

# Unified Planning Work Program

Fiscal Years 2018-19 and 2019-20



**Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area**

April 23, 2018  
Amended October 22, 2018



# Unified Planning Work Program

Fiscal Years 2018-19 and 2019-20

(July 1, 2018 through June 30, 2019)

(July 1, 2019 through June 30, 2020)

Federal Project Identification Number: 0241-056M

Catalog of Federal Domestic Assistance Numbers:

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20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning) -  
Federal Transit Administration

Florida Department of Transportation Financial Project Number: 439318-2-14-01

Fiscal Years 2018-19 and 2019-20

The preparation of this report has been financed in part through grants from the Florida Department of Transportation and the Federal Highway Administration and the Federal Transit Administration, United States 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 United States Department of Transportation.

Approved by the

## **Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**

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Ken Cornell, Chair

With Assistance from:

North Central Florida Regional Planning Council

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# Florida Department of Financial Services Cost Analysis Certification



525-010-06  
POLICY PLANNING  
1/18

## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

MIKE DEW  
SECRETARY

### **Cost Analysis Certification**

**Gainesville MTPO**

**Unified Planning Work Program - FY 2018-19 and FY 2019-20**

Adopted 4/23/2018

Revision Number: Initial Adoption

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

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Name: Karen Taulbee

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Urban Planning Manager, District 2  
Title and District



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Signature

4/23/2018



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# Introduction

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# Introduction

## A. Unified Planning Work Program - Defined

The Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area outlines and describes the planning efforts to be undertaken by participating agencies to maintain a comprehensive, cooperative and continuing transportation planning program in the Gainesville Metropolitan Area. The Gainesville Metropolitan Area is comprised of the Year 2010 United States Census Gainesville Urbanized Area and a transitioning area that extends to the City of Gainesville Urban Reserve Boundary. The Gainesville Urbanized Area includes a major portion of the City of Gainesville, a small portion of the City of Alachua and contiguous urbanized portions of unincorporated Alachua County. The transitioning area includes portions of unincorporated Alachua County and the City of Gainesville within the City of Gainesville Urban Reserve Boundary. Illustration I shows the Gainesville Metropolitan Area.

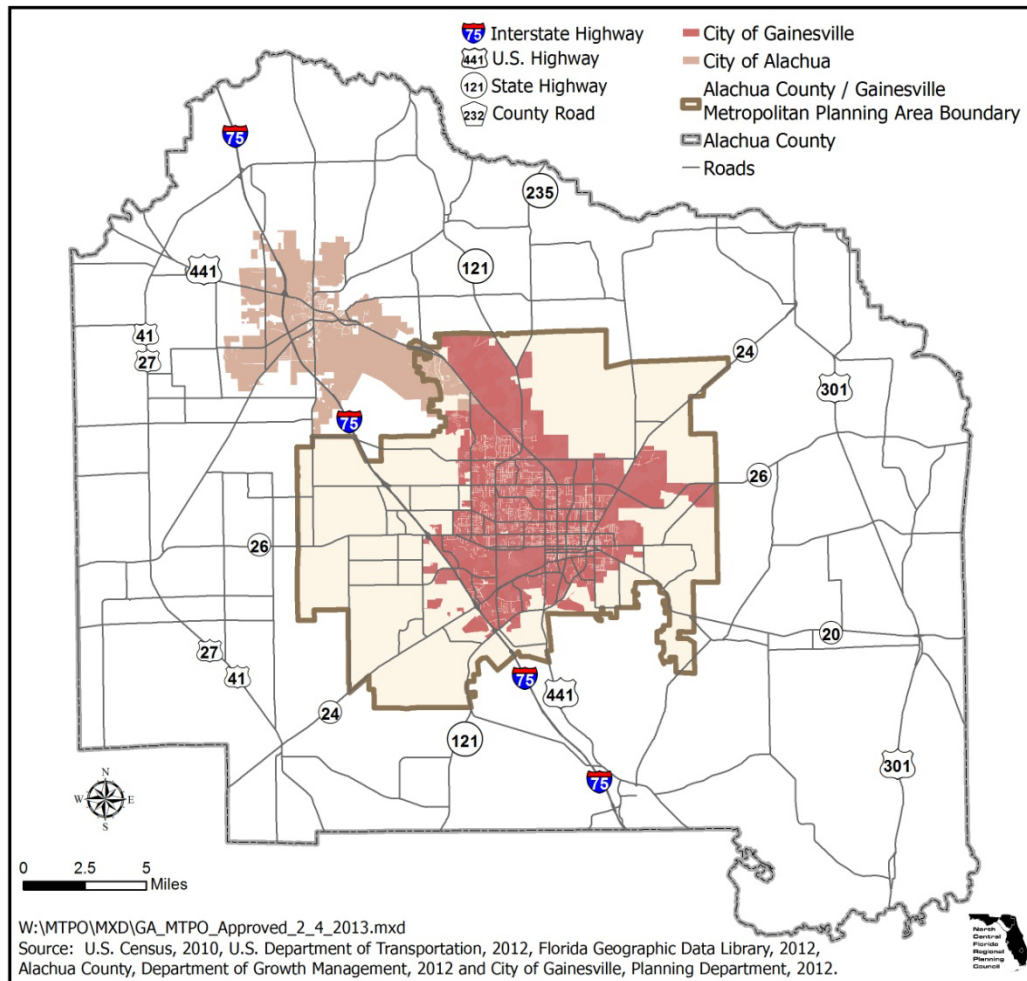
This Unified Planning Work Program has been prepared to define the tasks and anticipated funding requirements of the Gainesville Metropolitan Area transportation planning process for Fiscal Year 2018-19 and Fiscal Year 2019-20. This document serves to inform the public and all public officials and agencies, who contribute manpower and allocate funds to the transportation planning process, about all of the transportation planning tasks currently being conducted in the Gainesville Metropolitan Area. In addition, the Unified Planning Work Program provides the basis for federal funding of transportation planning activities identified in the document.

Transportation planning in the Gainesville Metropolitan Area is currently guided by a long-range transportation plan using input from public officials, technical experts and local citizens. State and federal governments participate in this planning process through the Florida Department of Transportation, the Federal Highway Administration, the Federal Aviation Administration and the Federal Transit Administration. The metropolitan area transportation planning process is administered by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Voting members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area include the Gainesville Mayor and City Commissioners, and the Alachua County Commissioners. Non-voting members include the Florida Department of Transportation, the University of Florida and a Rural Advisor selected by the Alachua County League of Cities. The North Central Florida Regional Planning Council provides staff services pursuant to a professional staff services agreement to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## B. Overview of Local and Regional Comprehensive Transportation Planning Activities

Local and regional comprehensive transportation planning activities are currently underway in the Gainesville Metropolitan Area. Both the City of Gainesville and Alachua County have adopted comprehensive plans. In addition, the North Central Florida Regional Planning Council has an adopted strategic regional policy plan and the University of Florida has an adopted campus master plan. All of these plans are updated on a periodic basis. These local and regional planning programs are incorporated into the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning program. This is primarily accomplished through the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Technical Advisory Committee. The City of Gainesville, Alachua County, Florida Department of Transportation, Gainesville/Alachua County Regional Airport Authority, School Board of Alachua County and University of Florida representatives are all members of this Committee.

**Illustration I**  
**Gainesville Metropolitan Area**



## C. Justification for the Level of Planning Effort Designated in the Unified Planning Work Program

The work tasks included in this document are those necessary to meet the transportation planning needs of the Gainesville Metropolitan Area. These work tasks are also required to maintain a level of proficiency necessary for continued certification by the federal agencies involved. Certification of the transportation planning process for the area is required for eligibility to receive federal funds to implement transportation projects.

### 1. Planning Priorities Facing the Metropolitan Planning Area

- an effective Public Involvement Process that involves citizens in the transportation planning process

- an accurate Transportation Improvement Program that informs the public concerning proposed transportation projects that will be implemented over the next several years
- updated land use and socioeconomic information that supports the long-range transportation planning models
- updated level of service and mobility plan information concerning traffic congestion
- an annual review of the long-range transportation plan to identify needed revisions
- updating the long-range transportation plan every five years
- the need for transit planning to support the Regional Transit System
- the development of bicycle and pedestrian plans
- development of additional effective modeling systems that view transit, pedestrian and bicycling activities as viable modes of transportation
- identification of tasks that Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will perform with regard to implementation of Florida Department of Transportation Efficient Transportation Decision-Making process
- development of future year socioeconomic information by traffic analysis zone
- developing priorities for projects that are needed, but not currently funded
- development of a level of service assessment tool to identify needed safety projects
- implementation of enhanced transit service
- better connect people and destinations
- increase economic vitality and community livability
- develop a sustainable transportation system
- increase safety and security of the transportation system
- reduce greenhouse gas emissions
- development, implementation and evaluation of performance measures in support of the transportation planning process

## **2. Planning Tasks - Title 23 United States Code and Title 49 Code of Federal Regulations**

The Unified Planning Work Program includes the following eight planning tasks to be performed under Title 23 United States Code and 49 United States Code, Section 53:

- 1.0 Administration
- 2.0 Data Collection
- 3.0 Transportation Improvement Program
- 4.0 Long-Range Transportation Plan
- 5.0 Special Project Planning
- 6.0 Regional Planning
- 7.0 Public Participation
- 8.0 Systems Planning

## **3. Public Involvement Process**

This Unified Planning Work Program was developed by involving the public and other transportation agencies. Planning tasks included in this Unified Planning Work Program were reviewed by the Citizens Advisory Committee on April 4, 2018 and the Bicycle/Pedestrian Advisory Board on April 5, 2018. In addition, this document was reviewed and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on April 23, 2018. These meetings were noticed and time was allocated for public comment. In addition, the draft Unified Planning Work Program was available on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

website and available for comments to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area during regular business hours between 8:00 a.m. to 5:00 p.m., Monday through Friday. All comments received from the public were considered and revisions were made where appropriate.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has also prepared a Citizens' Guide to Transportation Planning document that overviews the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning process. This document is available at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website or printed copies can be obtained by contacting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## **4. Regional, State and Federal Planning Emphasis Areas**

There are no federal planning emphasis area Fiscal Years 2018-19 and 2019-20. There are three state planning emphasis areas in 2018 consisting of:

- Rural Transportation Planning - The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has a Rural Advisor nonvoting member who represents the interests of the municipalities outside the Gainesville Metropolitan Area. In addition, an email is sent to the chief elected official and chief staff official with links to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting packets and supporting materials that are posted on its website.
- Transportation Performance Measures - As required by the Fixing America's Surface Transportation Act, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will be updated to address Transportation Performance Measures.
- ACES (Automated/Connected/Electronic/Shared-Use) Vehicles - The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has amended its Transportation Improvement Program to include an automated bus route service development project. In addition, the Year 2045 Long-Range Transportation Plan will address this vehicle technology.

Appendix G includes descriptions of the federal and state planning emphasis areas and a matrix of tasks by planning emphasis areas to be addressed.

## **5. Title VI**

The Unified Planning Work Program complies with the public involvement provisions of Title VI, which states: No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has adopted a Title VI Policy Statement and has also adopted a Title VI Complaint Process/Procedure. Attached as Appendix F is the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Title VI information.

## 6. Performance-Based Approach

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning process will provide for the establishment and use of a performance-based approach to transportation decision-making to support national goals. Later in this document, the performance-based approach is used to identify measurable products for individual Unified Planning Work Program work tasks.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will implement the Fixing America's Surface Transportation Act performance measures and target setting requirements into its planning process and its long-range transportation plan and transportation improvement program. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will coordinate with the Florida Department of Transportation regarding the establishment of performance measures and target setting.

## D. Ten Federal Planning Factors

Implementation of the transportation planning process addresses the Fixing America's Surface Transportation Act Ten Federal Planning Factors. Appendix C includes a matrix of the Ten Federal Planning Factors by the eight work tasks. The Ten Federal Planning Factors consist of:

- FACTOR 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- FACTOR 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- FACTOR 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;
- FACTOR 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and State and local planned growth and economic development patterns and improve quality of life;
- FACTOR 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- FACTOR 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- FACTOR 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- FACTOR 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;

FACTOR 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

FACTOR 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

## **E. Indirect Costs**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area does not use a cost allocation plan for indirect costs. All costs are direct charged to budget line items. Staff services are provided by North Central Florida Regional Planning Council through a professional staff services agreement and are described in the Estimated Budget Tables as Consultant Services.

## **F. Soft Match and In-Kind Financial Contribution**

Section 120 of Title 23, United State Code, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized under Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized under Chapter 53 of Title 49, United States Code. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100 percent to the extent credits are available. The soft match amount being utilized to match the Federal Highway Administration funding in the Unified Planning Work Program is 18.07 percent of Federal Highway Administration program funds for a total of \$213,846.

In addition to funding from the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation, Alachua County and the City of Gainesville, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area includes State Soft Match and Local Inkind (locally-determined amount) contributions in calculating its overall budget that is reported in the Unified Planning Work Program. The overall budget includes soft match contributions from the Florida Department of Transportation and in-kind contributions provided by Alachua County and the City of Gainesville and the University of Florida. In-Kind contribution amounts are determined and provided by each jurisdiction. Exhibit 1 shows the soft match and in-kind amounts identified for each task.



**Exhibit 1**  
**Soft Match and In-Kind Contributions**

Task	FDOT Soft Match	Alachua County In-Kind	City of Gainesville In-Kind	University of Florida In-Kind	Total
<b>Year One- Fiscal Year 2018-19</b>					
1.0 Administration	\$39,602	\$9,360	\$9,232	\$3,200	\$61,394
2.0 Data Collection	\$0	\$37,780	\$43,369	\$0	\$81,149
3.0 Transportation Improvement Program	\$11,028	\$4,680	\$6,091	\$0	\$21,799
4.0 Long-Range Transportation Plan	\$85,596	\$9,360	\$4,957	\$4,800	\$104,713
5.0 Special Project Planning	\$0	\$0	\$0	\$0	\$0
6.0 Regional Planning	\$6,617	\$4,680	\$0	\$0	\$11,297
7.0 Public Participation	\$22,055	\$0	\$0	\$0	\$22,055
8.0 System Planning	\$21,480	\$19,470	\$3,482	\$4,800	\$49,232
<b>Year One Total</b>	<b>\$186,378</b>	<b>\$85,330</b>	<b>\$67,131</b>	<b>\$12,800</b>	<b>\$351,639</b>
<b>Year Two- Fiscal Year 2019-20</b>					
1.0 Administration	\$39,602	\$9,360	\$9,417	\$3,200	\$61,579
2.0 Data Collection	\$0	\$37,780	\$44,236	\$0	\$82,016
3.0 Transportation Improvement Program	\$11,028	\$4,680	\$6,213	\$0	\$21,921
4.0 Long-Range Transportation Plan	\$5,514	\$9,360	\$1,239	\$4,800	\$20,913
5.0 Special Project Planning	\$0	\$0	\$0	\$0	\$0
6.0 Regional Planning	\$6,617	\$4,680	\$0	\$0	\$11,297
7.0 Public Participation	\$22,055	\$0	\$0	\$0	\$22,055
8.0 Systems Planning	\$22,734	\$19,470	\$871	\$4,800	\$47,875
<b>Year Two Total</b>	<b>\$107,550</b>	<b>\$85,330</b>	<b>\$61,976</b>	<b>\$12,800</b>	<b>\$267,656</b>
<b>Grand Total</b>	<b>\$293,928</b>	<b>\$170,660</b>	<b>\$129,107</b>	<b>\$25,600</b>	<b>\$619,295</b>

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

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# Chapter I

## Organization and Management

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# Chapter I: Organization and Management

## A. Participants and Their Respective Roles in the Transportation Planning Process

The Metropolitan Planning Organization for the Gainesville Urbanized Area is advised by the following committees and boards- the Citizens Advisory Committee, the Technical Advisory Committee, the Bicycle/Pedestrian Advisory Board, the Alachua County Traffic Safety Team, and the Alachua County Transportation Disadvantaged Coordinating Board. Each conducts its prescribed responsibilities at regularly scheduled meetings.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for transportation planning in the Gainesville Metropolitan Area. The Technical Advisory Committee conducts research, reviews plans and programs and makes recommendations based upon technical expertise. The Citizens Advisory Committee and the Bicycle/Pedestrian Advisory Board provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with citizen viewpoints and recommendations. The Alachua County Transportation Disadvantaged Coordinating Board works to increase transportation services to low-income persons, the elderly and persons with disabilities. Additional public input is provided through public meetings, meetings with local civic organizations, public workshops and public hearings. In addition, the Alachua County Traffic Safety Team develops recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for safety-funded projects.

The work effort required to support the planning process will be conducted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Florida Department of Transportation Tallahassee Office and the Florida Department of Transportation District Two Office. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area assembles and disseminates data, reports and other information generated by the continuing transportation planning process. Pursuant to a professional staff services agreement, the North Central Florida Regional Planning Council provides professional staff support to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## B. Planning and Funding Agreements

The following planning and funding agreements have been executed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

### Organization Establishment and Function

1. Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization (May 26, 2004) - The purpose of this Agreement is to ensure eligibility for the receipt of federal capital and operating assistance pursuant to 23 United States Code 134 and Section 3 (a) (2), 4 (a), 5 (g) (1) and 5 (1) of the Urban Mass Transportation Act of 1964, as amended [49 United States Code 1602 (a) (2), 1603 (a), and 1604 (g) (1) and (1)], and to implement and ensure a continuing, cooperative and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of the affected urbanized area in cooperation with the Florida Department of Transportation.

2. Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (January 26, 2007) - The purpose of this Agreement is to set forth mutually acceptable procedures for implementing the provisions of Title 23 of the Code of Federal Regulations, Chapter 1, Part 450, Subpart A and B, Governor's Executive Order 83-150 and Federal Highway Program Manual 4-1-4.
3. Organization Apportionment - Voting Membership and Procedure, non-Voting Membership and Service Area Agreement (July 9, 2013) - This agreement with the Office of the Governor of Florida describes the voting membership and procedure, non-voting membership and includes the Gainesville Metropolitan Area map.

Federal Funding- Federal Highway Administration Planning (Planning) and  
Federal Transportation Administration Section 5305(d)

4. Transportation Planning Funds Joint Participation Agreement (June 9, 2016) - The purpose of this Agreement is to assist in the undertaking of the planning funded portion of the Unified Planning Work Program of the Gainesville Metropolitan Area prepared by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in conformance with 23 Code of Federal Regulations Part 1 and 23 Code of Federal Regulations 450, Subpart A, to provide financial assistance to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for transportation planning related activities, as required under 23 United States Code 134, to state the terms and conditions upon which such assistance will be provided, and to recite the understanding as to the manner in which the Project will be undertaken and completed. This agreement expires June 30, 2018 and will be replaced by a new agreement that will cover the same two-year period as the Unified Planning Work Program expiring June 30, 2020.
5. Standard Joint Participation Agreement for Section 5305(d) Federal Transit Administration Funds-Cash Match (December 15, 2016) - The purpose of this Agreement is to provide Florida Department of Transportation assistance to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the undertaking of Federal Transit Administration funded work elements as defined in the Unified Planning Work Program, and to state the terms and conditions upon which such assistance will be provided. This agreement was amended by a supplemental joint participation agreement dated December 20, 2017 extending the expiration date to September 30, 2018 and will be replaced by new agreements expiring on September 30, 2019 and September 30, 2020.

Organization Staffing- Professional Staff Services Agreement

6. Professional Staff Services Agreement (July 1, 2010) - The purpose of this Agreement is to set forth the responsibilities of the North Central Florida Regional Planning Council as consultant to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in performing the professional staff planning functions relative to the transportation planning process for the Gainesville Metropolitan Area, and to describe the cooperative procedures under which planning and programming will be conducted.

Joint Regional Planning Organization

7. Interlocal Agreement for Creation of a Regional Transportation Plan (December 14, 2006) - The purpose of this Agreement is to create a regional transportation plan which identifies project priorities for funding through the Florida Transportation Regional Incentive Program. Selected members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Ocala/Marion County Transportation Planning Organization serve as the Alachua/Marion County Transportation Regional Incentive Program Executive Committee.

#### Supplemental Organization Advisory Activity

8. Interlocal Agreement for Bicycle/Pedestrian Advisory Board Funding (May 22, 2002) - The purpose of this Agreement is for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to provide financial support to the City of Gainesville for providing staff services to the Bicycle/Pedestrian Advisory Board. The Bicycle/Pedestrian Advisory Board advises Alachua County, the City of Gainesville and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on bicycle and pedestrian-related issues.

## **C. Operational Procedures and Bylaws**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws on December 4, 2017 for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its Technical Advisory Committee and its Citizens Advisory Committee. The intent is to provide procedures and policies for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its advisory committees in fulfilling the requirements for the transportation planning process for all modes of travel, and to ensure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuing basis. A copy of the bylaws can be obtained by contacting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at 352.955.2200 or from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website at [http://www.ncfrpc.org/mtpo/publications/MTPO\\_Publications.html](http://www.ncfrpc.org/mtpo/publications/MTPO_Publications.html).

## **D. Grant Application, Certifications and Assurances Required in the Unified Planning Work Program**

The following certifications and assurances are included in Appendix B:

1. Federal Fiscal Year 2018-19 and Fiscal Year 2019-20 Certification Regarding Lobbying
2. Forms Required for Federal Transit Administration Section 5305(d) Funds:
  - A. Standard Form 424, Applications for Federal Assistance;
  - B. Federal Fiscal Year 2018-19 Federal Transit Administration Certifications and Assurances;
  - C. Section 5305(d) Planning Line Item Codes - Fiscal Year 2018-19 and Fiscal Year 2019-20 (Federal Transit Administration Funds Only); and
  - D. Section 5305(d) Approved Project Budget for Fiscal Year 2018-19 and Fiscal Year 2019-20 (total dollars).
3. Federal Fiscal Year 2018-19 and Fiscal Year 2019-20 Debarment and Suspension Certification
4. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Resolution for Section 5305(d) Reimbursement
5. Statement of Continued Validity of One-time Submissions
6. Disadvantaged Business Enterprise Utilization
7. Title VI/Nondiscrimination Policy Statement

## **E. State/Metropolitan Planning Organization Certification- Summary Report Required in the Unified Planning Work Program**

Appendix J contains certification materials, including a summary report by the Florida Department of Transportation of the findings and noteworthy practices of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## **F. Ten Federal Metropolitan Planning Factors Relationship to Unified Planning Work Program Tasks**

The work tasks included in this document are assessed as to their relationship to meeting the ten federal metropolitan planning factors. These areas are required to be considered as part of the metropolitan planning process by 23 United States Code 134(f)(1). The ten federal metropolitan planning factors are listed and a metropolitan planning area-Unified Planning Work Program work task matrix is provided in Appendix C.



# Chapter II

## Work Program

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## Chapter II: Work Program

The 2018-19 and 2019-20 Unified Planning Work Program, covering the Fiscal Year from July 1, 2018 to June 30, 2019 and the Fiscal Year from July 1, 2019 to June 30, 2020, was developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, in accordance with its *Public Involvement Plan*, with the cooperation and participation of the Florida Department of Transportation, the public and other transportation agencies.

The Work Program Section of the Unified Planning Work Program documents each specific transportation planning task to be undertaken during Fiscal Years 2018-19 and 2019-20, including the purpose of the task, previous work accomplished, proposed methodology, responsible agencies, cost estimates and proposed funding sources, as well as an end product.

The Unified Planning Work Program is made up of eight major sections. The final section contains summary tables detailing the Unified Planning Work Program tasks by participating agencies and funding sources.

The eight major sections of the Unified Planning Work Program are briefly described, as follows:

- 1.0 Administration--The administration section describes task functions required to manage the transportation planning process on a continual basis, including program administration, development, review and reporting, staff development and an annual audit.
- 2.0 Data Collection--The data collection section includes work tasks needed to monitor area travel characteristics and factors affecting travel, such as socioeconomic, community and land use data, transportation system data, natural, physical and human environmental concerns and issues.
- 3.0 Transportation Improvement Program--The transportation improvement program section includes tasks required for the development and management of the transportation improvement program.
- 4.0 Long-Range Transportation Plan--The long-range transportation plan section addresses the plan actions for developing the long-range transportation plan.
- 5.0 Special Project Planning--The special project planning section describes non-recurring planning projects and/or projects that do not fit readily into other sections.
- 6.0 Regional Planning--The regional planning section includes a description of the planning activities the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans to conduct that include other metropolitan planning organizations and/or counties.
- 7.0 Public Participation--The public participation section describes the tasks necessary to implement the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's public participation program during the development of the unified planning work program, long-range transportation plan, transportation improvement program and other plans and programs as required.
- 8.0 Systems Planning - The systems planning section describes recurring planning studies/projects including transit, bicycle/pedestrian, transportation demand management or transportation disadvantaged planning.

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 1.0 Administration

Task 1.0 Administration		
<b>Purpose:</b> To properly manage and carry out the continuous, cooperative and comprehensive metropolitan planning process for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.		
<b>Previous Work Completed:</b> Preparation and distribution of planning documents [Annual Audit Report- 2016 & 2017; Continuity of Operation Plan- 2016 & 2017. Technical assistance and preparation of documents for MTPO and its advisory committees meetings. Coordination with federal, state and local partners. Preparation of contracts and agreements. Preparation of progress reports and invoices. Preparation of Joint FDOT-MTPO Certification documents. Preparation and revisions of the Unified Planning Work Program. Attendance at workshops and training sessions. Incorporation of performance measures into planning process.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Technical assistance and staff support to MTPO and its advisory committees.</li> <li>• Preparation and distribution of MTPO materials (agenda packets, minutes, resolutions, plans, documents and visualization materials).</li> <li>• Coordination with partner agencies, including FDOT, and provision of staff support for joint meetings.</li> <li>• Preparation and participation in annual Joint FDOT-MTPO Certification.</li> <li>• Preparation and submission of progress reports and invoices.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and update of agreements and MTPO administrative documents.</li> <li>• Maintenance of financial and administrative records and performance of an annual single audit.</li> <li>• MTPO staff and member travel and participation at general trainings, conferences and meetings, including those of the MPOAC.</li> <li>• Selection and management of consultant support.</li> <li>• Purchase of supplies and advertisements.</li> <li>• Preparation of Unified Planning Work Program.</li> <li>• Revisions to Unified Planning Work Program.</li> </ul>	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
MTPO and Advisory Committee Meetings	June 30, 2020	MTPO
Joint FDOT-MTPO Certification	June 30, 2019; June 30, 2020	
Continuity of Operations Plan	March 31, 2019; March 31, 2020	
MPOAC and general meetings, workshops, trainings	June 30, 2020	
Annual Audit Report	June 30, 2019; June 30, 2020	
Maintenance of Financial and Administrative Records	June 30, 2020	
Performance Measures	June 30, 2020	
Progress Reports and Invoices	June 30, 2020	
Unified Planning Work Program	June 30, 2020	
Unified Planning Work Program revisions	June 30, 2020	

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

MPOAC- Metropolitan Planning Organization Advisory Council

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

**State Support and Program Administration and  
Technical Assistance Federal Transit Administration**

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 1 - Administration - Program Support and Administration (44.21.00) - Development of the Unified Planning Work Program, interagency coordination, public information and local assistance.

**In-Kind Financial Contribution - Alachua County, City of Gainesville and University of Florida**

In-kind contribution from Alachua County - Administration efforts include Technical Advisory Committee participation by the Alachua County Growth Management Department and Alachua County Public Works Department. In addition, Alachua County provides legal services and meeting locations for the Bicycle/pedestrian Advisory Board, Citizens Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

In-kind contribution from the City of Gainesville - Administration efforts include Technical Advisory Committee participation by the City of Gainesville Planning and Development Services Department, the City of Gainesville Public Works Department, including the Bicycle/Pedestrian Program, and Regional Transit System. In addition, the City of Gainesville provides a meeting location for the Technical Advisory Committee.

In-kind contribution from the University of Florida - Administration efforts include Technical Advisory Committee participation by the University of Florida Planning, Design and Construction Department.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 1.0 Administration Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$233,295
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	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$233,295
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$233,295
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	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$233,295

\*Lead Agency

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

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

Unified Planning Work Program								
Task 1.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	Local Cash	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$169,056	\$2,239	\$40,800	\$5,100	\$5,100	\$0	\$222,295
	<b>Subtotal:</b>	\$169,056	\$2,239	\$40,800	\$5,100	\$5,100	\$0	\$222,295
<b>Travel</b>								
	Member Travel	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	<b>Subtotal:</b>	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
	Memberships	\$0	\$500	\$0	\$0	\$0	\$0	\$500
	Office Supplies	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
	<b>Subtotal:</b>	\$8,500	\$500	\$0	\$0	\$0	\$0	\$9,000
	<b>2018-19 Total:</b>	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$0	\$233,295
Task 1.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$169,056	\$2,239	\$40,800	\$5,100	\$5,100	\$0	\$222,295
	<b>Subtotal:</b>	\$169,056	\$2,239	\$40,800	\$5,100	\$5,100	\$0	\$222,295
<b>Travel</b>								
	Member Travel	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	<b>Subtotal:</b>	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
	Memberships	\$0	\$500	\$0	\$0	\$0	\$0	\$500
	Office Supplies	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
	<b>Subtotal:</b>	\$8,500	\$500	\$0	\$0	\$0	\$0	\$9,000
	<b>2019-20 Total:</b>	\$179,556	\$2,739	\$40,800	\$5,100	\$5,100	\$0	\$233,295
	<b>Two-Year Total:</b>	\$359,112	\$5,478	\$81,600	\$10,200	\$10,200	\$0	\$466,590

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning



# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 2.0 Data Collection

Task 2.0 Data Collection		
<b>Purpose:</b> Routine surveillance activities to assess the network condition and the actual growth and changes in travel demand characteristics. Task 2.0 is a comprehensive multi-agency on-going task that is performed each year by the Florida Department of Transportation, Alachua County and the City of Gainesville. For Unified Planning Work Program reporting, data collection performed by Alachua County and the City of Gainesville is funded by in-kind contribution. Participation in the Intelligent Transportation System Consortium, as needed.		
<b>Previous Work Completed:</b> Alachua County and the City of Gainesville, as well as the Florida Department of Transportation, provided transportation facility traffic volume and crash data.		
<b>Required Activities:</b>		
• Traffic Volume Surveillance	• Crash Surveillance	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Traffic Volume Surveillance	June 30, 2019; June 30, 2020	MTPO
Crash Surveillance	June 30, 2019; June 30, 2020	

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

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

### In-Kind Financial Contribution - Alachua County and City of Gainesville

In-kind contribution from Alachua County - Data Collection efforts include traffic monitoring data, including crash data.

In-kind contribution from the City of Gainesville - Data Collection efforts include traffic monitoring data, including crash data. In addition, the City of Gainesville Traffic Management Center provides traffic operations data.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 2.0 Data Collection Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0

\*Lead Agency

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

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Unified Planning Work Program								
Task 2.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 2.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Two-Year Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 3.0 Transportation Improvement Program

Task 3.0 Transportation Improvement Program		
<b>Purpose:</b> Tasks required for the development and management of the Transportation Improvement Program. Incorporation of the Federal Funds Obligation Project List into the Transportation Improvement Program.		
<b>Previous Work Completed:</b> Preparation of the Fiscal Years 2017-18 to 2021-22 and Fiscal Years 2018-19 to 2022-23 Transportation Improvement Programs and the preparation of Transportation Improvement Program amendments as needed.		
<b>Required Activities:</b>		
• Preparation and distribution of the Transportation Improvement Program.	• Preparation and distribution of the Transportation Improvement Program revisions.	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Transportation Improvement Program	June 30, 2019; June 30, 2020	MTPO
Transportation Improvement Program revisions	June 30, 2020	

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

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

### State Support and Program Administration and Technical Assistance Federal Transit Administration

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 3.0 - Transportation Improvement Program - Transportation Improvement Program (44.25.00) - Activities specifically emphasizing Transportation Improvement Program development and monitoring and developing transit project priorities for unfunded transit projects.

### In-Kind Financial Contribution - City of Gainesville

In-kind contribution from the City of Gainesville - Transportation Improvement Program efforts include preparation of Transportation Alternatives Program and Safe Routes to School applications.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 3.0 Transportation Improvement Program Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$50,000	\$0	\$40,800	\$5,100	\$5,100	\$101,000
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	\$50,000	\$0	\$40,800	\$5,100	\$5,100	\$101,000
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$50,000	\$0	\$40,800	\$5,100	\$5,100	\$101,000
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	\$50,000	\$0	\$40,800	\$5,100	\$5,100	\$101,000

\*Lead Agency

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

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Unified Planning Work Program								
Task 3.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)*	FTA State Match*	FTA Local Match*	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
	<b>Subtotal:</b>	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
Task 3.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
	<b>Subtotal:</b>	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$50,000	\$40,800	\$5,100	\$5,100	\$0	\$0	\$101,000
	<b>Two-Year Total:</b>	\$100,000	\$81,600	\$10,200	\$10,200	\$0	\$0	\$202,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 4.0 Long-Range Transportation Plan

Task 4.0 Long-Range Transportation Plan		
<b>Purpose:</b> Tasks required for the development and management of the Long-Range Transportation Plan, including participation in FDOT Efficient Transportation Decision-Making process.		
<b>Previous Work Completed:</b> Preparation, adoption and distribution of the Year 2040 Long-Range Transportation Plan; administrative modification of the Year 2040 Long-Range Transportation Plan; initial preparation of the Year 2045 Long-Range Transportation Plan materials.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>Preparation and adoption of the Year 2040 Long-Range Transportation Plan revisions (as needed).</li> <li>Preparation, adoption and distribution of the Year 2045 Long-Range Transportation Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of the Year 2045 Long-Range Transportation Plan materials. The Year 2045 Long-Range Transportation Plan will not be adopted or distributed prior to the June 30, 2020 conclusion of the Unified Planning Work Program.</li> </ul>	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Year 2040 Long-Range Transportation Plan revisions	June 30, 2020	MTPO
Year 2045 Long-Range Transportation Plan (plan completion date is beyond this Unified Planning Work Program planning period)	June 30, 2020	

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

### State Support and Program Administration and Technical Assistance Federal Transit Administration

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 4.0 - Long-Range Transportation Plan - Long-Range Transportation Planning- System Level (44.23.01) - The monitoring of pedestrian, bicycle and transit activity. In addition, this task will also include an assessment of bicycle, pedestrian and transit service using the Florida Department of Transportation Quality/Level of Service Handbook multimodal level of service analysis generalized tables to analyze existing roadway facilities to include evaluation for bicycle, pedestrian and transit modes of travel added to the current highway (automotive) travel mode analysis.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 4.0 Long-Range Transportation Plan Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$388,095	\$0	\$66,532	\$8,317	\$8,317	\$466,709
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
<b>Total</b>	<b>\$388,095</b>	<b>\$0</b>	<b>\$66,532</b>	<b>\$8,317</b>	<b>\$8,317</b>	<b>\$471,261</b>
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$25,000	\$0	\$62,892	\$7,861	\$7,861	\$103,614
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
<b>Total</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$62,892</b>	<b>\$7,861</b>	<b>\$7,861</b>	<b>\$103,614</b>

\*Lead Agency

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

2. Year One Federal Highway Administration Planning funds include \$363,095 of carryover funds.

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

Unified Planning Work Program								
Task 4.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$25,000	\$0	\$66,532	\$8,317	\$8,317	\$0	\$108,166
	Plan Update Consultant Services	\$363,095	\$0	\$0	\$0	\$0	\$0	\$363,095
	<b>Subtotal:</b>	\$388,095	\$0	\$66,532	\$8,317	\$8,317	\$0	\$471,261
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$388,095	\$0	\$66,532	\$8,317	\$8,317	\$0	\$471,261
Task 4.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
-		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$25,000	\$0	\$62,892	\$7,861	\$7,861	\$0	\$103,614
	Plan Update Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$25,000	\$0	\$62,892	\$7,861	\$7,861	\$0	\$103,614
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$25,000	\$0	\$62,892	\$7,861	\$7,861	\$0	\$103,614
	<b>Two-Year Total:</b>	\$413,095	\$0	\$129,424	\$16,178	\$16,178	\$0	\$574,875

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 5.0 Special Project Planning

Task 5.0 Special Project Planning		
<b>Purpose:</b> Preparation of Special Project Planning documents that facilitate and/or support the implementation of the Long-Range Transportation Plan and contribute to the continuous, cooperative and comprehensive metropolitan planning process within the Gainesville Metropolitan Area.		
<b>Previous Work Completed:</b> Preparation of a Pedestrian Safety Action Plan and State Road 26 Multimodal Emphasis Study report.		
<b>Required Activities:</b> • Preparation of special project plans as needed		
<b>End Products:</b> Special Project Plans	<b>Completion Dates:</b> June 30, 2020	<b>Responsible Agency:</b> MTPO

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 5.0 Special Project Planning Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0

\*Lead Agency

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

FHWA - Federal Highway Administration  
 FTA - Federal Transit Administration

Unified Planning Work Program								
Task 5.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 5.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Two-Year Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 6.0 Regional Planning

Task 6.0 Regional Planning		
<b>Purpose:</b> To provide products and processes that result in regional planning and cooperation between metropolitan planning organizations and integration of the Strategic Intermodal System, including planning activities the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans to conduct with other metropolitan planning organizations, the North Central Florida Regional Planning Council and/or other counties.		
<b>Previous Work Completed:</b> Worked with the Alachua/Marion County Regional Transportation Plan Executive Committee to approve the submission of a City of Gainesville Transportation Regional Incentive Program application for SW 62nd Boulevard. Conducted clearinghouse reviews.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>Preparation of a Regional Transportation Plan to address the Regional Models of Cooperation planning emphasis area.</li> </ul>		
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Regional Transportation Plan	June 30, 2019; June 30, 2020	MTPO
-	-	

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 6.0 Regional Planning Funding Sources					
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	Total
<b>Year One- Fiscal Year 2018-19</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$30,000	\$0	\$0	\$0	\$0	\$30,000
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	\$30,000	\$0	\$0	\$0	\$0	\$30,000
<b>Year Two- Fiscal Year 2019-20</b>						
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$30,000	\$0	\$0	\$0	\$0	\$30,000
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	\$30,000	\$0	\$0	\$0	\$0	\$30,000

\*Lead Agency

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

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Unified Planning Work Program								
Task 6.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	<b>Subtotal:</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Task 6.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	<b>Subtotal:</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	<b>Two-Year Total:</b>	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 7.0 Public Participation

Task 7.0 Public Participation		
<b>Purposes:</b> Tasks necessary to prepare and implement the MTPO Public Involvement Plan in order to provide for public participation, including outreach among traditionally underserved and underinvolved segments of the population, during development and implementation of the Unified Planning Work Program, Long-Range Transportation Plan, Transportation Improvement Program and other plans and programs as required. This task also implements Title VI regulations in 49 Code of Federal Regulations Part 21 and integrates Title VI provisions and environmental justice principles, including the USDOT Limited English Proficiency Guidance, into MTPO programs and activities; provides procedures for investigating and tracking Title VI complaints filed against them and ensure that procedures for filing a complaint are available to members of the public upon request.		
<b>Previous Work Completed:</b> Implementation of Public Involvement Plan strategies; and review of the Citizens' Guide to Transportation Planning. Preparation of meeting, workshop, Long-Range Transportation Plan, Transportation Improvement Program, Public Involvement Plan and advisory committee vacancy public notices. Review and update of the Public Involvement Plan. Preparation of TIP Environmental Justice Analyses.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>Review and update of the Public Involvement Plan.</li> <li>Preparation of public notice for MTPO and its advisory committees meetings, workshops, advisory committee vacancies and planning documents.</li> <li>Review of the Citizens' Guide to Transportation Planning.</li> </ul>	<ul style="list-style-type: none"> <li>Update MTPO website.</li> <li>Preparation of Title VI Program required forms and assurances.</li> <li>Review/Update of Title VI Nondiscrimination Program.</li> <li>Preparation of TIP Environment Justice Analyses.</li> <li>Preparation of Title VI Program required forms and assurances.</li> </ul>	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Public notice of all meetings, workshops, advisory committee vacancies and planning documents	June 30, 2020	MTPO
Updated Citizens' Guide to Transportation Planning	June 30, 2020	
Updated MTPO website	June 30, 2020	
TIP Environment Justice Analyses	December 31, 2018; December 31, 2019	
Title VI Program required forms and assurances	June 30, 2020	
Updated Title VI Nondiscrimination Program	June 30, 2020	
Updated Public Involvement Plan	June 30, 2019; June 30, 2020	

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

USDOT - United States Department of Transportation

TIP - Transportation Improvement Program

### State Support and Program Administration and Technical Assistance Federal Transit Administration

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following include eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 7.0 - Public Participation - Program Support and Administration (44.21.00) - Citizen participation and public information.

Responsible Agency	Task 7.0 Public Participation Funding Sources						
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	FCTD Grant	Total
<b>Year One- Fiscal Year 2018-19</b>							
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alachua County	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
<b>Year Two- Fiscal Year 2019-20</b>							
*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alachua County	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

\*Lead Agency

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

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Unified Planning Work Program								
Task 7.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)*	FTA State Match*	FTA Local Match*	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	<b>Subtotal:</b>	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2018-19 Total:</b>	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Task 7.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	<b>Subtotal:</b>	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>2019-20 Total:</b>	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	<b>Two-Year Total:</b>	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

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# Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

## 8.0 Systems Planning

Task 8.0 Systems Planning		
<b>Purposes:</b> To prepare and maintain planning products that support the continuous, cooperative and comprehensive metropolitan planning process for the MTPO, including FDOT Work Program Review, Project Prioritization, an Access to Essential Services Report, Performance-Based Planning and Programming Reporting, Transit Ridership Monitoring, assist in Transit Development Planning, Maintenance of Congestion Management Process documents. To provide staffing for the Alachua County Transportation Disadvantaged Coordinating Board and assist in development and implementation of its Transportation Disadvantaged Service Plan.		
<b>Previous Work Completed:</b> Preparation of Transit Ridership Monitoring Report. Preparation of List of Priority Projects. Preparation of Mobility Plan Status Report. Preparation of Multimodal Level of Service Report. Reviewed FDOT Work Program. Coordination with the City of Gainesville Regional Transit System in development of performance measures in 2018. Transportation Disadvantaged Board staffing. Preparation of the Transportation Disadvantaged Service Plan. Participated in Alachua County Traffic Safety Team.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Perform FDOT Work Program Review.</li> <li>• Review of the Access to Essential Services Report (planning emphasis area).</li> <li>• Preparation of a Performance-Based Planning and Programming Report.</li> <li>• Preparation of Transit Ridership Monitoring Report.</li> <li>• Preparation of List of Priority Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Assist as needed in development of Transit Development Plan.</li> <li>• Participation in Gainesville ITS Consortium.</li> <li>• Selection and management of consultant support.</li> <li>• Transportation Disadvantaged Board Staffing.</li> <li>• Preparation of Transportation Disadvantaged Service Plan.</li> <li>• Participate in Alachua County Traffic Safety Team.</li> </ul>	
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Access to Essential Services Report review	December 31, 2018; December 31, 2019	MTPO
Performance-Based Planning and Programming Report	June 30, 2019; June 30, 2020	
Transit Ridership Monitoring Report	June 30, 2019; June 30, 2020	
Gainesville ITS Consortium	June 30, 2020	
List of Priority Projects	June 30, 2019; June 30, 2020	
CMP - Mobility Plan	June 30, 2020	
CMP - Mobility Plan Status Report	December 31, 2018; December 31, 2019	
CMP - Multimodal Level of Service Report	September 30, 2018; September 30, 2019	
Transportation Disadvantaged Board Staffing	June 30, 2020	
Transportation Disadvantaged Service Plan	June 30, 2019; June 30, 2020	

CMP - Congestion Management Process

FDOT - Florida Department of Transportation

ITS - Intelligent Transportation System

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

USDOT - United States Department of Transportation

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

### **State Support and Program Administration and Technical Assistance Federal Transit Administration**

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 8.0 - Systems Planning -

1. Long-Range Transportation Planning- System Level (44.23.01) - The monitoring of pedestrian, bicycle and transit activity. In addition, this task will also include an assessment of bicycle, pedestrian and transit service using the Florida Department of Transportation Quality/Level of Service Handbook multimodal level of service analysis generalized tables to analyze existing roadway facilities to include evaluation for bicycle, pedestrian and transit modes of travel added to the current highway (automotive) travel mode analysis;
2. Short-Range Transportation Planning (44.24.00) - The monitoring of transit activity, including the preparation of an annual transit ridership report, and providing technical assistance to Regional Transit System staff (including providing assistance in the development of the Transit Development Plan); and the monitoring of bicycling activity, including the preparation of a bicycle usage trends program report;
3. Planning Emphasis Areas (44.26.00) - Activities that are a priority for the Federal Highway Administration, Federal Transit Administration and Florida Department of Transportation;
4. Coordination of Non-Emergency Service Transportation (44.26.12) - The planning, development and improvement of transportation services to the elderly and persons with disabilities; and
5. Incorporating Safety and Security in the Transportation Planning (44.26.16) - activities that incorporate safety and security into the transportation planning process.

### **In-Kind Financial Contribution - Alachua County, City of Gainesville and University of Florida**

In-kind contribution from Alachua County - Systems Planning efforts include assistance in development of the List of Priority Projects, Multimodal Level of Service Report and Mobility Plan Status Report and coordination with the Alachua County Comprehensive Plan.

In-kind contribution from the City of Gainesville - Systems Planning efforts include assistance in development of the List of Priority Projects, Multimodal Level of Service Report, Mobility Plan Status Report and Transit Ridership Monitoring Report and coordination with the City of Gainesville Comprehensive Plan. In addition, the City of Gainesville efforts include updating the Regional Transit System Transit Development Plan.

In-kind contribution from the University of Florida - Systems Planning efforts include assistance in development of the List of Priority Projects, Multimodal Level of Service Report and Mobility Plan Status Report and coordination with the University of Florida Campus Master Plan.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**  
**Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Responsible Agency	Task 8.0 Systems Planning Funding Sources						
	FHWA (Planning)	Local Cash	FTA 5305(d)	State Match	Local Match	FCTD Grant	Total

**Year One- Fiscal Year 2018-19**

*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$97,390	\$0	\$25,600	\$3,200	\$3,200	\$25,000	\$154,390
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
*Alachua County	\$0	\$0	\$0	\$0	\$0	\$0	\$0
*City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$97,390</b>	<b>\$0</b>	<b>\$25,600</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$25,000</b>	<b>\$154,390</b>

**Year Two- Fiscal Year 2019-20**

*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	\$103,077	\$0	\$25,600	\$3,200	\$3,200	\$25,000	\$160,077
Florida Department of Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
*Alachua County	\$0	\$0	\$0	\$0	\$0	\$0	\$0
*City of Gainesville	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University of Florida	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$103,077</b>	<b>\$0</b>	<b>\$25,600</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$25,000</b>	<b>\$160,077</b>

\*Lead Agency

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

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Unified Planning Work Program Fiscal Years 2018-19 and 2019-20

Unified Planning Work Program								
Task 8.0 - Estimated Budget for Fiscal Year 2018-19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$97,390	\$0	\$25,600	\$3,200	\$3,200	\$24,000	\$153,390
	<b>Subtotal:</b>	\$97,390	\$0	\$25,600	\$3,200	\$3,200	\$24,000	\$153,390
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	<b>2018-19 Total:</b>	\$97,390	\$0	\$25,600	\$3,200	\$3,200	\$25,000	\$154,390
Task 8.0 - Estimated Budget for Fiscal Year 2019-20								
<b>Personnel Services</b>								
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
	Consultant Staff Services	\$103,077	\$0	\$25,600	\$3,200	\$3,200	\$24,000	\$159,077
	<b>Subtotal:</b>	\$103,077	\$0	\$25,600	\$3,200	\$3,200	\$24,000	\$159,077
<b>Travel</b>								
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Direct Services</b>								
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	<b>2019-20 Total:</b>	\$103,077	\$0	\$25,600	\$3,200	\$3,200	\$25,000	\$160,077
	<b>Two-Year Total:</b>	\$200,467	\$0	\$51,200	\$6,400	\$6,400	\$50,000	\$314,467

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Florida Highway Administration

FTA - Florida Transit Administration

PL - Planning

# Chapter III

## Summary Budget Tables

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## Chapter III: Summary Budget Tables

The following pages contain the following summary budget tables.

Table 1: Agency Funding Participation Table, Fiscal Year 2018-19

Table 2: Funding Sources by Task Table, Fiscal Year 2018-19

Table 3: Agency Funding Participation Table, Fiscal Year 2019-20

Table 4: Funding Sources by Task Table, Fiscal Year 2019-20

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**Table 1**  
**Agency Funding Participation Table**  
**Fiscal Year 2018-19**

Task Number	Task	FHWA	FTA	FDOT	MTPO		FCTD	Total	FDOT	Alachua	City of	University	Grand Total	Amount to Consultant
				FTA Match	FTA Match	Local Cash			Soft Match	County In-Kind	Gainesville In-Kind	of Florida In-Kind		
1.0	Administration	179,556	40,800	5,100	5,100	2,739	0	233,295	39,602	9,360	9,232	3,200	294,689	222,295
2.0	Data Collection	0	0	0	0	0	0	0	0	37,780	43,369	0	81,149	0
3.0	Transportation Improvement Program	50,000	40,800	5,100	5,100	0	0	101,000	11,028	4,680	6,091	0	122,799	101,000
4.0	Long Range Transportation Plan	388,095	66,532	8,317	8,317	0	0	471,261	85,596	9,360	4,957	4,800	575,974	471,261
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	0	30,000	6,617	4,680	0	0	41,297	30,000
7.0	Public Participation	100,000	0	0	0	0	0	100,000	22,055	0	0	0	122,055	100,000
8.0	System Planning	97,390	25,600	3,200	3,200	0	25,000	154,390	21,480	19,470	3,482	4,800	203,622	153,390
<b>Total</b>		<b>845,041</b>	<b>173,732</b>	<b>21,717</b>	<b>21,717</b>	<b>2,739</b>	<b>25,000</b>	<b>1,089,946</b>	<b>186,378</b>	<b>85,330</b>	<b>67,131</b>	<b>12,800</b>	<b>1,441,585</b>	<b>1,077,946</b>

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

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

**Table 2**  
**Funding Sources by Task Table**  
**Fiscal Year 2018-19**

Task Number Task	FTA 5305 (d)			FHWA PL Funds		FHWA SU Funds	FCTD State Grant	Total Funds	State Soft Match	Local In-Kind	Grand Total	Amount to Consultant
	Federal Grant	State Match	MTPO Match	Federal	MTPO Cash							
<b>1.0 Administration</b>	40,800	5,100	5,100	179,556	2,739	0	0	233,295	39,602	21,792	294,689	222,295
<b>2.0 Data Collection</b>	0	0	0	0	0	0	0	0	0	81,149	81,149	0
<b>3.0 Transportation Improvement Program</b>	40,800	5,100	5,100	50,000	0	0	0	101,000	11,028	10,771	122,799	101,000
<b>4.0 Long Range Transportation Plan</b>	66,532	8,317	8,317	388,095	0	0	0	471,261	85,596	19,117	575,974	471,261
<b>5.0 Special Project Planning</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>6.0 Regional Planning</b>	0	0	0	30,000	0	0	0	30,000	6,617	4,680	41,297	30,000
<b>7.0 Public Participation</b>	0	0	0	100,000	0	0	0	100,000	22,055	0	122,055	100,000
<b>8.0 System Planning</b>	25,600	3,200	3,200	97,390	0	0	25,000	154,390	21,480 <sup>1</sup>	27,752 <sup>2</sup>	203,622	153,390
<b>Total</b>	<b>173,732</b>	<b>21,717</b>	<b>21,717</b>	<b>845,041</b>	<b>2,739</b>	<b>0</b>	<b>25,000</b>	<b>1,089,946</b>	<b>186,378</b>	<b>165,261</b>	<b>1,441,585</b>	<b>1,077,946</b>

\*Planning Budget for year two is illustrative until 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  
SU - Surface Transportation Block Grant funds for metropolitan planning organizations over 200,000 population

**Table 3**  
**Agency Funding Participation Table**  
**Fiscal Year 2019-20**

Task Number	Task	FHWA	FTA	FDOT	MTPO		FCTD	Total	FDOT	Alachua	City of	University	Grand Total	Amount to Consultant
				FTA Match	FTA Match	Local Cash			Soft Match	County In-Kind	Gainesville In-Kind	of Florida In-Kind		
1.0	Administration	179,556	40,800	5,100	5,100	2,739	0	233,295	39,602	9,360	9,417	3,200	294,874	222,295
2.0	Data Collection	0	0	0	0	0	0	0	0	37,780	44,236	0	82,016	0
3.0	Transportation Improvement Program	50,000	40,800	5,100	5,100	0	0	101,000	11,028	4,680	6,213	0	122,921	101,000
4.0	Long Range Transportation Plan	25,000	62,892	7,861	7,861	0	0	103,614	5,514	9,360	1,239	4,800	124,527	103,614
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	0	30,000	6,617	4,680	0	0	41,297	30,000
7.0	Public Participation	100,000	0	0	0	0	0	100,000	22,055	0	0	0	122,055	100,000
8.0	System Planning	103,077	25,600	3,200	3,200	0	25,000	160,077	22,734	19,470	871	4,800	207,952	159,077
Total		487,633	170,092	21,261	21,261	2,739	25,000	727,986	107,550	85,330	61,976	12,800	995,642	715,986

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

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

**Table 4**  
**Funding Sources by Task Table**  
**Fiscal Year 2019-20**

Task Number Task	FTA 5305 (d)			FHWA PL Funds		FHWA SU Funds	FCTD State Grant	Total Funds	State Soft Match	Local In-Kind	Grand Total	Amount to Consultant
	Federal Grant	State Match	MTPO Match	Federal	MTPO Cash							
1.0 Administration	40,800	5,100	5,100	179,556	2,739	0	0	233,295	39,602	21,977	294,874	222,295
2.0 Data Collection	0	0	0	0	0	0	0	0	0	82,016	82,016	0
3.0 Transportation Improvement Program	40,800	5,100	5,100	50,000	0	0	0	101,000	11,028	10,893	122,921	101,000
4.0 Long Range Transportation Plan	62,892	7,861	7,861	25,000	0	0	0	103,614	5,514	15,399	124,527	103,614
5.0 Special Project Planning	0	0	0	0	0	0	0	0	0	0	0	0
6.0 Regional Planning	0	0	0	30,000	0	0	0	30,000	6,617	4,680	41,297	30,000
7.0 Public Participation	0	0	0	100,000	0	0	0	100,000	22,055	0	122,055	100,000
8.0 System Planning	25,600	3,200	3,200	103,077	0	0	25,000	160,077	22,734	25,141	207,952	159,077
<b>Total</b>	<b>170,092</b>	<b>21,261</b>	<b>21,261</b>	<b>487,633</b>	<b>2,739</b>	<b>0</b>	<b>25,000</b>	<b>727,986</b>	<b>107,550</b> <sup>1</sup>	<b>160,106</b> <sup>2</sup>	<b>995,642</b>	<b>715,986</b>

\*Planning Budget for year two is illustrative until 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  
SU - Surface Transportation Program funds for metropolitan planning organizations over 200,000 population

# Appendix A

## Funding Codes

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## Appendix A: Funding Codes

The following includes an explanation of the Funding Codes for Tables 1 and 4:

- Column 1 - Task Number and Task Name;
- Column 2 - Federal Highway Administration Planning funding participation;
- Column 3 - Federal Transit Administration Section 5305(d) funding participation;
- Column 4 - Florida Department of Transportation funds for matching the Federal Transit Administration Section 5305(d) funds;
- Column 5 - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds for matching the Section 5305(d) funding participation;
- Column 6 - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds for matching Planning funding participation;
- Column 7 - Florida Department of Transportation and Florida Commission for the Transportation Disadvantaged funding participation;
- Column 8 - Total Cash funding participation;
- Column 9 - Florida Department of Transportation soft match funding for matching Federal Highway Administration Planning funding participation;
- Column 10 - Alachua County In-Kind contribution in the transportation planning program;
- Column 11 - City of Gainesville In-Kind contribution in the transportation planning program;
- Column 12 - University of Florida In-Kind contribution in the transportation planning program;
- Column 13 - Grand Total Cash, Soft Match and In-Kind funding participation; and

The following includes an explanation of the Funding Codes for Tables 2 and 5:

- Column 1 - Task Number and Task Name;
- Column 2 - Federal Transit Administration Section 5305(d) Funds;
- Column 3 - Florida Department of Transportation funds for matching the Federal Transit Administration Section 5305(d) funds;
- Column 4 - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds for matching the Section 5305(d) funds;
- Column 5 - Federal Highway Administration Planning funds;
- Column 6 - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds for matching Planning funds;
- Column 7 - United States Department of Transportation funds for Highway Planning and Research (Statewide Planning and Research);
- Column 8 - Florida Department of Transportation and Florida Commission for the Transportation Disadvantaged funds;
- Column 9 - Total Cash Sources;
- Column 10 - Florida Department of Transportation soft match funding for matching Federal Highway Administration Planning funds;
- Column 11 - Local Agency In-Kind contribution in the transportation planning program;
- Column 12 - Grand Total Cash, Soft Match and In-Kind Sources; and
- Column 12 - Amount allocated for outside consultant services.

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# Appendix B

## Grant Applications, Certifications and Assurances Required in the Metropolitan Planning Organization Unified Planning Work Program

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## **Appendix B: Grant Application, Certifications and Assurances Required in the Metropolitan Planning Organization Unified Planning Work Program**

The following certifications and assurances are included in this Appendix:

- I. Unified Planning Work Program Fiscal Year 2018-19- Year One
  - A. Federal Fiscal Year 2018-19 and Fiscal Year 2019-20 Certification Regarding Lobbying
  - B. Forms Required for Federal Transit Administration Section 5305(d) Funds
    - 1. Standard Form 424, Application for Federal Assistance - Federal Fiscal Year 2018-19
    - 2. Federal Fiscal Year 2018-19 and Fiscal Year 2019-20 Certifications and Assurances for Federal Transit Administration Assistance
    - 3. Section 5305(d) Grant Management Information System Planning Line Item Codes - Fiscal Year 2018-19 (Federal Transit Administration Funds Only)
    - 4. Section 5305(d) Approved Project Budget for Fiscal Year 2018-19 (total dollars)
  - C. Federal Fiscal Year 2018-19 and Fiscal Year 2019-20 Debarment and Suspension Certification
  - D. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Resolution for Section 5305(d) Reimbursement
  - E. Disadvantaged Business Enterprise Utilization - Federal Fiscal Year 2018-19 and Fiscal Year 2019-20
  - F. Title VI /Nondiscrimination Policy Statement - Federal Fiscal Year 2018-19 and Fiscal Year 2019-20
- II. Unified Planning Work Program Fiscal Year 2019-20- Year Two
  - A. Forms Required for Federal Transit Administration Section 5305(d) Funds
    - 1. Standard Form 424, Application for Federal Assistance - Federal Fiscal Year 2019-20
    - 2. Section 5305(d) Grant Management Information System Planning Line Item Codes - Fiscal Year 2019-20 (Federal Transit Administration Funds Only)
    - 3. Section 5305(d) Approved Project Budget for Fiscal Year 2019-20 (total dollars)
  - B. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Resolution for Section 5305(d) Reimbursement

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**I**

**Unified Planning Work Program Fiscal Year 2018-19 - Year One  
Grant Application, Certifications and Assurances  
Required in the Metropolitan Planning Organization  
Unified Planning Work Program**

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**FEDERAL FISCAL YEARS 2018-19 and 2019-20**  
**LOBBYING CERTIFICATION for GRANTS, LOANS**  
**and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that:

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

  
\_\_\_\_\_  
Harvey Budd, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

4/23/18  
\_\_\_\_\_  
Date

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**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

[View Burden Statement](#)

OMB Number: 4040-0004  
Expiration Date: 8/31/2016

<b>Application for Federal Assistance SF-424</b>		
<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> <input type="text" value="A: Increase Award"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> <input type="text" value="Not Applicable"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text" value="Not Applicable"/>	<b>5b. Federal Award Identifier:</b> <input type="text" value="FL- 80-009"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text" value="1001"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text" value="MTPO for the Gainesville Urbanized Area"/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="59- 1834302"/>	<b>* c. Organizational DUNS:</b> <input type="text" value="0442335900000"/>	
<b>d. Address:</b>		
<b>* Street1:</b> <input type="text" value="2009 NW 67th Place"/> <b>Street2:</b> <input type="text"/> <b>* City:</b> <input type="text" value="Gainesville"/> <b>County/Parish:</b> <input type="text" value="Alachua"/> <b>* State:</b> <input type="text" value="FL: Florida"/> <b>Province:</b> <input type="text"/> <b>* Country:</b> <input type="text" value="USA: UNITED STATES"/> <b>* Zip / Postal Code:</b> <input type="text" value="32653-1063"/>		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> <input type="text" value="Transportation Planning"/>		<b>Division Name:</b> <input type="text"/>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> <input type="text" value="Mr."/> <b>Middle Name:</b> <input type="text" value="R."/> <b>* Last Name:</b> <input type="text" value="Koons"/> <b>Suffix:</b> <input type="text"/>	<b>* First Name:</b> <input type="text" value="Scott"/> <b>Title:</b> <input type="text" value="Executive Director"/> <b>Organizational Affiliation:</b> <input type="text" value="North Central Florida Regional Planning Council"/> <b>* Telephone Number:</b> <input type="text" value="352.955.2200"/> <b>Fax Number:</b> <input type="text" value="353.955.2209"/> <b>* Email:</b> <input type="text" value="koons@ncfrpc.org"/>	

<b>Application for Federal Assistance SF-424</b>		
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E: Regional Organization</div> <p>Type of Applicant 2: Select Applicant Type:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Type of Applicant 3: Select Applicant Type:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>* Other (specify):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p><b>* 10. Name of Federal Agency:</b></p> <div style="border: 1px solid black; padding: 2px;">Federal Transit Administration</div>		
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">20.505</div> <p>CFDA Title:</p> <div style="border: 1px solid black; padding: 2px;">Section 5305(d)</div>		
<p><b>* 12. Funding Opportunity Number:</b></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FL-80-0009</div> <p>* Title:</p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">Metropolitan Transportation Planning</div>		
<p><b>13. Competition Identification Number:</b></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Not Applicable</div> <p>Title:</p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">Not Applicable</div>		
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div>		
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">Technical Studies in Support of Fiscal Year 2018-19 Unified Planning Work Program</div>		
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachments</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachments</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachments</div> </div>		

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text" value="3, 5"/>	* b. Program/Project <input type="text" value="3, 5"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="07/01/2018"/>	* b. End Date: <input type="text" value="06/30/2019"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="173,732.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="21,717.00"/>
* d. Local	<input type="text" value="21,717.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="217,166.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b> <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>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)</b> <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Hon."/>	* First Name: <input type="text" value="Ken"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Cornell"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Chair"/>	
* Telephone Number: <input type="text" value="352.955.2200"/>	Fax Number: <input type="text" value="352.955.2209"/>
* Email: <input type="text" value="koons@ncfrpc.org"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="10/22/18"/>

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APPENDIX A

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

*(Signature page alternative to providing Certifications and Assurances in TEAM-Web)*

**Name of Applicant:** Metropolitan Transportation Planning Organization for the  
Gainesville Urbanized Area

**The Applicant agrees to comply with applicable provisions of Groups 01 – 24. XX**  
**OR**

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

<b><u>Group</u></b>	<b><u>Description</u></b>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Section Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
09.	Alcohol and Controlled Substance Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts and Core Capacity).	_____
11.	State of Good Repair.	_____
12.	Grants for Bus and Bus Facilities and Bus and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grants Program.	_____
14.	Enhance Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Programs.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences	_____



APPENDIX A

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20**  
**FEDERAL TRANSIT ADMINISTRATION CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
(Required of all Applicants for Federal Transit Administration funding and all Federal Transit Administration Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Name and Relationship of Authorized Representative: Harvey Budd, Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these certifications and assurances and bind its compliance. Thus, it agrees to comply with all federal statutes and regulations, and follow applicable federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Federal Transit Administration intends that the certifications and assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to the Federal Transit Administration, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 United States Code 3801 *et seq.*, and implementing United States Department of Transportation regulations, "Program Fraud Civil Remedies," 49 Code of Federal Regulations part 31 apply to any certification, assurance or submission made to the Federal Transit Administration. The criminal provisions of 18 United States Code 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 United States Code chapter 53 or any other statute

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

Signature  Date: 4/23/18  
Name Harvey Budd, Chair  
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Applicant): Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

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

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

Signature  Date: 4-23-18  
Name Sylvia Torres, Attorney for Applicant

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

**Section 5305(d) Grant Management Information System  
Planning Line Item Codes- Fiscal Year 2018-19  
(Federal Transit Administration Funds Only)**

Technical Classifications:

44.21.00	Program Support and Administration	\$40,800
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	66,532
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	25,600
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		\$173,732

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	\$173,732
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$173,732

Fund Allocations

44.40.01	MPO Activities	\$173,732
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$173,732

**Section 5305(d) Grant Management Information System  
Planning Line Item Codes- Fiscal Year 2018-19  
(Total Dollars)**

Technical Classifications:

44.21.00	Program Support and Administration	\$51,000
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	83,166
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	32,000
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		\$217,166

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	\$217,166
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$217,166

Fund Allocations

44.40.01	MPO Activities	\$217,166
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$217,166

Federal Share (80%)	\$173,732
Local Share (20%)	\$43,434

Accounting Classification	FPC	Description	
91.37.08.8P-2	02	Technical Studies - Planning	\$217,166



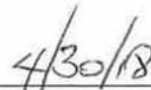
**FEDERAL FISCAL YEARS 2018-19 AND 2019-20  
DEBARMENT AND SUSPENSION CERTIFICATION**

As required by United States Department of Transportation regulation on Government wide Debarment and Suspension (Nonprocurement) at 49 Code of Federal Regulations 29.510

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



Harvey Budd, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area



Date

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**Joint Participation Agreement Resolution  
Federal Fiscal Years 2018-19 and 2019-20  
*[RESERVED]***


**Joint Participation Agreement Resolution (Continued)**  
**Federal Fiscal Years 2018-19 and 2019-20**  
***[RESERVED]***

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20  
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its consultants shall take all necessary and reasonable steps to ensure that disadvantage businesses have an opportunity to compete for and perform the contract work of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in a non-discriminatory environment.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.



Harvey Budd, Chair  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

4/23/18

Date

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**FEDERAL FISCAL YEARS 2018-19 AND 2019-20  
TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of the United States Department of Transportation Order 1050.2A, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area further assures the Florida Department of Transportation that it will undertake the following with respect to its programs and activities:

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

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

Dated 4/23/18

by



Scott R. Koons, AICP, Executive Director  
Metropolitan Transportation Planning Organization for the  
Gainesville Urbanized Area



## APPENDICES A and E

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

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the *United States* to enter into such litigation to protect the interests of the *United States*.



**7.) Compliance with Nondiscrimination Statutes and Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 United States Code § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 Code of Federal Regulations Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 United States Code § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 United States Code § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 United States Code § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and
- 49 Code of Federal Regulations Part 27; The Age Discrimination Act of 1975, as amended, (42 United States Code § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 United States Code § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (Public Law 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 United States Code §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 Code of Federal Regulations parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 United States Code § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency. To ensure compliance with Title VI, you must take reasonable steps to ensure that limited English proficiency persons have meaningful access to your programs (70 Federal Register at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 United States Code 1681 et seq.).

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**II**

**Unified Planning Work Program Fiscal Years 2019-20- Year Two  
Grant Application  
Required in the Metropolitan Planning Organization  
Unified Planning Work Program**

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**Section 5305(d) Application for Federal Assistance SF-424**  
**Federal Fiscal Year 2019-20**  
***[RESERVED]***

**Section 5305(d) Application for Federal Assistance SF-424 (Continued)**  
**Federal Fiscal Year 2019-20**  
***[RESERVED]***

**Section 5305(d) Application for Federal Assistance SF-424 (Continued)**  
**Federal Fiscal Year 2019-20**  
***[RESERVED]***

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**Section 5305(d) Grant Management Information System  
Planning Line Item Codes- Fiscal Year 2019-20  
(Federal Transit Administration Funds Only)**

Technical Classifications:

44.21.00	Program Support and Administration	\$40,800
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	62,892
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	25,600
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>\$170,092</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	\$170,092
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		<u>\$170,092</u>

Fund Allocations

44.40.01	MPO Activities	\$170,092
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		<u>\$170,092</u>

**Section 5305(d) Grant Management Information System  
Planning Line Item Codes- Fiscal Year 2019-20  
(Total Dollars)**

Technical Classifications:

44.21.00	Program Support and Administration	\$51,000
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	78,614
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	32,000
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		\$212,614

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	\$212,614
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$212,614

Fund Allocations

44.40.01	MPO Activities	\$212,614
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$212,614

Federal Share (80%)	\$170,092
Local Share (20%)	\$42,522

Accounting Classification	FPC	Description	
91.37.08.8P-2	02	Technical Studies - Planning	\$212,614

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**Joint Participation Agreement Resolution**  
**Federal Fiscal Year 2019-20**  
***[RESERVED]***

**Joint Participation Agreement Resolution (Continued)**  
**Federal Fiscal Year 2019-20**  
***[RESERVED]***

# Appendix C

## Ten Federal Metropolitan Planning Factors for Fiscal Years 2018-19 and 2019-20 Relationship to Metropolitan Planning Organization Unified Planning Work Program Tasks

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## Appendix C: Ten Federal Metropolitan Planning Factors Relationship to Metropolitan Planning Organization Unified Planning Work Program Tasks

The following is a listing of the areas to be considered in the Fixing America's Surface Transportation Act. As required by the Fixing America's Surface Transportation Act, these areas are being addressed in the development of transportation plans and programs.

- FACTOR 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- FACTOR 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- FACTOR 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;
- FACTOR 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and State and local planned growth and economic development patterns and improve quality of life;
- FACTOR 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- FACTOR 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- FACTOR 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- FACTOR 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;
- FACTOR 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- FACTOR 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

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Table C-1

**Fixing America's Surface Transportation Metropolitan Planning Factors  
Unified Planning Work Program Fiscal Years 2018-19 and 2019-20**

Task	Federal Metropolitan Planning Factor									
	1 Economic Vitality	2 Safety	3 Mobility	4 Environment	5 Connectivity	6 Operational Efficiency	7 System Preservation	8 Security	9 Resiliency & Reliability	10 Travel & Tourism
1.0 Administration	X	X	X	X	X	X	X	X	X	X
2.0 Data Collection						X	X	X	X	X
3.0 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
4.0 Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
5.0 Special Projects Planning [Reserved]	-	-	-	-	-	-	-	-	-	-
6.0 Regional Planning	X	X	X	X	X	X	X	X	X	X
7.0 Public Participation	X			X	X					
8.0 Systems Planning	X	X	X	X	X	X	X	X	X	X

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# Appendix D

## Gainesville Metropolitan Area Planning Studies

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## Appendix D: Gainesville Metropolitan Area Planning Studies

### Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Planning Studies

1. Long-Range Transportation Plan, including needs and cost feasible plans and socioeconomic report

Anticipated Completion Date - Five-year cycle; latest edition adopted in 2015

Expected Products - Gainesville Metropolitan Area-wide long-range (25-year) transportation planning

2. Transportation Improvement Program

Anticipated Completion Date - annual

Expected Products - Gainesville Metropolitan Area-wide short-range (5-year) transportation planning

3. Multimodal Level of Service Report

Anticipated Completion Date - annual

Expected Products - Gainesville Metropolitan Area-wide average annual daily traffic study, with multimodal (automotive, bicycle, pedestrian and transit) analysis using Florida Department of Transportation approved procedures

4. Regional Transit System Annual Ridership Monitoring Report

Anticipated Completion Date - annual

Expected Products - Regional Transit System fixed-route bus annual ridership study

5. Mobility Plan-Gainesville Metropolitan Area Congestion Management Process and Mobility Plan Status Report

Anticipated Completion Date - Mobility Plan- Reviewed and/or revised as needed concurrent with Long-Range Transportation Plan Update and changes to Federal and State legislation;

Anticipated Completion Date - Mobility Plan Status Report- annual

Expected Products - Gainesville Metropolitan Area-wide congestion management process and monitoring

6. Bicycle Usage Trends Report

Anticipated Completion Date - Bicycle Usage Trends Report - Updated as needed concurrent with Long-Range Transportation Plan Update.

**City Of Gainesville and Alachua County**

1. Traffic Volume Surveillance

Anticipated Completion Date - annual

Expected Products - annual traffic counts

2. Accident Surveillance and Study Program

Anticipated Completion Date - annual

Expected Products - annual crash information

3. Transit Development Plan for the Regional Transit System

Anticipated Completion Date - July 2019

Expected Products - annual transit service plan

4. Transportation Disadvantaged Service Plan

Anticipated Completion Date - annual

Expected Products - countywide short-range (one-year) paratransit service planning

# Appendix E

## Amendments to

### Fiscal Years 2018-19 and 2019-20

### Unified Planning Work Program

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# Appendix E: Amendments to Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program

## Unified Planning Work Program Amendment Log

The following log of projects identifies approved amendments to the Unified Planning Work Program. This Unified Planning Work Program amendment log, Exhibit III, includes the following information:

1. Unified Planning Work Program amendment number (as assigned by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area)
2. Date Unified Planning Work Program amendment was approved by the Metropolitan Transportation Planning Organization
3. Unified Planning Work Program amendment purpose, including, but not limited to:
  - A. adding a new task;
  - B. changing an existing task (refer to amendment description);
  - C. deleting an existing task; and
  - D. revising the tables to reflect changes in Unified Planning Work Program funding.
4. Amendment description.
  - A. task/table number; and
  - B. task/table modification.

This information will be incorporated into appropriate Unified Planning Work Program tasks and tables as the Unified Planning Work Program is amended in order to assure the consistency and accuracy of an up-to-date Unified Planning Work Program document.

**Exhibit III**

**Unified Planning Work Program Amendment Log**

Unified Planning Work Program Amendment			Amendment Description	
Number	Approval Date	Purpose	Task/ Table Number	Task/Table Modification
<b>Year One</b>				
1	10/22/18	Increase Award	4.0	Increase Section 5305(d) Grant Award Allocation to \$66,532; State Match to \$8,317; and Local Match to \$8,317
2	-	-	-	-
<b>Year Two</b>				
1	-	-	-	-
2	-	-	-	-

# Appendix F

## Title VI Program

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## Appendix F: Title VI Program



### *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

2198 Edison Avenue MS 2812  
Jacksonville, FL 32204-2730

ANANTH PRASAD, P.E.  
SECRETARY

April 23, 2012

Mr. Marlie Sanderson, AICP  
Director of Transportation Planning  
2009 NW 67<sup>th</sup> Place  
Gainesville, FL 32653

RE: Title VI Non Discrimination Program Certification Review for the Gainesville  
Metropolitan Transportation Planning Organization (MTPO)

Dear Marlie:

The Florida Department of Transportation (FDOT) District Two staff has completed a review of the Metropolitan Transportation Planning Organization (MTPO) Title VI Non Discrimination Program.

The District Two liaison provided a copy of the MTPO Title VI Non Discrimination Program to the District Administrative Compliance Monitor, the State Title VI Monitor and the Federal Highway Administration (FHWA), Florida Division Civil Rights Program Coordinator. A compilation of all the comments were previously provided to you. We believe the final program document reflects consideration and inclusion of a great majority of the comments and considerations.

The District agrees the MTPO Title VI Non Discrimination Program is in compliance. We request you continue to improve upon and consider best practices for the MTPO adopted program as needed, based on the comments that have been provided in this comprehensive review. The Title VI Non Discrimination Program review is part of the reporting/review requirements outlined in FTA Circular 4702.1, "Title VI Program Guidelines for Federal Transit Administration Recipients." As a sub recipient of FTA funding, the MTPO program compliance report is submitted for review every three (3) years as stated in the Circular. If major changes occur to the Program during the interim years, please submit an update of the program for review.

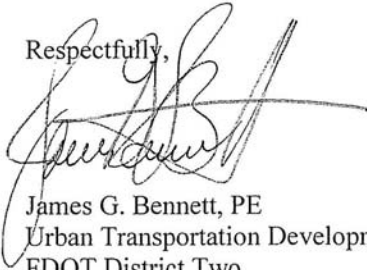
Thank you for your continued cooperation. Should you have any questions or need additional information, please contact me.

[www.dot.state.fl.us](http://www.dot.state.fl.us)

NORTH CENTRAL FLORIDA  
RECEIVED  
APR 25 2012  
REGIONAL PLANNING COMMISSION

MTPO Title VI Certification  
April 23, 2012

Respectfully,

A handwritten signature in black ink, appearing to read 'James G. Bennett', written over the word 'Respectfully,'.

James G. Bennett, PE  
Urban Transportation Development Manager  
FDOT District Two  
904-360-5646  
[James.Bennett@dot.state.fl.us](mailto:James.Bennett@dot.state.fl.us)

xc: Scott Koons, Executive Director, NCFRPC  
Yvonne Arens, MPO Statewide Coordinator  
Charlotte Thomas, State Title VI Coordinator, FDOT  
Carey Shepherd, Civil Rights Program Coordinator, FHWA Florida Division  
Philip Worth, Modal Development Director, D2 FDOT

**Federal Fiscal Years 2018-19 and 2019-20  
Title VI / Nondiscrimination Policy Statement**

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights restoration Act of 1987 and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

  
Harvey Budd, Chair

Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area  
Name of Metropolitan Planning Organization

4/23/18  
Date

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**Federal Fiscal Years 2018-19 and 2019-20**  
**Title VI Complaint Procedure**  
**Metropolitan Transportation Planning Organization**  
**for the Gainesville Urbanized Area**

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be referred immediately by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning to the Florida Department of Transportation's District Two Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be resolved informally by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning shall refer the Complainant to the Florida Department of Transportation's District Two Title VI Coordinator for processing in accordance with approved State procedures.
3. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning will advise the Florida Department of Transportation's District Two Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the Florida Department of Transportation's District Two Title VI Coordinator.
  - (a) Name, address, and phone number of the complainant.
  - (b) Name(s) and address(es) of respondent.
  - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (d) Date of alleged discriminatory act(s).
  - (e) Date of complaint received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
  - (f) A statement of the complaint.
  - (g) Other agencies (state, local or Federal) where the complaint has been filed.
  - (h) An explanation of the actions the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning will acknowledge receipt of the allegation(s), inform the complainant of action taken or proposed action to process the allegation(s), and advise the complainant of other avenues of redress available, such as the Florida Department of Transportation's Equal Opportunity Office.

5. Within sixty (60) calendar days, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Chief Staff Official of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the Chief Staff Official of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the Florida Department of Transportation's Equal Opportunity Office, if they are dissatisfied with the final decision rendered by the Chief Staff Official of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning will also provide the Florida Department of Transportation's District Two Title VI Coordinator with a copy of this decision and summary of findings.
7. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Director of Transportation Planning will maintain a log of all verbal and non-written complaints received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The log will include the following information:
  - a. Name of complainant.
  - b. Name of respondent.
  - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - d. Date verbal or non-written complaint was received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
  - e. Date Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area notified the Florida Department of Transportation's District Two Title VI Coordinator of the verbal or non-written complaint.
  - f. Explanation of the actions the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has taken or proposed to resolve the issue raised in the complaint.

# Appendix G

## Planning Emphasis Areas

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# Appendix G: Planning Emphasis Areas

## A. Federal Planning Emphasis Areas-2015

In 2015, the Federal Highway Administration reiterated its 2014 Planning Emphasis Areas- Moving Ahead for Progress in the 21st Century Act Implementation, Regional Models of Cooperation and Ladders of Opportunity. Moving Ahead for Progress in the 21st Century Act emphasis areas are also maintained in the Fixing America's Surface Transportation Act. Descriptions of these emphasis areas are as follows:

### Fixing America's Surface Transportation Act Implementation

Transition to Performance-Based Planning and Programming -

- Further develop performance management approach to transportation planning and programming; work with local planning partner to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area and reporting actual system performance related to those targets.
- Consideration of exploring the use of scenario planning to develop the metropolitan transportation plan.

### Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, Metropolitan Planning Organization and State Boundaries -

- Consideration of thinking beyond traditional borders and adopt a coordinated approach to transportation planning that supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety freight livability and commerce across boundaries.
- Consideration of revisiting the metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State Departments of transportation, Metropolitan planning Organizations and providers of public transportation to improve collaboration, policy implementation technology use and performance management.
- Consideration of exploring the opportunity to partner with Regional Planning Organizations to conduct transportation planning in nonmetropolitan areas.

### Ladders of Opportunity

Access to Essential Services -

- Consideration of identifying transportation connectivity gaps is accessing essential services, such as employment, health care, schools/education, and recreation.
- Consideration of development and implementation of analytical methods to identify gaps in the connectivity of the transportation system.
- Consideration of development of infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services.

- Consideration of evaluation of effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision-making process.
- Consideration for updating the Section 5310 Coordinated Human Service Public Transportation Plans.
- Consideration for assessing the safety and condition of pedestrian and bicycle facilities.
- Consideration of evaluating compliance with the Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical and transit facilities.

## **B. State Planning Emphasis Areas-2018**

In 2018, the Florida Department of Transportation provided its Planning Emphasis Areas- Rural Transportation Planning, Transportation Performance Measures and ACES (Automated/Connected/Electric/Shared-Use) Vehicles. Descriptions of these emphasis areas are as follows:

### **Rural Transportation Planning**

Moving Ahead for Progress in the 21st Century Act defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. Metropolitan Planning Organizations are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

### **Transportation Performance Measures**

Federal Highway Administration has finalized six interrelated performance rules to implement the transportation performance measures framework established by Moving Ahead for Progress in the 21st Century Act and the Fixing America's Surface Transportation Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State Departments of Transportation and Metropolitan Planning Organizations must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. Metropolitan Planning Organizations need to account in their UPWP for the effort necessary to satisfy the federal requirements. As Metropolitan Planning Organizations and Florida Department of Transportation venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's Metropolitan Planning Organizations and Department of Transportation to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming Unified Planning Work Programs.

### **ACES (Automated/Connected/Electric/Shared-Use) Vehicles**

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

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the Fixing America's Surface Transportation Act. Automated/Connected/Electric/Shared-Use Vehicles may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, Metropolitan Planning Organizations need to determine how best to address the challenges and opportunities presented to them by Automated/Connected/Electric/Shared-Use vehicles.

### **Federal Highway Administration-Suggested Resources**

[http://www.fhwa.dot.gov/planning/performance\\_based\\_planning/pbpp\\_guidebook/pbppguidebook.pdf](http://www.fhwa.dot.gov/planning/performance_based_planning/pbpp_guidebook/pbppguidebook.pdf)

[http://www.fhwa.dot.gov/planning/performance\\_based\\_planning/mlrtp\\_guidebook/fhwahep14046.pdf](http://www.fhwa.dot.gov/planning/performance_based_planning/mlrtp_guidebook/fhwahep14046.pdf)

[http://www.fhwa.dot.gov/planning/performance\\_based\\_planning/small\\_mpo\\_report/fhwahep15015.pdf](http://www.fhwa.dot.gov/planning/performance_based_planning/small_mpo_report/fhwahep15015.pdf)

[http://www.fhwa.dot.gov/planning/regional\\_models/](http://www.fhwa.dot.gov/planning/regional_models/)

### **Florida Department of Transportation-Suggested Resources**

<http://www.freightmovesflorida.com/freight-mobility-and-trade-plan/freight-mobility-and-trade-plan-overview>

<http://www.freightmovesflorida.com/docs/default-source/fmtpdocs/fmtp-policy-element-implementation-guide.pdf?sfvrsn=6>

<http://www.dot.state.fl.us/transit/>

<http://www.dot.state.fl.us/rddesign/CSI/Default.shtm>

<http://www.dot.state.fl.us/rddesign/CSI/Files/FINAL-CSI-Implementation-Plan.pdf>

<http://www.dot.state.fl.us/safety>

<http://www.dot.state.fl.us/safety/6-Resources/FloridaPedestrianandBicycleStrategicSafetyPlan.pdf>

<http://www.dot.state.fl.us/planning/policy/bikeped/>

<http://www.pinellascounty.org/mpo/docs/Pinellas%20PSAP%20Final%20Report%20083109.pdf>

## C. Planning Emphasis Area by Task Matrix

Table G-1

### Federal Planning Emphasis Areas by Task

Task	Fiscal Years 2018 and 2019 Planning Emphasis Areas		
	Fixing America's Surface Transportation Implementation	Ladder of Opportunity - Access to Essential Services	Regional Model of Cooperation - Regional Plan Update
1.0 Administration	X	-	-
2.0 Data Collection		-	-
3.0 Transportation Improvement Program	X	-	-
4.0 Long-Range Transportation Plan	X	-	-
5.0 Special Projects Planning [Reserved]	-	-	-
6.0 Regional Planning	X	-	X
7.0 Public Participation	X	X	X
8.0 Systems Planning	X	X	-

Table G-2

### State Planning Emphasis Areas by Task

Task	Fiscal Years 2018 and 2019 Planning Emphasis Areas		
	Rural Transportation Planning	Transportation Planning Measures	Automated/Connected/Electronic/Shared-Use Vehicles
1.0 Administration	X	X	X
2.0 Data Collection			
3.0 Transportation Improvement Program	X	X	X
4.0 Long-Range Transportation Plan	X	X	X
5.0 Special Projects Planning [Reserved]	-	-	-
6.0 Regional Planning	X	X	X
7.0 Public Participation	X	X	X
8.0 Systems Planning	X	X	X



# Appendix H

## Consultant Dollars

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## Appendix H: Consultant Dollars

The following table shows the consultant dollars to be spent for the tasks contained in this Unified Planning Work Program and represents all anticipated consultant work.

Task	Consultant	Consultant Dollars	End Product
<b>Year One - Fiscal Year 2018-19</b>			
1.0	NCFRPC	\$233,295	[See Page 11]
3.0	NCFRPC	\$101,000	[See Page 18]
4.0	NCFRPC	\$103,614	[See Page 23]
	To Be Determined	\$363,095	Long-Range Transportation Plan Update
6.0	NCFRPC	\$30,000	[See Page 31]
7.0	NCFRPC	\$100,000	[See Page 35]
8.0	NCFRPC	\$153,576	[See Page 39]
<b>Year Two - Fiscal Year 2019-20</b>			
1.0	NCFRPC	\$233,295	[See Page 11]
3.0	NCFRPC	\$101,000	[See Page 18]
4.0	NCFRPC	\$103,614	[See Page 23]
	To Be Determined	\$0	Long-Range Transportation Plan Update
6.0	NCFRPC	\$30,000	[See Page 31]
7.0	NCFRPC	\$100,000	[See Page 35]
8.0	NCFRPC	\$159,263	[See Page 39]

NCFRPC - North Central Florida Regional Planning Council provides staffing services through an interlocal agreement with Alachua County and the City of Gainesville.

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# Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

## *Unified Planning Work Program Team*

Scott R. Koons, AICP, Executive Director

\* Michael Escalante, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility

**Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area**

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