project Budget for Federal Fiscal Year 2021-22**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$82,250
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	31,250
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	51,000
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	73,569
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Projects Cost		\$238,069

Accounting Classifications

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$238,069
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$238,069

Fund Allocations

44.40.01	MPO Activities	\$238,069
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$238,069
Federal Share (80%)		\$190,455
Local Share (20%)*		\$47,614

Accounting Classification	FPC	Description	
91.37.08.8P-2	02	Technical Studies - Planning	\$238,069

\*Florida Department of Transportation Toll Credits Soft Match

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**Section 5305(d)**  
**Grant Management Information System**  
**Planning Line Item Codes - Federal Fiscal Year 2021-22**  
(Federal Transit Administration Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$65,800
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	25,000
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	40,800
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	58,855
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Projects Cost		\$190,455

Accounting Classifications

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$190,455
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$190,455

Fund Allocations

44.40.01	MPO Activities	\$190,455
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$190,455

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Financial Project Number(s): (Item-segment-phase-sequence) 411762-3-14-22	Fund(s): DU	FLAIR Category: 088774
	Work Activity Code/Function: 215	Object Code: 780000
	Federal Number/Federal Award Identification Number (FAIN) – Transit only: FL-2021-01-00	Org. Code: 55022020229
	Federal Award Date: 2/11/2020	Vendor Number: F591834302002
Contract Number:	Agency DUNS Number: 044233590	
CFDA Number: 20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	
CFDA Title:		
CSFA Number:	N/A	
CSFA Title:	N/A	

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into \_\_\_\_\_, by and between the State of Florida, Department of Transportation, ("Department"), and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 341.000, Florida Statutes, to enter into this Agreement.
2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in Metropolitan Planning - Program Support Administration, as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- |          |  |
|----------|--|
| —        | Aviation   |
| —        | Seaports   |
| <u>X</u> | Transit  |
| —        | Intermodal   |
| —        | Rail Crossing Closure  |
| —        | Match to Direct Federal Funding (Aviation or Transit)                      |
|          | (Note: Section 15 and Exhibit G do not apply to federally matched funding) |
|          | Other  |

- 4. Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- |          |  |
|----------|--|
| <u>X</u> | Exhibit A: Project Description and Responsibilities      |
| <u>X</u> | Exhibit B: Schedule of Financial Assistance              |
| —        | *Exhibit B1: Deferred Reimbursement Financial Provisions |
| —        | *Exhibit B2: Advance Payment Financial Provisions        |
| <u>X</u> | *Exhibit C: Terms and Conditions of Construction         |
| <u>X</u> | Exhibit D: Agency Resolution                             |
| <u>X</u> | Exhibit E: Program Specific Terms and Conditions         |

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- ☒ Exhibit F: Contract Payment Requirements  
☐ \*Exhibit G: Audit Requirements for Awards of State Financial Assistance  
☒ \*Exhibit H: Audit Requirements for Awards of Federal Financial Assistance  
☐ \*Additional Exhibit(s):

\*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through September 30, 2022. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. ☐ If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the  day of , or within  days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.



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- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

**9. Project Cost:**

- a. The estimated total cost of the Project is \$190,455. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$190,455 and, the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

**10. Compensation and Payment:**

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:
- Travel expenses are NOT eligible for reimbursement under this Agreement.
- X Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's

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Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. **Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. **Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.
- If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- h. **Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. **Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

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- j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.
- k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. **Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project**

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**Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A", Project Description and Responsibilities**.

**11. General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.
- b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:
  - i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or
  - ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d. ☐ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e. ☐ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
  - i. ☒ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
  - ii. ☐ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
  - iii. ☐ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms

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and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

**12. Contracts of the Agency:**

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors

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and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

**13. Maintenance Obligations.** In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

**14. Sale, Transfer, or Disposal of Department-funded Property:**

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
  - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
  - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
  - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
  - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
  - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
  - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

**15. Single Audit.** The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

**Federal Funded:**

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by

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Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
  - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
  - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).
  - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

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- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  - 1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
  - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  - 3. Wholly or partly suspend or terminate the Federal award;
  - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  - 5. Withhold further Federal awards for the Project or program;
  - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

**State Funded:**

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:



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- i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

And

State of Florida Auditor General  
Local Government Audits/342  
111 West Madison Street, Room 401  
Tallahassee, FL 32399-1450  
Email: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as

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applicable.

- vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.
  - vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
  - viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.
- 16. Notices and Approvals.** Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.
- 17. Restrictions, Prohibitions, Controls and Labor Provisions:**
- a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
  - b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

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- c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. **E-Verify.** The Agency shall:
  - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
  - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. **Executive Order 20-44.** Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at [fdotsingleaudit@dot.state.fl.us](mailto:fdotsingleaudit@dot.state.fl.us) within 180 days following the end of each tax year of the Agency receiving Department funding.
- i. **Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

**18. Indemnification and Insurance:**

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- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, the Agency shall indemnify and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

- b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.
- c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of

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the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

**19. Miscellaneous:**

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

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- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY Metropolitan Transportation Planning Organization for the  
Gainesville Urbanized Area

By: \_\_\_\_\_

Name: Charles Chestnut IV

Title: Chair, Metropolitan Transportation Planning  
Organization

STATE OF FLORIDA, DEPARTMENT OF  
TRANSPORTATION

By: \_\_\_\_\_

Name: James Knight

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF  
TRANSPORTATION Legal Review:

\_\_\_\_\_  
Angela Hensel



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**EXHIBIT A**

**Project Description and Responsibilities**

**Refer to Attached UPWP**



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**EXHIBIT B**

**Schedule of Financial Assistance**

**Refer to Attached UPWP**

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**EXHIBIT D**

**AGENCY RESOLUTION**

***PLEASE SEE ATTACHED***

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**EXHIBIT E  
PROGRAM SPECIFIC TERMS AND CONDITIONS - TRANSIT**

**(Section 5305(d): Metropolitan Transportation Planning Program)**

This exhibit forms an integral part of the Agreement between the Department and the Agency.

- 1. Conformance with Enabling Legislation.** This Agreement is in conformance with Section 5305(d) of the Federal Transit Act (49 U.S.C. 5305(d)) and Chapter 341, F.S.
- 2. Adherence to Certifications and Assurances.** The Agency shall ensure adherence to the various Federal requirements documented in FTA (formerly UMTA) Circular 8100.1a, including Title VI of the Civil Rights Act of 1964, Disadvantaged Business Enterprise requirements, and the Americans with Disabilities Act of 1990, and all other federally required certifications and assurances made in its application to the Department for Section 5305(d) funds.
- 3. Adherence to Federal Planning Requirements.** The Agency shall adhere to all applicable planning requirements established and set forth by the U.S. Department of Transportation, including development and timely submission of its Transportation Improvement Program (TIP) and annual/biennial element and Unified Planning Work Program (UPWP).
- 4. FTA Compliance.** The Agency shall comply with any special conditions imposed by the Federal Transit Administration (FTA) as a condition of grant approval. Costs incurred prior to execution of this Agreement cannot be charged to the grant. Costs incurred by the Agency to prepare and file an application are not eligible Project costs.
- 5. Formula Information.** This program is authorized under 49 U.S.C., Sections 5305, and USDOT, FTA Circular C 8100.1C, *Program Guidance and Application Instructions for Metropolitan Planning Program Grants*, dated September 1, 2008, as amended. The Intermodal Surface Transportation Efficiency Act of 1991, as amended (ISTEA) has divided Metropolitan Planning Program (MPP) authorizations into two categories: 80 percent is designated for basic MPP work, with the remaining 20 percent designated for supplemental assistance. FTA combines both the basic and supplemental MPP assistance for each state when FTA publishes its annual apportionment notice in the Federal Register. The ISTEA also prescribes different formulas for apportioning and allocating basic and supplemental MPP assistance, as described below:

**a) Basic MPP Assistance.**

- 1) FTA apportions 80 percent of the available MPP assistance to the states, based on the ratio equal to the population in each state's urbanized areas divided by the total population in urbanized areas in all the states, as shown by the latest available decennial census prepared by the U.S. Bureau of the Census. If necessary, FTA is required to make adjustments to that formula to assure that each state is apportioned a minimum amount of .5 percent of this 80 percent basic assistance.
- 2) Each state must then allocate its MPP assistance to its MPOs consistent with the FTA-approved formula the state has developed with its MPOs.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 02/20

b) Supplemental MPP Assistance.

- 1) FTA then apportions the remaining 20 percent of the MPP assistance to the states to supplement costs experienced by MPOs in carrying out MPP activities. FTA's administrative formula for apportioning the remaining 20 percent focuses on the planning needs of the larger, more complex metropolitan areas.
- 2) The state must then allocate this supplemental MPP assistance consistent with a formula reflecting the additional costs its MPOs have experienced in carrying out the requisite planning, programming, and work selection necessary for the metropolitan area to comply with the various federal transportation requirements.

c) Non-Federal Share (Soft Match).

- 1) The Department may use transportation development credits (TDC) as authorized by Title 23 U.S.C. (Section 120) to satisfy the required 20-percent non-federal share (soft match) as required by the FTA 5305(d) grant program. The MPO shall describe the use of the TDCs in the introduction of its 2-year UPWP and show the total amount of TDCs used to satisfy the 5305(d) non-federal share in the UPWP Summary Budget Tables.

Note particularly, that states must allocate to each of its MPOs at least as much MPP assistance as that MPO received in federal fiscal year 1991. The Department uses the federally published allocations to program and make available the funding under the Section 5303 program to local agencies. The State program procedures Topic no. 725-030-040, Section 5303 Program, require the Districts to use the same federal allocations when preparing agreements with local agencies.

**-- End of Exhibit E --**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT EXHIBITS**

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**EXHIBIT F**

**Contract Payment Requirements**  
**Florida Department of Financial Services, Reference Guide for State Expenditures**  
***Cost Reimbursement Contracts***

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 02/20

**EXHIBIT H**

**AUDIT REQUIREMENTS FOR AWARDS OF FEDERAL FINANCIAL ASSISTANCE**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** 20.505

**CFDA Title:** Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

**\*Award Amount:** \$190,455

**Awarding Agency:** Florida Department of Transportation

**Indirect Cost Rate:** NA

**\*\*Award is for R&D:** No

\*The federal award amount may change with amendments

\*\*Research and Development as defined at 2 CFR §200.87

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING  
AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE  
FOLLOWING:**

Title 23 – Highways, United States Code  
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code  
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century, P.L. 112-141  
[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsrs.gov](http://www.fsrs.gov)




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2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Resolution No. 2021-08 - Unified Planning Work Program Amendment -  
Revised Section 5305(d) Grant Funding

**JOINT RECOMMENDATION**

**The Technical Advisory Committee and staff recommend approval of Resolution No. 2021-08 to amend the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program for the actual Federal Transit Administration Section 5305(d) Grant award for Fiscal Year 2021-22 (Exhibit 1), with the understanding that additional administrative revisions requested by state and federal review agencies will be made as necessary by staff.**

**Please note that the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee did not meet due to lack of quorums.**

**BACKGROUND**

At its April 26, 2021 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Unified Planning Work Program to address Florida Department of Transportation notification concerning its:

- Federal Transit Administration Section 5305(d) Grant award estimate for Fiscal Year 2021-22; and
- corresponding Federal Transit Administration Section 5305(d) Grant application.

In order to receive the actual additional federal transportation planning funds for Fiscal Year 2021-22, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area needs to:

- submit a Federal Transit Administration Section 5305(d) Grant Application for the actual Fiscal Year 2021-22 funding (Exhibit 2); and
- amend the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program for the Federal Transit Administration Section 5305(d) Grant Award for Fiscal Year 2021-22.

Exhibit 3 includes revised task and summary tables that address the Fiscal Year 2021-22 funding changes in the Unified Planning Work Program. Exhibit 4 is the Florida Department of Transportation Unified Planning Work Program Revision Form. The actual grant award is \$10, 289 less than the previous estimate.

The Unified Planning Work Program outlines and describes planning efforts to be undertaken by participating agencies to maintain a comprehensive, cooperative and continuing transportation planning program in the Gainesville Urbanized Area.

**Attachments**

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## EXHIBIT 1

### RESOLUTION NO. 2021-08

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AMENDING THE FISCAL YEARS 2020-21 AND 2021-22 UNIFIED PLANNING WORK PROGRAM DECREASING THE AMOUNT OF FEDERAL TRANSIT ADMINISTRATION SECTION 5305(d) GRANT FUNDS BY \$10,289 FOR FISCAL YEAR 2021-22 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE PLANNING ACTIVITY MODIFICATIONS THAT DO NOT CHANGE THE OVERALL BUDGET OR SCOPE OF WORK TASKS REGARDING FISCAL YEAR 2020-21 AND FISCAL YEAR 2021-22 PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Fiscal Years 2020-21 and 2021-22 Federal Highway Administration metropolitan planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area: that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated metropolitan planning organization, shall develop, in cooperation with the Florida Department of Transportation and public transportation providers, a unified planning work program that lists all planning tasks to be undertaken during Fiscal Year 2020-21 and Fiscal Year 2021-22 that must provide a complete description of each planning task and an estimated budget therefor and must comply with applicable state and federal law; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has prepared the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program that includes required Assurances and Certifications and will then seek reimbursement of funds for implementation of said unified planning work program from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to approve the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program.

2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approves and authorizes its Chair to sign the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in order to implement metropolitan planning work tasks and activities in and affecting Alachua County, Florida (Federal Project Identification Number- 0241-058-M).

3. That the Fiscal Year 2020-21 Unified Planning Work Program estimated budget includes eight hundred thirty-four thousand six hundred sixty-eight dollars and no cents (\$834,668.00) which represents six hundred eighty-three thousand eight hundred forty-three dollars and no cents (\$683,843.00) Federal Highway Administration funds and one hundred fifty thousand eight hundred twenty-five dollars and no cents (\$150,825.00) state soft matching funds for Fiscal Year 2020-21 (Florida Department of Transportation Project Identification Number- 439318-3-14-01).

4. That the Fiscal Year 2021-22 Unified Planning Work Program estimated budget includes five hundred ninety thousand five hundred fifty-seven dollars and no cents (\$590,557.00) which represents four hundred eighty-three thousand eight hundred forty-three dollars and no cents (\$483,843.00) Federal Highway Administration funds and one hundred six thousand seven hundred fourteen dollars and no cents (\$106,714.00) state soft matching funds for Fiscal Year 2021-22 (Florida Department of Transportation Project Identification Number- 439318-3-14-02).

5. That the amount of reimbursement for federal highway planning is not to exceed six hundred eighty-three thousand four hundred and eighty-three dollars and no cents (\$683,483.00) in Fiscal Year 2020-21 and four hundred eighty-three thousand eight hundred forty-three dollars and no cents (\$483,843.00) in Fiscal Year 2021-22 which represents the Federal Highway Administration portion for unified planning work program implementation.

6. That the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program includes Federal Transit Administration Section 5305(d) grant application with an amended budget of two hundred thousand seven hundred forty-four dollars and no cents (\$200,744.00) in Federal Transit Administration funds (80 percent) that would be matched with an amended amount of fifty thousand one hundred eighty-six dollars and no cents (\$50,186.00) Florida Department of Transportation toll credits soft matching funds (twenty percent state and local matching funds) for Fiscal Year 2020-21 and an amended budget of one hundred ninety thousand four hundred and fifty-five dollars and no cents (\$190,455.00) in Federal Transit Administration funds (80 percent) that would be matched with an amended forty-seven thousand six hundred and fourteen dollars and zero cents (\$47,614.00) Florida Department of Transportation toll credits soft matching funds (twenty percent state and local matching funds) for Fiscal Year 2021-22.

7. That the amount of reimbursement for federal transit planning is not to exceed an amended amount of two hundred thousand seven hundred forty-four dollars and no cents (\$200,744.00) which represents the Federal Transit Administration grant application amount for projects in support of the unified planning work program implementation for Fiscal Year 2020-21 and an amended amount of one hundred ninety thousand four hundred and fifty-five dollars and no cents (\$190,455.00) which represents the Federal Transit Administration grant application amount for projects in support of the unified planning work program implementation for Fiscal Year 2021-22.

8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director, in consultation with the Florida Department of Transportation, to modify the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program to address review federal and state agency comments.

9. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute Assurances, Certifications, and all other documents as may be required to implement the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program.

10. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to make modifications to the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program that do not change the approved Federal Highway Administration overall budget and the Federal Transit Administration overall grant funding; and do not change the scope of work task(s); or do not delete a work task(s).

11. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to sign the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program that has been revised either by modification by the Executive Director or amendment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

12. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any Florida Department of Transportation Unified Planning Work Program Revision Form and transmit said form and supporting documentation to the Florida Department of Transportation when the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program has been revised either by modification by the Executive Director or amendment approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

13. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this 25th day of October, A.D., 2021.

METROPOLITAN TRANSPORTATION  
PLANNING ORGANIZATION FOR THE  
GAINESVILLE URBANIZED AREA

\_\_\_\_\_  
Charles S. Chestnut IV, Chair

ATTEST:

\_\_\_\_\_  
Mary Alford, Secretary/Treasurer

APPROVED AS TO FORM

\_\_\_\_\_  
Corbin Hanson, Attorney  
Metropolitan Transportation Planning Organization  
For the Gainesville Urbanized Area



CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2021-08, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the 25th day of October, A.D., 2021.

WITNESS my hand this 25th day of October, A.D., 2021.

Mary Alford, Secretary/Treasurer



## EXHIBIT 2

OMB Number: 4040-0004  
Expiration Date: 12/31/2019

## Application for Federal Assistance SF-424

## \* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

## \* 2. Type of Application:

- ☐ New  
☐ Continuation  
☒ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

## \* 3. Date Received:

## 4. Applicant Identifier:

Not Applicable

## 5a. Federal Entity Identifier:

Not Applicable

## 5b. Federal Award Identifier:

FL- 80-009

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier: 1001

## 8. APPLICANT INFORMATION:

\* a. Legal Name: MTPO for the Gainesville Urbanized Area

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59- 1834302

\* c. Organizational DUNS:

0442335900000

## d. Address:

\* Street1: 2009 NW 67th Place

Street2:

\* City: Gainesville

County/Parish:

Alachua

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code: 32653-1063

## e. Organizational Unit:

Department Name:

Transportation Planning

Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

\* First Name:

Scott

Middle Name:

R.

\* Last Name:

Koons

Suffix:

Title: Executive Director

Organizational Affiliation:

North Central Florida Regional Planning Council

\* Telephone Number: 352.955.2200

Fax Number: 352.955.2209

\* Email: koons@ncfrpc.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:

Section 5305(d)

### \* 12. Funding Opportunity Number:

FL-80-0009

\* Title:

Metropolitan Transportation Planning

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Technical Studies in Support of Fiscal Year 2020-21 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

3, 5

\* b. Program/Project

3, 5

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

07/01/2021

\* b. End Date:

06/30/2022

**18. Estimated Funding (\$):**

\* a. Federal

190,455.00

\* b. Applicant

\* c. State

47,614.00

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

238,069.00

**\* 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.

☒

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

☒

No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒

\*\* 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:

Hon.

\* First Name:

Charles

Middle Name:

S.

\* Last Name:

Chestnut

Suffix:

IV

\* Title:

Chair

\* Telephone Number:

352.955.2200

Fax Number:

352.955.2209

\* Email:

koons@ncfrpc.org

\* Signature of Authorized Representative:

\* Date Signed:

10/25/2021



**Section 5305(d)**  
**Grant Management Information System**  
**Planning Line Item Codes - Federal Fiscal Year 2021-22**  
(Federal Transit Administration Funds Only)

**Technical Classifications:**

44.21.00	Program Support and Administration	<u>\$65,800</u>
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	<u>25,000</u>
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	<u>40,800</u>
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>58,855</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Projects Cost		<u>\$190,455</u>

**Accounting Classifications**

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	<u>\$190,455</u>
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		<u>\$190,455</u>

**Fund Allocations**

44.40.01	MPO Activities	<u>\$190,455</u>
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		<u>\$190,455</u>

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**Section 5305(d)**  
**Approved Project Budget for Federal Fiscal Year 2021-22**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$82,250
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	31,250
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	51,000
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	73,569
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Projects Cost		\$238,069

Accounting Classifications

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$238,069
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$238,069

Fund Allocations

44.40.01	MPO Activities	\$238,069
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$238,069
Federal Share (80%)		\$190,455
Local Share (20%)*		\$47,614

Accounting

Classification	FPC	Description	
91.37.08.8P-2	02	Technical Studies - Planning	\$238,069

\*Florida Department of Transportation Toll Credits Soft Match

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### EXHIBIT 3

#### Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Unified Planning Work Program Fiscal Years 2020-21 and 2021-22

Task 8.0 Systems Planning Funding Sources						
Responsible Agency	FHWA (Planning)	FHWA (STBG)	FTA 5305(d)	Local/Other Cash	FCTD Grant	Total
<b>Year One- Fiscal Year 2020-21</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$100,000	\$0	\$69,144	\$0	\$25,000	\$194,144
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0
Alachua County	\$0	\$0	\$0	\$0	\$0	\$0
City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$100,000	\$0	\$69,144	\$0	\$25,000	\$194,144
<b>Year Two- Fiscal Year 2021-22</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$100,000	\$0	\$58,855	\$0	\$25,000	\$183,855
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0
Alachua County	\$0	\$0	\$0	\$0	\$0	\$0
City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$100,000	\$0	\$58,855	\$0	\$25,000	\$183,855

\*Lead Agency

Notes - 1. Planning Budget for Year Two is illustrative until approved by the United States Congress and the Florida Legislature.

2. This task includes in-kind contributions in Exhibit 1 of Section F of the Introduction on page xi.

FCTD - Florida Commission for the Transportation Disadvantaged  
FHWA - Federal Highway Administration  
FTA - Federal Transit Administration  
STBG - Surface Transportation Block Grant Funds

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Unified Planning Work Program Fiscal Years 2020-21 and 2021-22**

Unified Planning Work Program							
Task 8.0 - Estimated Budget for Fiscal Year 2020-21							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STBG)	FTA 5305(d)	Local/ Other Cash	FCTD Grant	Total
<b>Personnel Services</b>							
		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>							
	Consultant Staff Services	\$100,000	\$0	\$69,144	\$0	\$24,000	\$193,144
	<b>Subtotal:</b>	\$100,000	\$0	\$69,144	\$0	\$24,000	\$193,144
<b>Travel</b>							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	<b>2020-21 Total:</b>	\$100,000	\$0	\$69,144	\$0	\$25,000	\$194,144
Task 8.0 - Estimated Budget for Fiscal Year 2021-22							
<b>Personnel Services</b>							
		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>							
	Consultant Staff Services	\$100,000	\$0	\$58,855	\$0	\$24,000	\$182,855
	<b>Subtotal:</b>	\$100,000	\$0	\$58,855	\$0	\$24,000	\$182,855
<b>Travel</b>							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	<b>2021-22 Total:</b>	\$100,000	\$0	\$58,855	\$0	\$25,000	\$183,855
	<b>Two-Year Total:</b>	\$200,000	\$0	\$127,999	\$0	\$50,000	\$377,999

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

STBG - Surface Transportation Block Grant

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xi.



**TABLE 3**

**AGENCY PARTICIPATION TABLE  
FISCAL YEAR 2021-22**

Task Number	Task	FHWA		FTA	MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	FDOT FTA Soft Match^	Alachua County In-Kind	City of Gainesville In-Kind	University of Florida In-Kind	Grand Total	Amount to Consultant
		PL	Other STBG											
1.0	Administration	178,843	0	65,800	24,000	0	268,643	39,445	16,450	9,360	8,400	3,200	345,498	257,643
2.0	Data Collection	0	0	0	0	0	0	0	0	37,780	21,600	0	59,380	0
3.0	Transportation Improvement Program	50,000	0	40,800	0	0	90,800	11,028	10,200	4,680	9,000	0	125,708	90,800
4.0	Long Range Transportation Plan	25,000	0	25,000	0	0	50,000	5,514	6,250	0	0	0	61,764	50,000
5.0	Special Project Planning	0	0	0	0	0	0	0	0	0	0	0	0	0
6.0	Regional Planning	30,000	0	0	0	0	30,000	6,617	0	4,680	0	0	41,297	30,000
7.0	Public Participation	100,000	0	0	0	0	100,000	22,055	0	0	0	0	122,055	100,000
8.0	System Planning	100,000	0	58,855	0	25,000	183,855	22,055	14,714	19,470	10,600	4,800	255,494	182,855
<b>Total</b>		<b>483,843</b>	<b>0</b>	<b>190,455</b>	<b>24,000</b>	<b>25,000</b>	<b>723,298</b>	<b>106,714</b>	<b>47,614</b>	<b>75,970</b>	<b>49,600</b>	<b>8,000</b>	<b>1,011,196</b>	<b>711,298</b>

\*Planning budget for year two is illustrative until approved by the United States Congress and the Florida Legislature.

^Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match

FCTD - Florida Commission for the Transportation Disadvantaged

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

PL - Planning Funds

STBG - Surface Transportation Block Grant Funds

**TABLE 4**  
**FUNDING SOURCE TABLE**  
**FISCAL YEAR 2021-22**

Task Number	Task	FHWA Planning Funds		FTA	MTPO	FCTD	Total Funds	FDOT PL	FDOT FTA	Local In-Kind	Grand Total	Amount to Consultant
		PL	Other STBG	5305 (d) Grant	Local/Other Cash	State Grant		Soft Match	Soft Match			
1.0	Administration	178,843	0	65,800	24,000	0	268,643	39,445	16,450	20,960	345,498	257,643
2.0	Data Collection	0	0	0	0	0	0	0	0	59,380	59,380	0
3.0	Transportation Improvement Program	50,000	0	40,800	0	0	90,800	11,028	10,200	13,680	125,708	90,800
4.0	Long Range Transportation Plan	25,000	0	25,000	0	0	50,000	5,514	6,250	0	61,764	50,000
5.0	Special Project Planning	0	0	0	0	0	0	0	0	0	0	0
6.0	Regional Planning	30,000	0	0	0	0	30,000	6,617	0	4,680	41,297	30,000
7.0	Public Participation	100,000	0	0	0	0	100,000	22,055	0	0	122,055	100,000
8.0	System Planning	100,000	0	58,855	0	25,000	183,855	22,055	14,714	34,870	255,494	182,855
<b>Total</b>		<b>483,843</b>	<b>0</b>	<b>190,455</b>	<b>24,000</b>	<b>25,000</b>	<b>723,298</b>	<b>106,714</b>	<b>47,614</b>	<b>133,570</b>	<b>1,011,196</b>	<b>711,298</b>

\*Planning Budget for year two is illustrative unit approved by the United States Congress and the Florida Legislature.

1

The Florida Department of Transportation will soft match the Public Law funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represents the amount of soft match required (both State and local) for the amount of Federal Planning funds requested in this Unified Planning Work Program.

2

Local In-Kind contributors include Alachua County, the City of Gainesville and the University of Florida.

FCTD - Florida Commission for the Transportation Disadvantaged  
FDOT - Florida Department of Transportation  
FHWA - Federal Highway Administration  
FTA - Federal Transit Administration

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
PL - Planning  
STBG - Surface Transportation Block Grant Funds





## UPWP Revision Form

Revision Number: 4

Fiscal Year: 2021-22

Fund: **FTA 5305(d)**

Form: 1 of: 1

Revision Type: **AMENDMENT**

**REQUIRED DOCUMENTATION: AMENDMENT**

- Original & Proposed: Task Pages (including task budget tables), Fund Summary Budget Table, Agency Participation Budget Table • Signed Cost Certification • MPO Meeting Agenda • TIP Modification • MPO signed Amended Agreement

Agency	Reviewer:	Date:	Action:
FDOT	Comments:		
FHWA	Reviewer:	Date:	Action:
	Comments:		
FTA	Reviewer:	Date:	Action:
	Comments:		






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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Grant Applications Letters of Support

RECOMMENDATION:**Approve Resolution 2021-09 (Exhibit 1).**BACKGROUND:

At its June 24, 2019 meeting, the Metropolitan Transportation Planning Organization approved Resolution 2019-03 authorizing of the Chair to sign letters of support for grant applications for federal and/or state funding for projects that contribute to the implementation of the Year 2040 Long-Range Transportation Plan Cost Feasible Plan. Resolution 2021-09 updates the authorization for the Year 2045 Long-Range Transportation Plan.

In recent years, The Metropolitan Transportation Planning Organization has received solicitations for letters of support that would be submitted along with grant applications for various federal and/or state funding. Examples include the Florida Department of Transportation for Interstate 75 Intelligent Transportation System upgrades application to the Federal Highway Administration and the Regional Transit System applications to the Federal Transit Administration for transit vehicles and equipment.

Exhibit 2 is the draft letter for the Chair's signature concerning the most recent solicitation by the Regional Transit System for a letter of support for Federal Transit Administration funding.

The purpose of Resolution 2021-09 is to formalize authorization of the Chair to sign letters of support for grant applications for federal and/or state funding for projects that contribute to the implementation of the Year 2045 Long-Range Transportation Plan Cost Feasible Plan at the timing of the solicitation. Solicitations for letters of support under this resolution would be limited to representatives from the:

- Alachua County Department of Growth Management;
- Alachua County Department of Public Works;
- City of Gainesville Department of Mobility;
- City of Gainesville Department of Public Works;
- Florida Department of Transportation;
- University of Florida Parking and Transportation Services;
- University of Florida Planning, Design and Construction Division; and
- Staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

This resolution would sunset with the adoption of the Year 2050 Long-Range Transportation Plan.

Attachments

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## EXHIBIT 1

### RESOLUTION NO. 2021-09

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AUTHORIZING ITS CHAIR TO SIGN LETTERS OF SUPPORT FOR GRANT APPLICATIONS FOR FEDERAL AND/OR STATE FUNDING FOR PROJECTS THAT CONTRIBUTE TO THE IMPLEMENTATION OF THE YEAR 2045 LONG-RANGE TRANSPORTATION PLAN COST FEASIBLE PLAN SOLICITED BY REPRESENTATIVES OF THE ALACHUA COUNTY DEPARTMENT OF GROWTH MANAGEMENT, THE CITY OF GAINESVILLE DEPARTMENT OF MOBILITY, THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE UNIVERSITY OF FLORIDA PLANNING DESIGN AND CONSTRUCTION DIVISION AND THE STAFF OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Fiscal Years 2020-21 and 2021-22 Federal Highway Administration metropolitan planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area; that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to adopt a fiscally constrained long-range transportation plan (cost feasible plan) in accordance with 23 United States Code 134 (h) and (i), 49 United States Code 5303 (h) and (i), 23 Codes of Federal Regulations 450.322, 450.324 and Appendix A to Subpart 450 and Section 339.175, Florida Statutes;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Federal Highway Administration metropolitan planning funds and enabled to apply for Federal Transit Administration planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area includes membership from the Alachua County Board of County Commissioners, the City of Gainesville Mayor and City Commission as voting members and Florida Department of Transportation and the University of Florida Office of the President as non-voting members and that these entities submit applications for federal and state transportation funding;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Technical Advisory Committee includes, in part, membership representing the Alachua County Department of Growth Management, Alachua County Department of Public Works; City of Gainesville Department of Mobility, City of Gainesville Department of Public Works, Florida Department of Transportation, University of Florida Parking and Transportation Services and University of Florida Planning, Design and Construction Division and that these entities prepare applications for federal and state transportation funding;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall review federal and state funding letters of support solicitations for consistency with the Year 2045 Long-Range Transportation Plan Cost Feasible Plan;

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to sign letters of support for grant applications for federal and/or state funding for projects that contribute to the implementation of the Year 2045 Long-Range Transportation Plan Cost Feasible Plan solicited by representatives of Alachua County Board of County Commissioners and the City of Gainesville City Commission;

2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to sign letters of support for grant applications for federal and/or state funding for projects that contribute to the implementation of the Year 2045 Long-Range Transportation Plan Cost Feasible Plan solicited by representatives of the Alachua County Department of Growth Management, the Alachua County Department of Public Works, the City of Gainesville Department of Mobility, the City of Gainesville Department of Public Works, the Florida Department of Transportation, the University of Florida Parking and Transportation Services the University of Florida Planning, Design and Construction Division and the staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area; and

3. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this 25th day of October A.D., 2021.

METROPOLITAN TRANSPORTATION  
PLANNING ORGANIZATION FOR THE  
GAINESVILLE URBANIZED AREA

\_\_\_\_\_  
Charles S. Chestnut IV, Chair

ATTEST:

\_\_\_\_\_  
Charles S. Chestnut IV, Secretary/Treasurer

APPROVED AS TO FORM

\_\_\_\_\_  
Corbin Hanson, Attorney  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

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CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2021-09, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the 25th day of October, A.D., 2021.

WITNESS my hand this 25th day of October, A.D., 2021.

\_\_\_\_\_  
Mary Alford, Secretary/Treasurer





EXHIBIT 2



**DRAFT**

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2009 NW 87th Place, Gainesville, FL 32653-1803 • 352.955.2200

October 25, 2021

Mr. Thomas Wilson, Program Manager  
Office of Program Management  
Federal Transit Administration  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

RE: Federal Transit Administration Federal Fiscal Year 2021  
20.526 Bus and Bus Facilities Formula Program -  
Gainesville Regional Transit System Application

Dear Mr. Wilson:

The City of Gainesville, Florida is submitting a grant application to the Federal Transit Administration for the 20.526 Bus and Bus Facilities Formula Program for needed replacement buses and for purchasing land and constructing a transfer station in east Gainesville. The application for capital assistance addresses:

- unfunded capital needs for 34 vehicles in order to replace vehicles that are past their useful life (vehicles to be replaced average 15 years-of-age and 650,814 miles); and
- provision of enhanced mobility efficiency to an area within the Gainesville Metropolitan Area that has significant transit dependency.

Public transportation is a vital mode providing mobility within the Gainesville Metropolitan Area. The acquisition of new buses will contribute to meeting the State-of-Good Repair performance measure targets set by the Regional Transit System and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The bus replacements and land purchase and construction of a transfer station in east Gainesville, a high concentration area of low and moderate-income persons, address Year 2045 Long-Range Transportation Plan principles.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has approved bus replacement purchase projects as a transit priority for the Gainesville Metropolitan Area. If funded, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will amend its Transportation Improvement Program to include the bus replacement and transfer station construction projects.

If you have any questions concerning this matter, please contact Scott Koons, AICP, Executive Director, at 352.955.2200, extension 101.

Sincerely,

Charles S. Chestnut IV, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

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Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.





October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Intergovernmental Coordination and Review and Public Transportation Coordination Agreement

STAFF RECOMMENDATION

**Approve this Agreement and authorize Metropolitan Transportation Planning Organization staff to send this Agreement to the Florida Department of Transportation, North Central Florida Regional Planning Council, City of Gainesville and Gainesville-Alachua County Regional Airport Authority requesting that they also execute the Agreement.**

BACKGROUND

Each year, the Federal Highway Administration and the Florida Department of Transportation conduct a review of the certification status of the transportation planning process of the Metropolitan Transportation Planning Organization. In order to receive Federal transportation funds in this area, the Metropolitan Transportation Planning Organization planning program must maintain its certification.

During last year's certification, Florida Department of Transportation noted that the Metropolitan Transportation Planning Organization's existing Intergovernmental Coordination and Review and Public Transportation Coordination Agreement was last reviewed and updated in 2006. As a result, Florida Department of Transportation has requested that the Metropolitan Transportation Planning Organization update this Agreement. The primary purpose of this Agreement is to have operators of public transportation systems agree to cooperatively participate in the planning and programming of transportation projects.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment



## EXHIBIT 1

### INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COORDINATION JOINT PARTICIPATION AGREEMENT

THIS JOINT PARTICIPATION AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the State of Florida Department of Transportation hereinafter referred to as the Department; the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area; the North Central Florida Regional Planning Council, hereinafter referred to as the Council; the City of Gainesville, hereinafter referred to as the City; and the Gainesville-Alachua County Regional Airport Authority hereinafter referred to as the Authority

#### RECITALS

WHEREAS, the Federal Government, under the authority of 23 U. S. C. and any subsequent applicable amendments requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, 23 U. S. C. 134 (a) and (b), and Section 339.175, Florida Statutes, provide for the creation of metropolitan planning organizations to develop transportation plans and programs for metropolitan areas;

WHEREAS, the aforementioned federal laws require that the State, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out such transportation planning (including corridor and subarea studies pursuant to 23 Code of Federal Regulations 450.316 and 450.318) and programming;

WHEREAS, pursuant to Section 20.23, Florida Statutes, the Department has been created by the State of Florida, and the Department has the powers and duties relating to transportation, all as outlined in Section 334.044, Florida Statutes;

WHEREAS, pursuant to 23 United States Code 134, 49 United States Code 5303, 23 Code of Federal Regulations 450.306, and Section 339.175, Florida Statutes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;

WHEREAS, pursuant to Section 339.175(9)(a)2., Florida Statutes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Gainesville Metropolitan Area;

WHEREAS, the aforesaid agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Area;

WHEREAS, pursuant to Section 186.504, Florida Statutes, the Council was established and operates under its Organization Policies with a primary purpose of intergovernmental coordination and review;

WHEREAS, pursuant to Section 186.505(24), Florida Statutes, the Council is authorized to review plans of metropolitan planning organizations to identify inconsistencies between those agencies' plans and applicable local government comprehensive plans adopted pursuant to Chapter 163, Florida Statutes;

WHEREAS, the Council, pursuant to Section 186.507, Florida Statutes, is required to prepare a Strategic Regional Policy Plan, which will contain regional goals and policies that address regional transportation issues;

WHEREAS, based on the Council's statutory authority to identify inconsistencies between plans of metropolitan planning organizations and applicable local government comprehensive plans, and required to prepare and adopt a Strategic Regional Policy Plan, the Council is appropriately situated to assist in the intergovernmental coordination of the intermodal transportation planning process;

WHEREAS, pursuant to Section 186.509, Florida Statutes, and Chapter 29C-8, Florida Administrative Code, the Council has adopted a conflict and dispute resolution process;

WHEREAS, the purpose of the dispute resolution process is to reconcile differences in planning and growth management issues between local governments, regional agencies, and private interests;

WHEREAS, the parties hereto have determined that the voluntary dispute resolution process is useful in the process of resolving conflicts and disputes arising in the transportation planning process;

WHEREAS, pursuant to 23 Code of Federal Regulations 450.310(b) and Section 339.175(9)(a)3., Florida Statutes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must execute and maintain an agreement with the operators of public transportation systems, including transit systems, commuter rail systems, airports, and seaports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, and seaport planning (including corridor and subarea studies pursuant to 23 Code of Federal Regulations 450.316 and 450.318) and programming will be part of the comprehensively planned development of the Gainesville Metropolitan Area;

WHEREAS, it is in the public interest that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area operators of public transportation systems, including transit systems, commuter rail systems, port and aviation authorities, jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within the Gainesville Metropolitan Area;

WHEREAS, the undersigned parties have determined that this Agreement satisfies the requirements of, and is consistent with 23 Code of Federal Regulations 450.310, 450.312, 450.316 and 450.318 and Section 339.175(9)(a), Florida Statutes; and

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

## **ARTICLE 1 RECITALS; DEFINITIONS**

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as amended from time to time.

Corridor or Subarea Study shall mean and refer to studies involving major investment decisions or as otherwise identified in 23 Code of Federal Regulations 450.316 and 450.318.

Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, Florida Statutes.

FHWA means and refers to the Federal Highway Administration.

Long-Range Transportation Plan is at a minimum a 20-year plan which: identifies transportation facilities and; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities and; indicates proposed transportation enhancement activities; all as required by 23 United States Code 134(g), 23 Code of Federal Regulations 450.322 and Section 339.175(6), Florida Statutes.

Gainesville Metropolitan Area means and refers to the planning area as determined by agreement between the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Governor in the urbanized areas designated by the United States Bureau of the Census as described in 23 United States Code 134(b)(1) and Section 339.175, Florida Statutes, which shall be subject to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's planning authority.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area means and refers to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area formed pursuant to the Interlocal Agreement dated May 26, 2004 as amended or superseded from time to time.

Council means and refers to the North Central Florida Regional Planning Council created pursuant to Section 186.504, Florida Statutes, and established to operate under its Organization Policies

Transportation Improvement Program is the staged multi-year program of transportation improvement projects developed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area consistent with the Long-Range Transportation Plan and developed pursuant to Title 23 United States Code 134(h), 49 United States Code 5304, 23 Code of Federal Regulations 450.324 and Section 339.175, Florida Statutes.

Unified Planning Work Program is the annual program, developed in cooperation with the Department and public transportation providers, that lists all planning tasks to be undertaken during a program year, with a complete description thereof and an estimated budget, all as required by 23 Code of Federal Regulations 420, Subpart A, and Section 450.314, and Section 339.175(8), Florida Statutes.

## **ARTICLE 2 PURPOSE**

Section 2.01. Coordination with public transit operators As set forth in Article 3 of this Agreement, the purpose of this Agreement is to provide for cooperation with the Department, the City, the Authority, and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the development and preparation of the Unified Planning Work Program, the Transportation Improvement Program, the Long-Range Transportation Plan, and any applicable Corridor or Subarea Studies.

Section 2.02. Intergovernmental coordination As set forth in Article 4 of this Agreement, the purpose of this Agreement is to provide a process through the Council for intergovernmental coordination and review and identification of inconsistencies between proposed Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area transportation plans and local government comprehensive plans adopted pursuant to Chapter 163, Florida Statutes, and approved by the Florida Department of Community Affairs.

Section 2.03. Dispute resolution As set forth in Article 5 of this Agreement, the purpose of this Agreement is to provide a process for conflict and dispute resolution through the Council.

## **ARTICLE 3 COOPERATIVE PROCEDURES FOR PLANNING AND PROGRAMMING WITH OPERATORS OF PUBLIC TRANSPORTATION SYSTEMS**

Section 3.01. Cooperation with operators of public transportation systems; coordination with local government approved comprehensive plans

(a) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall cooperate with the City, the Authority and the Department to optimize the planning and programming of an integrated and balanced intermodal transportation system for the Gainesville Metropolitan Area.

(b) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with aviation master plans, and public transit development plans of the units of local governments whose boundaries are within the Gainesville Metropolitan Area.

(c) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall ensure that representatives of transit agencies and airports within the Gainesville Metropolitan Area are provided membership on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Technical Advisory Committee.

Section 3.02. Preparation of transportation related plans

(a) Although the adoption or approval of the Unified Planning Work Program, the Transportation Improvement Program, and the Long-Range Transportation Plan is the responsibility of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, development of such plans or programs shall be viewed as a cooperative effort involving the Department, the City, and the Authority. In developing its plans and programs, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall solicit the comments and recommendations of the parties to the Agreement in the preparation of such plans and programs.



(b) At the commencement of the process of preparing the Unified Planning Work Program, the Transportation Improvement Program or the Long-Range Transportation Plan, or preparing other than a minor amendment thereto (as determined by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area), the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall extend notice to the Department, the City, and the Authority advising the scope of the work to be undertaken and inviting comment and participation in the development process. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall ensure that the chief operating officials of the Department, the City, and the Authority shall receive approximate 15 days written formal notice of all public workshops and hearings relating to the development of such plans and programs. It is stipulated by the parties to this Agreement that the failure by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to properly extend written or other notice shall not invalidate, or be lodged as a claim to invalidate, the adoption of the aforementioned plans and programs.

(c) Local government comprehensive plans.

(1) In developing the Transportation Improvement Program, Long-Range Transportation Plan, or a Corridor or Subarea Studies, or preparing other than a minor amendment thereto (as determined by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area), the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the City and the Authority shall analyze for each local government in the Gainesville Metropolitan Area: (i) the comprehensive plan future land use elements; (ii) the goals, objectives, and policies of the comprehensive plans; and (iii) the zoning regulations of each of the local governments in the Gainesville Metropolitan Area. Based upon the foregoing review and a consideration of other growth management factors, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the City and the Authority shall provide written recommendations to local governments in the Gainesville Metropolitan Area in the development, amendment, and implementation of their comprehensive plan and zoning regulations. A copy of the recommendations shall be sent to the Council.

(2) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area agrees that, to the maximum extent feasible, the Long-Range Transportation Plan and the project and project phases within the Transportation Improvement Program shall be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local government in the Gainesville Metropolitan Area. If the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Transportation Improvement Program is inconsistent with a local government comprehensive plan, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall so indicate, and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall present, as part of the Transportation Improvement Program justification for including the project in the program.

(d) Multi-modal transportation agency plans.

(1) In developing the Transportation Improvement Program, Long-Range Transportation Plan, or a Corridor or Subarea Studies, or preparing other than a minor amendment thereto (as determined by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area), the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall analyze the affected master plans and comprehensive plans of the City and Authority. Based upon the foregoing review and a consideration of other transportation-related factors, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall from time to time and as appropriate, provide recommendations to the parties to this Agreement as well as local governments within the Gainesville Metropolitan Area, for the development, amendment, and implementation of their master, development, or comprehensive plans.

(2) In developing or revising their respective master or development plans, the parties to this Agreement shall analyze the draft or approved Unified Planning Work Program, Transportation Improvement Program, Long-Range Transportation Plan, or Corridor and Subarea Studies, or amendments thereto. Based upon the foregoing review and a consideration of other transportation-related factors, the parties to this Agreement shall from time to time and as appropriate, provide written recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with regard to development, amendment, and implementation of the plans, programs, and studies.

(3) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area agrees that, to the maximum extent feasible, the Transportation Improvement Program shall be consistent with the affected master plans and development plans of the parties to this Agreement.

(e) By letter agreement to be executed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the affected Authority and public transit providers represented by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area members, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the affected agency or authority shall mutually develop a process for planning coordination, forwarding recommendations, and project programming consistency to be referred to as the letter agreement. The parties to this letter agreement agree that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area need only include in the Transportation Improvement Program those state-funded airport projects that directly relate to surface transportation activities. The process agreed to in the letter agreement shall provide flexible deadlines for interagency comment on affected plans referenced in this section. This Agreement will be amended pursuant to Section 6.02 to incorporate this letter agreement. The signatories to the letter agreement may revise or terminate the letter agreement upon 30 days written notice to all other parties to this letter agreement but without approval of other parties hereto.

#### ARTICLE 4 INTERGOVERNMENTAL COORDINATION AND REVIEW

Section 4.01. Coordination with Council. The Council shall perform the following tasks:

(a) Within 30 days of receipt, review the draft of the proposed Transportation Improvement Program, Long-Range Transportation Plan, Corridor and Subarea Studies, or amendments thereto, as requested by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, to identify inconsistencies between the foregoing plans and programs and applicable local government comprehensive plans adopted pursuant to Chapter 163 Florida Statutes, for counties and cities within the Gainesville Metropolitan Area and the adopted Strategic Regional Policy Plan.

(1) The parties hereto recognize that, pursuant to Florida law, the Long-Range Transportation Plan of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must be considered by cities and counties within the Gainesville Metropolitan Area in the preparation, amendment, and update/revision of their comprehensive plans. Further, the Long-Range Transportation Plan and the projects and project phases within the Transportation Improvement Program are to be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local governments in the Gainesville Metropolitan Area to the maximum extent feasible. Therefore, promptly upon completion of its review of the draft proposal, the Council shall advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and each affected county or city of its findings;

(2) If, after completing its review of the draft proposal, the Council deems that the plans or programs submitted are not acceptable, the Council shall promptly advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in writing of its concerns and identify those portions of the submittals which need to be reevaluated and potentially modified; and

(3) Upon final adoption of the proposed Transportation Improvement Program Long-Range Transportation Plan, Corridor and Subarea Studies, or amendment thereto, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may request that the Council consider adoption of regional transportation goals, objectives, and policies in the Strategic Regional Policy Plan implementing the adopted Transportation Improvement Program Long-Range Transportation Plan, Corridor and Subarea Studies, or amendments thereto. If the proposed plan, program, or study, or amendments thereto, was the subject of previous adverse comment by the Council, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will identify the change in the final adopted plan intended to resolve the adverse comment, or alternatively, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall identify the reason for not amending the plan as suggested by the Council.

(b) The Council and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area agree to use the conflict and dispute resolution process as set forth in Article 5 below.

## **ARTICLE 5 CONFLICT AND DISPUTE RESOLUTION PROCESS**

Section 5.01. Disputes and conflicts under this Agreement This process shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. Except as otherwise provided in this Article 5, only representatives of the agencies with conflicts or disputes shall engage in conflict resolution.

Section 5.02. Remedies. The parties may seek to resolve their dispute by the informal dispute resolution procedures of the Council as set forth in Chapter 29C-8, Florida Administrative Code, or by mediation or such other procedures as mutually agreed to by all the parties. In the event the parties are unable to resolve the dispute, the parties shall retain their right to all available administrative and/or judicial remedies.

## **ARTICLE 6 MISCELLANEOUS PROVISION**

Section 6.01. Constitutional or statutory duties and responsibilities of parties This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 6.02. Amendment of Agreement Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

Section 6.03. Duration; withdrawal procedure

(a) Duration. This Agreement shall have a term of five years and shall automatically renew at the end of said five years for another five year term and every five years thereafter. At the end of the first five year term and at least every five years thereafter, the parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

(b) Withdrawal procedure. Any party may withdraw from this Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Agreement and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at least 90 days prior to the intended date of withdrawal; provided, that financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

Section 6.04. Notices. All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice is required to be given and shall be addressed as follows:

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
2009 NW 67th Place  
Gainesville, FL 32653-1603

Florida Department of Transportation, District 2  
1109 South Marion Avenue, Mail Station 2000  
Lake City, FL 32025-5874

City of Gainesville  
P.O. Box 490  
Gainesville, FL 32627-0490

Gainesville-Alachua County Regional Airport Authority  
3880 NE 39th Avenue, Suite A  
Gainesville, FL 32609

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 6.05. Interpretation.

(a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

- (1) The singular of any word or term includes the plural;
- (2) The masculine gender includes the feminine gender; and
- (3) The word "shall" is mandatory, and "may" is permissive.

Section 6.06. Attorney's Fees. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney's fees in connection with such proceeding.

Section 6.07. Agreement execution; use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 6.08. Effective date. This Agreement shall become effective upon its execution by all parties hereto.

Section 6.09. Other authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of the Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters for required.

Section 6.10. Parties not obligated to third parties. No party hereto shall be obligated or liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.

Section 6.11. Rights and remedies not waived. In no event shall the making by the Department of any payment to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities on the date as first above written

Signed, Sealed, and Delivered in the presence of:

ATTEST:

METROPOLITAN TRANSPORTATION PLANNING  
ORGANIZATION FOR THE GAINESVILLE  
URBANIZED AREA

By: \_\_\_\_\_

Chair

APPROVED AS TO FORM LEGALITY

\_\_\_\_\_  
Metropolitan Transportation Planning Organization Attorney

ATTEST:

FLORIDA DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

District 2 Secretary

APPROVED AS TO FORM LEGALITY

\_\_\_\_\_  
FDOT District 2 Attorney

ATTEST:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

By: \_\_\_\_\_

Chair

APPROVED AS TO FORM LEGALITY

\_\_\_\_\_  
Council Attorney

ATTEST:

GAINESVILLE ALACHUA COUNTY  
REGIONAL AIRPORT AUTHORITY

By: \_\_\_\_\_

Chair

APPROVED AS TO FORM LEGALITY

\_\_\_\_\_  
Authority Attorney

ATTEST:

CITY COMMISSION  
GAINESVILLE, FLORIDA

By: \_\_\_\_\_

Mayor


APPROVED AS TO FORM LEGALITY

\_\_\_\_\_  
City Attorney



October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Staff Services Agreement Amendment

STAFF RECOMMENDATION

**Approve the attached Exhibit 1 Professional Staff Services Agreement.**

BACKGROUND

The existing Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Agreement with the North Central Florida Regional Planning Council for professional staff services was approved on October 27, 2016. Recently, the Federal Highway Administration and the Florida Department of Transportation have requested that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Planning Council update this Agreement to reference the recently executed Joint Participation Agreement between the Florida Department of Transportation and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

Please find attached as Exhibit 1 the updated Professional Staff Services Agreement.

Attachment

t:\scott\sk22\mtpo\memo\staff\_agreement\_mtpo\_oct25.docx





## EXHIBIT 1

AGREEMENT FOR PROFESSIONAL STAFF SERVICES  
BY AND BETWEEN THE  
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
AND THE  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE  
GAINESVILLE URBANIZED AREA

THIS AGREEMENT is entered into this \_\_\_\_\_ day of October 2021, by and between the North Central Florida Regional Planning Council (hereinafter referred to as the Council) and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, (hereinafter referred to as the Metropolitan Transportation Planning Organization).

W I T N E S S E T H:

WHEREAS, Rules of the Federal Highway Administration, Title 23 Code of Federal Regulations Part 450, and the Federal Transit Administration, Title 49 Code of Federal Regulations Part 613, and Section 339.175, Florida Statutes provide for the designation of a metropolitan planning organization for each urbanized area within each state, by the Governor of each state;

WHEREAS, the Governor of Florida has designated the Metropolitan Transportation Planning Organization as the metropolitan planning organization for the Gainesville Urbanized Area;

WHEREAS, the Council, which is organized and existing under and by virtue of the provisions of Section 163.01, Florida Statutes, has the power to make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under Section 163.01, Florida Statutes;

WHEREAS, the Council has in the past, provided the primary staff and technical support for the transportation planning process in the Gainesville Urbanized Area, and presently maintains professional staff to perform such administrative and technical support;

WHEREAS, the Federal Government, under authority of Title 23 United States Code Section 134 and Title 49 United States Code Section 5305, requires that each urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning and programming process to assure that bicycle, highway, transit, pedestrian, rail, water, air and other transportation facilities will be properly located and developed in relation to the urbanized area's overall plan of development.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representation herein set forth, the parties do hereby agree, as follows:

## I. PURPOSE

The purpose of this Agreement is to set forth the responsibilities of the Council and the Metropolitan Transportation Planning Organization in performing the professional staff planning functions relative to the transportation planning process for the Gainesville Urbanized Area, and to describe the cooperative procedures under which planning and programming will be carried out.

## II. THE PROJECT

The project is defined as the continuing, cooperative and comprehensive transportation planning process for the Gainesville Urbanized Area including the programming of transportation modifications for such area.

## III. TECHNICAL RESPONSIBILITIES

- A. The Council, as staff for the Metropolitan Transportation Planning Organization, shall provide professional, technical and administrative assistance in the development of transportation plans and programs which shall include, but not be limited to the following:
  - 1. A Unified Work Program as required by Title 23 Code of Federal Regulations Section 450.308 (b) and (c);
  - 2. A Transportation Plan addressing no less than a 20-year planning horizon, as required by Title 23 Code of Federal Regulations Section 450.322;
  - 3. An annually updated Transportation Improvement Program as required by Title 23 Code of Federal Regulations Section 450.324; and
  - 4. An annually updated List of Priority Projects as required by Section 339.175(8)(a), Florida Statutes.
- B. The Council shall submit all plans and programs developed under Section III. A. above, to appropriate agencies as directed by the Metropolitan Transportation Planning Organization in order that said plans and programs will be properly adopted and approved.
- C. The Council will maintain files of all plans and programs developed under Section III. A. above.
- D. The Council shall be responsible for providing staff support and coordination for the Technical Advisory Committee and submit plans and programs developed in Section III. A. to said Technical Advisory Committee as directed by the Metropolitan Transportation Planning Organization.
- E. The Council shall be responsible for developing and using a documented participation plan as approved by the Metropolitan Transportation Planning Organization that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

#### IV. ADMINISTRATIVE RESPONSIBILITIES

- A. Pursuant to Section 339.175 (6) (g), Florida Statutes, the Executive Director of the Council shall serve as the Executive Director of the Metropolitan Transportation Planning Organization. The Executive Director of the Council, serving as the Executive Director of the Metropolitan Transportation Planning Organization, shall report directly to the Metropolitan Transportation Planning Organization governing board for all matters regarding the administration and operation of the Metropolitan Transportation Planning Organization.
- B. The Council shall maintain all files for the Metropolitan Transportation Planning Organization and committees, subcommittees and ad-hoc committees created by the Metropolitan Transportation Planning Organization. These files may include the following:
  - 1. All correspondence;
  - 2. All contracts;
  - 3. All meeting minutes;
  - 4. Membership roster and mailing addresses;
  - 5. Metropolitan Transportation Planning Organization bylaws; and
  - 6. All accounting/bookkeeping records.
- C. The Council shall be responsible for arranging all meetings of the Metropolitan Transportation Planning Organization and its related committees to include the following:
  - 1. Preparation and mailing of all meeting notices and agendas to all appropriate persons;
  - 2. Recording the proceedings of all meetings of the Metropolitan Transportation Planning Organization and its related committees, preparing minutes and mailing such minutes out to Metropolitan Transportation Planning Organization members prior to succeeding meetings; and
  - 3. Mailing out all other information pertinent to the transportation planning process.
- D. The Council shall be responsible for performing, on behalf of the Metropolitan Transportation Planning Organization, the financial accounting, bookkeeping and grants management required by the Federal Highway Administration, Federal Transit Administration and Florida Department of Transportation to include the following:
  - 1. Preparation of planning grant applications;
  - 2. Planning grant administration;
  - 3. Financial cost control including bookkeeping, recording, timesheets, invoicing and payment of bills;
  - 4. All progress reporting required by Federal Highway Administration, Federal Transit Administration and the Florida Department of Transportation;
  - 5. Arranging required public hearings;
  - 6. Developing all required contracts and agreements subject to review as to legal form and sufficiency by the Metropolitan Transportation Planning Organization attorney; and

7. At the direction of the Metropolitan Transportation Planning Organization, obtain a year end audit of all Metropolitan Transportation Planning Organization funding by an independent auditor and present these audit findings to the Metropolitan Transportation Planning Organization.
- E. At the direction of the Metropolitan Transportation Planning Organization, the Council shall direct and cooperate with any consultants hired by the Metropolitan Transportation Planning Organization.
- F. The Council may subcontract work, as required with the approval of the Metropolitan Transportation Planning Organization.

V. METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION RESPONSIBILITIES

- A. The Metropolitan Transportation Planning Organization shall annually provide the required funds to meet staffing costs of the Council as documented in the Unified Work Program referenced in Section III. A. of this Agreement.
- B. The Metropolitan Transportation Planning Organization shall be the recipient of funds authorized by Title 23 United States Code Section 104(f) and those planning funds authorized by Title 49 United States Code Section 5305.
- C. The Metropolitan Transportation Planning Organization agrees to utilize the professional staff of the Council, but it may also utilize City or County legal services with the consent of the governing body involved.
- D. The Metropolitan Transportation Planning Organization agrees that the Executive Director of the Council shall be the spokesperson for the Council professional staff and shall have complete control over the hiring/terminating of said Council professional staff.
- E. The Metropolitan Transportation Planning Organization agrees that the Executive Director of the Council shall annually prepare the Metropolitan Transportation Planning Organization budget for the fiscal year ending September 30 and shall submit such budget to the Metropolitan Transportation Planning Organization for review and approval.

VI. METHOD OF PAYMENT

The Council may submit invoices to the Metropolitan Transportation Planning Organization for work completed on a monthly basis. Subject to receipt of an invoice from the Council, the Metropolitan Transportation Planning Organization will pay the Council within thirty (30) days of receiving such invoice from the Council; provided however, payment for services funded with either Federal Highway Administration, Federal Transit Administration or Florida Department of Transportation funds shall be contingent upon the Metropolitan Transportation Planning Organization receiving such funds. Furthermore, the Metropolitan Transportation Planning Organization will pay the Council within thirty (30) days of receipt of such funds by the Metropolitan Transportation Planning Organization.

## VII. DURATION OF AGREEMENT AND TERMINATION WITHOUT CAUSE

This Agreement shall remain in effect until terminated by either or both parties to the Agreement. Either party may withdraw from said Agreement after presenting in written form a notice of intent to withdraw to the other party, at least sixty (60) days prior to the intended date of withdrawal; provided financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

## VIII. AMENDMENT OF AGREEMENT

Amendments of this Agreement may be initiated by the Metropolitan Transportation Planning Organization or the Council. Amendments shall be formally approved by the Metropolitan Transportation Planning Organization and the Council in written form and shall be incorporated as part of this Agreement.

## IX. STANDARD PROVISIONS

### A. Subcontracting

The Council shall perform or shall subcontract the work to be performed hereunder which is budgeted as the Metropolitan Transportation Planning Organization's direct responsibility and funded by the Federal Highway Administration, the Federal Transit Administration and the Florida Department of Transportation.

### B. Supplemental Agreements

It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.

### C. Third Party Contracts

Except as otherwise authorized in writing by the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration, the Council shall not execute any contract or obligate itself in any other manner with any third party with respect to the Project without the prior written concurrence of the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration. Subletting of consultant contracts shall be in accordance with the requirements of the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, as amended from time to time.

### D. Default and Termination or Suspension

1. Termination or Suspension Generally. If the Council abandons or, before completion, finally discontinues the Project; or if for any other reason, the commencement, prosecution or timely completion of the Project by the Council is rendered improbable, infeasible, impossible or illegal, the Metropolitan Transportation Planning Organization may, by written notice to the Council, suspend any or all of its obligations under this Agreement until such time as the

event or condition resulting in such suspension has ceased or been corrected, or the Metropolitan Transportation Planning Organization may terminate any or all of its obligations under this Agreement.

2. Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination notice under this Section, the Council shall proceed promptly to carry out the actions required therein which may include any or all of the following:

- (1) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other actions as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; and

- (2) furnish a statement of the status of the Project activities and of the Project Account as well as a proposed schedule, plan and budget for terminating or suspending and closing out Project activities and contracts, and other undertakings, the cost of which are otherwise includable as Project costs.

The closing out shall be carried out in conformity with the latest schedule, plan and budget as approved by the Metropolitan Transportation Planning Organization or upon the basis of terms and conditions imposed by the Metropolitan Transportation Planning Organization upon the failure of the Council to furnish the schedule, plan and budget within a reasonable time. The acceptance of a remittance by the Council or the closing of Federal financial participation in the Project shall not constitute a waiver of any claim which the Metropolitan Transportation Planning Organization may otherwise have arising out of this Agreement.

E. Audit and Inspection of Records

1. The Council shall maintain records and supporting documents as prescribed in federal and state requirements, including but not limited to Title 23 Code of Federal Regulations Part 420, Title 49 Code of Federal Regulations Part 18, and Chapter 119, Florida Statutes.
2. All records pertinent to this Agreement shall be retained by the Council for six (6) years following termination of this Agreement, with the following exception: If any litigation, claim or audit is started before the expiration of the six (6) year period and extends beyond the six (6) year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.
3. All records, including supporting documentation of all program costs, shall be sufficient to determine compliance with the requirements and objectives of the Project and all other applicable laws and regulations.
4. The Council shall allow access to its records at reasonable times to the Metropolitan Transportation Planning Organization, its employees and agents, to Federal Highway Administration, its employees and agents, the Federal Transit Administration, its employees and agents and the Florida Department of Transportation, its employees and agents. "Reasonable" shall be construed to

mean during normal business hours of 8:00 a.m. to 5:00 p.m. on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Metropolitan Transportation Planning Organization, the Federal Highway Administration, Federal Transit Administration and the Florida Department of Transportation.

F. Equipment

Where Federal funds are to be used to provide part or all of the cost of equipment, such expenditures must have prior written approval of the Florida Department of Transportation and the Federal Highway Administration and must be in accordance with the requirements of Title 49 Code of Federal Regulations Part 18.

G. Publication, Rental of Space or Equipment and Indirect Costs

This Agreement is subject to all applicable requirements of the 2 Code of Federal Regulations Part 200 Subpart E Cost Principles, relative to approval of travel, report publication provisions, rental of space or equipment, and indirect costs. All reports published by the Metropolitan Transportation Planning Organization or Council which were funded wholly or in part by Title 23 United States Code Section 134 or Title 49 United States Code Section 5305 funds shall contain the credit "The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, United States Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

H. Nondiscrimination

1. Compliance with Regulations. The Council shall comply with the regulations of the U.S. Department of Transportation relative to the nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49 Code of Federal Regulations Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. Nondiscrimination. The Council, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Council will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers the program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, Including Procurements of Materials and Equipment. In all solicitations made by competitive bidding or negotiation made by the Council for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor, supplier or lessor shall be notified by the Council of obligations under this Agreement and the Regulations relative to nondiscrimination of the grounds of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity.
4. Information and Reports. The Council will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Florida Department of Transportation, Federal Highway Administration or Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Council is in the exclusive possession of another who fails or refuses to furnish this information, the Council shall certify to the Florida Department of Transportation, Federal Highway Administration or Federal Transit Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions of Noncompliance. In the event of the Council's noncompliance with the nondiscrimination provisions of this Agreement, the Metropolitan Transportation Planning Organization shall impose such sanctions as it may determine to be appropriate, including, but not limited to, withholding of payments to the Council under this Agreement until the Council complies; and/or cancellation, termination or suspension of this Agreement, in whole or in part.
6. Incorporation of Provisions. The Council will include the provisions of Paragraphs 1. through 4. in every subcontract, including procurement of materials and leases of equipment, unless exempt by Regulations, order, or instructions issued pursuant thereto. The Council will take such action with respect to any subcontractor or procurement as the Florida Department of Transportation, Federal Highway Administration or Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however that, in the event the Council becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Council may request the State to enter into such litigation to protect the interests of the State, and, in addition, may request the United States to enter into such litigation to protect the interests of the United States.

I. Training

The use of Title 23 United States Code Section 134 or Title 49 United States Code Section 5305 funds for training of employees of the Council shall be in accordance with the requirements of 49 Code of Federal Regulations, Part 18.

J. Prohibited Interests

The Council shall insert in all contracts entered into in connection with the Project or any property included or planning to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:



"No member, officer or employee of the Council or of the locality during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof."

This provision shall not be applicable to any agreement between the Council and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a Governmental agency.

X. AGREEMENT SUBJECT TO JOINT PARTICIPATION AGREEMENT

This Agreement is subject to the provisions contained in the Joint Participation Agreement between the Metropolitan Transportation Planning Organization and the Florida Department of Transportation, dated June 17, 2020.

XI. LIABILITY

The Council hereby agrees to hold harmless the Metropolitan Transportation Planning Organization, to the extent allowed and required by law, from all claims, demands, liabilities, and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence or omission of the Council, its subcontractors or agents, if any, that is related to the Council's performance under this Agreement.

XII. ASSIGNABILITY

The Council shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior consent of the Metropolitan Transportation Planning Organization.

XIII. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the Chair of the Metropolitan Transportation Planning Organization shall represent and act for the Metropolitan Transportation Planning Organization and the Executive Director of the Council shall represent and act for the Council.

XIV. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Alachua County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Alachua County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

XV. COMPLETE CONTRACT

This Agreement constitutes the entire contract between the parties, and any changes, amendments or modifications hereof shall be void unless the same are reduced to writing and signed by parties hereto.

XVI. PREVIOUS AGREEMENT SUPERSEDED

Upon execution by both parties, this Agreement shall supersede the North Central Florida Regional Planning Council Contract for Professional Staff Services between the Metropolitan Transportation Planning Organization and the Council dated October 27, 2016.

XVII. EFFECTIVE DATE

This Agreement is effective on the 1st day of November 2021.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

ATTEST:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Scott R. Koons  
Executive Director

\_\_\_\_\_  
Thomas Demps  
Chair

ATTEST:

METROPOLITAN TRANSPORTATION  
PLANNING ORGANIZATION FOR THE  
GAINESVILLE URBANIZED AREA

\_\_\_\_\_  
Mary Alford  
Secretary-Treasurer

\_\_\_\_\_  
Charles S. Chestnut IV  
Chair

APPROVED AS TO FORM


\_\_\_\_\_  
Sylvia Torres  
Metropolitan Transportation  
Planning Organization Attorney

\_\_\_\_\_  
Jonathan F. Wershow  
Council Attorney



October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Alternatives Program/Safe Routes to School/Shared-Use Nonmotorized Trail Application Notices

STAFF RECOMMENDATIONS

1. Refer the Safe Routes to School and Transportation Alternatives Program grant applications to Alachua County and the City of Gainesville; and
2. Authorize the Chair to endorse and staff to submit, as necessary, the Safe Routes to School and Transportation Alternatives Program grant applications by Alachua County and the City of Gainesville for the projects with the Gainesville Metropolitan Area:

BACKGROUND:

Metropolitan Transportation Planning Organization staff forwarded guidance materials for Safe Routes to School and Transportation Alternatives Program grant application cycles (see Exhibits 1 and 2) to Alachua County and City of Gainesville staffs. The Florida Department of Transportation has informed us that:

- Safe Routes to School grant application cycle is open;
- Shared-Use Nonmotorized Trail grant application cycle hiatus is continued for another year;
- Transportation Alternatives Program grant applications are to be processed through its Grant Application Process system; and
- Transportation Alternatives Program grant application cycle announcement is forthcoming.

The current Transportation Improvement Program includes the following two Safe Routes to School-funded projects, two Shared-Use Nonmotorized Trail-funded projects and one Transportation Alternatives Program-funded project:

- Archer Road bicycle/pedestrian trail from SW 75th Terrace to SW 41st Boulevard;
- Gainesville citywide Americans with Disability Act Sidewalk Modifications;
- Newberry Road bicycle/pedestrian trail from City of Newberry to Jonesville;
- NW 42nd Avenue sidewalk from NW 13th Street to NW 6th Street; and
- NW 45th Avenue sidewalk from NW 18th Street to NW 16th Street.

Exhibit 3 is the List of Priority Projects Bicycle/Pedestrian Project Priorities.

Attachments

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Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.



Florida Department of Transportation

# Transportation Alternatives Set-Aside Program Guidance and Procedures

Fiscal Year 2020

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Effective June 2019



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# Important Information for Project Sponsors

- Transportation Alternatives Set-Aside (TA Set-Aside) is a federal cost reimbursement grant program-- no money is provided upfront.
- Normally, the federal share for TA Set-Aside projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Set-Aside program. Therefore, project sponsors are not required to provide the 20 percent match. For "over 200,000 population" funds, Metropolitan Planning Organizations (MPOs) within Transportation Management Areas (TMAs) may solicit a local match as part of their program guidelines.
- Projects must conform to one of the 10 categories of eligibility, as described on page 13 of this guidance.
- Effective December 2015, with the passing of the Fixing America's Surface Transportation (FAST) Act, nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. All other non-profits remain ineligible.
- FDOT requires infrastructure projects be implemented by a Local Agency Program (LAP) certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of "construction" in Title 23 of the United States Code, Section 101(a)(4). Non-profit organizations are not eligible for LAP certification. Note: In limited circumstances, planning studies and research studies would not require LAP certification.
- If the project sponsor is not LAP certified, they may partner with a LAP certified agency to serve as the implementing agency. The implementing agency must be LAP certified at the time the project is programmed. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at <https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>.
- Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.
- FDOT is a decentralized agency, and each FDOT district office is responsible for administering their share of TA Set-Aside funding in compliance with the FAST Act. For district TA Set-Aside information and contacts, see Appendix A of this guidance.
- Safe Routes to School (SRTS) projects are eligible for TA Set-Aside funding but will need to comply with the Florida SRTS program requirements if FDOT SRTS program funds are to be used on any phase of the project. For more information, visit <https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm>.

## Purpose

This Transportation Alternatives Set-Aside (TA Set-Aside) Guidance was developed by the Florida Department of Transportation (FDOT) in response to the changes resulting from the passage of the Fixing America's Surface Transportation Act. This document was developed to provide guidance for the consistent implementation of TA Set-Aside across the State and will be updated annually.

This document provides information on how FDOT administers TA Set-Aside funding, including:

- Eligible project sponsors
- Eligible project activities
- Project applications
- Project selection, and
- Other regulatory requirements

## Background

Transportation Alternatives Set-Aside is a continuation of a federal transportation funding program first established as the Transportation Enhancement Program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). The Transportation Enhancement Program saw little to no changes from 1991 to 2012 as it was carried forward through two subsequent transportation funding bills: The Transportation Efficiency Act for the 21 Century (TEA-21), and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

However, the Moving Ahead for Progress in the 21st Century Act (MAP-21) signed into law in 2012 established a new program to provide for a variety of alternative transportation projects. The Transportation Alternatives Program (TAP) consolidated funding from Transportation Enhancements, Safe Routes to School, and the Recreational Trails Program (RTP), which were separately funded programs under SAFETEA-LU, into a single funding source. RTP funding was made a set-aside from the TAP funds; unless the Governor opts out, the RTP apportionment was to be set aside from the State's TAP funds specifically for RTP.

In December 2015, the Fixing America's Surface Transportation (FAST) Act was passed, eliminating MAP-21 TAP and replacing it with "a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives (TA)." The new program, referred to as the [Transportation Alternatives Set-Aside or TA Set-Aside](#), includes all the same provisions as TAP, with one notable change: nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. In Florida, RTP is set-aside from the State's TA funds.

## Transportation Alternatives Set-Aside Overview

The TA Set-Aside program provides funding for programs and projects consistent with details described under 23 U.S.C. 133(h)(3), including 1) Transportation Alternatives, 2) Recreational Trails Program, 3) Safe Routes to School Program, and 4) planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.<sup>1</sup>

Florida administers TA Set-Aside funds through the Florida Department of Transportation (FDOT); the Florida Department of Environmental Protection manages the Recreational Trails Program (RTP) funds. For more information on the administration of RTP funds, visit <https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program>. This program guidance will focus on how the remaining TA Set-Aside funds are administered by FDOT for Transportation Alternatives. Note that FDOT includes Safe Routes to School as eligible projects under Transportation Alternatives.

<sup>1</sup> Note that Florida has opted not to use TA Set-Aside funds for planning, designing or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

# Transportation Alternatives Funding

Nationally, \$850 million is available for eligible projects through the TA Set-Aside program in FY2020.<sup>2</sup> As defined in the FAST Act, each state receives the same proportionate share of these funds as they received in FY2009 through the Transportation Enhancement Program. This translates into an overall apportionment of \$51,733,446 in TA Set-Aside funds for the State of Florida in FY2020, including Recreational Trails Program (RTP) funding.<sup>3</sup>

## Funding Allocations

Per the legislation, Florida has set aside \$2,602,532 for the RTP in FY2020, and the remaining \$49,130,914 is allocated to Transportation Alternatives and then divided into two categories:

1. Fifty (50) percent of the funds are allocated to any area of the State ("any area").
2. Fifty (50) percent of the funds are sub-allocated to areas based on population ("by population").

The "any area" funds may be used on any project within the state, while "by population" funds must be spent in the region to which they are allocated. The "by population" sub-allocations are based on the share of the population located in the following areas of the State according to the most recent Census:

- Areas with a population of 5,000 or less;
- Areas with a population between 5,001 and 200,000;
- Areas with an urbanized area population greater than 200,000

The funding allocations are further explained below. Figure 2 provides a flowchart of Florida's distribution of FY2020 TA Set-Aside Program funds.

## Statewide TA Set-Aside or "Any Area" funds - FDOT work program fund code TALT

The FAST Act allocates funding to be used statewide at the discretion of the state.

- Approximately \$24.5 million has been allocated to FDOT for "any area" funds in FY 2020.
- Funding can be used anywhere in the state.
- TALT (any area) funds are apportioned to districts using a statutory formula that is based on population and fuel tax.
- The competitive application round for these funds is open to all eligible sponsors within FDOT districts, including sponsors located in urbanized areas that receive TA Set-Aside funding allocations

## "By Population" funds

### Areas with less than 5,000 Population - FDOT work program fund code TALN

The FAST Act allocates funding to areas with less than 5,000 population. Approximately \$3 million has been allocated to FDOT for this population category in FY 2020.

### Areas with greater than 5,000 but less than 200,000 Population - FDOT work program fund code TALL

The FAST Act allocates funding to areas of greater than 5,000 but less than 200,000 population. Approximately \$3.3 million has been allocated to FDOT for this population category in FY 2020.

### Areas with greater than 200,000 Urbanized Population - FDOT work program fund code TALU

The FAST Act allocates funding directly to urbanized areas with a population greater than 200,000, otherwise known as Transportation Management Areas (TMAs).

<sup>2</sup> <https://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm>

<sup>3</sup> Estimate based on 2019 distribution: [https://www.fhwa.dot.gov/legisregs/directives/notices/n4510832/n4510832\\_t2.cfm](https://www.fhwa.dot.gov/legisregs/directives/notices/n4510832/n4510832_t2.cfm)



## FDOT TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM GUIDANCE AND PROCEDURES

- According to the Federal Register, Volume 77, No. 138<sup>4</sup>, there are 15 designated TMAs in Florida: Miami, Tampa-St. Petersburg, Orlando, Jacksonville, Sarasota-Bradenton, Cape Coral, Palm Bay-Melbourne, Port St. Lucie, Palm Coast-Daytona Beach-Port Orange, Pensacola, Florida-Alabama, Kissimmee, Bonita Springs, Lakeland, Tallahassee, and Winter Haven.
- Florida has 27 Metropolitan Planning Organizations (MPOs) serving metropolitan areas with a wide range of population sizes. In Florida, MPOs are also referred to as Transportation Planning Organizations (TPO) and Transportation Planning Agencies (TPA); for the purposes of this document, they will collectively be called MPOs. Eighteen (18) of the State's 27 MPOs are represented within the State's fifteen 15 TMAs (Figure 1).
  - » Approximately \$19 million in "over 200K population" funds for TMAs has been allocated to FDOT for FY2020. This amount is divided among the 15 TMAs based on population (Figure 2).
  - » Eligible entities (Project Sponsors) within TMAs submit eligible projects which are prioritized and selected through a competitive process administered by the MPOs in consultation with their FDOT district office.

FDOT is a decentralized agency, and each FDOT district office receives an apportionment of TA Set-Aside funds to administer through a competitive process in compliance with the FAST Act. The FY2020 funding apportionment by FDOT district is detailed in Table A.

**Table A: Florida Transportation Alternatives Set-Aside Funding Apportionment by FDOT District, FY2020**

District	Any Area Funds (FDOT Fund Code TALT)	Population < 5K (FDOT Fund Code TALN)	Population > 5K but < 200K (FDOT Fund Code TALL)	Population > 200K (FDOT Fund Code TALU)	Total
1	\$3,461,501	\$384,463.05	\$545,541	\$2,544,874	\$6,936,378
2	\$2,777,848	\$689,377.01	\$687,280	\$1,391,796	\$5,546,301
3	\$1,824,492	\$739,743.56	\$608,347	\$750,009	\$3,922,592
4	\$4,557,648	\$105,532.22	\$182,987	\$4,432,039	\$9,278,206
5	\$5,180,441	\$267,635.92	\$819,011	\$3,431,663	\$9,698,750
6	\$3,108,324	\$52,693.40	\$63,890	\$3,248,608	\$6,473,515
7	\$3,655,204	\$58,849.85	\$370,744	\$3,190,373	\$7,275,171
FDOT Total	\$24,565,457	\$2,298,295	\$3,277,801	\$18,989,362	\$49,130,914

Source: FDOT Work Program and Budget, October 30, 2018. Figures do not include Recreational Trails Program funding. Figures may vary slightly from Federal Register (Figure 2) due to rounding.

Note: Table A describes federal funding that has been allocated for FY2020 via legislation and apportioned to FDOT districts. However, FDOT operates under a 5-year work program in order to maximize production and service capabilities. Project applications submitted in FY2020 will be tied to FY2025 planning and funding. Check with your district and/or MPO for more information on amounts available for project applications.

## Funding and Matching Requirements

Normally, the federal share for TA Set-Aside projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Set-Aside program. Therefore, project sponsors are not required to provide the 20 percent match.

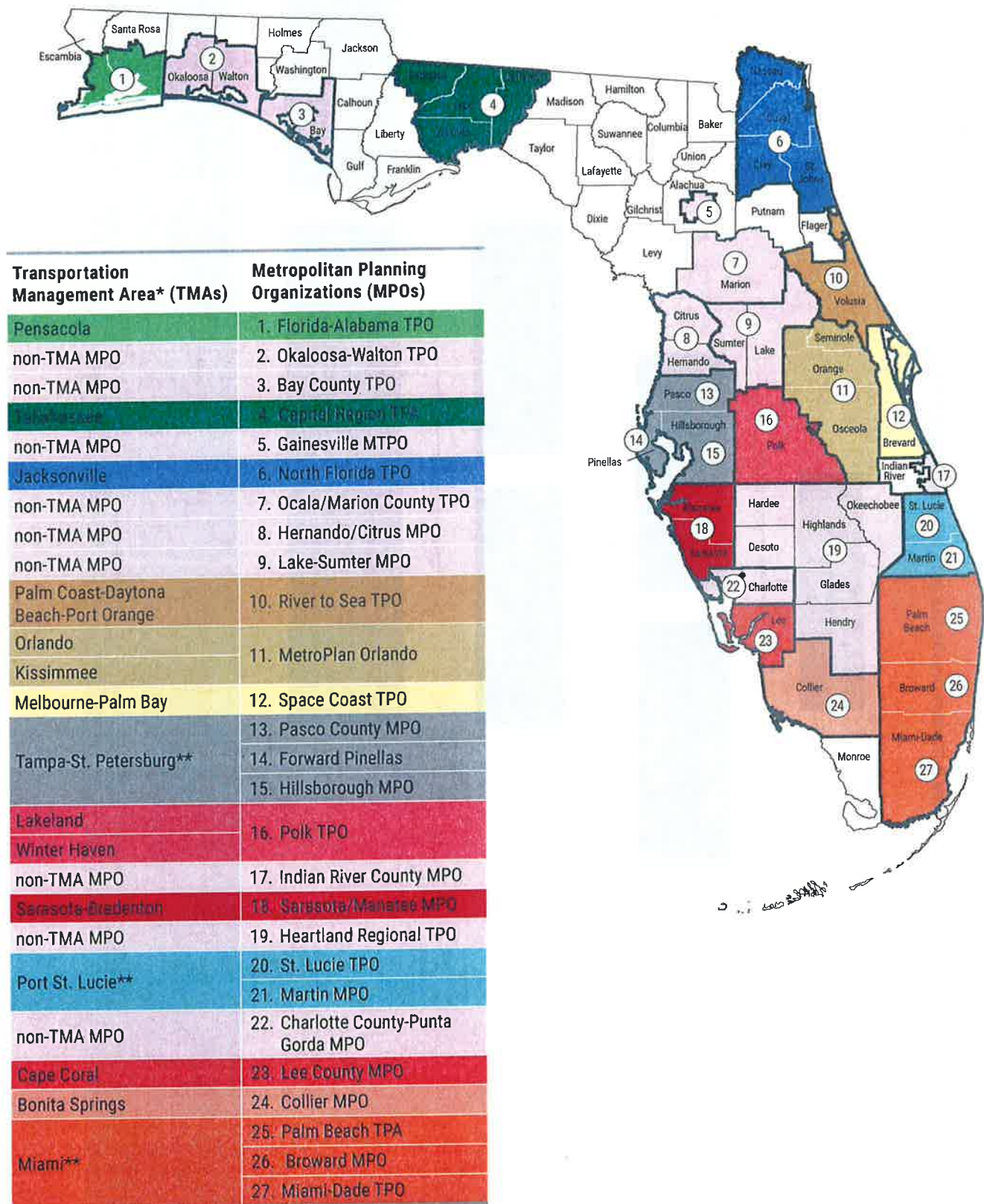
FDOT generally administers TA Set-Aside projects through the Local Agency Program (LAP). Information on the LAP can be found on FDOT's LAP webpage at <https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>.

## Cost Reimbursement of Approved Expenses

TA Set-Aside is a cost reimbursement grant program. Projects must go through multiple levels of review and approval to become eligible for reimbursement. Once the Federal Highway Administration (FHWA) has authorized a project and the project sponsor has entered into an agreement with FDOT, project costs may be incurred and ultimately reimbursed. Note that costs incurred prior to FHWA authorization and execution of the agreement are not eligible for reimbursement.

<sup>4</sup> <https://www.govinfo.gov/content/pkg/FR-2012-07-18/pdf/2012-17514.pdf>

**Figure 1: Map of Florida Metropolitan Planning Organizations**



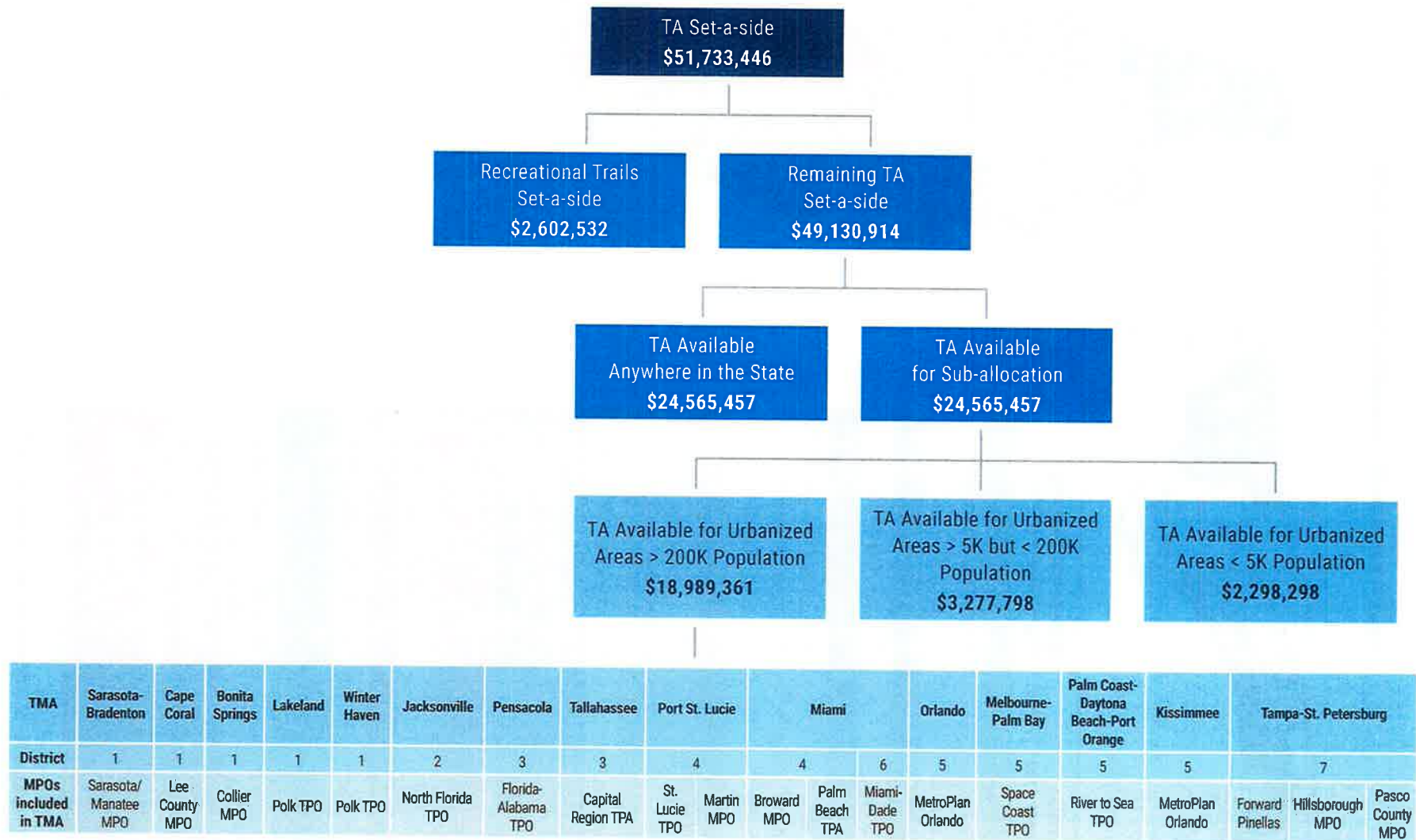
\* Urbanized population over 200,000

\*\* Tampa-St. Petersburg, Port St. Lucie and Miami TMA's contain multiple MPOs.



# FDOT TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM GUIDANCE AND PROCEDURES

**Figure 2: Florida's Distribution of TA Set-Aside Program Funds**



Source: Federal Register, Volume 77, No. 138, <https://www.govinfo.gov/content/pkg/FR-2012-07-18/pdf/2012-17514.pdf>

February 7, 2019

# Eligible Entities (Project Sponsors)

Eligible entities are those that can receive TA Set-Aside program funds. The FAST Act carried forward the eligible entities from the TAP in MAP-21 and adds “non-profit entities responsible for the administration of local transportation safety programs” as eligible sponsors. Eligible project sponsors descriptions below are adapted from 23 U.S.C. 213(c)(4)(B).



- **Local governments.** Local government entities include any unit of local government below a State government agency, except for an MPO\*. Examples include city, town, township, village, borough, parish, or county agencies.
- **Regional transportation authorities.** Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section of the legislation [23 U.S.C. 135(m)].
- **Transit agencies.** Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
- **Natural resource or public land agencies.** Natural resource or public land agencies include any federal, tribal, state, or local agency responsible for natural resources or public land administration. Examples include:
  - » State or local park or forest agencies;
  - » State or local fish and game or wildlife agencies;
  - » Department of the Interior Land Management Agencies; and
  - » U.S. Forest Service.
- **School districts, local education agencies, or schools.** School districts, local education agencies, or schools may include any public or non-profit private school. Projects should benefit the general public and not only a private entity.
- **Tribal governments**
- **Non-profit entity responsible for the administration of local transportation safety programs.** Examples include a non-profit entity responsible for:
  - » a local program implementing construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs; and
  - » a safe routes to school program.
- **Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the State determines to be eligible and consistent with the goals of 23 U.S.C. 213 (c).**

*\*The Florida Department of Transportation and Metropolitan Planning Organizations (MPO) are not eligible project sponsors; however, they may partner with an eligible project sponsor and serve as the implementing agency to help a project sponsor carry out a project.*

Non-profit organizations are not eligible project sponsors unless they qualify through one of the eligible entity categories listed above (e.g., where a non-profit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs). Non-profit organizations that do not qualify via the legislation are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

FDOT requires infrastructure projects be implemented by a LAP certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of “construction” in Title 23 of the United States Code, Section 101(a)(4). In limited circumstances, planning studies and research studies would not require LAP certification. Non-profit organizations are not eligible for LAP certification. If the project sponsor is not LAP certified, they may partner with a LAP certified agency to serve as the implementing agency. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at <https://www.fdot.gov/programmanagement/LAP/LAP-TQC.shtm>.

Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.

## Eligible Projects and Activities

TA Set-Aside funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 23 U.S.C. 213(b)(1) as such provisions were in effect on the day before the date of enactment of the FAST Act. To be eligible for funding under the TA Set-Aside program, projects must fall under at least one of the ten categories outlined in the legislation (Table B).

However, the legislation gives “states and Metropolitan Planning Organizations (MPOs)...discretion about how to establish project priorities, or whether to fund (or not fund) particular categories. There is no requirement to consider all eligible TA activities equally.”<sup>5</sup> FDOT developed TA Set-Aside project eligibility guidance (Appendix B) to provide specific examples of eligible projects and activities in each category described in the legislation. The content is based on guidance from FHWA, and input from FDOT’s Transportation Alternatives Working Group, made up of FDOT district representatives.

Note that the FDOT TA Set-Aside Project Eligibility Guidance is not intended to be comprehensive, but instead provides examples to assist applicants in understanding eligible project types. The final decision on project eligibility remains at the discretion of the district reviewing the application as long as it is consistent with federal eligibility.

**Table B: TA Set-Aside Eligible Project Categories**

TA Set-Aside Eligible Project Categories	
1.	Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)
2.	Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)
3.	Conversion and use of abandoned railroad corridors for non-motorized use
4.	Construction of turnouts, overlooks, and viewing areas
5.	Inventory, control or removal of outdoor advertising
6.	Historic preservation and rehabilitation of historic transportation facilities
7.	Vegetation management practices in transportation rights of way
8.	Archaeological activities related to impacts from transportation projects
9.	Environmental mitigation activities
10.	Safe Routes to School: Safe Routes to School projects are eligible under TA Set-Aside. For additional information on eligible activities, see <a href="https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects">https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects</a> . Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit <a href="https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm">https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm</a>

*Note: Utility work is not eligible for funding unless it’s incidental to a project and in-kind replacement, such as relocating a manhole when creating a bike lane.*

## Project Eligibility Determinations

Project sponsors should propose projects that clearly fit into the eligible categories defined in this document. It is the responsibility of the project sponsor to explain in their application how the project aligns with the guidelines for eligible project activities. FDOT districts will make the final determination on project eligibility and will disallow any project that is not clearly eligible.

<sup>5</sup> [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)



# Project Sponsor Expectations and Requirements

It is the responsibility of each project sponsor to read this guidance, and any additional guidance or materials from their district or MPO as appropriate, and become familiar with the application, selection, and implementation procedures associated with the FDOT TA Set-Aside program. Applying for federal funds begins a significant undertaking, which must be led by the project sponsor from start to finish. Project sponsors unable to navigate the federal requirements may be subject to forfeiture of awarded funds and project cancellation. Note: the use of federal funds on any phase of the project federalizes all phases of the project, meaning that all other phases of the project also become subject to federal requirements.

An overview of the requirements and process for a locally-administered federal project can be found in the FDOT Local Agency Program (LAP) Manual at <https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtml>. This manual describes the FDOT local project implementation process and requirements of federally funded projects, including those funded through the TA Set-Aside Program.

## Project Application Submittal Process

Each FDOT district administers its portion of Florida's TA Set-Aside Program funds through an annual competitive application process. This section generally describes the application cycle, application form and submittal process for TA Set-Aside funds. Please contact your appropriate FDOT district for specific information related to its application cycle and process; See Appendix A for district TA Set-Aside contact information.

### Application Cycle

Applications for TA Set-Aside projects may be submitted on an annual basis. While each district office sets its own schedule for application submittals and evaluations, a general schedule that reasonably follows the Work Program cycle is provided in Table C. Applicants should contact their respective district office for specific schedule dates.

**Table C: Typical FDOT TA Set-Aside Application Cycle  
(Varies by District)**

Process Step	Date Range
Project Planning & Development	Ongoing
Application Solicitation	October - December
Application Submittal	January - February
Committee Presentations	March – April
Eligibility/Feasibility Determination	May – June
Work Program Estimate Update	July – mid-August
Submit Priority List	September

### Application Form

FDOT has developed a sample TA Set-Aside application form that has been used by the districts in the development of district-specific application forms. The sample application is attached to this guidance document in Appendix C and can be used as a general reference, but please contact your appropriate FDOT district for specific information related to its application form.

### Project Budget

The project application must include a well-defined scope of work which lays the foundation for an accurate budget. Budget considerations are very important, and an itemized list of anticipated expenses (including labor, supplies, materials and other anticipated costs) should be provided in the application. Cost estimates must be based on the year in which the project is anticipated to be delivered rather than the year that the application is submitted.

The budget should be divided into project development phases. The most common phases include planning, preliminary engineering, right-of-way acquisition, construction and Construction Engineering and Inspection (CEI) services. The budget should identify all sources of funding and how each activity will be funded. Sources of funds other than TA Set-Aside may include other federal funds (not US DOT funds), state, local, donated services, in-kind services, volunteer and Youth Conservation Corps.

**Project sponsors are responsible for all cost overages, including those caused by inaccurate or incorrect project cost estimating.**

*Note: As each FDOT district has established procedures for administering its apportionment of Transportation Alternatives Set-Aside funding, some districts and MPOs have set minimum or maximum project costs, or both. Some districts only reimburse for selected phases of the project. It is the responsibility of the project sponsor to read relevant district and MPO application materials in addition to this guidance.*

## Application Submittal

FDOT districts work with and through their region's MPOs and counties to solicit and receive TA Set-Aside project applications.

### MPO Areas

In all MPO areas, regardless of population, the MPOs manage the TA Set-Aside application collection. Applications are to be submitted to the MPO with copies provided to the respective FDOT district office. Please contact your FDOT district to obtain MPO contact information for the TA Set-Aside Program.

### Areas Outside MPOs

For areas outside of MPOs, applications are to be collected by the appropriate county commission for submission to their respective FDOT district office.

## Project Selection and Programming

The FAST Act requires TA Set-Aside projects be selected through a competitive selection process (23 U.S.C. 133(h)(2)). While FDOT is responsible for programming all TA Set-Aside funds, the legislation gives TMAs the authority to develop and administer their own competitive selection procedures for funds sub-allocated to areas with greater than 200,000 population. FDOT oversees TMA procedures and more directly manages selection of projects for all other TA Set-Aside funds, but consults with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

Once the evaluation and prioritization process is completed and approved, the FDOT district office will program projects based on priority, the availability of funds, the implementing agency, and the capacity of the applying agency to implement the project.

FHWA has issued guidance that explains who is responsible for the selection process and Table D describes how TA Set-Aside project selection is managed in Florida. As neither the FAST Act nor FHWA have established standards, procedures, or processes for the competitive selection of projects, development of a competitive selection process is left to the State and MPOs.

## TA Set-Aside Project Selection Criteria

Each agency that evaluates TA Set-Aside applications, whether an MPO, county, or FDOT district office, must utilize documented selection criteria to evaluate project applications. At a minimum, the selection criteria must include an assessment of sponsor and project eligibility, an assessment of project feasibility, and a description of additional selection factors to guide evaluation and prioritization by the appropriate parties. These three selection criteria categories are further described below.

1. **Eligibility.** Is the project sponsor an eligible applicant and does the project fit within the eligible project categories for the TA Set-Aside program? FDOT has developed TA Set-Aside project eligibility guidance (Table B) to clarify how the state interprets which specific projects are eligible in Florida. However, this guidance is not intended to be comprehensive, and the final decision on project eligibility remains at the discretion of the district.
2. **Feasibility.** Does the project face complex issues that would add cost or delay delivery? This may include consideration of:
  - » Right-of-Way availability
  - » Environmental impacts/permitting issues
  - » Utilities

**Table D: FDOT TA Set-Aside Project Selection Process**

Area Funds	FDOT and MPO Roles
Areas with > 200,000 urbanized population – TALU fund code	MPOs within the TMAs manage application solicitation, collection, review, prioritization and project selection in consultation with FDOT district office.
Areas with > 5,000 but <200,000 population – TALL fund code	FDOT district offices manage application solicitation in coordination with MPOs and Counties.
Areas with <5,000 population – TALN fund code	MPOs/Counties manage application collection, review and prioritization in collaboration with their FDOT district office.
Any area of the State – TALT fund code	FDOT district offices manage project selection with consideration of prioritized project submittals by MPOs and/or counties.

- » Constructibility
  - » Cost estimate
  - » Status of project sponsor or implementing agency's Local Agency Program (LAP) certification and/or history of project development
  - » Maintenance responsibility
3. **Support for TA Set-Aside Program Goals and Florida Planning Emphasis Areas (if applicable).** The criteria should support the intent of the TA Set-Aside program and must, at a minimum, include consideration of the following factors:
- » Project's effectiveness in supporting TA Set-Aside goals
  - » Documented safety need, particularly related to reducing the number of bicycle and pedestrian injuries and fatalities
  - » Public support for the project (a record of public involvement/support should be provided with application)
  - » Support for [Florida Planning Emphasis Areas](#)
4. **Additional selection factors.** Districts, MPOs and counties may also identify additional selection factors to address regional or local priorities.

These factors are not listed in order of importance and districts and MPOs may establish weights by which to prioritize them to meet local or regional needs. For more information on MPO Selection Criteria, please contact the appropriate MPO or district office.

## Competitive Selection Process

FDOT is responsible for programming all TA Set-Aside funds and directly manages or oversees selection of projects in consultation with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

### MPO areas under 200,000 population

In all MPO areas under 200,000 population, the MPOs manage the TA Set-Aside application collection, review and prioritization in collaboration with their respective FDOT district office. Applications are typically reviewed and prioritized by various committees within the MPO structure using criteria established by the MPO which align with FDOT's district and statewide TA Set-Aside application selection criteria. The list of prioritized projects is then forwarded to the FDOT district office for eligibility and feasibility determination. Those projects determined eligible and feasible may then be considered for funding and programming in the FDOT Work Program.

### Areas outside of MPOs

For areas outside of MPOs, counties will establish tentative priorities for projects in their area, which should align with FDOT's district and statewide TA Set-Aside application selection criteria. The respective FDOT district office will perform the project eligibility and feasibility reviews. Ideally, an advisory committee will evaluate and prioritize each project in counties outside of MPOs. Advisory committees should consist of county, municipal, and FDOT district staff. Interested members of the public may also be included. FDOT will finalize the list of priority projects after completing eligibility and feasibility determinations. Projects are then considered for funding and programming in the FDOT Work Program.

### Project Selection Committees

To select projects through a fair and competitive process, it is important to establish advisory or selection committees to review the TA applications and properly evaluate the proposed projects. MPOs typically utilize existing committee structures such as Technical Advisory Committee or Bike/Ped Advisory Committees to establish project selection criteria for prioritizing the proposed projects. The resulting priority list is to be approved by the MPO or county, as appropriate, prior to submittal to FDOT for programming.

It is important that a similar committee be formed for projects in those areas with less than 200,000 in population. Such a committee should consist of both FDOT and Local Agency representatives, as well as interested citizens.

Some agencies incorporate project presentations as part of the evaluation process. Presentations address project specifics and emphasize the origin (county comprehensive plan, special area plan, MPO Long Range Transportation Plan, documented safety concern, etc.) and purpose of the project and its ability to address the intent of the TA Program.



## Over 200,000 urbanized population

The FAST Act provides TMAs (urbanized areas with over 200K population) with the authority to administer their own competitive selection procedure for TA Set-Aside funds. MPOs within the TMAs are responsible for communicating program guidance and eligibility criteria and a project scoring and selection procedure that reflects regional priorities. These MPOs must include the minimum requirements outlined in this guidance or may opt to use the competitive selection processes and materials developed by FDOT district offices for the other TA Set-Aside program funds. Regardless, when the competitive process and materials have been developed, the MPO must submit them to their respective FDOT district office for review in partnership with the FDOT Central Office to confirm that a required competitive process for eligible projects was used. The MPO must submit three documents to the district office prior to soliciting TA Set-Aside applications:

1. The MPO's competitive selection process, including:
  - a. Persons involved in project review, scoring and selection
  - b. A summary of the competitive selection process
  - c. A scoring matrix or weighting criteria, as relevant
2. Additional regional program guidance, as relevant
3. A list of eligible project activities. MPOs may use or adapt FDOT's eligible project list if choosing to fund only certain project categories. All project activities must comply with the federal legislation.

In TMAs with multiple MPOs, either the MPOs will each develop a priority list for TA funding applications or will coordinate and agree upon a single project priority list for the TMA. Once each TMA has finalized its regional project selection, it will submit a list of all selected projects to district offices. For a list of Florida TMAs and information on TMA funding allocations, please see Figure 1 and Figure 2.

## Project Programming

Once the project evaluations are complete, priorities established, and selections made for inclusion in the Work Program, FDOT will prepare an official project estimate by phase, using budget information submitted by the project sponsor, for budgeting and programming purposes. Projects will be added to the FDOT Tentative Work Program according to the Work Program Instructions. In MPO areas, FDOT will coordinate with the MPO for any necessary amendments to the Transportation Improvement Program (TIP).

## Other Regulatory Requirements

There are a number of state and federal regulatory requirements that apply to the TA Set-Aside program which are described in the [Local Agency Program \(LAP\) Manual](#). A district LAP Administrator will be able to assist with the interpretation and application of requirements, but it is the responsibility of the project sponsor to review the LAP Manual.

Below is a list of some of these requirements with which the project sponsor should be familiar.

- Agreements and Eligible Costs
- Reimbursement
- Public Involvement
- Environmental Clearance
- Consultant Selection for Project Development and Implementation
- Treatment of Projects
- Design and Implementation Requirements
- Right-of-Way Clearance
- Permits
- Bidding
- Construction
- Maintenance

# Anticipated Roles for FDOT and Planning Partners

## FDOT Central Office

- Create statewide guidance and policy.
- Develop and maintain a website with general information for the public, including project sponsors (<https://www.fdot.gov/planning/policy/TAsetaside/default.shtm>).
- Promote the program and disseminate information to partners and the public.
- Create statewide application and application guidance.
- Provide guidance on project eligibility and sponsor eligibility for applications.
- Maintain a database of submitted applications and awarded projects.

## FDOT Districts

- Provide support to project sponsors as they develop applications.
- Work with Planning Partners (MPOs and Counties) to assess project eligibility and feasibility.
- Work with Planning Partners to review, comment, and rank applications.
- Enter into cost-reimbursable contractual agreements with sponsors to successfully deliver selected projects.

## MPOs > 200,000 Urbanized Population (TMA MPOs)

- Communicate program guidance and eligibility criteria.
- Communicate funding availability to eligible sponsors.
- Review and rank applications through a competitive process.
- Select projects for their regional TA allocation.
- Assure projects recommended for funding can be delivered in a timely manner by the sponsor.

## MPOs <200,000 Population

- Communicate funding availability to eligible sponsors.
- Assure that projects recommended for funding can be delivered in a timely manner by the sponsor.
- Review, rank and provide comments to Central Office for all applications received from their area.

## Project Sponsors

- Identify the FDOT district TA Set-Aside program contact.
- Identify if the project falls within an MPO.
- Read the Florida Department of Transportation TA Set-Aside Program Guidance, and any additional guidance or materials from relevant FDOT districts or MPOs as appropriate to determine application cycle.
- Become familiar with the application, selection and implementation procedures associated with the FDOT TA Set-Aside program and the FDOT district or MPO as appropriate.

# Resources

## Federal Resources

The Federal Highway Administration TA Set-Aside implementation guidance: [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm).

Federal Guidance for the Recreational Trails Program: [http://www.fhwa.dot.gov/environment/recreational\\_trails/guidance/](http://www.fhwa.dot.gov/environment/recreational_trails/guidance/).

The Rails to Trails Conservancy tracks state spending of Transportation Alternatives funds through annual data collection from states. Project tracking information and annual spending reports are housed on the Transportation Alternatives Data Exchange (TrADE) site: <https://trade.railstotrails.org/index>.

## Florida Resources

The Florida Department of Transportation's TA Set-Aside webpage: <https://www.fdot.gov/planning/policy/TAsetaside/default.shtm>.

The Florida Department of Transportation Safe Routes to School program webpage: <https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm>.

The Florida Department of Transportation Local Agency Program (LAP) website: <https://www.fdot.gov/programmanagement/LAP/default.shtm>.

The Florida Department of Environmental Protection Recreational Trails webpage: <https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program>

## Coordination with Central Office

Chris Edmonston oversees FDOT's Transportation Alternatives Set-Aside Program and can assist with related questions.

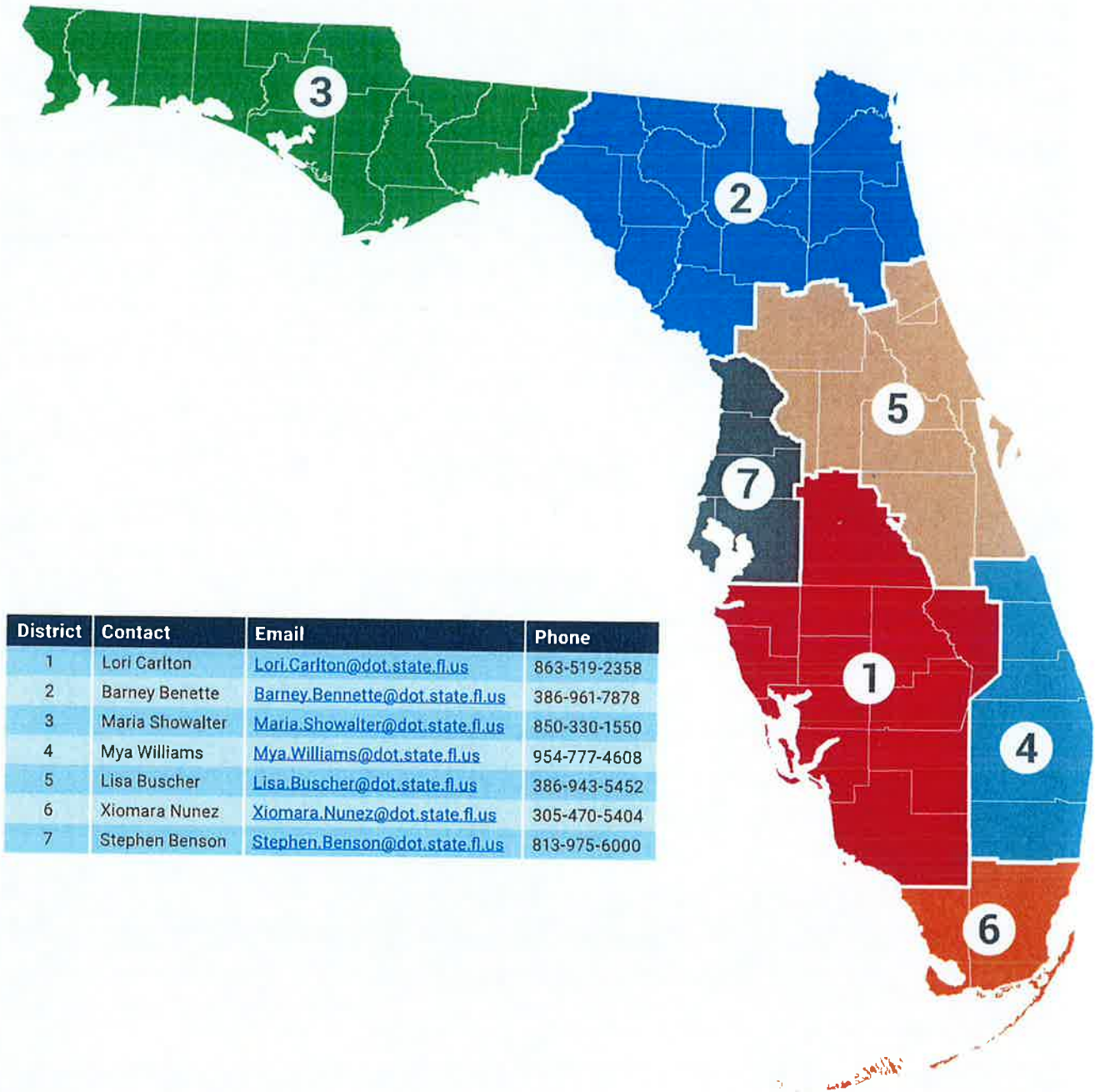
**Chris Edmonston** | SIS Planning Manager  
Florida Department of Transportation  
Systems Implementation Office  
605 Suwannee Street, MS 19  
Tallahassee, FL 32399  
(850) 414-4813  
[chris.edmonston@dot.state.fl.us](mailto:chris.edmonston@dot.state.fl.us)



# Appendix

# Appendix A

## FDOT Districts and TA Set-Aside Program Contacts



District	Contact	Email	Phone
1	Lori Carlton	<a href="mailto:Lori.Carlton@dot.state.fl.us">Lori.Carlton@dot.state.fl.us</a>	863-519-2358
2	Barney Benette	<a href="mailto:Barney.Bennette@dot.state.fl.us">Barney.Bennette@dot.state.fl.us</a>	386-961-7878
3	Maria Showalter	<a href="mailto:Maria.Showalter@dot.state.fl.us">Maria.Showalter@dot.state.fl.us</a>	850-330-1550
4	Mya Williams	<a href="mailto:Mya.Williams@dot.state.fl.us">Mya.Williams@dot.state.fl.us</a>	954-777-4608
5	Lisa Buscher	<a href="mailto:Lisa.Buscher@dot.state.fl.us">Lisa.Buscher@dot.state.fl.us</a>	386-943-5452
6	Xiomara Nunez	<a href="mailto:Xiomara.Nunez@dot.state.fl.us">Xiomara.Nunez@dot.state.fl.us</a>	305-470-5404
7	Stephen Benson	<a href="mailto:Stephen.Benson@dot.state.fl.us">Stephen.Benson@dot.state.fl.us</a>	813-975-6000



# Appendix B

## FDOT Transportation Alternatives Set-Aside Project Eligibility Guidance

Eligible	Not Eligible
<b>1. Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)</b>	
<ul style="list-style-type: none"> <li>• Pedestrian infrastructure such as new sidewalks, crosswalks, etc.</li> <li>• Bicycle infrastructure such as bike lanes, bicycle parking, etc.</li> <li>• Bicycle racks for buses</li> <li>• Pedestrian and bicycle signals</li> <li>• Bike share infrastructure such as bikes, racks, kiosks</li> <li>• New or reconstructed off-road trails that serve a transportation need, such as trails that provide connections to schools, parks, or other public places</li> <li>• Amenities along a trail that serve trail users such as benches, trash cans, watering stations, pet amenities, bicycle repair stations, wayfinding signs, security cameras, etc.</li> <li>• Trailhead projects that serve trail users such as rest areas with benches, restrooms, trail access improvements, parking, kiosks, etc.</li> <li>• Bicycle and pedestrian bridges and underpasses</li> <li>• Lighting and other safety related infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Routine maintenance or replacement of existing sidewalks (unless ADA upgrades are needed)</li> <li>• Circular trails/sidewalks</li> <li>• Facilities located within a property that do not connect to other trails/sidewalks</li> <li>• General resurfacing of roadways</li> <li>• General recreation and park facilities: playground equipment, sports fields, campgrounds, picnic and pavilion areas</li> </ul>
<b>2. Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)</b>	
<ul style="list-style-type: none"> <li>• Americans with Disabilities Act of 1990 compliance projects such as rehabilitation of existing sidewalks, curb ramps, sidewalk widening, etc.)</li> <li>• Traffic calming techniques</li> <li>• Lighting and other safety related infrastructure</li> <li>• Traffic realignments, road diets, or intersection changes that improve bicycle and pedestrian access or safety</li> <li>• Crosswalks</li> <li>• Pedestrian refuge areas</li> <li>• Crossing improvements that shorten crossing distance, provide access, and/or primarily improve bicycle and pedestrian safety</li> </ul>	<ul style="list-style-type: none"> <li>• Roadway lighting that doesn't benefit non-drivers</li> <li>• Promotional materials (except for Safe Routes to School; see Category 10)</li> <li>• Intersection realignments aimed at improving vehicular flow</li> <li>• Projects that reorganize pick-up and drop-off primarily for the convenience of drivers</li> <li>• Education programs that are primarily focused on bus safety</li> <li>• Improvements to school bus stops</li> </ul>
<b>3. Conversion and use of abandoned railroad corridors for non-motorized use</b>	
<ul style="list-style-type: none"> <li>• Developing rails-to-trails facilities, where there is an adjacent line that is no longer active</li> <li>• Trailhead projects that serve trail users, such as rest areas with benches, restrooms, trail access improvements, parking, etc.</li> <li>• Construction or reconstruction of multi-use trails within a railroad right-of-way,</li> <li>• Purchasing and converting unused railroad property for reuse as a trail</li> </ul>	<ul style="list-style-type: none"> <li>• Trails for motorized vehicles</li> <li>• Maintenance of an existing trail</li> </ul>
<b>4. Construction of turnouts, overlooks, and viewing areas</b>	
<ul style="list-style-type: none"> <li>• Turnouts and viewing areas at scenic or historic sites</li> <li>• Right-of-way acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor center</li> <li>• Operation or maintenance</li> <li>• Marketing/promotional materials</li> </ul>
<b>5. Inventory, control or removal of outdoor advertising</b>	
<ul style="list-style-type: none"> <li>• Data collection</li> <li>• Removal</li> </ul>	<ul style="list-style-type: none"> <li>• Administration or operating expenses</li> </ul>
<b>6. Historic preservation and rehabilitation of historic transportation facilities</b>	
<ul style="list-style-type: none"> <li>• Facilities on historic register or eligible for historic register.</li> <li>• Rehabilitation of historic surface transportation facilities (bridges, lighthouses, canals, etc.)</li> <li>• Historic toll and ferry facilities</li> <li>• Historic railroad facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Operating costs</li> <li>• Facilities not open to the public</li> <li>• Construction of replica facilities</li> <li>• Infrastructure not related to surface transportation (air and space)</li> <li>• Structures not on or eligible for the national historic register</li> </ul>

# FDOT TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM GUIDANCE AND PROCEDURES

Eligible	Not Eligible
<b>7. Vegetation management practices in transportation rights of way</b>	
<ul style="list-style-type: none"> <li>• Removal of invasive species and plant native plants</li> <li>• Planting of native species that can help control erosion and ensure that roadsides are stable, look nice, and provide clear sightlines</li> <li>• Planting of vegetation to attract honey bees, monarch butterflies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Standalone landscaping</li> <li>• Planting of annuals</li> </ul>
<b>8. Archaeological activities related to impacts from transportation projects</b>	
<ul style="list-style-type: none"> <li>• Archaeological excavations and surveys related to a transportation project</li> <li>• Archaeological activities required as part of a TA Set-aside eligible project</li> <li>• Interpretation and display of artifacts discovered as part of a transportation project</li> </ul>	<ul style="list-style-type: none"> <li>• Archaeological activities not related to a transportation project eligible under federal Title 23</li> </ul>
<b>9. Environmental mitigation activities</b>	
<ul style="list-style-type: none"> <li>• Pollution prevention, abatement and mitigation activities to address storm water management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities listed in Sections 133(b), 328(a), and 329.</li> <li>• Reduction in vehicle caused wildlife mortality such as a wildlife crossing or fencing</li> <li>• Restoration and maintenance of the connectivity among terrestrial or aquatic habitats (e.g. surmountable curbs for turtles)</li> <li>• Erosion and sediment control</li> <li>• Native plantings</li> <li>• Minimizing impervious surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Drainage improvements related to poor maintenance and /or upgrades to inadequate systems</li> <li>• Stormwater management activities not related to highway run-off and water pollution</li> </ul>
<b>10. Safe Routes to School</b>	
<p>Safe Routes to School projects are eligible under TA Set-Aside. For additional information on eligible activities, see <a href="https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects">https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects</a>. Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit <a href="http://www.srtsfl.org/">http://www.srtsfl.org/</a>.</p>	
<ul style="list-style-type: none"> <li>• Bicycle and pedestrian education targeting student travel (grades K-8)</li> <li>• Public awareness campaigns and outreach to press and community leaders</li> <li>• Traffic education and enforcement in the vicinity of schools</li> <li>• Student sessions on bicycle and pedestrian safety, health, and environment</li> <li>• Funding for training, volunteers, and managers of safe routes to school program</li> <li>• Infrastructure projects</li> <li>• Sidewalk improvements</li> <li>• Traffic calming and speed reduction improvements</li> <li>• Pedestrian and bicycle crossing improvements</li> <li>• On-street bicycle facilities</li> <li>• Off-street bicycle and pedestrian facilities</li> <li>• Secure bicycle parking facilities</li> <li>• Traffic diversion improvements in the vicinity of schools</li> </ul>	<ul style="list-style-type: none"> <li>• Bicycle and pedestrian education campaigns for the general public</li> </ul>

## Appendix C

### FDOT Sample TA Project Application Form

(please contact your FDOT District Office for specific application materials)





**FLORIDA DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION ALTERNATIVES PROGRAM  
APPLICATION**

**APPLICANT INFORMATION**

**PROJECT SPONSOR:**

**CONTACT PERSON:**

**TITLE:**

**ADDRESS:**

FL,

**ZIP:**

**PHONE:**

**FAX:**

**EMAIL:**

**PROJECT SPONSOR'S LOCAL AGENCY PROGRAM (LAP) CERTIFICATION STATUS:**

☐ Currently LAP Certified  
(Year of Certification: )

☐ Not LAP Certified

☐ Seeks Project Specific Certification

---

**PROJECT INFORMATION**

**PROJECT PRIORITY NO.:**

**PROJECT TITLE:**

**PROJECT LOCATION:**

**PROJECT LENGTH:**

**TERMINI:**

**BRIEF PROJECT DESCRIPTION:**

**PROJECT IS SUBMITTED UNDER WHICH ELIGIBLE PROGRAM TYPE:**

- ☐ Transportation Alternative, defined in 23 USC 101
- ☐ Recreational Trail, defined in 23 USC 206
- ☐ Safe Routes to School, defined in 23 USC 402 note, Public Law 109-59  
(Safe Routes to School Application *must* accompany this application)
- ☐ Roadway construction within former interstate routes or other divided highways

## QUALIFYING ACTIVITIES

Check the Transportation Alternative activity that the proposed project will address. Please check one activity that represents the majority of the work proposed. (Note: Checking more activities does not ensure or increase eligibility.) Eligible activities must be consistent with details described under 23 U.S.C. 101(a)(29) and 213(b).

- ☐ Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990
- ☐ Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- ☐ Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- ☐ Construction of turnouts, overlooks, and viewing areas
- ☐ Community improvement activities, which include but are not limited to:
  - ☐ Inventory, control, or removal of outdoor advertising
  - ☐ Historic preservation and rehabilitation of historic transportation facilities
  - ☐ Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control
  - ☐ Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23
- ☐ Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - ☐ address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
  - ☐ reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- ☐ The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: ***(A Safe Routes to School application must accompany this application.)***
  - ☐ infrastructure-related projects
  - ☐ Noninfrastructure-related projects
  - ☐ Safe Routes to School Coordinator
- ☐ Planning, designing, and constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

## **PROJECT DESCRIPTION**

**Roadway Name and/or Number:**

*(A location map with aerial view must be attached)*

☐ **On-System Project**  
(State Roadway)

☐ **Off-System Project**  
(Local Roadway)

**Project Termini-   Begin:**

**End:**

**Project Length:**

**Scope of Work** *(Attach conceptual plans if available):*

**Summarize any special characteristics of the project** *(Provide Typical Section drawings and describe the typical section here.):*

**Describe existing right-of-way ownerships along the project** *(Describe when the right-of-way was obtained and how ownership is documented, i.e., plats, deeds, prescriptions, easements):*

**Is right-of-way acquisition proposed? If Yes, describe proposed acquisition including expected fund source, limitations on fund use or availability, and who will acquire and retain ownership of proposed right-of-way.**

☐ **Yes**

☐ **No**

**Provide any additional project specific information that should be considered.**

## PROJECT IMPLEMENTATION INFORMATION

- Project phases included in funding request:**
- ☐ Planning Activities
  - ☐ Project Development & Environment Study
  - ☐ Preliminary Engineering/Final Design Plans
  - ☐ Construction
  - ☐ Construction Engineering & Inspection

**Describe any project work phases that are currently underway or have been completed.**

**Describe the proposed method of performing and administering each work phase of the project. (If it is proposed that the project be administered by a governmental entity other than the Department of Transportation, the entity must be certified to administer Federal Aid project in accordance with the Department Local Agency Program (LAP) Manual (Topic No. 525-010-300).)**

*Refer to Chapter 18 of the LAP Manual requirements regarding use of consultants.*

<b>Planning</b>	<b>PD&amp;E</b>	<b>Design</b>	<b>R/W Acquisition</b>	<b>Construction</b>
<input type="checkbox"/> Applicant's Staff	<input type="checkbox"/> Applicant's Staff	<input type="checkbox"/> Applicant's Staff	<input type="checkbox"/> Applicant's Staff	<input type="checkbox"/> Applicant's Staff
<input type="checkbox"/> Applicant's Cons	<input type="checkbox"/> Applicant's Cons	<input type="checkbox"/> Applicant's Cons	<input type="checkbox"/> FDOT	<input type="checkbox"/> Applicant's CEI
<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT		<input type="checkbox"/> FDOT

**Have any public information, or community, meetings been held?** ☐ Yes ☐ No

**Describe public, and private, support for the project. (Examples: petitions, written endorsements, resolutions, etc.)**

**Explain the proposed ownership and maintenance responsibilities for the project when complete?**

**Are matching funds being applied to the project? If so, explain any limitations to those funds.** ☐ Yes ☐ No

**Provide any additional implementation information that should be considered.**



## PROJECT COST ESTIMATE

**Below, provide a summary of the estimated cost for the work being proposed. (A detailed project cost estimate must be attached to this application.)**

Planning Activities	\$Click here to enter text.
Project Development & Environment Study	\$Click here to enter text.
Preliminary Engineering / Final Design Plans	\$Click here to enter text.
Construction	\$Click here to enter text.
Construction Engineering & Inspection Activities	\$Click here to enter text.
Other (Describe)	<u>\$Click here to enter text.</u>
<b>Total Estimated Cost</b>	\$ 0

*(To update Total Cost, select entire column and hit F9)*

## PROJECT FUNDING

<u>TA FUNDS</u>	<u>LOCAL FUNDS</u>	<u>TOTAL</u>
\$	\$	\$ 0
<u>TA FUND %</u>	<u>LOCAL FUND %</u>	<u>TOTAL</u>
		0

*(To update Totals, select entire row and hit F9)*

## CERTIFICATION OF PROJECT SPONSOR

I hereby certify that the proposed project herein described is supported by Click here to enter text. (sponsoring entity) and that said entity will: (1)provide any required funding match; (2)enter into a maintenance agreement with the Florida Department of Transportation, as necessary; (3)comply with the Federal Uniform Relocation Assistance and Acquisition Policies Act (The Uniform Act) for any right-of-way actions required for the project; (4)comply with NEPA process prior to construction which may require involvement with the State Historic Preservation Officer (SHPO), and other State and/or Federal agencies, prior to construction; and (5)support other actions necessary to fully implement the proposed project. I further certify that the estimated costs included herein are reasonable and that Click here to enter text. (sponsoring entity) will follow through on the project once programmed in the Florida Department of Transportation's Work Program.

---

*Signature*

---

*Print Name*

---

*Title*

---

*Date*

### FOR FDOT USE ONLY

Application Complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Eligible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Implementation Feasible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Include in Work Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Developed by:

The University of Florida Center for Health and the Built Environment  
Safe Routes to School Technical Assistance Team





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# INTRODUCTION

In 1969, nearly 50% of all students walked or rode a bicycle to school. By 2009, that number had dropped to fewer than 15%. The causes of this decline are varied, and the effects are far-reaching. Fewer students walking or bicycling to school has adversely affected traffic, air quality, and bicycle and pedestrian safety in communities. The sedentary lifestyle associated with this decline has been linked to increased incidences of childhood obesity and related health problems in later life. Safe Routes to School aims to reverse these effects by making walking and bicycling to school safer and easier for primary and secondary school students. This toolkit is meant to guide the user through bringing Safe Routes to School to their community, so that they may reverse these negative effects and experience the environmental, health, and community benefits that Safe Routes to School has to offer.



## WHAT IS SAFE ROUTES TO SCHOOL?

Florida's Safe Routes to School program is sponsored by the Florida Department of Transportation (FDOT). FDOT provides Safe Routes to School technical support and funding support to select communities. The primary goals of Florida's Safe Routes to School program are to:

- Enable and encourage children, including those with disabilities, to walk and bicycle to school
- Make walking and bicycling to school safe and appealing
- Facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic congestion, fuel consumption, and air pollution.







## WHY SAFE ROUTES TO SCHOOL?



### SUCCESSFUL PROJECTS

- Educate students, parents, neighbors, and the community
- Improve infrastructure at and around the school
- Reward students for participation and get the community excited
- Deter unsafe behaviors and encourage everyone to share the road
- Determine what changes need to be made and figure out how to make them

Many communities in Florida face challenges and barriers that make it difficult for students to walk or ride their bicycles to school. One such barrier is infrastructure that favors vehicles. Roads without sidewalks, crosswalks, or stoplights discourage walking and bicycling and encourage automobile usage. These factors lead to concerns for personal safety. A 2010 survey found that these factors were viewed as major barriers preventing physical activity by rural residents<sup>2</sup>. “Stranger danger” was also found to be a concern among parents in both rural and urban communities. One study found that nearly half of parents surveyed would be uncomfortable with their students walking to school without adult supervision, and 75% of parents surveyed drove their children less than 2 miles to school because they felt that it was more convenient or that it saved time compared to walking<sup>3</sup>.

Safe Routes to School programs provide a wide range of benefit for students and their communities. By getting an active start to the day, students arrive to school alert, refreshed, and ready to learn. According to a recent study, children that walk or ride their bicycle to get to school perform measurably better on work that demands concentration<sup>5</sup>. Furthermore, encouraging physical activity can teach lifelong healthy habits.



Image: BikeWalkKC (CC 2.0)



Enabling students to walk or ride their bicycles to school can also better a community. More students walking or bicycling to school means fewer parents picking up and dropping off students in private vehicles, which can help decrease traffic congestion and air pollution around schools. Investing in Safe Routes roadway infrastructure can also help connect existing bicycle and pedestrian networks, providing more active travel and recreation opportunities for the community as a whole.

Safe Routes to School projects are a great way to help communities be more welcoming towards students walking or bicycling to school. This toolkit will provide strategies to help communities overcome the challenges that discourage students from walking and bicycling to school and realize the many benefits of Safe Routes to School.



## HOW TO USE THIS TOOLKIT



This toolkit is a guide for developing and implementing a Safe Routes to School program. Every community's has unique needs, challenges, and opportunities. Because of this, the toolkit is intended to be tailored to an area's local context. This will enable the user to reap the maximum benefits of the Safe Routes to School program.

## TAILORING THE TOOLKIT

In Hillsborough County, one elementary school had an issue with lack of sidewalks within a six-block radius of the school, while another elementary school had an issue with sidewalks without buffers on high-traffic roads. Despite the fact that both schools are in the same county, the solution for one issue would not work for the other. No two issues are exactly alike. The purpose of this toolkit is to provide users with the knowledge and understanding needed to bring Safe Routes to School to their community and find the solution that works for them.







## ABOUT THE FIVE E'S



The Five E's of Safe Routes to School are **E**ducation, **E**ncouragement, **E**nforcement, **E**ngineering, and **E**valuation. Successful programs take a holistic approach to the Five E's and use available resources to engage as many relevant E's as possible.

### The Five E's

1. Education
2. Encouragement
3. Enforcement
4. Engineering
5. Evaluation

## EDUCATION

For students, teachers, and parents alike, education is a key component of a successful Safe Routes to School program. This section will discuss ways to engage each of these groups by highlighting their unique roles.

### **Bicycle and Pedestrian Education**

Teaching students about bicycle and pedestrian safety can be a hands-on way to show them the fun of riding a bicycle or walking to school, and can give them the knowledge and confidence they need to do so. Safe Routes to School education can be done at school in a variety of fashions, including bicycle rodeos and school assemblies.



## Six Simple Safety Tips

1. When walking, stop at every curb and edge.
2. Look and listen, especially when crossing a road.
3. When riding a bicycle, always wear a helmet.
4. Ride your bicycle in the same direction as traffic.
5. Follow all traffic signs and signals.
6. Always stop, look left, right, and left again before pulling out of a driveway or stepping into the street.



Education materials like this can help students learn and remember the basics of staying safe while walking and bicycling.

## Bicycle Rodeos

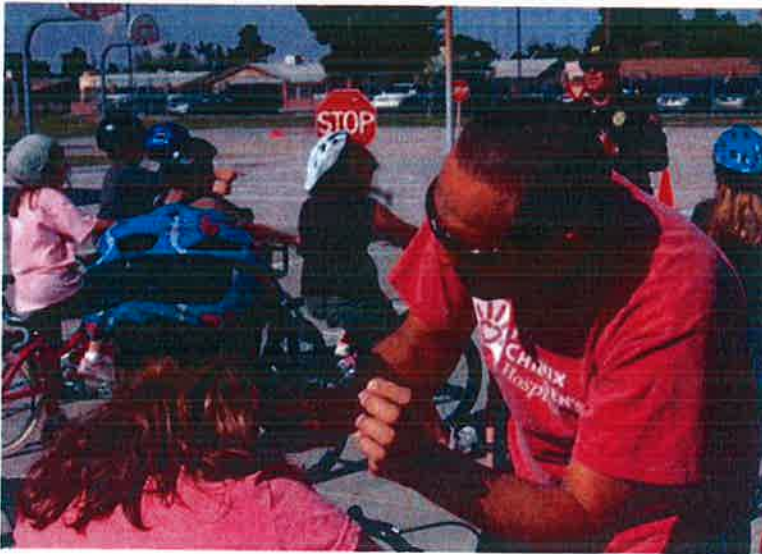
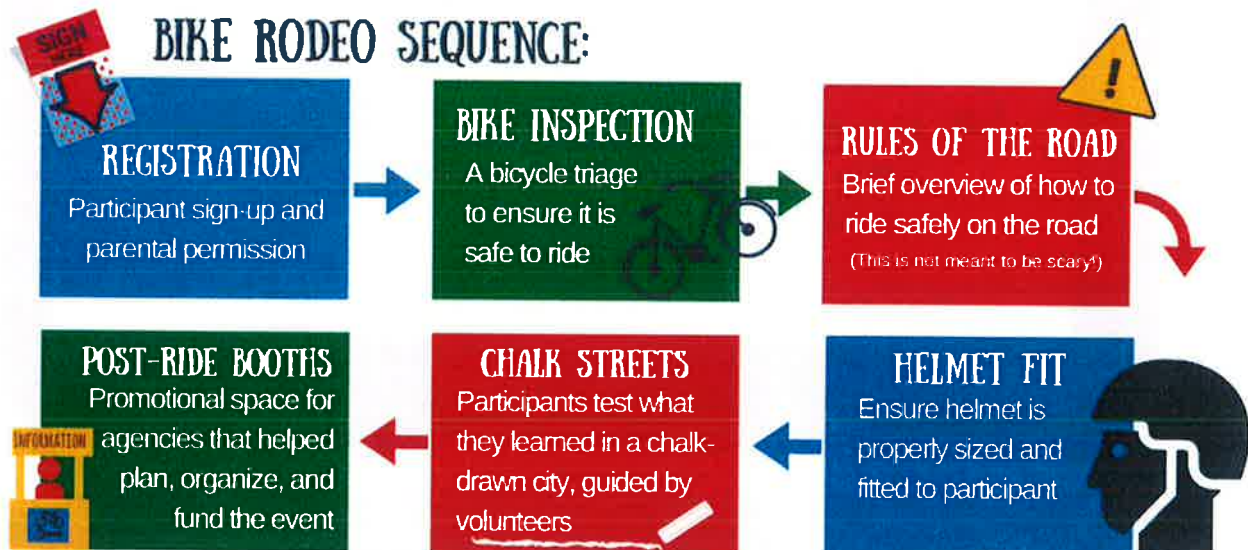


Figure 1. A volunteer helps a student at the helmet fit station, while a police officer explains the rules of the road at another station.  
www.pedbikeimages.org / Mike Cynecki

A bicycle rodeo is a brief bicycle safety clinic focused on introducing cycling safety to young people. It is a great way to give students the confidence needed to ride their bicycles to school. Rodeos are typically held by police departments, with help from local bike shops, cycling clubs, and/ or bicycle advocacy groups. If guidance is needed, The Florida Traffic and Bicycle Safety Education Program offers training workshops that can give these community groups the tools they need to educate others on bicycle safety.

Rodeos typically occur early on in a school's summer break. Bicycle rodeos are not meant to be fully comprehensive bicycle safety courses, but instead a fun way for young people to learn the basics of cycling through doing. In a bicycle rodeo, participants are guided through a sequence of stations, each of which imparting an aspect of safe cycling knowledge. An ideal bicycle rodeo has participants engaged for its entire duration with little to no down time<sup>1</sup>. A typical bicycle rodeo station sequence might include:



More information on bicycle rodeos is available in the Resources section of this guide.



## Safe Routes in the Curriculum

Teachers can use their curriculums to educate and inspire students about walking and bicycling.

## Parents and Guardians

Education should be extended to parents and guardians as well, as they determine whether children are allowed to walk or ride their bicycle to school and can influence children's desire to do so. Parents might initially be skeptical of Safe Routes to School programs. Because of this, it may be beneficial to invite parents to a meeting to explain the purpose, goals, and benefits of the program, as well as address any concerns they may have.

Many parents worry about the safety of their school-age children walking or bicycling to school. It is important to treat these concerns as valid and address solutions. Partnering with local law enforcement to deter unsafe driving and dangerous activities in the school area, implementing programs like the walking school bus (discussed in the Encouragement section), and suggesting older siblings walk with their younger siblings are just some of the many ways that potential safety concerns might be addressed.

## CURRICULUM EXAMPLES



**Math:** use students' distance traveled to school to calculate the average distance the class traveled



**Science:** teach students about pollution from cars



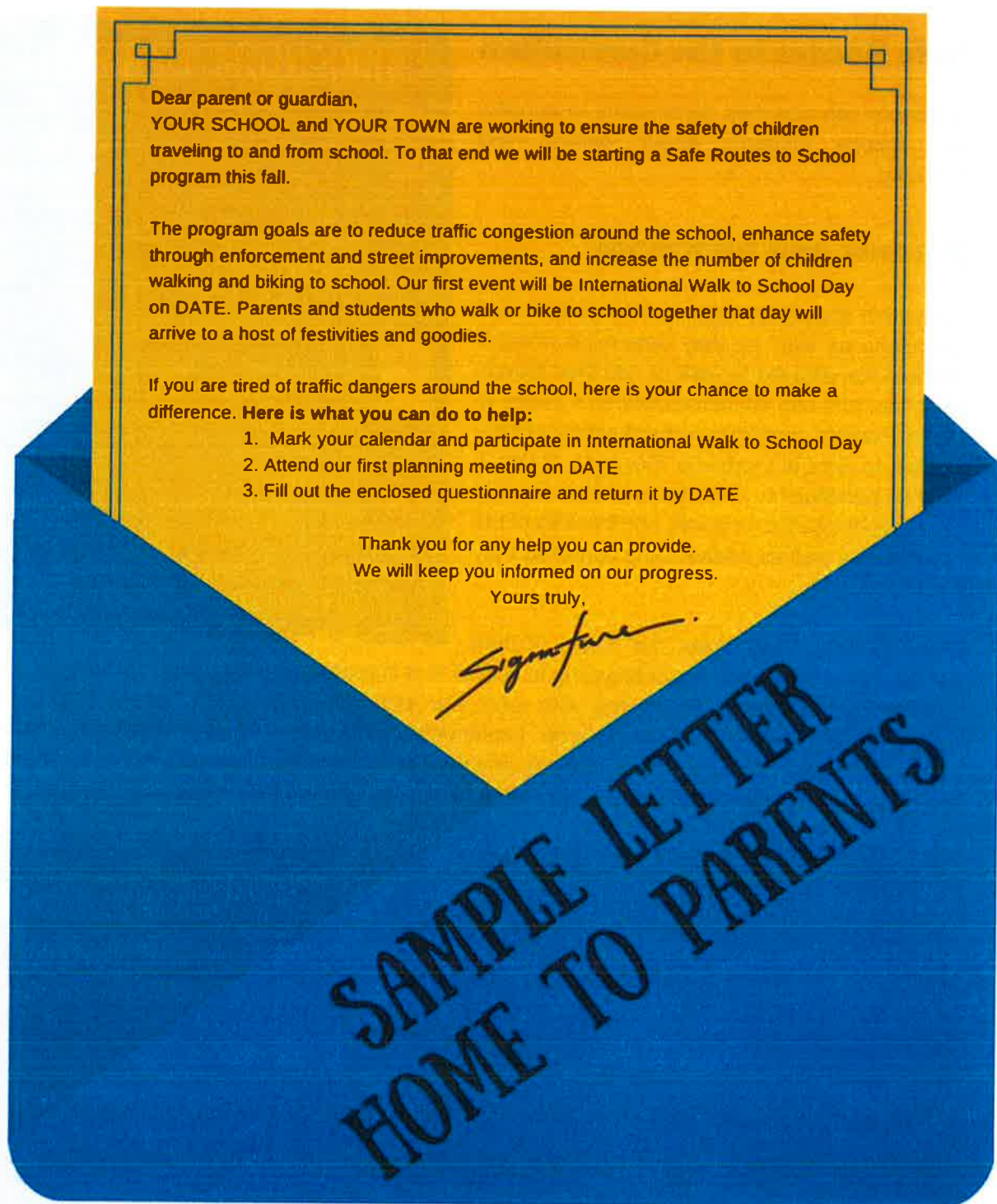
**English:** have students write a reflection paper about their experience walking or biking from school.



**Health:** educate students on the health benefits of walking and bicycling (example curriculum can be found in the "Healthy Heart Talking Points" in Appendix 1)



Parents and guardians should be kept informed on opportunities to get involved with the Safe Routes to School Program and kept up to date on plans, events, and changes in school practices. This can be done via in-person meetings, or via distribution of print or digital material, such as the letter below, or the letter found in Appendix 2:



Additional education that is best distributed online or through print includes route maps that highlight safe routes, dangerous areas, and other hazards. These materials can be sent home with students, posted online, or distributed via email. Below is an example of a Safe Routes to School route map from East Taieri School in New Zealand. The map highlights good places for students to walk or ride their bicycles, as well as hazards to be wary of.





## ENCOURAGEMENT ★

A Safe Routes to School program needs to be popular with students and other members of the school community for it to build and sustain momentum. Encouragement promotes the Safe Routes to School program by building community buy-in, getting participants excited about walking and bicycling, and rewarding positive habits. Encouragement can take many shapes. Events and incentives are popular forms of encouragement. Combining multiple Encouragement strategies is often done.

### WALKING SCHOOL BUS



University of Salford Press, 2014 (CC 2.0)

In a walking school bus, groups of students are guided by an adult as they walk to school. Walking school buses are very flexible - they can be as unstructured as a group of parents taking turns walking their students to and from school, or as structured as a group of designated chaperones taking turns walking a mapped path with multiple pick-up points on a set schedule. Walking school buses are great for students living outside of walking distance from school, as they can be integrated with remote drop offs.



## BICYCLE TRAINS

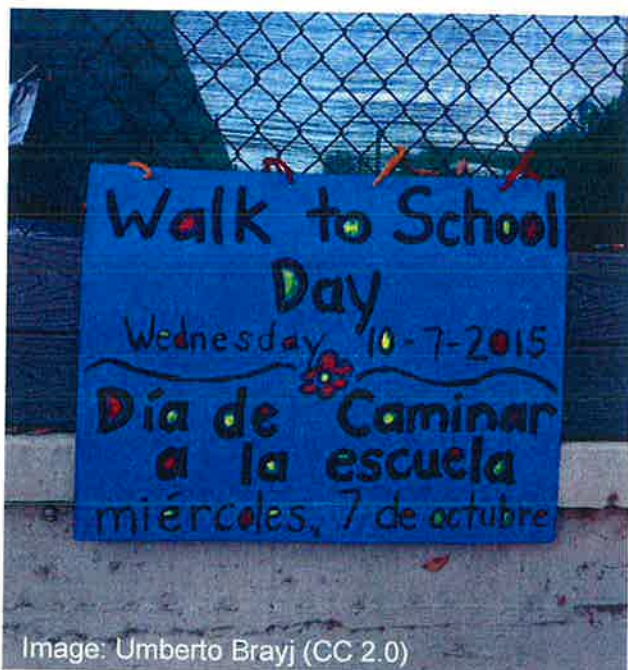
Bicycle trains are like walking school buses, but are done riding bicycles. In a bicycle train, students ride their bikes to school in a group led by an adult cyclist. These are slightly more involved than walking school buses and are better suited for older students. These activities can be done both independently and/ or in conjunction with "walk/ bicycle to school days." Like walking school buses, bicycle trains are beneficial for students living further from school, as they can be integrated with remote drop offs.

## REMOTE DROP OFF

In the remote drop-off/ pick-up, students are driven most of the way to school and then let off at a designated spot—typically a parking lot-- 0.25-0.5 miles from the school. From that spot, the students are guided to school by a chaperone. These are great for including students that live outside of walking distance from school. Remote drop-off/ pick-up is also helpful in reducing car emissions and amounts of traffic near a school.

## Events

Events are great for building and sustaining a community, as well as demonstrating the fun that can be had with a Safe Routes to School program. Events can be one day activities or be ongoing. Events should be treated as special and come with an air of excitement. Some example events include:



### Walk or Bicycle to School Days:

These events can introduce the idea of walking and/or bicycling to school and are great for kicking off a Safe Routes to School project. Those in charge of the event can coordinate efforts to ensure safe, feasible travel for all participants, as well as set up exhibitions at the school to further present these activities as options. In the lead-up to the event, families can be given materials and instructions on how to safely participate, as well as tips for ensuring success. Walk and/ or Bike to School Day does not have to be a one-off celebration. If the community embraces these events, the day could become a regularly scheduled event. More information on Walk/ Bicycle to School Days is available in the Resources section of this guide. An example Walk and/or Bicycle to School Day invitation can be found in Appendix 4.



**Mileage Club Contests:** Mileage clubs encourage physical activity by making it fun, competitive, and potentially rewarding. In a mileage club contest, participants compete to see who can log the most miles of walking and/or bicycling. To include students who are unable to walk or bicycle to school, participants may be allowed to accrue miles on the weekend, during recess, or after school. Additionally, mileage club contests could be done in conjunction with remote drop-off procedures. These can be done at the student-vs-student, classroom-vs-classroom, or even school-vs-school level. Whichever participant or team logs the most miles in a certain amount of time wins gifts or prizes. The structure of these events are flexible and can be tailored to local context.

**A back to school blitz:** The back to school blitz is a multi-day challenge in which families are given daily checklists that outline different ways to prepare for school. Each checklist focuses on a different aspect of getting ready for the school year. For example, one checklist may focus on organizing supplies, while another may focus on bicycle safety preparedness.



Transportation for America (CC 2.0)



## Incentives

Incentives are great for sustaining momentum in a Safe Routes to School project, as they encourage participants to “compete” to be the most physically active. Incentives can take many forms, including prizes, points, or the simple pride of victory. Some example incentives include:

- **Punch Cards:** Punch cards can be used independently or in conjunction with mileage club contests. Every time a student walks or rides their bicycle to school their card is marked. Full punch cards can be exchanged for small gifts or rewards, entered as tickets in a raffle, or used in a variety of other ways.
- **Stickers:** stickers can be used to reward students who complete mileage goals, or simply to encourage students to be excited about Safe Routes to School.
- **Recognition:** recognition is the simple act of letting students know that their walking and bicycling efforts are not going unnoticed. Recognition could be as formal as an announcement at a school assembly or simply a school official personally congratulating a student on a job well done. Recognition can be combined with all other forms of encouragement.



To build excitement for Safe Routes to School, one Florida principal came up with a creative, low-cost reward: The Golden Sneaker Award. To make the Golden Sneaker Award, the principal took an old running shoe, spray-painted it gold, and nailed it to a plaque. Just like that, a sneaker destined for the trash became a priceless trophy for students. The Golden Sneaker Award can be used as a prize for events, such as mileage club contests. Winning classrooms can proudly display it, and seeing it can encourage all students to strive to travel more miles in efforts to get it. The Golden Sneaker Award is one great example of unique, creative ways that schools can get students excited for Safe Routes to School.

## Other forms of encouragement

Some forms of encouragement do not fall inside the categories of events or incentives. Nevertheless, they are important.

- **Crossing guards:** The sight of a crossing guard can remind drivers to watch for and yield to pedestrians. This job can be taken on by community members or local law enforcement. Crossing guards can encourage students by improving safety and increasing families' confidence in their children walking or bicycling to school.
- **Student safety patrols:** similar to the crossing guard, student safety patrols can help students and families feel safer and more comfortable walking or riding bicycles. Student safety patrols have the added benefit of getting students involved in the program.

# ENFORCEMENT

Enforcement in the Safe Routes to School framework is meant to deter unsafe behaviors and encourage safe sharing of the road. In a sense, it is a form of education. Enforcement begins by determining what needs to be changed. Once the focuses of the enforcement are determined, there are a variety of options for implementation. In planning for enforcement, consideration of county school zone policies is crucial.

## CROSSWALK STING

In a crosswalk sting, law enforcement stakes out crosswalks to catch drivers violating rules. This is often done with plain-clothed police officers acting as pedestrians trying to use the crosswalk as cars approach. If a driver is caught violating a crosswalk rule, law enforcement pulls them over and issues them a ticket, ideally educating them on why their actions were against the rules in the process.



## FEEDBACK TRAILERS AND SIGNAGE



Speed feedback trailers and signage can offer gentle reminders to drivers to consider their speed. Signs can remind drivers to slow down and watch for students in enforced school zones, while feedback trailers can alert drivers to how fast they are going. These methods overlap with the Engineering element.



# ENGINEERING

Engineering is a broad term encompassing the design, implementation, operation, and maintenance of roadway infrastructure and traffic control devices. It can be used to increase accessibility and diminish the boundaries preventing students from walking or bicycling to school. Improvements to sidewalks, bike paths, and trails are obvious steps, but less obvious steps include repositioning traffic control devices, improving signage, and incorporating hardscaping, or man-made landscape features, to deter reckless driving. Infrastructure that influences drivers to slow down will reduce the chances of injury to pedestrians and bicyclists, as lower speeds mean better ability to slow down and stop in time. Ideally, this infrastructure should extend beyond the immediate school zone to the entire area within which students may be walking or riding their bicycles to get to school.

Engineering overlaps with the Education element. Engineering is not just about changing the built environment, but also changing the mentality of those inhabiting the built environment. For example, signage and hardscaping can give users cues on safe behavior. This visual education, combined with education techniques and enforcement techniques discussed above, can lead to a community more welcoming to pedestrians and bicyclists.

## SIDEWALKS, BIKE PATHS & TRAILS



[www.pedbikelimages.org](http://www.pedbikelimages.org) / Laura Sandt

Pictured is a multi-use path in use. Sidewalks, bike paths, and trails give a dedicated space to pedestrians and bicyclists and make them feel safe. Ideally, these elements fit into a wider network and enable students and community members to conveniently, safely, and efficiently walk or bicycle from one location to the next.



## TRAFFIC CALMING

Pictured is a speed bump. Traffic calming techniques like this are meant to slow traffic down or divert traffic from a road in order to lower traffic volume in the name of increased safety for road users. These techniques can reduce speeds and discourage dangerous driving near schools.



[www.pedbikeimages.org/](http://www.pedbikeimages.org/) Toole Design Group

## SIGNAGE AND HARDCAPING



[www.pedbikeimages.org/](http://www.pedbikeimages.org/) Dan Burden

Signage and hardscaping enhance pedestrian and bicyclist safety by increasing driver awareness and encouraging compliance with safe practices. Seeing signage can remind drivers of the presence of students, while hardscaping can give physical indications of where one can and cannot drive. Implementing signage could be a relatively easy action in a Safe Routes to School project.

## TRAFFIC CONTROL DEVICES

Pictured is a radar speed limit sign in Granville, NC. Traffic control devices are signs, signals, and markers meant to increase driver awareness. Traffic control devices are meant to draw the driver's eye and alert the driver to safe driving practices or issues related to the road. In the context of Safe Routes to School, traffic control devices can be used to remind drivers that they are in a school zone and in the presence of students.



[www.pedbikeimages.org/](http://www.pedbikeimages.org/) Dan Burden



# EVALUATION



Evaluation is used in Safe Routes to School projects to measure both successes and shortcomings. Safe Routes to School programs benefit from continuous evaluation. Critically examining ideas before putting them in motion helps make sure that the idea aligns with the program's goals. Assessing projects as they are happening helps keep a project on track. Reviewing the successes and failures of actions helps teams keep track of their progress and learn from past experiences.



## Surveys

Surveys of students and parents can be used to gather feedback, which helps determine the direction and progress of a project. Surveys can be done in classrooms to determine the number of students walking or bicycling to school and the distances they are travelling. Surveys help determine why parents do or do not allow their students to walk or ride a bicycle to school and what changes might make them more open to the idea. The results of these surveys can be helpful in all of the Five E's. They can also provide a jumping-off point for a task force constructing a plan. Once the plan is in motion, subsequent surveys can help assess if the plan is meeting expectations.

Below is an example parent survey in English. A Spanish version is available in Appendix 5.

<b>Parent Survey About Walking and Biking to School</b>																	
<p><b>Dear Parent or Caregiver,</b></p> <p>Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.</p> <p>After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results.</p> <p><b>Thank you for participating in this survey!</b></p>																	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span><b>CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY</b></span> <span>+</span> </div>																	
<p><b>School Name:</b></p> <div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>																	
<div style="display: flex; justify-content: space-between;"> <div> <p><b>1. What is the grade of the child who brought home this survey?</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div> </div> <div> <p>Grade (PK,K,1,2,3,...)</p> </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <p><b>2. Is the child who brought home this survey male or female?</b></p> </div> <div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> Male </div> <div style="margin-left: 20px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> Female </div> </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <p><b>3. How many children do you have in Kindergarten through 8<sup>th</sup> grade?</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div> </div> </div>																	
<p><b>4. What is the street intersection nearest your home? (Provide the names of two intersecting streets)</b></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; height: 1.2em; width: 45%;"></div> <div style="text-align: center; padding: 0 5px;">and</div> <div style="border: 1px solid black; height: 1.2em; width: 45%;"></div> </div>																	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span><b>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.</b></span> <span>+</span> </div>																	
<p><b>5. How far does your child live from school?</b></p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="margin: 5px;"><input type="checkbox"/> Less than ¼ mile</div> <div style="margin: 5px;"><input type="checkbox"/> ½ mile up to 1 mile</div> <div style="margin: 5px;"><input type="checkbox"/> More than 2 miles</div> <div style="margin: 5px;"><input type="checkbox"/> ¼ mile up to ½ mile</div> <div style="margin: 5px;"><input type="checkbox"/> 1 mile up to 2 miles</div> <div style="margin: 5px;"><input type="checkbox"/> Don't know</div> </div>																	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span><b>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.</b></span> <span>+</span> </div>																	
<p><b>6. On most days, how does your child arrive and leave for school? (Select one choice per column, mark box with X)</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; padding-bottom: 5px;"><u>Arrive at school</u></th> <th style="text-align: left; border-bottom: 1px solid black; padding-bottom: 5px;"><u>Leave from school</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Walk</td> <td><input type="checkbox"/> Walk</td> </tr> <tr> <td><input type="checkbox"/> Bike</td> <td><input type="checkbox"/> Bike</td> </tr> <tr> <td><input type="checkbox"/> School Bus</td> <td><input type="checkbox"/> School Bus</td> </tr> <tr> <td><input type="checkbox"/> Family vehicle (only children in your family)</td> <td><input type="checkbox"/> Family vehicle (only children in your family)</td> </tr> <tr> <td><input type="checkbox"/> Carpool (Children from other families)</td> <td><input type="checkbox"/> Carpool (Children from other families)</td> </tr> <tr> <td><input type="checkbox"/> Transit (city bus, subway, etc.)</td> <td><input type="checkbox"/> Transit (city bus, subway, etc.)</td> </tr> <tr> <td><input type="checkbox"/> Other (skateboard, scooter, inline skates, etc.)</td> <td><input type="checkbox"/> Other (skateboard, scooter, inline skates, etc.)</td> </tr> </tbody> </table>		<u>Arrive at school</u>	<u>Leave from school</u>	<input type="checkbox"/> Walk	<input type="checkbox"/> Walk	<input type="checkbox"/> Bike	<input type="checkbox"/> Bike	<input type="checkbox"/> School Bus	<input type="checkbox"/> School Bus	<input type="checkbox"/> Family vehicle (only children in your family)	<input type="checkbox"/> Family vehicle (only children in your family)	<input type="checkbox"/> Carpool (Children from other families)	<input type="checkbox"/> Carpool (Children from other families)	<input type="checkbox"/> Transit (city bus, subway, etc.)	<input type="checkbox"/> Transit (city bus, subway, etc.)	<input type="checkbox"/> Other (skateboard, scooter, inline skates, etc.)	<input type="checkbox"/> Other (skateboard, scooter, inline skates, etc.)
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<p><b>7. How long does it normally take your child to get to/from school? (Select one choice per column, mark box with X)</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; padding-bottom: 5px;"><u>Travel time to school</u></th> <th style="text-align: left; border-bottom: 1px solid black; padding-bottom: 5px;"><u>Travel time from school</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Less than 5 minutes</td> <td><input type="checkbox"/> Less than 5 minutes</td> </tr> <tr> <td><input type="checkbox"/> 5 – 10 minutes</td> <td><input type="checkbox"/> 5 – 10 minutes</td> </tr> <tr> <td><input type="checkbox"/> 11 – 20 minutes</td> <td><input type="checkbox"/> 11 – 20 minutes</td> </tr> <tr> <td><input type="checkbox"/> More than 20 minutes</td> <td><input type="checkbox"/> More than 20 minutes</td> </tr> <tr> <td><input type="checkbox"/> Don't know / Not sure</td> <td><input type="checkbox"/> Don't know / Not sure</td> </tr> </tbody> </table>		<u>Travel time to school</u>	<u>Travel time from school</u>	<input type="checkbox"/> Less than 5 minutes	<input type="checkbox"/> Less than 5 minutes	<input type="checkbox"/> 5 – 10 minutes	<input type="checkbox"/> 5 – 10 minutes	<input type="checkbox"/> 11 – 20 minutes	<input type="checkbox"/> 11 – 20 minutes	<input type="checkbox"/> More than 20 minutes	<input type="checkbox"/> More than 20 minutes	<input type="checkbox"/> Don't know / Not sure	<input type="checkbox"/> Don't know / Not sure				
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<p><b>8. Has your child asked you for permission to walk or bike to/from school in the last year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																
<p><b>9. At what grade would you allow your child to walk or bike to/from school without an adult?</b>          (Select a grade between PK,K,1,2,3...) <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> grade (or) <input type="checkbox"/> I would not feel comfortable at any grade</p>																																
<p><b>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</b></p>																																
<p><b>10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)</b></p> <p><input type="checkbox"/> Distance.....</p> <p><input type="checkbox"/> Convenience of driving.....</p> <p><input type="checkbox"/> Time.....</p> <p><input type="checkbox"/> Child's before or after-school activities.....</p> <p><input type="checkbox"/> Speed of traffic along route.....</p> <p><input type="checkbox"/> Amount of traffic along route.....</p> <p><input type="checkbox"/> Adults to walk or bike with.....</p> <p><input type="checkbox"/> Sidewalks or pathways.....</p> <p><input type="checkbox"/> Safety of intersections and crossings.....</p> <p><input type="checkbox"/> Crossing guards.....</p> <p><input type="checkbox"/> Violence or crime.....</p> <p><input type="checkbox"/> Weather or climate.....</p>	<p><b>11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)</b></p> <p><input type="checkbox"/> My child already walks or bikes to/from school</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> </table>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
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<p><b>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</b></p>																																
<p><b>12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?</b></p> <p><input type="checkbox"/> Strongly Encourages    <input type="checkbox"/> Encourages    <input type="checkbox"/> Neither    <input type="checkbox"/> Discourages    <input type="checkbox"/> Strongly Discourages</p>																																
<p><b>13. How much fun is walking or biking to/from school for your child?</b></p> <p><input type="checkbox"/> Very Fun    <input type="checkbox"/> Fun    <input type="checkbox"/> Neutral    <input type="checkbox"/> Boring    <input type="checkbox"/> Very Boring</p>																																
<p><b>14. How healthy is walking or biking to/from school for your child?</b></p> <p><input type="checkbox"/> Very Healthy    <input type="checkbox"/> Healthy    <input type="checkbox"/> Neutral    <input type="checkbox"/> Unhealthy    <input type="checkbox"/> Very Unhealthy</p>																																
<p><b>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</b></p>																																
<p><b>15. What is the highest grade or year of school you completed?</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Grades 1 through 8 (Elementary)</td> <td><input type="checkbox"/> College 1 to 3 years (Some college or technical school)</td> </tr> <tr> <td><input type="checkbox"/> Grades 9 through 11 (Some high school)</td> <td><input type="checkbox"/> College 4 years or more (College graduate)</td> </tr> <tr> <td><input type="checkbox"/> Grade 12 or GED (High school graduate)</td> <td><input type="checkbox"/> Prefer not to answer</td> </tr> </table>			<input type="checkbox"/> Grades 1 through 8 (Elementary)	<input type="checkbox"/> College 1 to 3 years (Some college or technical school)	<input type="checkbox"/> Grades 9 through 11 (Some high school)	<input type="checkbox"/> College 4 years or more (College graduate)	<input type="checkbox"/> Grade 12 or GED (High school graduate)	<input type="checkbox"/> Prefer not to answer																								
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<p><b>16. Please provide any additional comments below.</b></p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																



## Site Assessments

Site assessments and walking audits provide field knowledge on the state of conditions at and around the school, as well as an understanding of the experience of walking or bicycling to school. This baseline of knowledge is beneficial to the engineering and enforcement elements of a program. Site assessments, like surveys, are most helpful when done at multiple points throughout the project to ensure it is on the right track. Site assessments are discussed in greater detail in the next section.

### Example School Site Audit Form

The following site audit should be conducted to help determine walking and bicycling conditions on/adjacent to school property. This audit will help the school to discover potential areas for design improvements and increased safety. Members of the School Traffic Safety Team and the Principal should complete the following audit during prime school hours in order to see how students get to and from school. Please take a map of the school grounds with you on the audit for orientation and note taking. If a map is unavailable, please construct one as you go to help you identify areas for improvements later on in the Safe Routes to School process.

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

#### 1. Student Drop-Off Areas

YES NO NA

- a. Are they designed so that students exiting or entering cars are protected from other vehicles?
- b. Do they have a continuous raised curb separating vehicles from pedestrians?
- c. Are there accessible curb ramps for wheelchair access?
- d. Do the ramps have tactile warning strips or textured concrete?
- e. Are there posted vehicular signs?
- f. Are there posted pedestrian signs?
- g. Is the area lighted?
- h. Does traffic seem to move freely without congestion and backup?
- i. Please describe additional problems within the student drop-off area in the space provided below.

#### 2. Bus Loading Zones

YES NO NA

- a. Are bus driveways physically separated from pedestrian and bicycling routes by raised curbs or bollards?
- b. Are bus driveways physically separated from parent pick-up/drop-off areas?
- c. If the buses are "double-stacked" for drop-off/loading areas, are measures taken for safety of students needing to cross in front or behind the bus?
- d. Is traffic in the bus loading zone one-way?
- e. Does the bus zone meet the minimum width of 24' for drop-off/pull-out lanes?
- f. Is there a continuous curb and sidewalk adjacent to the drop-off/loading area leading into the school site?

g. Is the bus loading/unloading zone lighted?

h. Please describe additional problem areas regarding the bus loading zone in the space provided below.

### 3. Sidewalks and Bicycle Routes

YES NO NA

a. Are current pedestrian and bicycle routes separated from motor vehicles by the use of sidewalks or separated pathways?

b. Are the bicycle routes designated by signage?

c. Are marked bicycle lanes present?

d. Are sidewalks and bicycle paths regularly maintained (free of debris, cracks and holes)?

e. Are there accessible ramps for wheelchair access?

f. Are the sidewalks continuous and without gaps?

g. Do the ramps have tactile warning strips or textured concrete?

h. Are the sidewalks lighted?

i. Are the sidewalks used regularly?

j. Please describe additional problem areas regarding the school's sidewalk system and existing bicycle routes in the space provided below.

### 4. Adjacent Intersections (intersections near school property)

YES NO NA

a. Are there high volumes of automobile traffic?

b. Are there high volumes of pedestrian traffic?

c. Are there painted crosswalks for all crossing directions?

d. Are there curb ramps located at all adjacent intersections?

e. Is there appropriate vehicle signage?

f. Is there traffic control, such as a stoplight or stop signs?

g. Are there pedestrian walk signals?

h. Please describe additional problem areas regarding these intersections in the space provided below.

### 5. Sight Distance (clear views between motorists and pedestrians)

YES NO NA

**5. Sight Distance (clear views between motorists and pedestrians)**

**YES NO NA**

- a. Are desirable sight distances (visibility is free of obstructions) provided at all intersections within the walking zone?
- b. Do cars park or wait, blocking the vision of other motorists, bicyclists and pedestrians?
- c. Have the placement of fences, walls, dumpsters and the location of parking areas for service vehicles been carefully considered in view of sight distance requirements on the school site?
- d. Are there any barriers present that block the viewing of pedestrians and bicyclists (e.g., dumpsters, utility boxes, landscaping, parking areas, ground-mounted signage, building walls)?
- e. Please describe additional problem areas that have sight distance obstructions in the space provided below.

**6. Traffic Signs, Speed Control, Signals and Pavement Markings**

**YES NO NA**

- a. Are there any School Advance signs, School Crossing signs, School Speed Limit signs, flashing beacons, and No Parking or No Standing signs?
- b. Is there an effective school targeted program of traffic enforcement?
- c. Is there a designated school zone?
- d. Are there any school pavement markings located on roadways adjacent to or in the vicinity of the school grounds?
- e. Are there currently traffic/speed control measures used, such as different pavement surfaces, non-white paint, speed bumps, and speed tables?
- f. Please describe additional information regarding adjacent traffic signs, speed control, signals and pavement markings in the space provided below.



## Data Collection

Determining and evaluating the frequency of students walking or bicycling to school can provide a baseline for improvements. A form to assess this can be seen below. This assessment can also provide motivation for the task force to increase the number of students walking or bicycling to school. This data should be collected often and at a reasonable interval.

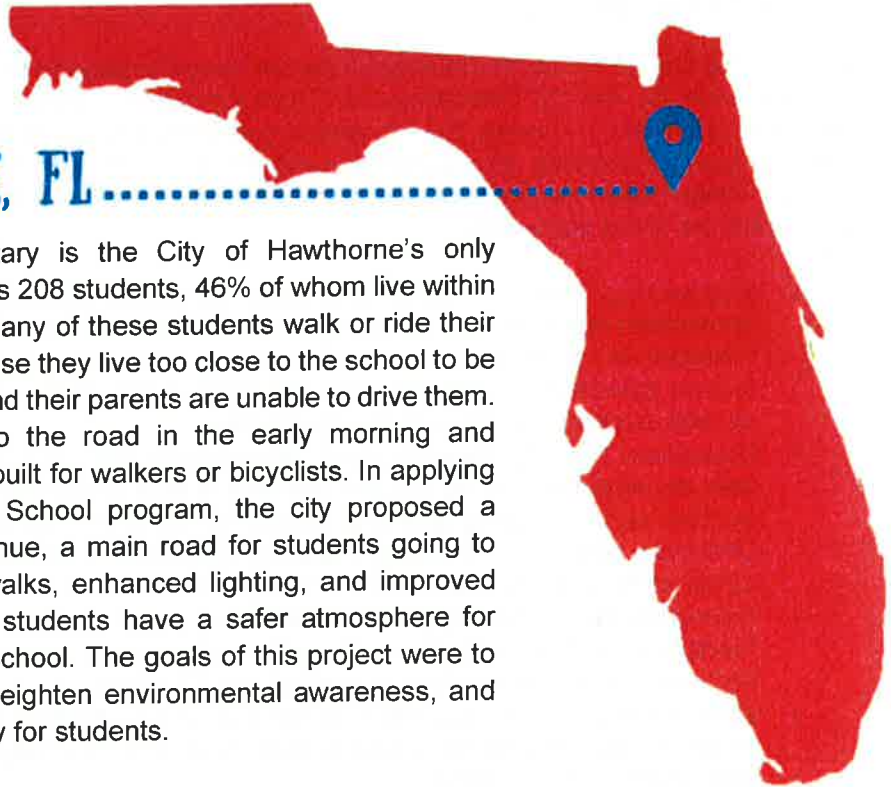
Safe Routes to School Students Arrival and Departure Tally Sheet														
+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +														
School Name:					Teacher's First Name:					Teacher's Last Name:				
Grade: (PK, K, 1, 2, 3...)					Monday's Date (Week count was conducted)					Number of Students Enrolled in Class:				
<div> <div>0</div> <div>2</div> </div>					<div> <div>M</div> <div>M</div> <div>D</div> <div>D</div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div>					<div> <div>1</div> <div>5</div> </div>				
<ul style="list-style-type: none"> <li>Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)</li> <li>Please do not conduct these counts on Mondays or Fridays.</li> <li>Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.</li> <li>Ask your students as a group the question "How did you arrive at school today?"</li> <li>Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or number in each box.</li> <li>Follow the same procedure for the question "How do you plan to leave for home after school?"</li> <li>You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.</li> <li>Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).</li> </ul>														
<b>Step 1.</b> Fill in the weather conditions and number of students in each class					<b>Step 2.</b> AM – "How did you arrive at school today?" Record the number of hands for each answer. PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.									
Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other					
	S= sunny R= rainy O= overcast SN= snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.					
Sample AM	S N	2 0	2	3	8	3		3	1					
Sample PM	R	1 9	3	3	8	1	2	2						
Tues. AM														
Tues. PM														
Wed. AM														
Wed. PM														
Thurs. AM														
Thurs. PM														
Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.														

Via National Center for Safe Routes to School

## Case Studies

### HAWTHORNE, FL .....

Chester Shell Elementary is the City of Hawthorne's only elementary school. It has 208 students, 46% of whom live within 2 miles of the school. Many of these students walk or ride their bicycles to school because they live too close to the school to be eligible to ride the bus and their parents are unable to drive them. These students take to the road in the early morning and navigate roadways not built for walkers or bicyclists. In applying to the Safe Routes to School program, the city proposed a change to SE 65<sup>th</sup> Avenue, a main road for students going to school: extended sidewalks, enhanced lighting, and improved crosswalks so that the students have a safer atmosphere for walking or bicycling to school. The goals of this project were to improve traffic safety, heighten environmental awareness, and promote physical activity for students.



## HAWTHORNE'S 5 E'S PLAN

**Education:** The city will participate in education programs through the Florida Traffic and Bicycle Education Program.



**Encouragement:** The city will encourage students to walk or bicycle to school as part of a healthy, active lifestyle, and work to make walking and bicycling part of the culture. The city also proposed implementing bike and walk to school days and frequent walker/ bicyclist programs.



**Enforcement:** Prior to applying for Safe Routes to School, the school resource officer and sheriff's office ensured that drivers followed the rules in school zones, and crossing guards directed pedestrians and vehicles for drop off and pick up. However, these enforcement techniques were not employed on SE 65th Avenue.



**Engineering:** A consultant will be retained by the City.



**Evaluation:** In applying for the Safe Routes to School program, the city proposed a student travel tally and parent survey, with the hope of further evaluation based on the specific initiatives of their Safe Routes to School Committee.





## Fort Lauderdale Vision Zero

In 2012, the City of Ft. Lauderdale was found to have the second highest pedestrian fatality rate in the country by the US Department of Transportation's Fatality Analysis Reporting System. Determined to make a change, the City and its residents decided to start their Vision Zero project, with the goal of creating transportation systems with zero crash-related fatalities or serious injuries. While Vision Zero is a distinct program from Safe Routes to School, the two programs both utilize the 5 E's framework:

- **Engineering:** The City intends to develop "Complete Streets", which will create safe and convenient environments for all forms of transportation, thus allowing community members to rely less on cars. Traffic calming measures will be put into place and work to slow drivers down, thus creating safer environments for walking and biking students, as well as other members of the community
- **Education:** The City hopes to teach citizens of all ages and abilities the best practices of safe city street usage, so that the community may share the roads. Vision Zero has multiple education programs in place just for students. One such program is the University of Miami's WalkSafe Program, which works with schools to teach pedestrian safety skills to school-age children through in-class and hands-on lessons.
- **Encouragement:** The city plans special events, such as Walk to School Days and Family Fun Rides, to get the community excited about walking and bicycling and to demonstrate the possibilities of walking and bicycling
- **Enforcement:** The city intends to target high-crash corridors and identified speeding zones in order to address unsafe behaviors in a focused way, through emphasis on awareness and education.
- **Evaluation:** The city will collect and analyze data using tools such as the Parent Survey, as well as conduct yearly Neighbor Surveys to determine the success and perception of various strategies.

### **CASE STUDY: 'NO CHILD LEFT ON THEIR BEHIND'**

In Wymore-Blue Springs, Nebraska, approximately 70% of students live at least one mile from school. This distance, combined with a lack of sidewalks and concerns regarding traffic, made it difficult for students to walk or bicycle to school. With funding from Public Health Solutions, Wymore-Blue Springs was able to promote physical activity through social marketing. Families and children were **encouraged** to walk and ride bicycles to school during the day, in the evenings, and on weekends. Families were also given **educational** materials through community events, backpack mail, and church bulletins. Though Wymore-Blue Springs did not engage in all 5 E's, the community was still able to use its available resources to get students moving.

**WYMORE-BLUE SPRINGS, NE**



STORY COURTESY OF THE SAFE ROUTES TO SCHOOL NATIONAL PARTNERSHIP

# CREATING A SAFE ROUTES TO SCHOOL PLAN

## 1. Assemble Your Task Force

Schools participating in a Safe Routes to School project can benefit greatly from assembling a team. The purpose of the team is to organize the project, set realistic timelines, and carry out tasks. Assembling a team allows for community participation in the development and implementation of projects and programs and can help build excitement for Safe Routes to School. Having a team with members from many different areas of the community is great for a Safe Routes to School project. Below is an example team:

## THE 5 E'S TASK FORCE

### EDUCATION



**WHO:** Principal and teachers from the project's school

**TASK:** Principals can ensure that Safe Routes to School events are compatible with a school's schedule and curriculum. Having the school principal on board can also help in applying for funding, as a letter of support (such as the example in Appendix 3) can bolster an application. Teachers can incorporate Safe Routes to School into their lesson plans to reinforce the ideas with students.

### ENCOURAGEMENT



**WHO:** PTA members and school staff

**TASK:** PTA members can help organize and run encouragement events. Some events, such as the walking school bus, rely heavily on volunteers, and PTA members can fill that space. Involved PTA members could also encourage other parents to support the Safe Routes to School program, as well as provide local knowledge. School staff can motivate students, remind students about Safe Routes to School events, and, if able, set an example by walking or bicycling to school themselves.

### ENFORCEMENT



**WHO:** Local law enforcement

**TASK:** The person or people in this role can increase patrol efforts and focus on speeding and other dangerous driving practices in the vicinity of the school.





**WHO:** A traffic or transportation engineer from local or city government

**TASK:** The person or people in this role would work with the community to determine what infrastructure improvements are needed as well as determine potential options for the improvements.



**WHO:** City employees and school officials

**TASK:** This role is for persons capable of collecting data before, during, and after the project. Knowledge and access to data, which city and school officials have, are beneficial for this role. For example, law enforcement can provide data on speeding issues, and city officials, school employees, and volunteers can conduct site assessments.

## 2. Assess the Existing Conditions, Identify the Issues

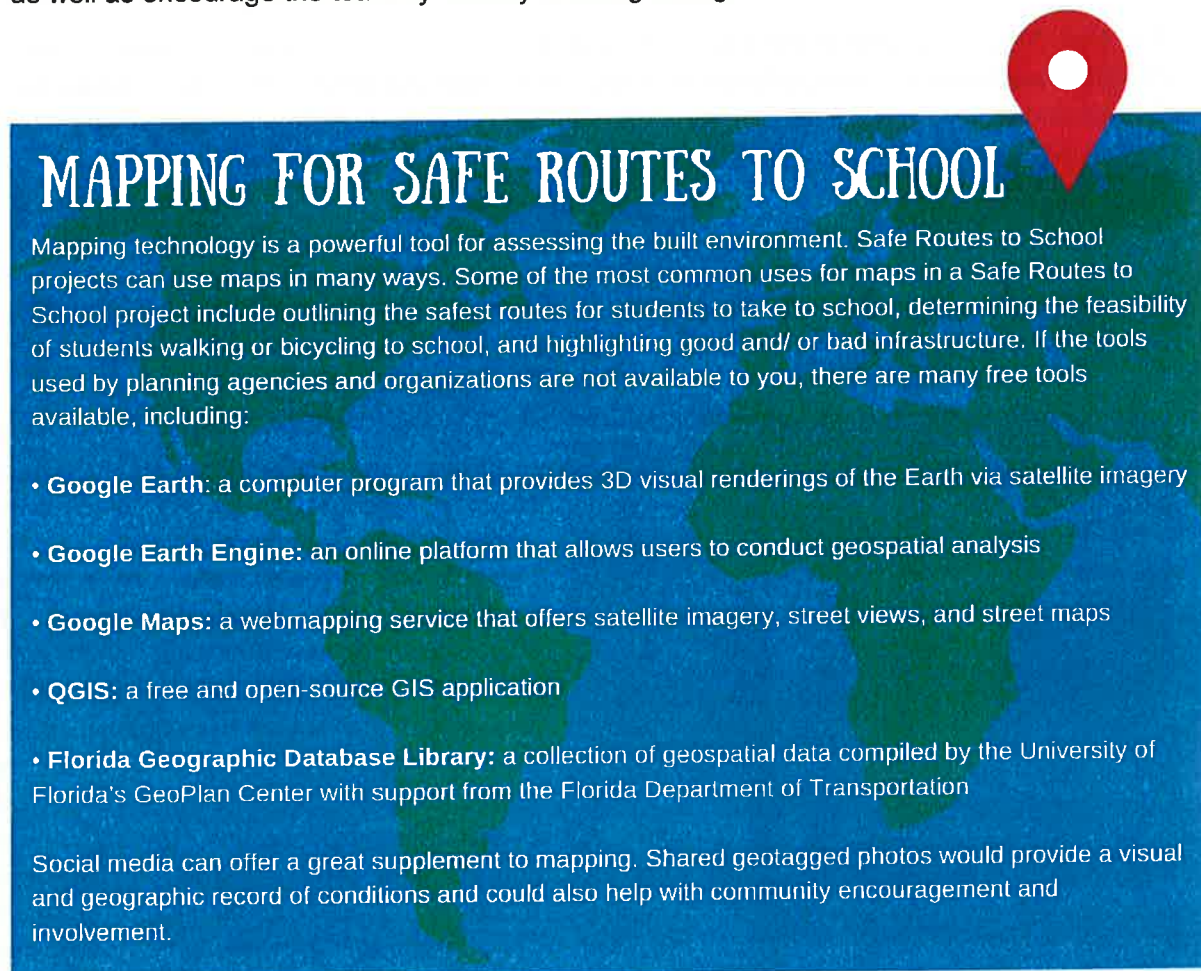
To set the goals of your Safe Routes to School program, the issues that your project will address need to be determined. Prior to conducting assessments, interviewing the community is beneficial for understanding the local context and tailoring the assessments. This can take the form of surveys, which help determine why families use their chosen transportation means, why students do or do not walk or ride a bicycle to school, and what can be done to change attitudes. To help in this, the National Center for Safe Routes to School has developed a parent survey, which can be found in the “Evaluation” section.

Once surveys have been conducted and local context is understood, site assessments can be done. In a site assessment, hazardous walking conditions within 2 miles of the school are identified. Tallies or counts of how many students walk or ride their bicycle to school, as well as the routes they use, are taken. Forms for these tasks can be found in the “Evaluation” section. Security and safety concerns in those areas are noted. Alternative routes are identified, as well as their needed improvements. The results of these assessments can set a baseline to improve upon, and are helpful in filling out Section 4 of the Florida Safe Routes to School Infrastructure Application.

It is beneficial to involve many partners – including adults, neighbors, and students—in this step. Their local knowledge is invaluable, and they can help in conducting certain assessments. This step overlaps heavily with the Evaluation element discussed previously.

The findings from site assessments can be visualized through maps. These maps can show traffic patterns, highlight sidewalks and crosswalks, and identify any issues found during site assessments. There are many possibilities with maps and mapping software, and all of them are helpful in visualizing existing conditions and potential improvements. Technical assistance with

mapping software may be available from a local county or municipal planning agency, or from a metropolitan planning organization assisting with the program. These maps can provide an excellent starting point in identifying the goals and visions of a Safe Routes to School program, as well as encourage the team by visually showing change.



## MAPPING FOR SAFE ROUTES TO SCHOOL

Mapping technology is a powerful tool for assessing the built environment. Safe Routes to School projects can use maps in many ways. Some of the most common uses for maps in a Safe Routes to School project include outlining the safest routes for students to take to school, determining the feasibility of students walking or bicycling to school, and highlighting good and/ or bad infrastructure. If the tools used by planning agencies and organizations are not available to you, there are many free tools available, including:

- **Google Earth:** a computer program that provides 3D visual renderings of the Earth via satellite imagery
- **Google Earth Engine:** an online platform that allows users to conduct geospatial analysis
- **Google Maps:** a webmapping service that offers satellite imagery, street views, and street maps
- **QGIS:** a free and open-source GIS application
- **Florida Geographic Database Library:** a collection of geospatial data compiled by the University of Florida's GeoPlan Center with support from the Florida Department of Transportation

Social media can offer a great supplement to mapping. Shared geotagged photos would provide a visual and geographic record of conditions and could also help with community encouragement and involvement.

### 3. Identify Goals and Visions

Once the existing conditions have been assessed and the issues have been identified, it is time to establish a project vision and determine goals that work towards that vision. Every community is unique, and thus every Safe Routes to School program is unique, too. Goals may focus on the education, engineering, enforcement, and/ or encouragement elements. A timeline for these goals should be established. Responsibility for each goal should be assigned to members of the task force. Resources for each goal should be made clear. In pursuing and accomplishing these goals, it is important to check in and evaluate regularly to ensure that goals are still on track and still achieving their intention.



# FUNDING

The Safe Routes to School infrastructure program is 100% funded and managed through the Florida Department of Transportation on a cost-reimbursement basis. The Florida Department of Transportation encourages all communities with Safe Routes to School projects to apply for a Florida Safe Routes to School grant.

## CONCLUSION



The benefits of Safe Routes to School are far-reaching. Enabling students to walk or ride bicycles to school can lead to improvements in students' health, improvements in academic performance, improvements in environmental conditions, and improvements to the community in many other ways. This toolkit is intended to aid the user in successfully bringing a Safe Routes to School program to their community. By using the 5 E's and applying the steps to creating a Safe Routes to School plan to their local context, the user can put their community on a path towards reducing traffic congestion, increasing physical activity for children and young adults, and increasing the number of students walking and bicycling to school.

# REFERENCES

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2. Hennessy, E., Kraak, V., Hyatt, R., Bloom, J., Fenton, M., Wagoner, C., & Economos, C. (2010). "Active living for rural children community perspectives using Photo." VOICE. *American Journal of Preventive Medicine*, 39(6), 537-545. doi:10.1016/j.amepre.2010.09.013
3. McDonald, N.C., Aalborg, A.E. (2009). "Why Parents Drive to School." *Journal of American Planning Association*, 75(3). 331-342. DOI: 10.1080/01944360902988794
4. Safe Routes to School National Partnership (SRTSNP). (2010). *Implementing Safe Routes to School in low-income schools and communities: a resource guide for volunteers and professionals*. Retrieved from <http://www.saferoutespartnership.org/sites/default/files/pdf/LowIncomeGuide.pdf>
5. Vinther, D. "Children who walk to school concentrate better." *Science Nordic*, November 30, 2012. <http://sciencenordic.com/childrenwho-walk-school-concentrate-better>

# RESOURCES

For further reading, see:

- The Florida Department of Transportation Safe Routes to School resource website: <http://www.srtsfl.org/>
- The National Center for Safe Routes to School: <http://www.saferoutesinfo.org/>
- The Safe Routes to School National Partnership: <https://www.saferoutespartnership.org/>
- The Safe Routes to School Guide: <http://guide.saferoutesinfo.org/index.cfm>
- Walk and Bike to School: <http://www.walkbiketoschool.org/>
- UF Center for Health and the Built Environment Safe Routes to School Technical Assistance Program: <https://dcp.ufl.edu/saferoutes/>
- Florida Traffic and Bicycle Safety Education Program: <http://hhp.ufl.edu/safety/>
- An Organizer's Guide to Bicycle Rodeos: [http://www.bike.cornell.edu/pdfs/Bike\\_Rodeo\\_404.2.pdf](http://www.bike.cornell.edu/pdfs/Bike_Rodeo_404.2.pdf)

## APPENDICES

### APPENDIX 1: Healthy Heart Talking Points



#### General Health

- ♥ "Today's kids may be the first generation in history whose life expectancy is projected to be less than that of their parents." *Dr David Katz, Yale public-health expert*
- ♥ New Federal guidelines now recommend that people should exercise at least 30 minutes daily to cut the risk of chronic disease and children should exercise 60 minutes a day. To prevent weight gain it should be 60 minutes and to maintain weight loss, it should be 60 to 90 minutes.

#### Exercise and Youth

- ♥ In most gym classes, kids are aerobically active for just 3 minutes. *Time Magazine June 7 2004*
- ♥ In the years that P.E. has declined, the nation has seen big increases in attention deficit disorder and childhood depression. *Time*
- ♥ **Walk and Talk** Instead of sitting at the table to do homework, take a walk with your child while practicing spelling words, multiplication tables or geography facts. *U.S. Department of Health and Human Services Centers for Disease Control and Prevention*
- ♥ Fewer than one in four children report getting 20 minutes of vigorous activity every day of the week, and less than 25 percent get any type of daily physical activity. At all grade levels, girls, get fewer hours of exercise per week than boys, and as children advance through high school, their level of participation drops off. *Shape the Nation, National Association for Sport and Physical Education NASPE 2001*

#### Disease Prevention

- ♥ Poor diet and physical inactivity could soon overtake tobacco as the leading cause of preventable death in the U.S. *Journal of American Medical Assoc. March 2004*
- ♥ Exercising and maintaining a healthful weight when young can delay the onset of breast cancer in women at very high risk of the disease – Women who exercised actively when they were young – even just walking a lot, and maintained a healthful weight through the age of 21 were somewhat protected from breast cancer. *Science Magazine study by the Memorial Sloan-Kettering Cancer Center*



More ☞



### Physical Fitness

- ♥ Americans run only 25% of all errands by foot, a drop of 42% in the past 20 years. 75% of all trips are less than a mile from home.
- ♥ A study recently released by the California Department of Education (CDE) shows a distinct relationship between academic achievement and the physical fitness of California's public school students.

"This statewide study provides compelling evidence that the physical well-being of students has a direct impact on their ability to achieve academically," said Diane Eastin, State Superintendent of Schools. "We now have the proof we've been looking for: students achieve best when they are physically fit."
- ♥ Physical activity is often limited to specific sports or games. In order for children to learn to love physical activity, it is necessary to provide a variety of options so that children can choose the activity they most want to learn and enjoy.
- ♥ 70% of children watch at least one hour of TV each day. 35% watch five hours or more. In Marin, 23% of Marin children ages 5-17 spend 3 or more hours on a typical **weekday** watching television or videos, or playing video games on TV. It rises to 47% for **weekend** days where the average is 2.6 hours. *Marin County Health Survey*

### Obesity

- ♥ 34% of Marin County Children 2-17 are overweight at risk/or are obese. Boys 12-17 have a bigger problem than girls. Hispanic and low income families are particularly at risk. *Marin County Health Survey*
- ♥ Being overweight and obsess can lead to Type 2 diabetes, heart disease, and cancer of the colon, breast, uterus, and other cancers. There is an alarming increase in Type 2 diabetes in children.
- ♥ Watching less than 10 hours of TV weekly and engaging in brisk walking at least half an hour daily reduced the obesity and diabetes risks by 30 percent and 43 percent respectively. *Journal of American Medical Assoc.*
- ♥ For every hour people spend in their cars, they are 6% more likely to be obese. For every ½ mile they walk in a day they are 5% less likely to be obese. If they live in a mixed-use environment (one in which there are shops and services near their homes, they are 7% less likely to be obese. *Survey done in Atlanta, by Lawrence Frank, professor at University of British Columbia.*
- ♥ \$117 billion a year – total medical tab for illnesses related to obesity – *U.S. Surgeon General*



Compiled by Safe Routes to Schools, a program funded by the Transportation Authority of Marin, and implemented by the Marin County Bicycle Coalition.  
P.O. Box 1115, Fairfax, CA 94978  
(415) 456-3469  
[www.safeoutestoschools.org](http://www.safeoutestoschools.org)

## APPENDIX 2: Letter Home to Parents

### SRTS Kick-off meeting Letter

Example Safe Routes to School Task Force Invitation Letter

[Date]

Dear,

You are invited to join [Community or School Name] in starting a Safe Routes to School Program. Safe Routes to School Programs across Indiana and the country have helped create safer walking and bicycling routes near schools so parents/guardians feel comfortable allowing their children to walk and bicycle to school. This allows children to lead more active and healthier lifestyles. It also helps reduce traffic volume and congestion near schools.

Your assistance is needed to start a Safe Routes to School Program here. Join other interested school and community members for an informational meeting on [date] at [time]. The meeting will be held at [location]. For more information and to RSVP, please contact [name] at [phone number] or [email address].

Thanks for your help.

Sincerely,

[Name]

[Address]



## APPENDIX 3: Support Letter from Principal

### *Chester Shell Elementary*

21633 SE 65<sup>th</sup> Avenue Hawthorne, Florida (352) 481-1901

Ms. Sarita Taylor  
Safe Routes to School Coordinator  
Florida Department of Transportation  
605 Suwannee Street MS-17  
Tallahassee, FL 33399-0450

Re: Safe Routes to School (SRTS) Application

Dear Ms. Sarita Taylor:

This letter is to express my support for the Safe Routes to Schools (SRTS) application for an infrastructure project at Shell Elementary School in the city of Hawthorne in Alachua County. This project involves the construction of a sidewalk, crosswalks, and lighting on SE 65<sup>th</sup> Avenue. We see the addition of these improvements as a way to enhance safety for walkers and bikers as they travel to and depart school.

Shell Elementary students arrive to school in a variety of ways, as we serve a large geographic zone. We do have a large portion of students living within walking and biking distance of our school. Many of these students must walk or bike to school as they are too close to the school to be eligible to ride a bus, and their parents are unable to bring them to school. Our bikers and walkers must leave their houses at dawn, making travel on a roadway very unsafe. We serve small children (grades PK-5), and these children should not be forced to share the roadway with motor vehicles. I feel these unsafe conditions make this project ideal for SRTS funding. Please consider our community and its children when making your decision.

Sincerely,

*Holly Burton*

Holly Burton, Principal  
Shell Elementary School

## **APPENDIX 4: Walk to School Day Invitation/ Proclamation**



**Your School Name Here**  
**is participating in Walk to School Day on**  
**Day, Month Date, Year**

Join children and adults around the world to celebrate  
the benefits of walking and bicycling.

**About our event:**

Learn more at

**walkbiketoschool.org**

Walk to School Day is coordinated in the U.S.A. by  
the National Center for Safe Routes to School.



*via Walk & Bike to School*

## APPENDIX 5: SRTS Parent Survey – Spanish

<b>Encuesta sobre ir caminando o andando en bicicleta a la escuela</b>	
<b>- PARA PADRES -</b>	
<p><b>Estimado Padre o Encargado,</b></p> <p>La escuela donde su hijo/hija asiste desea saber sus opiniones sobre niños caminando y andando en bicicleta a la escuela. Esta encuesta tomará entre 5 y 10 minutos para completar. Le pedimos a las familias que completen sólo una encuesta por escuela a la que asisten sus niños. Si recibe más de un formulario de la misma escuela, por favor complete solo una encuesta, la del niño que cumpla años en la fecha más próxima al día de hoy.</p> <p>Después de completar esta encuesta, devuélvala a la escuela a través de su hijo o entréguesela a la maestra. Sus respuestas se mantendrán confidencial y no se asociará su nombre ni el de su hijo a ningún resultado.</p> <p><b>iGracias por participar en esta encuesta!</b></p>	
+ LETRA MAYUSCULA SOLAMENTE USE TINTA AZUL O NEGRA +	
Nombre de la Escuela:	
1. ¿En qué grado está el niño que trajo esta encuesta al hogar?	<input type="text"/> <input type="text"/> Grado (PK,K,1,2,3...)
2. ¿El niño que trajo a casa la encuesta es niño o niña?	<input type="checkbox"/> Niño <input type="checkbox"/> Niña
3. ¿Cuántos niños tiene usted entre Kindergarten y el 8vo grado?	<input type="text"/> <input type="text"/>
4. ¿Cuál es la intersección más cerca de su casa? (el cruce de las dos calles)	
+ ¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X" +	
5. ¿A qué distancia vive su niño de la escuela?	
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Menos de 1/4 milla</span> <span><input type="checkbox"/> media milla hasta 1 milla</span> <span><input type="checkbox"/> Más de 2 millas</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Entre 1/4 y ½ milla</span> <span><input type="checkbox"/> Entre 1 y 2 millas</span> <span><input type="checkbox"/> No lo sé</span> </div>	
6. La mayoría de los días, ¿cómo va su niño a la escuela y cómo regresa a la casa después de la escuela?	
<u>Llega a la escuela</u> <input type="checkbox"/> Caminando  <input type="checkbox"/> Bicicleta  <input type="checkbox"/> Autobús escolar  <input type="checkbox"/> Vehículo de la familia (solo con niños de la familia)  <input type="checkbox"/> Compartiendo el viaje en auto con niños de otras familias  <input type="checkbox"/> Tránsito (autobús de la ciudad, subterráneo, etc.)  <input type="checkbox"/> Otro (patineta, monopatín, patines, etc.)	<u>Regresa a casa</u> <input type="checkbox"/> Caminando  <input type="checkbox"/> Bicicleta  <input type="checkbox"/> Autobús escolar  <input type="checkbox"/> Vehículo de la familia (solo con niños de la familia)  <input type="checkbox"/> Compartiendo el viaje en auto con niños de otras familias  <input type="checkbox"/> Tránsito (autobús de la ciudad, subterráneo, etc.)  <input type="checkbox"/> Otro (patineta, monopatín, patines, etc.)
+ ¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X" +	
7. ¿Cuánto tiempo le toma a su niño para ir y regresar de la escuela? (una respuesta por columna con una "X" en la caja)	
<u>Tiempo del recorrido a la escuela</u> <input type="checkbox"/> Menos de 5 minutos <input type="checkbox"/> 5 a 10 minutos <input type="checkbox"/> 11 a 20 minutos <input type="checkbox"/> Más de 20 minutos <input type="checkbox"/> No lo sé / No estoy seguro/a	<u>Tiempo del recorrido para llegar a casa</u> <input type="checkbox"/> Menos de 5 minutos <input type="checkbox"/> 5 a 10 minutos <input type="checkbox"/> 11 a 20 minutos <input type="checkbox"/> Más de 20 minutos <input type="checkbox"/> No lo sé / No estoy seguro/a
+ +	

+			+
<b>8. ¿En el último año, le ha pedido permiso su hijo para caminar o andar en bicicleta hacia o desde la escuela?</b> <input type="checkbox"/> Sí <input type="checkbox"/> No			
<b>9. ¿En qué grado permitiría que su hijo camine o ande en bicicleta solo a/o de la escuela?</b> (seleccione un grado entre PK,K,1,2,3...) <input type="text"/> grado o <input type="checkbox"/> No me sentiría cómodo/a en ningún grado			
<b>¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"</b>			
<b>10. ¿Cuáles de las siguientes situaciones afectaron su decisión de permitir, o no permitir, que su niño camine o ande en bicicleta hacia o desde la escuela? (marque todas las que correspondan)</b>		<b>11. ¿Probablemente dejaría que su hijo caminara o usara la bicicleta para ir a /regresar de la escuela si este problema cambiara o mejorara? (elijá una respuesta por línea)</b>	
<input type="checkbox"/> Distancia.....		<input type="checkbox"/> Mi hijo(a) ya viaja a pie o en bicicleta a/desde la escuela	
<input type="checkbox"/> Conveniencia de manejar.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Tiempo.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Actividades antes o después de la escuela.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Velocidad del tránsito en la ruta.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Cantidad de tránsito en la ruta.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Adultos que acompañen a su niño.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Aceras o caminos.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Seguridad de las Intersecciones y cruces.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Guardias de cruce peatonal.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Violencia o crimen.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<input type="checkbox"/> Tiempo o clima.....		<input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro/a	
<b>¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"</b>			
<b>12. En su opinión, ¿cuánto apoyo provee la escuela de su hijo a caminar y usar la bicicleta para ir o regresar de la escuela?</b>			
<input type="checkbox"/> Anima Fuertemente <input type="checkbox"/> Anima <input type="checkbox"/> Ni uno ni otro <input type="checkbox"/> Desalienta <input type="checkbox"/> Desalienta Fuertemente			
<b>13. ¿Qué tan DIVERTIDO es caminar o andar en bicicleta hacia o desde la escuela para su niño?</b>			
<input type="checkbox"/> Muy Divertido <input type="checkbox"/> Divertido <input type="checkbox"/> Neutral <input type="checkbox"/> Aburrido <input type="checkbox"/> Muy Aburrido			
<b>14. ¿Qué tan SANO es caminar o andar en bicicleta hacia o desde la escuela para su niño?</b>			
<input type="checkbox"/> Muy Sano <input type="checkbox"/> Sano <input type="checkbox"/> Neutral <input type="checkbox"/> Malsano <input type="checkbox"/> Muy Malsano			
<b>¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"</b>			
<b>15. ¿Cuál es el grado o el año más alto de educación que usted terminó?</b>			
<input type="checkbox"/> Grados 1 a 8 (Escuela primaria)		<input type="checkbox"/> Universidad 1 a 3 años (alguna universidad o escuela técnica)	
<input type="checkbox"/> Grados 9 a 11 (alguna High School/secundaria)		<input type="checkbox"/> Universidad 4 años o más (graduado de la universidad)	
<input type="checkbox"/> Grado 12 o GED (graduado High School/secundaria)		<input type="checkbox"/> Prefiero no contestar	
<b>16. Por favor proporcione comentarios adicionales:</b>			

## APPENDIX 6: Sample of Awarded SRTS Application





# SAMPLE

620-000-30A  
SAFETY  
08/19  
Page 1 of 10

## SECTION 1 – SCHOOL, APPLICANT, MAINTAINING AGENCY & M/TPO INFORMATION

*Notes: Signatures confirm the commitment of the School, Applicant and Maintaining Agency to follow the Guidelines of the Florida's Safe Routes to School Program. The School is responsible for the parent's surveys and student tallies before and after the project is built. It is also responsible for promoting safe walking and biking to and from school. The Maintaining Agency is generally responsible for entering into a Local Agency Program (LAP) agreement with the FDOT to design, construct, &/or maintain the project. Districts have the option to design and/or construct it, but the Maintaining Agency is always responsible for maintaining the project. Check with your District to see how they are handling these issues.*

### SCHOOL INFORMATION

SCHOOL NAME: Sabal Palm Elementary School

SCHOOL ADDRESS: 2813 Ridgeway Street

COUNTY: Leon

CITY: Tallahassee

ZIP: 32310

TYPE: Elementary

CONGRESSIONAL DISTRICT: 2nd

PRINCIPAL'S NAME: Anicia Robinson

(Printed)

PHONE #: 850-488-0167

EMAIL: robinsona2@leonschools.net

PRINCIPAL'S SIGNATURE: Anicia R. Robinson

DATE: 12/12/19

### APPLICANT INFORMATION

APPLICANT: Eric Gooch, P.E.

TITLE: Program Engineer

NAME OF APPLICANT AGENCY/ORGANIZATION: City of Tallahassee Underground Utilities and Public Infrastructure (UUPI)

APPLICANT AGENCY/ORGANIZATION TYPE: Maintaining Agency

APPLICANT: Eric Gooch, P.E.

TITLE: Program Engineer

MAILING ADDRESS: 300 South Adams Street, Box A-18

CITY: Tallahassee

STATE: FLORIDA

ZIP: 32301

PHONE #: 850-891-2858

E-MAIL: Eric.Gooch@Tal.gov.com

SIGNATURE: Eric Gooch

Applicant

DATE: 12/18/2019

*I attended the SRTS workshop and have reviewed this application for completeness.*

ATTENDEE'S SIGNATURE: Eric Gooch

DATE: 12/18/2019





# SAMPLE

800-000-30A  
SAFETY  
08/19  
Page 2 of 10

## MAINTAINING AGENCY INFORMATION

MAINTAINING AGENCY 1 City ☒ County ☐ Florida Department of Transportation ☐ District \_\_\_\_\_

NAME OF MAINTAINING AGENCY: City of Tallahassee UUP DUNS #: 07-324-5193

CONTACT PERSON: Steve Shafer TITLE: Assistant General Manager UUP

MAILING ADDRESS: 300 South Adams Street, Box A-18

PHONE #: 850-891-2855 E-MAIL: Steve.Shafer@Talcov.com

CITY: Tallahassee STATE: FLORIDA ZIP: 32301

*Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.*

SIGNATURE: [Signature] DATE: 12/18/19

MAINTAINING AGENCY 2 City ☐ County ☐ Florida Department of Transportation ☐ District \_\_\_\_\_

NAME OF MAINTAINING AGENCY: \_\_\_\_\_ DUNS #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: FLORIDA ZIP: \_\_\_\_\_

*Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## METROPOLITAN/TRANSPORTATION PLANNING ORGANIZATION (M/TPO) SUPPORT

*If the city or county is located within an MPO/TPO urban area boundary, the MPO/TPO representative must fill in the required information below, to indicate support for the proposed project:*

NAME OF MPO: Capital Regional Transportation Planning Agency

CONTACT PERSON: Greg Slav TITLE: Executive Director

MAILING ADDRESS: 300 South Adams Street, Box A-19

CITY: Tallahassee STATE: FLORIDA ZIP: 32301

PHONE #: 850-891-8630 E-MAIL: mailto:greg.slav@crtpa.org

SIGNATURE: [Signature] DATE: 12-19-19





# SAMPLE

500-000-30A  
SAFETY  
09/19  
3 of 10

## SECTION 2 – ELIGIBILITY AND FEASIBILITY CRITERIA

**Notes:** This section will help FDOT determine the eligibility and feasibility of the proposed project. Except for the questions in 2A-2C below answering "No" does not constitute elimination from project consideration. You must fulfill requirements in 2A-2C below before applying!

- A1.** Has a school-based SRTS Committee (including school representation) been formed? ..... ☒ Yes ☐ No
- A2.** Has at least one meeting of this committee been held? Attach sign in sheet & minutes ..... ☒ Yes ☐ No
- A3.** Public notification of SRTS meeting? ..... ☒ Yes ☐ No
- B1.** Does the school agree to provide required data before and after the project is built, using the NCSRTS Student In-Class Travel Tally and Parent Survey forms at <http://saferoutesdata.org/> following the schedule provided by the District? ..... ☒ Yes ☐ No
- B2.** Have you attached the National Center's data summary for the Student In-Class Travel Tally and Parent Survey forms to this application? ..... ☒ Yes ☐ No
- B3.** Are the Student In-Class Travel Tally and Parent Survey data summaries attached? ..... ☒ Yes ☐ No

**Note:** Project planning cannot go forward until public right of way or permanent public access to the land for the proposed project is documented to the District.

- C.** Have you provided either survey/as-builts or right of way documentation that provides detail to show that adequate right of way exists for proposed improvement? ..... ☒ Yes ☐ No
- D.** Is the Maintaining Agency Local Agency Program (LAP) Certified? (currently qualified & willing to enter into a State agreement requiring the agency to design, construct, and/or maintain the project, abiding by Federal, State, & local requirements?) ..... ☒ Yes ☐ No
- If No:  
Are they willing to become LAP Certified? ..... ☐ Yes ☐ No  
If the agency is not willing to become LAP Certified, explain how this project could be built without this certification: N/A

- E.** Who do you propose to be responsible for each phase of the project?
- |               |  |                                 |  |
|---------------|--|---------------------------------|--|
| Design:       | <input checked="" type="checkbox"/> City | <input type="checkbox"/> County | <input type="checkbox"/> Other, Including FDOT (Explain below) |
| Construction: | <input checked="" type="checkbox"/> City | <input type="checkbox"/> County | <input type="checkbox"/> Other, Including FDOT (Explain below) |
| Maintenance:  | <input checked="" type="checkbox"/> City | <input type="checkbox"/> County | <input type="checkbox"/> Other, Including FDOT (Explain below) |
- If you checked Other, including FDOT for any of the above, please explain the responsible party for each phase, including who you have been talking to about this: N/A

- F.** Is the County/City willing to enter into an agreement with FDOT to do the following, if the District decides this is the best way to get the project completed:
- Install and/or maintain any traffic engineering equipment included in this project? ..... ☒ Yes ☐ No
- Construct and maintain the project on a state road? ..... ☐ Yes ☐ No ☒ N/A

- G.** Public Support - Explain your public information or public involvement process below. You may attach up to six unique letters, on official letterhead, from groups indicated below. The letters should indicate why and how the authors can support the proposed project at the affected school. Failure to provide documentation of public involvement activities directly with affected property owners is grounds for an application to be excluded from consideration.

What neighborhood association or other neighborhood meetings have been held to inform neighbors directly affected by this proposed project and the reaction?

The CRTPA completed an extensive SRTS study in August of 2014 for every school in Leon County. During this process, there were on-site meetings and school campus inventories completed with school representatives. Neighborhood field reviews were completed and public meetings were held to solicit comments from and provide information as part of the process.

More recently, letters of notification were sent to the neighbors that will be directly affected by this project. In addition, the notification letter was sent to the Mabry Manor Neighborhood Association via the City of Tallahassee Neighborhood Affairs Department. At the time of this application, there has been no feedback, positive or negative, regarding the proposed sidewalk projects.

What PTA/PTO/school meetings have been held to inform parents and school staff about this project and the reaction?

This project was discussed at the October 10, 2019 District Advisory Council (DAC). The DAC's function is to facilitate communication among the school system, parents, students, and community. The DAC also informs and advises the Superintendent and School Board regarding school/community needs, interests, and concerns. There was a very positive reaction from the school board members and the community members that a proactive approach was being taken to attempt to secure funding to accelerate a key sidewalk project that will provide a better route for those children and families that walk to school. Additionally, a presentation was made at the October 22, 2019 Leon County School





# SAMPLE

## SECTION 2 – ELIGIBILITY AND FEASIBILITY CRITERIA

Board Meeting. The reaction from the meeting was very supportive of the projects and the school board emphasized they would like to help in any way.

Letters of support from the school principal and the school board are included in this submittal.

Explain what other public meetings have been held, such as Metropolitan Planning Organizations, Regional Planning Councils, Citizens' Advisory Committees, Bicycle/Pedestrian Advisory Councils and Community Traffic Safety Teams and the reaction?

The CRTPA completed an extensive SRTS study in 2014 for every school in Leon County, which was used to select this potential sidewalk project. Additionally, a meeting occurred on October 4, 2019 that included representatives from the CRTPA, City of Tallahassee, Leon County, Leon County School Board, and FDOT. The CRTPA and the other representatives present at the meeting were very supportive of the projects selected for submittal.

Explain what articles or letters to the editor have been written for newspapers, etc. and the reaction:  
None have been submitted

Please indicate whether you have attached letters of support from Law Enforcement or other individuals or groups not previously mentioned: ☐ Yes ☒ No

H. If the proposed project has been identified as a priority in a Bicycle/Pedestrian or other Plan, or is a missing link in a pedestrian or bicycle system, please explain:

The four (4) streets identified in the Sabal Palm Sidewalk project were all identified in the CRTPA SRTS report as offsite infrastructure improvements to enhance walking and bicycling safety to Sabal Palm Elementary School. This project will construct sidewalks on portions of the four streets providing safe pedestrian routes to Sabal Palm Elementary as follows:

Villamore Avenue from Eisenhower Street to Dale Street- construct a new 710' long sidewalk along north side  
Dale Street from Villamore Avenue to Ridgeway Street- construct a new 740' sidewalk along west side  
Ridgeway Street from Harris Street to Eisenhower Street- construct a new 330' sidewalk on the south side  
Harris Street from Entrance to Meadows Mobile Home Community to Ridgeway Street- construct a new 150' long sidewalk on the east side

In addition, Villamore Avenue has been identified as a top priority on the City of Tallahassee Sidewalk Priority List and is currently listed as priority number 9 out of 284. The sidewalk ranking process was adopted by the City of Tallahassee Commission and is based factors including safety, latent and existing demand, connectivity, new access, and school access. Dale Street and Ridgeway Street are also on the list as priority numbers 162 and 239, respectively.

I. Is this project in a Rural Economic Development Initiative (REDI) community? ☐ Yes ☒ No  
FS defines a rural community as: A county with a population of 75,000 or less; A county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less; or Any municipality with a county as described above.





# SAMPLE

SECTION 3 – BACKGROUND INFORMATION: FIVE E'S	
<p><b>Notes:</b> SRTS is designed to be a comprehensive program. Describe the efforts your school and community have made to address the identified problem through each E so far, and what is planned in the future for each. Each box must be filled in. For more information on the E's, see Florida's SRTS Guidelines and the SRTS Guide: <a href="http://www.saferoutesinfo.org/guide/">http://www.saferoutesinfo.org/guide/</a></p>	
1. ENGINEERING	
<p><b>1A. PAST:</b> The attached CRPTA report completed a neighborhood assessment (pg 12-16). This assessment outlines items that are recommended to improve the conditions in the area..</p>	<p><b>1B. FUTURE:</b> The attached CRPTA report outlines off-site recommendations (pg 17-20). The City of Tallahassee is working through the recommendations and fulfilling these recommendations as funding is allocated or as maintenance is required.</p>
2. EDUCATION	
<p>If your school has taught or plans to teach the FLSRTS Curricula (<a href="http://floridasrts.com/">http://floridasrts.com/</a>) or other education program, please provide details below:</p>	
<p><b>2A. PAST:</b> All elementary and middle schools have bicycle and pedestrian safety as part of their physical education curriculums. The Leon County School Board (LCSB) works with non-profit agencies to provide additional safety lessons. Leon County EMS also assists with teaching bicycle and traffic safety. The Tallahassee Police Department (TPD) bike squad assists with safety talks to students.</p>	<p><b>2B. FUTURE:</b> The school will continue the programs in place and provide additional literature to send home such as information from the National Safe Routes to Schools Organization.</p>
3. ENCOURAGEMENT	
<p><b>3A. PAST:</b> The TPD bike squad assists students with neighborhood bike rides. The LCSB promotes walk/bicycle to school days.</p>	<p><b>3B. FUTURE:</b> Additional school policies could be implemented that encourage bicycle riding. Options include a parent or school volunteer at the bike rack in the morning and afternoon to assist and check in and out students parking their bikes. Promote using the access on Villamore, which will provide better access to campus for students living south of the school.</p>
4. ENFORCEMENT	
<p><b>4A. PAST:</b> Law enforcement to assist with lowering travel speeds. Speed reader boards and crossing guard.</p>	<p><b>4B. FUTURE:</b> Continue to have law enforcement to assist with lowering travel speeds. Speed reader boards and crossing guards. Fliers to parents that identify unsafe driving behaviors. Additional education to students and parents that teach safe pedestrian and bicycle behaviors.</p>
5. EVALUATION	
<p><b>5A. PAST:</b> Student and parent survey forms from this year have been collected; the results are summarized in this submittal. Additionally, the attached CRPTA report contains an additional summary of surveys from 2014 (pg 7-8 and appendix pg 26-38).</p>	<p><b>5B. FUTURE:</b> Student and parent survey forms will be completed again between 6 months and 1 year after project completion and implementation or as required by the grant.</p>





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## SECTION 4 – PROBLEM IDENTIFICATION

*This section will help us understand your school's situation. If the proposed project includes more than one school, please give the requested information for each school.*

### A. HAZARDOUS WALKING CONDITIONS

1. Opportunity to resolve a documented hazardous walking condition and eliminate the resultant school busing.  
☐ Yes ☒ No

If Yes, please enter the documented date and case number: N/A

Include a discussion of public support for the project if busing were eliminated:  
N/A

2. Opportunity to eliminate current courtesy busing being done for a perceived hazardous condition. Include a discussion of public support for the project if busing were eliminated:  
N/A

- B. Are many students already walking or bicycling to this school in less than ideal conditions? ☒ Yes ☐ No  
If Yes:

- Explain more about the number of students affected:  
Ideal conditions would have a sidewalk along all routes within walking distance to the schools. This project would especially affect the large number children who reside in The Meadows Mobile Home Community. These student currently do not have a designated walking path between the Community and the school. Construction of a sidewalk and appropriate signage would increase safety and promote walking to school, as the Community is in very close proximity to the school. Students are currently required to cross the street at an unmarked and unsigned midblock crossing and walk in the roadway or roadside until Eisenhower Street. The sidewalks on Dale Street and Villamore Avenue would also encourage and help protect the 23 students living south of the school to walk or bike on the sidewalk as they currently are required to walk in the road or grass adjacent to the road.
- Explain more about the conditions/obstacles which prevent walking or bicycling to your school:  
Sabal Palm Elementary is located in a neighborhood comprised of higher density single family homes, multifamily homes, and manufactured homes. The immediate neighborhood layout lends itself fairly well to walkability. For the most part, the neighborhood connects in a mostly gridded manner, which contributes to the school's accessibility. Streets are pretty well connected, allowing for multiple route choices to/from school. However, existing sidewalk infrastructure is only available in the neighborhood immediately north of the school while bicycle infrastructure is non-existent. Where sidewalks do exist, they tend to only be available on one side of a street. Speeding vehicles are also a concern. The current speed studies show drivers are traveling at high speeds on Dale Street and Villamore Avenue. Providing a safe/designated walking path outside of the roadway would provide a safer walking and biking environment in the presense of speeders. A recent traffic crash that involved a school age child that occurred at the corner of Eisenhower Street and Ridgeway Street also alerts concern for the lack of sidewalk and well marked and signed crossings for this intersection. The crash occurred on October 25, 2019 and is shown in the crash summary as the last entry.

Additionally, it was noted by the schools Safety Resource Office (SRO) that the location of a Star Metro bus stops near campus is an issue for children walking and bicycling home. The two stops are located just west of the walker's exit along Eisenhower Street and at the corner of Eisenhower Street & Ridgeway Street. The SRO stated that children may feel uncomfortable walking by these stops due to the behavior, smoking and foul language, occurring there by bus stop patrons and asked that the stops be relocated so that students so not have to pass them directly on their way home. The concerns for neighborhood safety were generally agreed upon by parents from both Kindergarten through 2nd and 3rd through 5th. Survey respondents overall showed concerns for crime.



## SECTION 4 – PROBLEM IDENTIFICATION

- C. Are enough students living near the school to allow many to walk or bike to school if conditions were improved?  
☒ Yes ☐ No

If Yes:

- Explain more about the number of student living near the school and how this relates to the anticipated success of the proposed SRTS project: The walk/bike shed for Sabal Palm Elementary School mostly extends northwest and just south of the school. There is an active railroad line just north of the school that contributes to the northern limits of the walk/bike shed. The area south of McElroy Street and east of Mabry Street are not included in the walk/bike shed due to the presence of few residential land uses. The proposed SRTS project will assist with the walking/bicycling by connecting additional residences to the sidewalk network allowing more students and families to walk and bicycle to school. Information provided from Leon County Schools indicates that a total of 193 students that attend Sabal Palm are within the walk/bike shed identified. Of those 193, 133 live within a half mile radius, 33 live between a half a mile and one mile, and 27 live between one mile and two miles of the school.

To estimate the number of students that could utilize this route after the proposed improvements, the students living within a 1-mile radius was used. The 1-mile radius was used since that is a reasonable distance to walk for elementary school students. The 2-mile radius would be a reasonable distance for biking. There is potential to add the students living within the 2-mile radius bike/walk shed as potential users of the proposed improvements if the number of students biking to school was able to be increased.

The surveys showed that there are currently no students biking to school. This number could potentially be increased with the right combination of programs, policies, and infrastructure upgrades. The survey indicates that most students, 69%, at Sabal Palm Elementary are dropped-off by car or riding a school bus. The percentage of children walking is 22%, which is an improvement from earlier surveys. With these improvements, we would provide a safer route to school for those currently walking to school, as well as provide the opportunity to increase the number of students walking.

- D. Write a brief history of the neighborhood traffic issues as background for the proposed project: The traffic issues within the neighborhood are consistent with most local roadways. The streets are typically narrow with curb and gutter. Some streets have a flush shoulder with a roadside ditch, including Villamore Avenue. On-street parking also occurs throughout the neighborhood, even when the roadway is narrow. Pedestrian facilities are rare, especially south of the school. Where sidewalks do not exist, pedestrians are required to walk in the road or along the roadside. Mailboxes, utility poles, trees, parked cars, and other objects create a discontinuous walking path, requiring the pedestrian to navigate these obstructions as well as vehicular traffic. Within the school zone there are flashing lights (i.e., school zone warning lights) located along both Eisenhower Street and Ridgeway Street. There is one designated crossing guard in front of the school on Eisenhower Street.

Speeding has also been noted as a traffic issue in the project area. The speed study noted that the 85th percentile along Dale Street and Villamore Avenue were 10 miles per hour above the posted speed limit. According to the crash study, there is also a large amount of accidents that cite the driver failing to yield to the pedestrian. With the construction of a designated sidewalk, the driver's expectation for pedestrians will increase along with their awareness of pedestrians in the area. In addition, a crash occurred at the intersection of Eisenhower Street and Ridgeway Street that involved a school aged child. Construction of a sidewalk and crosswalk location, as proposed, would improve the safety of this intersection.

The initial parental surveys discussed factors that might influence their decision to allow their child to walk or bike to school. Survey responses indicate some of these such as having a secure place for storing bicycles and enforcing speed limits in school zones were significant issues. Survey respondents showed concerns the behavioral patterns of automobile drivers, generally, in terms of excessive driving speeds.

- E. How do the demographics of the school population relate to the anticipated success of the proposed SRTS project? For instance, is there a population of students near the school from a culture which traditionally walks a lot?

Changing neighborhood demographics appears to be one of the primary issues with students' walking and bicycling to school. Housing surrounding the school that becomes occupied by college students, who tend to not have school-aged children will further decrease the number of children living within walking and bicycling distance to school to school. This kind of external factor is often difficult to overcome, at least in the short term.





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## SECTION 4 – PROBLEM IDENTIFICATION

F. Provide the percent of free or reduced lunch program at the affected school: 81.13%

### G. STUDENT TRAVEL DATA:

1. School data: based on the Student In-Class Travel Tally:

- a. Number of students currently walking to school: ..... 112
- b. Number of students currently biking to school: ..... 0
- c. Total currently walking or biking to school (add a & b): ..... 112
- d. Number of students in this school: ..... 509
- e. Percent of student in school currently walking or biking to school: (c divided by d): ..... 22%

2. Route Data:

- a. Number of students from the affected schools living along the proposed route: ..... 193
- b. Based on (mark all that apply): \*Existing School Data: ☒ \*Visual Observation Survey: ☐ \*Estimates: ☐
- c. Number of student currently walking or biking along this route: ..... Unknown
- d. Number of student who could walk or bike along the proposed route after improvements: ..... 166

## SECTION 5 – SPECIFIC INFRASTRUCTURE IMPROVEMENT(S) REQUESTED

### A. LOCATION

*Note: the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools.*

- Request #1 St. Name: Villamore Avenue Maintaining Agency: ☒ City ☐ County ☐ State  
 From: Eisenhower Street To: Dale Street  
 Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+  
 Request #2 St. Name: Dale Street Maintaining Agency: ☒ City ☐ County ☐ State  
 From: Villamore Avenue To: Ridgeway Street  
 Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

See Attachment for additional project sites: ☒

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations:

There are numerous community amenities located within the projects' proximity such as parks, other schools, universities, and businesses. These include the FSU Sports Complex, Mabry Manor Park, Messer Park, and Innovation Park, which contains the National High Magnetic Field Lab and numerous Florida State University amenities and departments. Messer Park is an active park that contains baseball/softball fields, soccer/football fields, and even a skate park. There are also community services in the area such as Habitat for Humanity, Capital City Youth Services, and Calvary Missionary Baptist Church. These churches, schools, parks, and other amenities are within walking distance of the proposed project, which will benefit the community in all areas of use for bicyclists and pedestrians.

### B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH

- ☐ Continuation of Existing Sidewalk ☒ New Sidewalk
- ☐ Continuation of Existing Bike Lane ☐ New Bike Lane (includes re-striping or reconstruction)
- ☐ Continuation of Paved Shoulder ☐ New Paved Shoulder
- ☐ Continuation of Shared Use Path ☐ New Shared Use Path

Comments: describe below your requests in detail, including location, length, side of road, etc

Request #1: Villamore Avenue: This project will construct a new 710' long sidewalk along the north side of Villamore Avenue from Eisenhower Street to Dale Street, thus providing a safe pedestrian route along this corridor.

Request #2: Dale Street: This project will construct a new 740' long sidewalk along the west side of Dale Street from Villamore Avenue to Ridgeway Street, thus providing a safe pedestrian route along this corridor.





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## SECTION 5 – SPECIFIC INFRASTRUCTURE IMPROVEMENT(S) REQUESTED

See Attachment for additional project sites: ☒

Describe any other requests:

### C. TRAFFIC CONTROLS

Mark all that apply in regard to traffic control devices:

- |   |  |
|---|--|
| <input type="checkbox"/> We have all necessary traffic control devices (Proceed to E) | <input type="checkbox"/> We need other school-related signals or beacons |
| <input type="checkbox"/> We need pedestrian signals (features)                        | <input type="checkbox"/> We need other school-related signs              |
| <input checked="" type="checkbox"/> We need traffic signs                             | <input checked="" type="checkbox"/> We need other roadway markings       |
| <input checked="" type="checkbox"/> We need marked crosswalks                         |  |

Describe the existing and needed traffic controls: In the existing condition, there are stop signs with no stop bars or marked crosswalks. A crosswalk sign for a crosswalk on Eisenhower Street exists, but is facing the wrong way. With the construction of the new sidewalks, there will need to be painted crosswalks at stop conditions as well as associated stop bars. Special emphasis crosswalk pavement marking and associated signing are requested for proposed mid-block/non-stop controlled crossings. The incorrectly installed crosswalk sign on Eisenhower Street will be fixed.

### D. TRAFFIC DATA

*Notes: Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic*

St 1: Posted Speed Limit: 25 MPH	Operating Speed: 34 MPH	AADT: 202
St 2: Posted Speed Limit: 25 MPH	Operating Speed: 38 MPH	AADT: 237

## SECTION 6 – COST ESTIMATE

This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible as we do not allow contingency.

FDOT District contact in the Estimates Offices can help you with your cost estimate ([directory](#)):

Projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria in the Plans Preparation Manual (PPM) and FDOT Design Standards. Projects on local systems must meet the minimum the minimum standards and criteria in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: <https://www.fdot.gov/roadway>

Construction Cost	\$238,071.06
Maintenance of Traffic (MOT)	\$61,500.00
Mobilization	\$19,050.00
Subtotal	\$318,621.06
Total Construction Cost	\$318,621.06
Professional Engineering Design	\$62,841.48
Construction Engineering and Inspection	\$19,117.27
<b>GRAND TOTAL</b>	<b><u>\$420,579.81</u></b>

Printed name of person preparing detailed cost estimate:

Molly Levesque, P.E. (PE # 80429)

Contact #: 850-891-2862

Email: Molly.levesque@talgov.com

Signature

Date: 12-19-19



# SAMPLE

## SECTION 6B- REQUEST FOR FUNDING COST ESTIMATE

A Request for Funding Cost Estimate must be signed and sealed by P.E. and submitted as part of the application. Please access the accompanying Funding Cost Estimate form #500-000-30b [here](#).

## SECTION 7 - SUBMISSION CHECKLIST

- Notes: These will be counted toward total application score.*
- ☐ Application
  - ☐ SRTS Meeting Public Notification
  - ☐ Meetings Sign in Sheet & Minutes
  - ☐ Student In-Class Travel Tally Data Summary
  - ☐ Parent Survey Data Summary
  - ☐ Proof of Right of Way
  - ☐ Letters of Public Support (up to 5)
  - ☐ Documentation Affected Homeowners were Notified
  - ☐ Documentation of Hazardous Walking Condition (if applicable)
  - ☐ Request for Funding Cost Estimate
  - ☐ Before Color Pictures (jpg format)
  - ☐ Color Project Map Showing School Location
  - ☐ Map Showing Existing Conditions
  - ☐ Map Showing Proposed Improvements
  - ☐ Map Showing Where Students Attending School Live
  - ☐ Traffic/Engineering Report Evaluating the Problem (if applicable)
  - ☐ Signal Warrants (if applicable)

# SAMPLE

Sabal Trail Community Application for Additional Projects


## Section 5- SPECIFIC INFRASTRUCTURE IMPROVEMENTS REQUESTED

### A. LOCATION

#### Request #3

Street Name: Ridgeway Street	Maintaining Agency: City
From: Harris Street	To: Eisenhower Street
Projects Closest Point to School: 0 - ½ mile	

#### Request #4

Street Name: Harris Street	Maintaining Agency: City
From: Entrance to The Meadows Mobile Home Community	To: Ridgeway Street 
Projects Closest Point to School: 0 - ½ mile	

### B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH

#### Request #3

This project will construct a new 330' long sidewalk along the south side of ridgeway street from Eisenhower Street to Harris Street, thus providing a safe pedestrian route along this corridor.

#### Request #4

This project will construct a new 150' long sidewalk along the east side of Harris Street from the pedestrian entrance to The Meadows Mobile Home Community to Ridgeway Street, thus providing a safe pedestrian route along this corridor.

### D. TRAFFIC DATA

Street 3: Ridgeway	Posted Speed: 25 MPH	Operating Speed: 19 MPH	AADT: 182
Street 4: Harris	Posted Speed: 25 MPH	Operating Speed: 16 MPH	AADT: 178





# EXHIBIT 3

## Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area List of Priority Projects Fiscal Years 2022-23 to 2026-27

### A. Bicycle/Pedestrian Priorities

**Table 1**  
**Bicycle/Pedestrian Priorities**  
**Gainesville Metropolitan Area**  
**Fiscal Years 2022-23 to 2026-27**

Number	Project	Location	Description
1	Americans with Disabilities Act Modifications	AT: Gainesville Metropolitan Area-wide	Modifications to Deficient Sidewalks, Ramps and Transit Stops
2	Archer Road [SR 24]	FM: SW 34 Street [SR 121] TO: SW 16 Avenue [SR 226]	Add Midblock Pedestrian-Actuated Crossings
3	Williston Road [SR 331] @ Downtown Connector Rail-Trail	FM: SE 4 Street TO: SE 12 Avenue	1. Conduct a speed zone study on from SE 12th Avenue south to SE 4th Street to determine the feasibility of extending the 35 mile per hour speed zone to include the Downtown Connector Rail-Trail crossing; 2. Conduct a pedestrian signal analysis at the Downtown Connector Rail-Trail crossing; 3. Conduct a line-of-sight analysis of the curve; 4. Increase visibility of both motorists and trail users; and 5. Analyze options for traffic calming at the crossing. [22,500 AADT]
4	Glen Springs Braid	FM: Gainesville High School TO: NW 34 Street [SR 121]	Construct Bicycle/Pedestrian Trail
5	Gainesville Regional Utilities Right-Of-Way	FM: Depot Park TO: Williston Road [SR 331]	Construct Bicycle/Pedestrian Trail
6	NE 27 Avenue	FM: State Road 222 TO: State Road 26	Construct 8-Foot Multiuse Path on North Side of Roadway
7	Williston Road [SR 331]	FM: Sweetwater Wetlands Park TO: Gainesville-Hawthorne Rail/Trail Connector	Construct Bicycle/Pedestrian Trail
8	SE 8 Avenue	FM: Williston Road [SR 331] TO: Hawthorne Road [SR 20]	Construct Sidewalk
9	NW 143 Street	FM: Newberry Road [SR 26] TO: NW 39 Avenue [SR 222]	Complete Sidewalk Network
10	NW 6 Street Rail/Trail Extension	FM: NW 16 Avenue TO: NW 39 Avenue [SR 222]	Extend the Rail/Trail North to NW 39 Avenue
11	SE 43 Street	FM: Hawthorne Road TO: University Avenue	Pedestrian Modifications
12	SW 24 Avenue	FM: SW 87 Way TO: SW 77 Street	Construct Multi-Use Path
13	NW 45 Avenue	FM: NW 34 Street TO: NW 24 Boulevard	Construct Multi-Use Path - Preliminary Engineering funding

**Table 1 (Continued)**  
**Bicycle/Pedestrian Priorities**  
**Gainesville Metropolitan Area**  
**Fiscal Years 2022-23 to 2026-27**

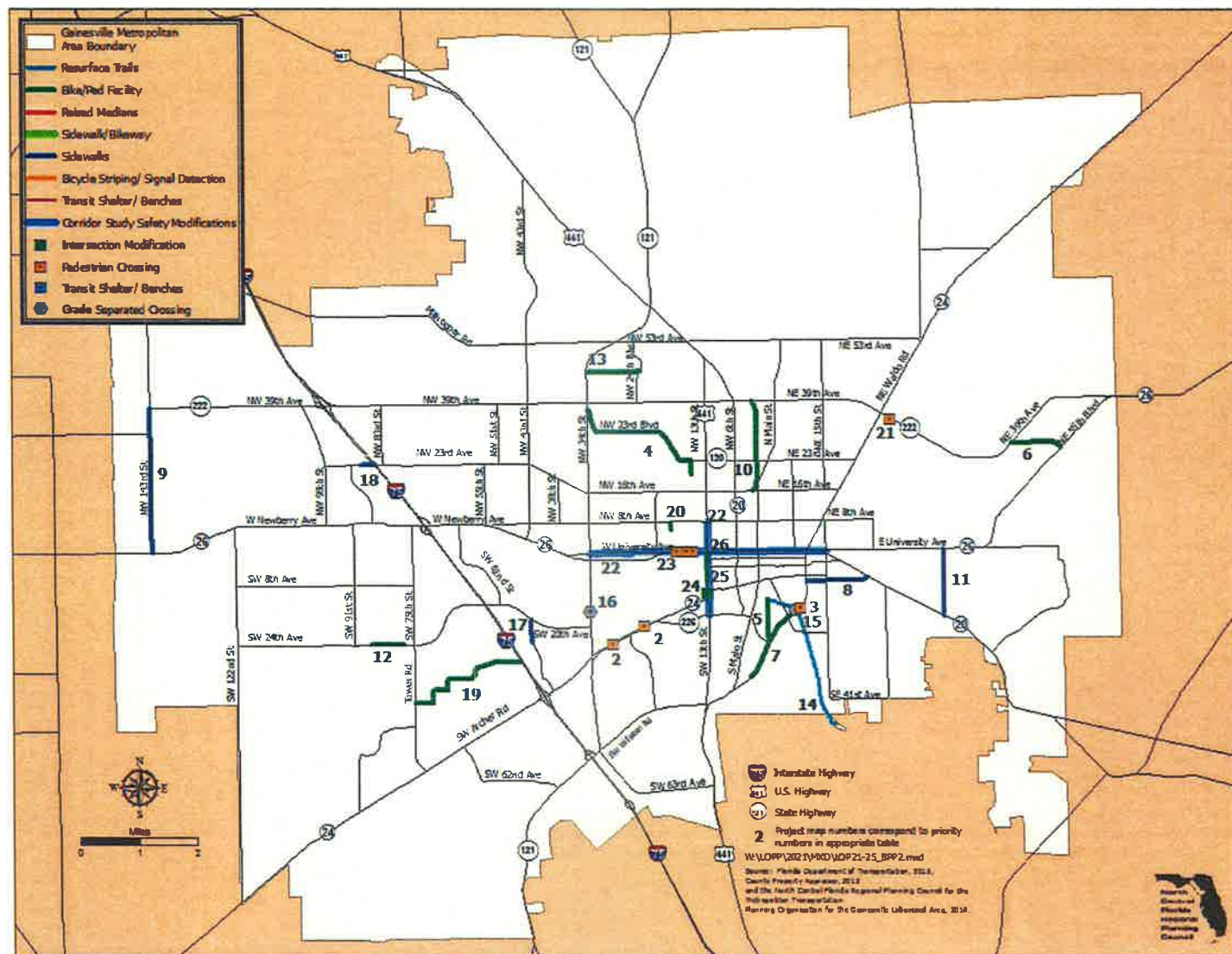
Number	Project	Location	Description
<b>14</b>	Gainesville-Hawthorne Trail	FM: La Chua Trail Entrance TO: Depot Park	Resurface Trail
<b>15</b>	Downtown Connector Rail-Trail Crossing	AT: Williston Road [SR 331]	Construct Grade-Separated Crossing
<b>16</b>	Hull Road	AT: SW 34 Street [SR 121]	Construct Grade-Separated Crossing
<b>17</b>	SW 43 Street	FM: SW 24 Avenue TO: SW 20 Avenue	Construct sidewalks to fill sidewalk gaps
<b>18</b>	NW 23 Avenue	FM: NW 88 Street TO: Interstate 75 Bridge	Construct sidewalk to fill sidewalk gap on south side
<b>19</b>	Archer Braid Trail	FM: Tower Road TO: Interstate 75 Bridge	Construct Multi-Use Path
<b>20</b>	NW 20th Street	FM: NW 7th Avenue TO: NW 8th Avenue	Construct Bicycle/Pedestrian Facility
<b>21</b>	NE 39 Avenue	AT: NE 28 Drive	Install Midblock Crossing
<b>22</b>	W University Avenue [SR 26] W 13 Street [SR 25]	FM: NW 34 Street TO: NE 15 Street  FM: SW 16 Avenue TO: NW 8 Avenue	Implement project recommendations provided in the 2021 City of Gainesville-funded HDR corridor study to design and construct safety enhancements that prioritize people.
<b>23</b>	W University Avenue [SR 26]	AT: NW 16 Street AT: NW 17 Street AT: NW 19 Street	Multimodal Emphasis Corridor Study Implementation - Install Enhanced Pedestrian Crossings [29,000 AADT]
<b>24</b>	SW 13 Street [U.S. HWY 441]	AT: Archer Road [SR 24]	Removal of Sliplanes
<b>25</b>	SW 13 Street [U.S. HWY 441]	FM: Museum Drive TO: Inner Road	Construct Offstreet Bike Path
<b>26</b>	SW 13 Street [U.S. HWY 441]	FM: Inner Road TO: W University Avenue	Construct Offstreet Bike Path

Notes: Projects in shaded text are partially funded, as shown in the Transportation Improvement Program. Project components in *italics* have been completed.

ADA = Americans with Disabilities Act of 1990; AADT = Average Annual Daily Traffic; E = East; FM = From; HWY = Highway; NW = Northwest; RTS = Regional Transit System; SR = State Road; SW = Southwest; UF = University of Florida; U.S. = United States; W = West

Initial Transportation Alternatives Program Priorities were developed by a Technical Advisory Committee and Bicycle/Pedestrian Advisory Board.

**Illustration II**  
**Bicycle/Pedestrian Priorities**  
**Fiscal Years 2022-23 to 2026-27**







**CA.12**

Serving Alachua

Bradford • Columbia

Dixie • Gilchrist • Hamilton

Lafayette • Levy • Madison


Suwannee • Taylor • Union Counties

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Department of Transportation Statewide Mobility Week

STAFF RECOMMENDATION

**For Information Only.**

BACKGROUND

The Florida Department of Transportation has announced that its annual Statewide Mobility Week will be from October 29, 2021 to November 5, 2021. The Florida Department of Transportation has invited local agencies to participate in the Statewide Mobility Week. Materials provided by the Florida Department of Transportation include:

- Exhibit 1 - Florida Department of Transportation Secretary's letter; and
- Exhibit 2 - Statewide Mobility Week Save The Date flyer.

Attachments

t:\scott\sk22\mtpo\memo\fdot\_mobility\_week\_mtpo\_oct25.docx

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by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.

-217-





EXHIBIT 1



***Florida Department of Transportation***

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

August 26, 2021

Subject: Statewide Mobility Week (Oct. 29 through Nov. 5, 2021)

Dear Community Partner,

The Florida Department of Transportation (FDOT) would like to invite your agency to participate in the annual **Statewide Mobility Week** from Oct. 29 through Nov. 5. Mobility Week is a coordinated series of activities to promote and celebrate safe, multimodal transportation choices. During Mobility Week, partner agencies across the state will host events and offer special promotions to encourage Floridians to try new transportation options.

One of FDOT's core initiatives is enhancing mobility. As mobility is changing, so are the needs of our customers; as transportation needs evolve, they are expecting new and more mobility options. Mobility Week is an example of how FDOT is innovating the future of mobility by focusing on how to move people and goods, not just vehicles.

Since the inception of Mobility Week in 2016, our community partners have embraced the idea of collaboratively promoting safe and sustainable transportation choices, as embodied in the Florida Transportation Plan, metropolitan long-range plans, and comprehensive plans. As a result, more than 400 events have been held across the state, including free transit rides, travel training, group bike rides, bike helmet fittings, commuter travel events, walking tours, workshops, and other community events.

Last year, many Floridians chose walking and biking as their primary modes of transportation. With so many people taking a new approach to mobility, our partners collaborated to provide safety information through the Mobility Week Virtual Conference Center and promoted the first statewide "Love to Ride" bicycle challenge. The conference center featured a series of virtual rooms highlighting programs around the state and saw over 11,000 visits. More than 2,000 Floridians registered for the bicycling challenge – 40 percent of whom were new or occasional riders that report riding regularly after the challenge. Participants also had an opportunity to access safety information and share their experiences with the community.

The success of this initiative relies heavily on community partners like you. FDOT hopes you will join us in hosting events or promoting sustainable transportation initiatives during Mobility Week 2021. There are many ways you can participate, as outlined in the attached document.

Please e-mail us at [contact@mobilityweekfl.com](mailto:contact@mobilityweekfl.com) if you have any questions or would like to register as a partner. To learn more, please visit [www.mobilityweekfl.com](http://www.mobilityweekfl.com).

FDOT looks forward to another great year.

Sincerely,

Kevin J. Thibault, P.E.  
FDOT State Secretary

Attached: Mobility Week 2021 Save the Date Announcement

*Improve Safety, Enhance Mobility, Inspire Innovation*  
[www.fdot.gov](http://www.fdot.gov)

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EXHIBIT 2

# **Mobility Week** OCT 29 – NOV 5, 2021

## Save the date.

**Mark your calendars for Mobility Week 2021  
from Oct. 29 through Nov. 5, 2021.**

Join communities and partners around the state to promote smart, effective, and safe transportation choices. During Mobility Week, cities, counties, and transportation agencies host events or showcase initiatives to promote safe and sustainable transportation choices.

### 2020 Mobility Week Highlights

**7** Districts    **67** Counties Statewide



Events



Partners



**11,770**  
Virtual Room  
Visitors



**2,021**  
Love to Ride  
Participants



**30,000**  
People  
Attended  
Events



**9,500**  
Free Transit  
Rides



**28**  
Virtual  
Webinars



**13,612**  
Bike Trips



**18,000**  
Promotional  
Items Distributed



**163**  
Bike Challenge  
Organizations



**35,300**  
Virtual Room  
Links Viewed



**264,676**  
Miles Biked

**5,561** pounds CO<sup>2</sup> saved



For news and updates,  
please visit:

[www.MobilityWeekFL.com](http://www.MobilityWeekFL.com)



To partner with FDOT,  
send an email to:

[contact@mobilityweekfl.com](mailto:contact@mobilityweekfl.com)







**CA.13**

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: State Road 121 (NW 34th Street) Midblock Crossing at Loblolly Park Entrance Query - Status Report

STAFF RECOMMENDATION

**For Information Only.**

BACKGROUND

During Member Comments at the June 22, 2021/July 14, 2021 Metropolitan Transportation Planning Organization meeting, a member discussed and suggested a midblock crossing on State Road 121 (NW 34th Street) adjacent to the Loblolly Woods Nature Park entrance. The Florida Department of Transportation has responded to a staff query on the feasibility of a midblock crossing at this location, noting the referral to its traffic operations office (see Exhibit 1).

Attachment

t:\scott\sk22\mtpo\memo\sr121\_midblock\_crossing-loblolly\_mtpo\_oct25.docx



## EXHIBIT 1

**From:** [Schwabacher, Mari](#)  
**To:** [Mike Escalante](#)  
**Cc:** [Taulbee, Karen](#); [Scott Koons](#); [leistnerdl@cityofgainesville.org](mailto:leistnerdl@cityofgainesville.org)  
**Subject:** RE: NW 34th Street Midblock Crossing  
**Date:** Wednesday, September 08, 2021 11:37:55 AM  
**Attachments:** [image002.png](#)

---

Mike,

We have forwarded this request to traffic OPS and will keep you updated.

Thanks,

Mari Schwabacher

Gainesville MTPO Liaison  
D2 Complete Streets Coordinator  
Jacksonville Urban Office  
904.360.5647  
*Florida Department of Transportation, District 2*  
*2198 Edison Avenue MS 2806*  
*Jacksonville, FL 32204*



**Mobility Week**  
OCT 29 – NOV 5, 2021  
[MobilityWeekFL.com](http://MobilityWeekFL.com)

Don't forget to [view the schedule of events](#) to find out what's going on in your area.

**From:** Mike Escalante  
<[escalante@ncfrpc.org](mailto:escalante@ncfrpc.org)>  
**Sent:** Thursday,  
September 2, 2021 11:30  
AM

**To:** Schwabacher, Mari <[Mari.Schwabacher@dot.state.fl.us](mailto:Mari.Schwabacher@dot.state.fl.us)>  
**Cc:** Taulbee, Karen <[Karen.Taulbee@dot.state.fl.us](mailto:Karen.Taulbee@dot.state.fl.us)>; Koons, Scott <[koons@ncfrpc.org](mailto:koons@ncfrpc.org)>;  
[leistnerdl@cityofgainesville.org](mailto:leistnerdl@cityofgainesville.org)  
**Subject:** NW 34th Street Midblock Crossing

**EXTERNAL SENDER: Use caution with links and attachments.**

At its July 14<sup>th</sup> meeting, an MTPO member discussed installation of a midblock crossing on State road 121 (NW 34<sup>th</sup> Street) adjacent to the Loblolly Park entrance. This entrance is just north of the lane convergence area on the north side of W University Avenue.

Can FDOT staff look into the feasibility for such a crossing?

**Michael B. Escalante**  
**Senior Planner**  
**North Central Florida Regional Planning Council**  
**2009 NW 67th Place, Gainesville, FL 32653-1603**

***Voice: 352.955.2200, ext. 114***

***Fax: 352.955.2209***

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.



**CA.14**

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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program - Alachua County  
Resolution of Appreciation

RECOMMENDATION:

**Approve the attached resolution of appreciation for Deweece Ogden.**

BACKGROUND:

The attached resolution of appreciation is regarding Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. Deweece Ogden served as the Florida Agency for Health Care Administration Representative on the Board since September 2015.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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## RESOLUTION

*WHEREAS, Deweece Ogden has served as the Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board since September 2015; and*

*WHEREAS, Deweece Ogden ably discharged the duties of the Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board;*

*NOW, THEREFORE, BE IT RESOLVED: That the members and staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area do hereby express their appreciation to Deweece Ogden for dedicated service rendered to the Alachua County Transportation Disadvantaged Coordinating Board, and concern for the transportation disadvantaged needs of Alachua County and the State of Florida; and*

*BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for all citizens of the community to view and recognize the accomplishments and service of Deweece Ogden.*

---

*Charles S. Chestnut IV, Chair*

**ADOPTED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**


October 25, 2021  
*Date*





October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program - Alachua County  
Transportation Disadvantaged Coordinating Board Appointments

RECOMMENDATION

- **Appoint Pamela Hagley as the alternate Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board;**
- **Appoint Reeda Harris as the voting Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board;**
- **Appoint Phyllis Marty as the voting Regional Workforce Board Representative on the Alachua County Transportation Disadvantaged Coordinating Board; and**
- **Appoint Anna Mendoza as the alternate Regional Workforce Board Representative on the Alachua County Transportation Disadvantaged Coordinating Board.**

BACKGROUND

According to Rule 41-2.012 of the Florida Administrative Code, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, serving as the Designated Official Planning Agency for Alachua County, is responsible for appointing members to the Alachua County Transportation Disadvantaged Coordinating Board. Pamela Hagley has been nominated to serve as the alternate Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board. Reeda Harris has been nominated to serve as the voting Florida Agency for Health Care Administration Representative on the Alachua County Transportation Disadvantaged Coordinating Board. Phyllis Marty has been nominated to serve as the voting Regional Workforce Board Representative on the Alachua County Transportation Disadvantaged Coordinating Board. Anna Mendoza has been nominated to serve as the alternate Regional Workforce Board Representative on the Alachua County Transportation Disadvantaged Coordinating Board.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program - Status Report

RECOMMENDATION

**For Information Only.**

BACKGROUND

Attached are the April – June 2021 Alachua County Transportation Disadvantaged Service Plan Standards Reports.

Attachments

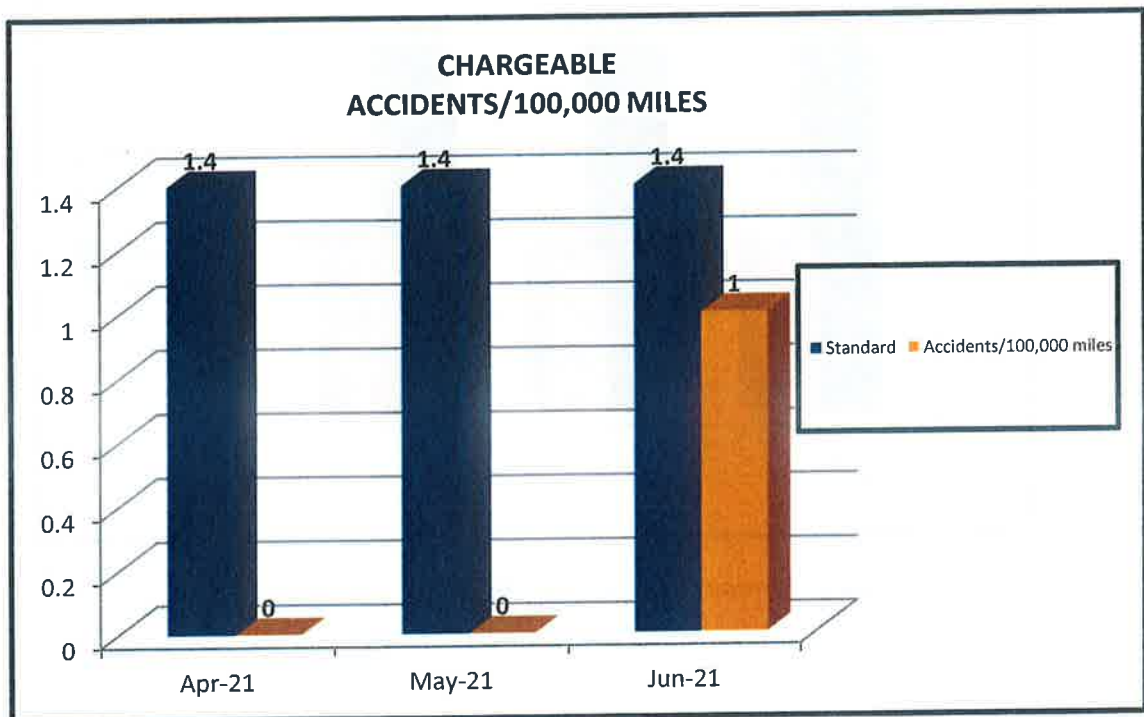
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# TRANSPORTATION DISADVANTAGED SERVICE PLAN STANDARDS

ALACHUA COUNTY APRIL - MAY 2021

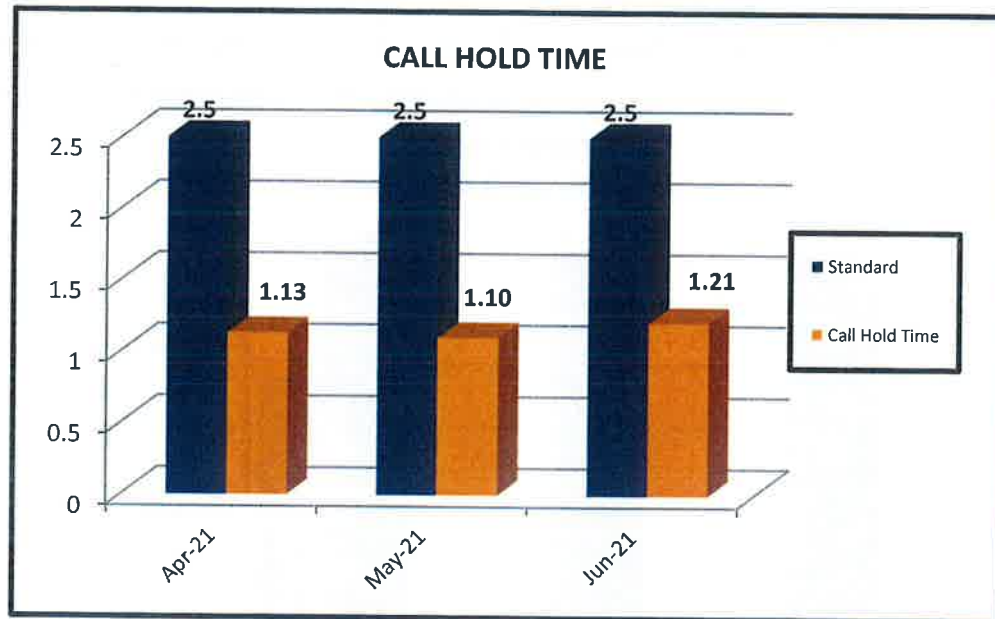
MONTH	STANDARD	CHARGEABLE ACCIDENTS/100,000 MILES
Apr-21	1.4	0
May-21	1.4	0
Jun-21	1.4	1



Source: MV Contract Transportation, Inc. Operations Report

**TRANSPORTATION DISADVANTAGED  
SERVICE PLAN STANDARDS  
ALACHUA COUNTY, APRIL - JUNE 2021**

MONTH	STANDARD	CALL HOLD TIME
Apr-21	2.5	1.13
May-21	2.5	1.10
Jun-21	2.5	1.21

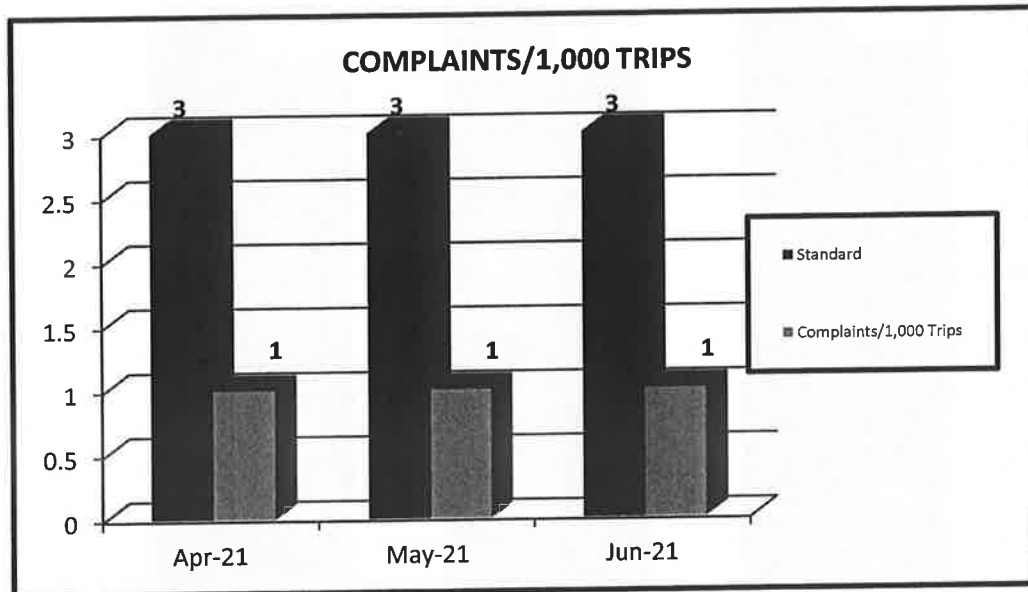


Source: MV Contract Transportation, Inc. Operations Report

# TRANSPORTATION DISADVANTAGED SERVICE PLAN STANDARDS

ALACHUA COUNTY, APRIL - JUNE 2021

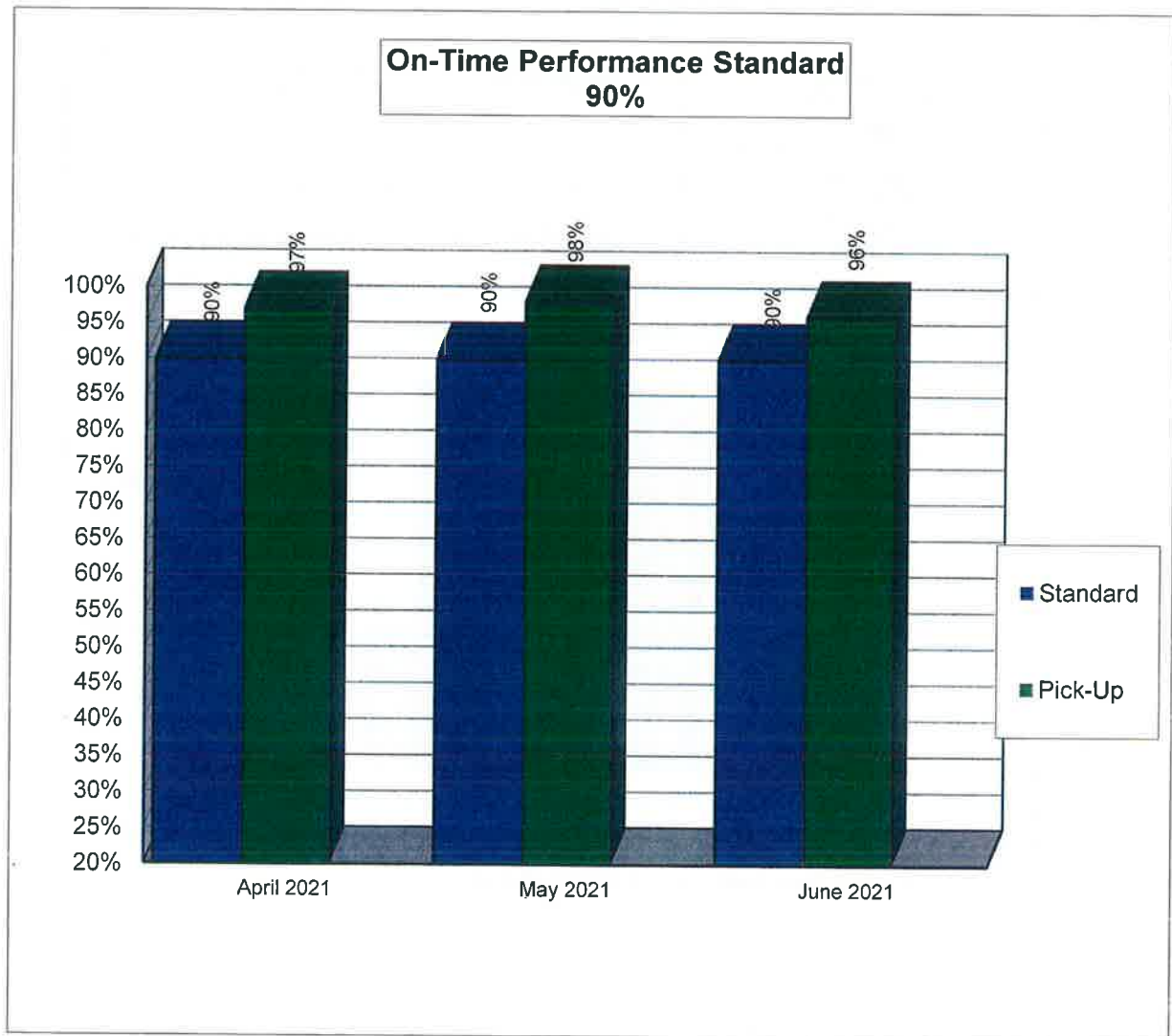
MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
Apr-21	3	1
May-21	3	1
Jun-21	3	1



Source: MV Contract Transportation, Inc. Operations Report



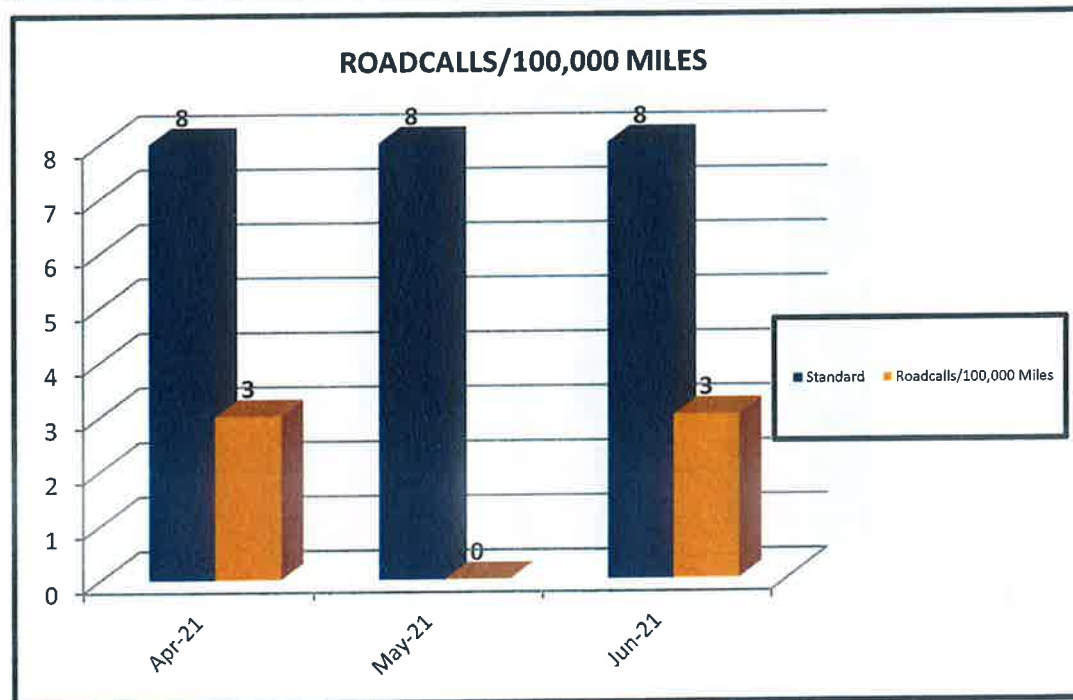
**TRANSPORTATION DISADVANTAGED SERVICE PLAN  
STANDARDS OF PERFORMANCE  
ALACHUA COUNTY  
APRIL - JUNE 2021**



Source: MV Contract Transportatio, Inc. On-Time Analysis

**TRANSPORTATION DISADVANTAGED  
SERVICE PLAN STANDARDS  
ALACHUA COUNTY, APRIL - JUNE 2021**

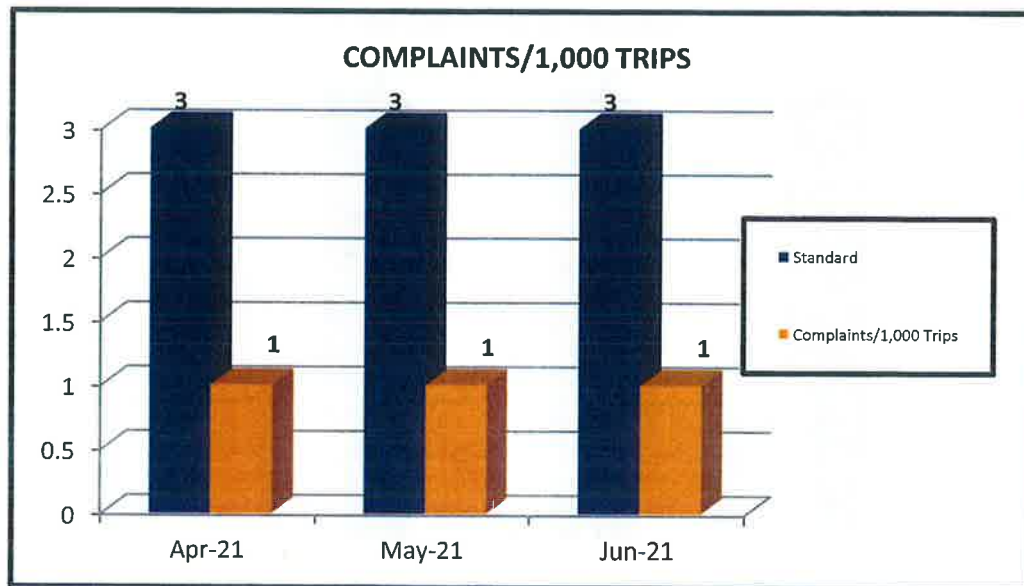
MONTH	STANDARD	ROADCALLS/100,000 MILES
Apr-21	8	3
May-21	8	0
Jun-21	8	3



Source: MV Contract Transportation, Inc. Operations Report

**TRANSPORTATION DISADVANTAGED  
SERVICE PLAN STANDARDS  
ALACHUA COUNTY, APRIL - JUNE 2021**

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
Apr-21	3	1
May-21	3	1
Jun-21	3	1



Source: MV Contract Transportation, Inc. Operations Report

***Meeting***

***Agenda***

***Enclosures***








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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Special Presentation - American Planning Association Florida Chapter Award -  
2021 Outstanding Public Interest Group of the Year Award

STAFF RECOMMENDATION

**HOST PRESENTATION.**

BACKGROUND:

Earlier this year, the Gainesville Citizens for Active Transportation and the Gators Against Student Pedestrian Deaths collaborated to produce multimodal safety recommendations that were presented to the City of Gainesville, Florida Department of Transportation and University of Florida. Their recommendation report, along with a description of their transportation system safety collaboration was submitted for the American Planning Association Florida Chapter 2021 Outstanding Public Interest Group of the Year Award.

The June 21, 2021 Metropolitan Transportation Planning Organization meeting packet Consent Agenda included materials from the American Planning Association Florida Chapter San Felasco Section soliciting endorsement for the award and a copy of an endorsement letter for Chair Charles S. Chestnut's signature.

Since the June 21, 2021 Metropolitan Transportation Planning Organization meeting continuation to July 14, 2021 meeting was past the award submission deadline, the Executive Director submitted an award endorsement letter on behalf of the Metropolitan Transportation Planning Organization (see Exhibit 1). The Metropolitan Transportation Planning Organization was informed of the endorsement at its July 14, 2021 continued meeting.

Neither Gainesville Citizens for Active Transportation nor the Gators Against Student Pedestrian Deaths representatives were able to attend the American Planning Association Florida Chapter 2021 Conference to receive the award. Therefore, the Metropolitan Transportation Planning Organization has been asked to host the presentation.

Attachment

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by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.



## EXHIBIT 1



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2008 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

June 23, 2021

Chair Leadership Awards Jury  
American Planning Association Florida Chapter  
2017 Delta Boulevard, Suite 201  
Tallahassee, FL 32303-4226

RE: Letter of Endorsement for American Planning Association Florida Chapter Award -  
Outstanding Public Interest Group of the Year

Dear Chair Leadership Awards Jury:

This letter serves as an endorsement by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the nomination of Gainesville Citizens for Active Transportation and Gators Against Student Pedestrian Deaths as recipients for the Outstanding Public Interest Group of the Year award.

Their collaboration produced the *#NotOneMore: A Call to Action for Pedestrian, Bicyclist & Motorist Transportation Safety in Gainesville and Alachua County* action plan. The grass roots efforts by the Gainesville Citizens for Active Transportation and Gators Against Student Pedestrian Deaths have facilitated implementation of several multimodal safety projects within the Gainesville Metropolitan Area, in particular, adjacent to the University of Florida.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appreciates their contributions towards achieving the State of Florida and the Metropolitan Transportation Planning Organization targets of zero fatalities and serious injuries.

Thank you for your consideration of the nomination of Gainesville Citizens for Active Transportation and Gators Against Student Pedestrian Deaths.

If you have any questions concerning this matter, please do not hesitate to contact me at 352.955.2200, ext. 101.

Sincerely,

Scott R. Koons, AICP  
Executive Director  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

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2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Transportation Improvement Program Amendments

JOINT RECOMMENDATION

The Technical Advisory Committee and staff recommend that the Metropolitan Transportation Planning Organization amend its Transportation Improvement Program for Fiscal Year 2021-22 for the following three projects:

- State Road 222 (NE 39 Avenue) at NE 28 Drive – Pedestrian and Bicycle Safety Modification - Crosswalk [207611-7];
- State Road 26 (West University Avenue) from Gale Lemerand Drive to NW 14 Street – Traffic Operations Modifications - Install Two Raised Midblock Crosswalks [207658-2]; and
- State Road 26 (Newberry Road-West University Avenue) [Tower Road to SE 9 Street] – Intersection Safety - Safety Lighting Modifications [439808-1].

**Please note that the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee did not meet due to lack of quorums.**

BACKGROUND

The Metropolitan Transportation Planning Organization has been notified by the Florida Department of Transportation that it will be requesting amendments to the Fiscal Years 2021-22 to 2025-26 Transportation Improvement Program to be made at the October 25, 2021 Metropolitan Transportation Planning Organization meeting. Exhibit 1 is the Florida Department of Transportation request for the Transportation Improvement Program amendments.

Attachment

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by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.





EXHIBIT 1



***Florida Department of Transportation***

**RON DESANTIS**  
GOVERNOR

2198 Edison Avenue  
Jacksonville, FL 32204-2730

**KEVIN THIBAUT**  
SECRETARY

October 4, 2021

Mr. Scott Koons, AICP  
Executive Director  
Gainesville MTPO  
2009 NW 67<sup>th</sup> Place  
Gainesville, FL 32653

Re: FDOT Request: Amendments to the Gainesville MTPO Transportation Improvement Program (TIP) FY 2022-2026

Dear Mr. Koons:

The Florida Department of Transportation (FDOT) requests an amendment to the Transportation Improvement Program (TIP) for FY 2022-2026 for the October 25<sup>th</sup>, 2021, MTPO meeting.

**ALACHUA COUNTY**

**207611-7 SR222 (NE 39<sup>TH</sup> AVE) AT NE 28<sup>TH</sup> DR**

<u>Fund</u>	<u>Phase</u>	<u>FY 2022</u>
ACSS	CONSTRUCTION	520,940
ACSS	CONSTRUCTION	10,419
ACSS	CONSTRUCTION	64,805

Total: 596,164

**207658-2 SR26 (W UNIVERSITY AVE) FROM GALE LEMERAND DR TO NW 14<sup>TH</sup> ST**

<u>Fund</u>	<u>Phase</u>	<u>FY 2022</u>
ACSS	CONSTRUCTION	1,421,419.
LF	CONSTRUCTION	4,350

Total: 1,425,769.

**439808-1      SR26 FROM TOWER ROAD TO SE 9<sup>TH</sup> STREET**

<u>Fund</u>	<u>Phase</u>	<u>FY 2022</u>
ARPA	CONSTRUCTION	1,800,685.
DIH	CONSTRUCTION	100,000.

---

Total: 1,900,685.

**Fund Codes**

ARPA: American Rescue Plan Act  
ACSS: Advance Construction  
LF: Local Funds  
DIH: State In-House Product Support

Approval of this TIP Amendment will not affect the funding or advancement of other projects in the FY 2021-2026 TIP.

Please contact me if you have any questions or need additional information for these requests.

Sincerely,



Mari Schwabacher  
Gainesville MTPO Liaison  
FDOT District Two




---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Department of Transportation Tentative Five-Year Work Program

STAFF RECOMMENDATION

**Request that the Florida Department of Transportation consider funding the following projects in the Tentative Work Program (Exhibit 1) and involve the Metropolitan Transportation Planning Organization in the scoping of the following projects:**

- A. Priority 1 - West University Avenue (State Road 26) Enhanced Pedestrian Crossing Installations at NW 16th Street, NW 17th Street and NW 19th Street;*
- B. Priority 2 - East University Avenue (State Road 26) Pedestrian-Oriented Intersection Design at Waldo Road (State Roads 26, 331) intersection;*
- C. Priority 3 - Fund the U.S. 441 (SW 13th Street) Road Safety Audit, State Road 26 (University Avenue) Road Safety Audit and State Road 26 (West University Avenue) Multimodal Corridor Study recommendations;*
- D. Priority 4 - NW 34th Street (State Road 121) 2-Lane Divided Continuous Left Turnlane installation from NW 16th Avenue to U.S. 441 as described in the Year 2040 Long-Range Transportation Plan funded with State Highway System funds;*
- E. Priority 5 - U.S. Highway 441 (SW 13th Street) at State Road 24 (Archer Road) Intersection Removal of Sliplanes; and*
- F. Priority 6 - U.S. Highway 441 (SW 13th Street) at State Road 24 (Archer Road) Intersection Traffic Signal Update Project [4358911] consideration of the removal of the sliplanes in scoping and design of traffic signal update.*

**The Tentative Five-Year Work Program was not available for review by the Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee and Technical Advisory Committee.**

BACKGROUND

Each year, the Florida Department of Transportation submits a Five-Year Work Program to the State Legislature. The Florida Department of Transportation Tentative Five-Year Work Program lists all of the projects scheduled to be funded with state and federal funds over the next five fiscal years (Fiscal Years 2022-23 to 2026-27). Exhibit 1 includes the Florida Department of Transportation Tentative Five-Year Work Program October 28, 2021 public hearing announcement and agenda

Action Being Requested

The Florida Department of Transportation has provided the Metropolitan Transportation Planning Organization an opportunity to request changes to existing or proposed projects and to hear requests for new projects to be added to, or existing projects to be deleted from, the Tentative Five-Year Work Program. However, as of this date, staff has not received the Program. Upon receipt of the Program, staff will provide the Metropolitan Transportation Planning Organization a copy of the Program.

Attachment

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EXHIBIT 1



*Florida Department of Transportation  
(District Two and Florida's Turnpike Enterprise)*

**Invites You to Attend an Overview of the  
Tentative Five-Year Work Program  
Fiscal Years 2022 / 2023 — 2026 / 2027**

**Public Hearing — Thursday, October 28, 2021  
Open House: 4:30–6:30 P.M.  
Presentation: 6:00 P.M.**

**In-Person Public Hearing**

Florida Department of Transportation  
Jacksonville Urban Office—Training Facility  
2198 Edison Avenue, Jacksonville, FL 32204

**Virtual Public Hearing**

Webinar: [www.nflroads.com/vph](http://www.nflroads.com/vph)  
Phone In: +1 (415) 655-0052  
Access Code: 996-264-463

This meeting will serve as the official public hearing for the Tentative Five-Year Work Program. There will be a brief work program development presentation at 6:00 p.m., followed by a public comment period. Department staff will be on hand to answer questions or concerns for all counties in District Two.

The Department is offering two ways for the community to participate in the hearing. Interested persons may join the virtual public hearing (VPH) from a computer, tablet or phone. Or, they may participate in person by going to the FDOT Urban Office Training Center, 2198 Edison Avenue, Jacksonville, FL 32204. A VPH is a free live presentation or webinar over the internet.

All participants, regardless of the platform they choose, will participate in the same live hearing. At this time, Internet Explorer is not supported by GoToWebinar, and the link for the meeting will not work on this platform. Please use an alternate web browser to attend the meeting.

For participants who are unable to attend the webinar, they can listen to the hearing by calling +1 (415) 655-0052 and entering access code 996-264-463 when prompted. Please note while the call-in number is listen-only, callers may submit comments directly to Mr. Greg Evans, FDOT District Two Secretary, at the address listed below.

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact James Driggers, Jr at (800) 749-2967 ext. 3722 at least 7 days before the hearing.

If you cannot make the hearing, visit our website at [www.nflroads.com/vph](http://www.nflroads.com/vph) to get information and submit comments. Comments will be received by the Department at the hearing or our website [www.nflroads.com/vph](http://www.nflroads.com/vph) or by mail until November 30, 2021, to be documented as part of the public hearing transcript.

Comments should be addressed to:

Greg Evans, District Two Secretary  
Florida Department of Transportation  
1109 S. Marion Avenue, Mail Station 2000  
Lake City, Florida 32025-5874  
(386) 758-3700 or (800) 749-2967  
Email: [greg.evans@dot.state.fl.us](mailto:greg.evans@dot.state.fl.us)

Sincerely,



Greg Evans  
District Two Secretary



***Florida Department of Transportation  
District Two***

***AGENDA***

**TENTATIVE FIVE – YEAR WORK PROGRAM  
FISCAL YEARS 2022/2023 – 2026/2027**

**PUBLIC HEARING – THURSDAY, OCTOBER 28, 2021  
OPEN HOUSE: 4:30 – 6:30 P.M.  
PRESENTATION: 6:00 P.M.  
FDOT DISTRICT TWO URBAN OFFICE – TRAINING FACILITY  
2198 EDISON AVENUE, JACKSONVILLE, FLORIDA 32204**

This meeting will serve as the official public hearing for the Tentative Five-Year Work Program. There will be a brief overview of the work program development process at 6:00 p.m. followed by a public comment period. Department staff will be on hand to answer questions or concerns for all counties in District Two.

The Department is offering two ways for the community to participate in the hearing. Interested persons may join the virtual public hearing (VPH) at [www.nflroads.com/vph](http://www.nflroads.com/vph) from a computer, tablet or phone. Or, they may participate in person by going to the FDOT Urban Office Training Center, 2198 Edison Avenue, Jacksonville, FL 32204. A VPH is a free live presentation or webinar over the internet.

All participants, regardless of the platform they choose, will participate in the same live hearing. At this time, Internet Explorer is not supported by GoToWebinar, and the link for the meeting will not work on this platform. Please use an alternate web browser to attend the meeting.

For participants who are unable to attend the webinar, they can listen to the hearing by calling +1 (415) 655-0052 and entering access code 996-264-463 when prompted. Please note while the call-in-number is listen-only, callers may submit comments directly to Mr. Greg Evans, FDOT District Two Secretary at the address listed below.

Attendees will be asked to follow all safety and sanitation guidelines as well as adhere to any local ordinances. Attendees who are not feeling well should not attend the in-person meeting.

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability or family status. Persons who require special accommodations under the Americans with



***Florida Department of Transportation  
District Two***

Disabilities Act or persons who require translation services (free of charge) should contact James Driggers, Jr. at (800) 749-2967 ext. 3722 at least 7 days before the hearing.

If you cannot make the hearing, visit our website [www.nflroads.com/vph](http://www.nflroads.com/vph) to get information and submit comments. Comments will be received by the Department at the hearing, our website [www.nflroads.com/vph](http://www.nflroads.com/vph) or by mail until November 30, 2021, to be documented as part of the public hearing transcript.

Written comments should be addressed to:


Mr. Greg Evans, FDOT District Two Secretary  
Mail Station 2000  
1109 S. Marion Avenue  
Lake City, FL 32025-5874  
(800) 749-2967 ext. 7800  
Email: [Greg.Evans@dot.state.fl.us](mailto:Greg.Evans@dot.state.fl.us)



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October 18, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
FROM: Scott R. Koons AICP, Executive Director   
SUBJECT: Strategic Intermodal System Policy Plan Virtual Room Announcement

JOINT RECOMMENDATION

**The Technical Advisory Committee and staff recommend that the Metropolitan Transportation Planning Organization authorize the Chair to send a letter to request that the Florida Department of Transportation to consider designating local roads or corridors that provide for mobility parallel to, or demonstrating the potential to reduce congestion on, Strategic Intermodal System facilities as State Highway System facilities or State Highway System alternate facilities and therefore eligible for State Highway System funding.**

**Please note that the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee did not meet due to lack of quorums.**

BACKGROUND

The Florida Department of Transportation has announced the availability of its Strategic Intermodal System Policy Plan Virtual Room for receiving comments. Below is the link to the website.

<https://sisvirtualroom.floridatransportationplan.com/#WelcomeStation>

Materials from the website include:

- Exhibit 1 - Overview of the Strategic Intermodal System;
- Exhibit 2 - Focus Area - Safety;
- Exhibit 3 - Focus Area - Resilience;
- Exhibit 4 - Focus Area - Technology and Innovation;
- Exhibit 5 - Focus Area - Urban Mobility and Connectivity;
- Exhibit 6 - Focus Area - Rural Mobility and Connectivity; and
- Exhibit 7 - What's Next.

Previously, the Metropolitan Transportation Planning Organization has requested that the Florida Department of Transportation use State Highway System funds for projects not on the Strategic Intermodal System, but relieve congestion on the Strategic Intermodal System (see Exhibit 8).

Attachments

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Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.





## EXHIBIT 1

# Overview of the Strategic Intermodal System

## What is the Strategic Intermodal System (SIS)?

The SIS is a statewide network of high-priority transportation facilities, including the State's largest and most significant airports, spaceports, public seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways. These facilities represent the State's primary means for moving people and freight between Florida's regions, as well as between Florida and other states and nations. [Click here](#) to see Florida's SIS system map.

## Why is the SIS important?

The SIS is the state's highest priority for transportation capacity investments and a primary tool for implementing the Florida Transportation Plan (FTP), the state's long-range transportation vision and policy plan. SIS facilities are the workhorses of Florida's transportation system and account for a dominant share of the people and freight movement to, from, and within Florida.

## What is the SIS Policy Plan?

The SIS Policy Plan guides the policy framework concerning planning and investment decisions for the SIS over the next five years. The SIS Policy Plan also identifies how to prioritize transportation capacity investments on these high priority transportation facilities. Click here to read the current [SIS Policy Plan \(2016\)](#). This policy plan aligns with the [Florida Transportation Plan \(FTP\) Policy Element \(2020\)](#) and is a primary focus of the FTP implementation.

The 2022 SIS Policy Plan update will focus on five areas:

- Safety • Resilience • Technology and Innovation • Urban Mobility and Connectivity • Rural Mobility and Connectivity





## FOCUS AREA: SAFETY

### COMMIT TO VISION ZERO FOR SIS FACILITIES

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

#### SIS Policy Questions



##### DESIGNATION POLICIES

What types of facilities  
should be part of the SIS?

What types of criteria should be  
used to identify these facilities?



##### NEEDS & PRIORITIZATION POLICIES

What types of investments should  
be funded by statewide SIS funds?

What factors should be considered  
in setting priorities?



##### PLANNING & COLLABORATION POLICIES

How should FDOT work  
with partners to accomplish  
SIS objectives?

#### DRAFT WORKING LIST of Potential Policy Changes for SAFETY



##### DESIGNATION POLICIES

No recommended changes



##### NEEDS & PRIORITIZATION POLICIES

Increase emphasis on safety  
as factor for setting priorities for SIS  
improvements

Increase flexibility for including safety  
enhancements as part of SIS capacity  
projects

Address high-risk emphasis areas based  
on analysis of data (lane departure,  
commercial vehicles, intersections,  
modal conflicts)

Provide safe alternatives to highways  
for interregional travel



##### PLANNING & COLLABORATION POLICIES

Enhance coordination among state,  
regional, and local partners to  
advance safety priorities on the SIS

Support deployment of in-vehicle  
and roadside safety technologies

**What else do we need to do to improve safety on the SIS? Are we missing anything?  
What are your suggested additions/revisions?**

**Input Requested – Please provide your comments for safety [HERE](#).**







## FOCUS AREA: RESILIENCE

### IDENTIFY AND MITIGATE VULNERABILITIES FOR THE SIS NETWORK

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

#### SIS Policy Questions



##### DESIGNATION POLICIES

What types of facilities  
should be part of the SIS?

What types of criteria should be  
used to identify these facilities?



##### NEEDS & PRIORITIZATION POLICIES

What types of investments should  
be funded by statewide SIS funds?

What factors should be considered  
in setting priorities?



##### PLANNING & COLLABORATION POLICIES

How should FDOT work  
with partners to accomplish  
SIS objectives?

#### DRAFT WORKING LIST of Potential Policy Changes for RESILIENCE



##### DESIGNATION POLICIES

Consider vulnerabilities  
in community and environment  
screening process; use broad  
definition of risk and vulnerability



##### NEEDS & PRIORITIZATION POLICIES

Identify resilience strategies as part  
of capacity needs and projects

Expand funding eligibility  
for adaptation or retrofit  
of existing infrastructure

Expand definition of capacity  
to include increasing redundancy  
or providing alternatives  
to vulnerable infrastructure, using  
a systemwide approach



##### PLANNING & COLLABORATION POLICIES

Expand collaboration with MPOs,  
RPCs, water management districts,  
local governments, regional  
resilience collaboratives, and  
industry on resilience strategies

Strengthen coordination with other  
state agencies to leverage program  
funding (DEO, DEM, DEP)

**What else do we need to do to improve resilience on the SIS? Are we missing anything? What are your suggested additions/revisions?**

**Input Requested – Please provide your comments for resilience [HERE](#).**





## FOCUS AREA: TECHNOLOGY & INNOVATION

### LEVERAGE INNOVATION AND TECHNOLOGY TO IMPROVE PERFORMANCE OF THE SIS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

#### SIS Policy Questions



##### DESIGNATION POLICIES

What types of facilities  
should be part of the SIS?

What types of criteria should be  
used to identify these facilities?



##### NEEDS & PRIORITIZATION POLICIES

What types of investments should  
be funded by statewide SIS funds?

What factors should be considered  
in setting priorities?



##### PLANNING & COLLABORATION POLICIES

How should FDOT work  
with partners to accomplish  
SIS objectives?

#### **DRAFT WORKING LIST of Potential Policy Changes for TECHNOLOGY & INNOVATION**



##### DESIGNATION POLICIES

No recommended changes



##### NEEDS & PRIORITIZATION POLICIES

Redefine SIS capacity projects to  
include technology solutions for  
improving efficiency and reliability

Expand funding eligibility for  
technology infrastructure (smart  
signals, locational reference markers)  
and associated right-of-way,  
property, curb, and other asset  
management

Provide more flexibility for emerging  
mobility solutions such as "quick  
response" initiatives



##### PLANNING & COLLABORATION POLICIES

Expand partnerships with  
technology providers,  
manufacturers, R&D institutions,  
and smart city/region initiatives

**What else do we need to do to improve technology & innovation on the SIS? Are we missing anything? What are your suggested additions/revisions?**

**Input Requested – Please provide your comments for technology HERE.**







## FOCUS AREA: URBAN MOBILITY & CONNECTIVITY

### IMPROVE INTERREGIONAL AND REGIONAL TRAVEL IN URBAN AREAS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation, needs & prioritization, and planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

#### SIS Policy Questions



##### DESIGNATION POLICIES

What types of facilities  
should be part of the SIS?

What types of criteria should be  
used to identify these facilities?



##### NEEDS & PRIORITIZATION POLICIES

What types of investments should  
be funded by statewide SIS funds?

What factors should be considered  
in setting priorities?



##### PLANNING & COLLABORATION POLICIES

How should FDOT work  
with partners to accomplish  
SIS objectives?

### DRAFT WORKING LIST of Potential Policy Changes for URBAN MOBILITY & CONNECTIVITY



##### DESIGNATION POLICIES

Clarify definition of interregional  
for designation purposes



##### NEEDS & PRIORITIZATION POLICIES

Redefine capacity projects to include  
mobility and reliability improvements  
Provide flexibility for emerging mobility  
solutions involving new technology or  
business models

Balance interregional and  
regional/local needs; expand  
multimodal travel options both within  
and between regions

Provide flexibility for use of SIS funds  
off-SIS to improve performance of the  
SIS (transit, parallel arterials)



##### PLANNING & COLLABORATION POLICIES

Strengthen collaboration w/ MPOs and local  
governments on solutions to support end-to-end trips  
Work with MPOs, local governments, & other partners  
to develop, & implement multimodal corridor plans  
that provide integrated solutions for short-and long-  
term needs involving both SIS and non-SIS  
investments

Improve coordination between SIS investments &  
local land use decisions through integrated planning &  
coordinated timelines

Work with MPOs to segment larger highway or transit  
corridor projects to facilitate funding & accomplish  
both statewide and regional priorities

Work with transit providers to better leverage  
available state, federal, and local sources to advance  
transit projects on SIS facilities or in support of the SIS

**What else do we need to do to improve urban mobility and connectivity on the SIS?  
Are we missing anything? What are your suggested additions/revisions?**

**Input Requested – Please provide your comments for urban mobility & connectivity HERE.**







## FOCUS AREA: RURAL MOBILITY & CONNECTIVITY

### IMPROVE INTERREGIONAL AND REGIONAL TRAVEL IN RURAL AREAS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation, needs & prioritization, and planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

#### SIS Policy Questions



##### DESIGNATION POLICIES

What types of facilities  
should be part of the SIS?

What types of criteria should be  
used to identify these facilities?



##### NEEDS & PRIORITIZATION POLICIES

What types of investments should  
be funded by statewide SIS funds?

What factors should be considered  
in setting priorities?



##### PLANNING & COLLABORATION POLICIES

How should FDOT work  
with partners to accomplish  
SIS objectives?

#### DRAFT WORKING LIST of Potential Policy Changes for RURAL MOBILITY & CONNECTIVITY



##### DESIGNATION POLICIES

Reassess SIS highway criteria to reflect  
statutory emphasis on controlled  
access facilities

Align designation of SIS, NHS, NHFN,  
STRAHNET, routes of significance, and  
emergency evacuation corridors where  
feasible

Consider community context and vision  
in the community and environmental  
process



##### NEEDS & PRIORITIZATION POLICIES

Redefine capacity to include rural  
mobility/connectivity improvements,  
including smaller-scale projects such as  
turning or passing lanes or intersection  
improvements to enable rural corridors  
to function during major disruptions

Expand funding eligibility for operational  
and technology solutions for improved  
connectivity (e.g., rural TSMO,  
broadband)

Improve connectivity to rural activity  
centers



##### PLANNING & COLLABORATION POLICIES

Develop and implement regional/  
corridor planning processes addressing  
both SIS and non-SIS facilities

Improve coordination between SIS  
investments and local land use  
decisions through integrated planning  
and coordinated timelines

Strengthen collaboration with local  
governments on how rural connectivity  
improvements can support economic,  
community and environmental goals

**What else do we need to do to improve rural mobility and connectivity on the SIS? Are we missing anything? What are your suggested additions/revisions?**

**Input Requested – Please provide your comments for rural mobility & connectivity [HERE](#).**



EXHIBIT 7

What's Next

**Thank you for visiting the SIS Virtual Room.  
Below is the anticipated schedule for the remainder of the update process.**

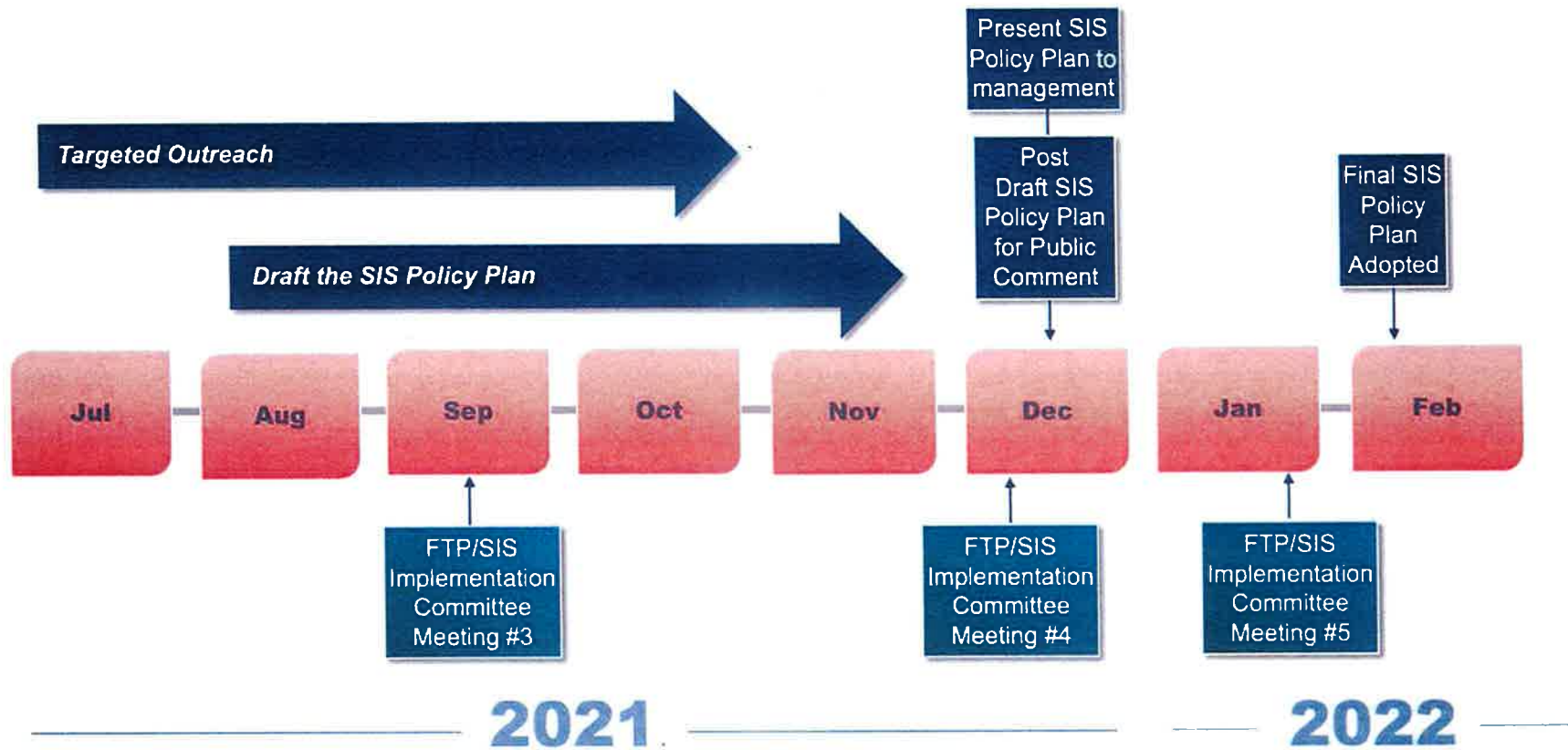






EXHIBIT 8



August 13, 2015

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Mr. Greg Evans, P. E., District 2 Secretary  
Florida Department of Transportation  
1109 South Marion Avenue  
Lake City, FL 32025-5847

RE: Strategic Intermodal System Designation- Local Bridges Over Interstate Highways

Dear Secretary Evans:

At its August 3, 2015 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area discussed the development of the Year 2040 Long Range Transportation Plan for the Gainesville Urbanized Area. During this discussion, it was noted that local bridges over Interstate Highways help relieve traffic congestion on nearby Interstate Interchanges. At the conclusion of this discussion, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved a motion to:

*"request that the Florida Department of Transportation include local bridges over Interstate Highways as part of the Strategic Intermodal System."*

If you have any questions concerning this matter, please do not hesitate to contact Marlie Sanderson, AICP, Director of Transportation Planning at 352.955.2200, extension 103.

Sincerely,

Robert Hutchinson, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

xc: James Boxold, Florida Department of Transportation Secretary  
James Green, Florida Department of Transportation District 2 Transportation Specialist  
James Knight, Florida Department of Transportation District 2 Urban Planning and Modal Administrator  
Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager

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December 11, 2017

Mr. Greg Evans, P. E., District 2 Secretary  
Florida Department of Transportation  
1109 South Marion Avenue  
Lake City, FL 32025-5847

RE: State Highway System Designation - SW 62nd Boulevard Connector Corridor

Dear Secretary Evans:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area discussed a Year 2040 Long-Range Transportation Plan administrative modification for preliminary engineering and right-of-way for the SW 62nd Boulevard Connector. Subsequent to the approval of the administrative modification, the Metropolitan Transportation Planning Organization approved a motion to:

1. *Authorize the Chair to send a letter to the Florida Department District 2 Secretary requesting that he reconsider State Highway System designation for the SW 62nd Boulevard Connector corridor and that State Highway System funds be used for this project;*
2. *Request federal and state legislative delegation participation in support of State Highway System designation for the SW 62nd Boulevard Connector corridor; and*
3. *Develop the corridor design plan with minimal curb cuts as a limited-access highway.*

Exhibit 1 is a map that shows the SW 62nd Boulevard Connector Corridor parallel to Interstate 75 between State Road 26 (Newberry Road) and State Road 331 (Williston Road) and its proximity to these Strategic Intermodal System facilities.

Sincerely,

Charles S. Chestnut, IV, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

Enclosure

xc: Jim Knight, Florida Department of Transportation District 2 Urban Planning Administrator  
Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager  
James Green, Florida Department of Transportation District 2 Liaison

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## EXHIBIT 1

### SW 62nd Connector Corridor



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### SCHEDULED 2021 MTPO AND COMMITTEE MEETING DATES AND TIMES

PLEASE NOTE: All of the dates and times shown in this table are subject to being changed during the year.

MTPO MEETING MONTH	TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]	B/PAB [At 7:00 p.m.]	MTPO MEETING
FEBRUARY	<i>CANCELLED</i>	<i>CANCELLED</i>	February 22 at 3:00 p.m.
APRIL	April 7	April 8	April 26 at 3:00 p.m.
JUNE	June 2	June 3	June 21 at 5:00 p.m. July 14 at 5:00 p.m.
AUGUST	<i>CANCELLED</i>	<i>CANCELLED</i>	<i>CANCELLED</i>
OCTOBER	October 6	October 7	October 25 at 3:00 p.m.
DECEMBER	November 17	November 18	December 13 at 5:00 p.m.

Note, unless otherwise scheduled:

1. Technical Advisory Committee meetings are conducted in the General Purpose Meeting Room of the Gainesville Regional Utilities Administration Building;
2. Citizens Advisory Committee meetings are conducted in the Grace Knight Conference Room of the Alachua County Administration Building; and
3. Metropolitan Transportation Planning Organization meetings are conducted at the John R. "Jack" Durrance Auditorium of the Alachua County Administration Building unless noted.

MTPO means Metropolitan Transportation Planning Organization

TAC means Technical Advisory Committee

CAC means Citizens Advisory Committee

B/PAB means Bicycle/Pedestrian Advisory Board

NCFRPC means North Central Florida Regional Planning Council

TMC means Traffic Management Center





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# Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

2009 NW 67th Place, Gainesville, FL 32653

[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)