



## **UNIFIED PLANNING WORK PROGRAM (UPWP)**

State Fiscal Years 2021-2022  
July 1, 2020 – June 30, 2022

Prepared by:  
Forward Pinellas  
in its role as the Pinellas County Metropolitan Planning Organization  
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Preparation of this document was financed by the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and the Pinellas County Metropolitan Planning Organization.

Federal Highway Administration: Highway Planning and Construction Grant (PL), Catalog of Federal Domestic Assistance (CFDA) 20.205; Financial Project Number (FPN) 439338-3-14-01; Federal Aid Project Number 0057-058-M & Federal Highway Administration: Surface Transportation Program (SU), CFDA 20.205; FPN 439338-3-14-02, Federal Aid Number 0057-058-M, Federal Transit Administration (FTA) Section 5305 Program, FTA G1G93, FPN 402514-1-14-20, CFDA 20.505.

In accordance with Title VI of the Civil Rights Act of 1964, the MPO does not discriminate based upon race, color, national origin, sex, religion and disability in the execution of the tasks and activities of this Unified Planning Work Program.

**Forward Pinellas**

**Dave Eggers, Chair**

Pinellas County Board of County Commissioners

**Darden Rice, Vice Chair**

City of St. Petersburg

**Janet Long, Secretary**

Pinellas County Board of County  
Commissioners, representing PSTA

**Joanne “Cookie” Kennedy, Treasurer**

City of Indian Rocks Beach, representing the  
Beach Communities\*

**David Albritton**

City of Clearwater

**Karen Seel**

Pinellas County Board of County Commissioners

**Sandra Bradbury**

City of Pinellas Park

**Michael Smith**

City of Largo

**Connor Donovan**

City of Tarpon Springs, representing the cities of  
Tarpon Springs, Safety Harbor and Oldsmar

**Suzy Sofer**

City of Belleair Bluffs, representing the six  
inland communities\*\*

**Brandi Gabbard**

City of St. Petersburg

**Julie Ward**

City of Dunedin

**Ken Welch**

Pinellas County Board of County Commissioners

**Whit Blanton, FAICP**

Executive Director

Adopted May 13, 2020

Revised July 2020

Revised March 2021

Revised April 2021

Revised May 2021

**Resolution #20-02**

**A RESOLUTION OF FORWARD PINELLAS, IN ITS ROLE AS THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, APPROVING THE STATE FYS 21 AND 22 UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, is the designated entity responsible for transportation planning in Pinellas County, and is also the designated official planning agency in coordinating transportation for the transportation disadvantaged; and

**WHEREAS**, Forward Pinellas has developed a Unified Planning Work Program for State Fiscal Years 21 and 22 covering a period from July 1, 2020 through June 30, 2022, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes Section 339.175(9).

**NOW, THEREFORE, BE IT RESOLVED** by Forward Pinellas as follows:

1. The Unified Planning Work Program for State Fiscal Years 21 and 22 is approved and authorized to be submitted to state and federal agencies; and
2. The Forward Pinellas Executive Director is hereby authorized to develop and execute all supporting and program objective related grant applications, participation agreements, authorized reimbursement requests and authorized expenditures in support of the UPWP. The Forward Pinellas Executive Director is also authorized to make UPWP non-substantive modifications and amendments involving text changes, monetary changes of less than or equal to ten percent or \$25,000 (whichever is greater) of an individual task, task budget changes associated with Board-approved project budgets and accompanying scopes of services, and amendments that are less than five percent of the overall UPWP balance. The Forward Pinellas Executive Director will report these actions to the Forward Pinellas Board.

This resolution offered and adopted at the May 13, 2020 meeting of Forward Pinellas as hereinafter set forth:

Commissioner Hong offered the foregoing resolution which was seconded by Vice Mayor Soler and the vote was:

AYES: Commissioner Eggers, Mayor Kennedy,  
Commissioner Long, Mayor Bajaliski, Commissioner Donovan,  
Vice Mayor Soter, Commissioner Smith, Vice Mayor  
NAYS: Albritton, Councilmember Gabbard,  
Mayor Bradbury, Commissioner Seal &  
Commissioner Welch

Absent and not voting:

Councilmember Darden Rice

ATTEST:



Whit Blanton, Executive Director  
Forward Pinellas



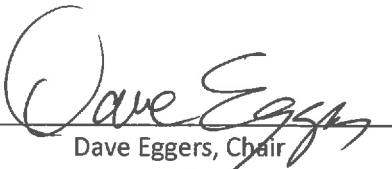
Dave Eggers, Chair  
Forward Pinellas

APPROVED AS TO FORM

By:   
Office of the County Attorney

## AUTHENTICATION

Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, in regular session, on May 13, 2020, adopted the FYs 2021 – 2022 Unified Planning Work Program (UPWP) for the Pinellas County Urbanized Area.



Dave Eggers, Chair  
Forward Pinellas



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

### Cost Analysis Certification

#### Forward Pinellas

#### Unified Planning Work Program - FY 2021-2022

Modified 5/28/2021

Revision Number: Revision 7

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: Jensen Hackett

MPO Liaison, District 7

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Title and District

DocuSigned by:

Jensen Hackett

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5/28/2021

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Signature

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## Introduction

The Unified Planning Work Program (UPWP) outlines federal and state funded transportation planning activities and corresponding end products anticipated to occur from July 1, 2020 through June 30, 2022. The Pinellas County Metropolitan Planning Organization (MPO) conducts and supports transportation planning efforts including systems planning, long range transportation planning, and project prioritization and implementation. The UPWP applies to the Pinellas Transportation Study Area, which encompasses Pinellas County.

MPOs are required to adopt UPWPs pursuant to Federal and State law (Chapter 339 Florida Statutes). The objective of the UPWP is to ensure a continuing, cooperative and comprehensive approach to planning for the full spectrum of transportation needs within the urban area and to ensure coordination with adjacent urban areas and the region. This includes providing leadership and coordinating with stakeholders, neighboring counties and MPOs, public transportation providers, the Tampa Bay Regional Planning Council (TBRPC), the Tampa Bay Area Regional Transit Authority (TBARTA), and the Florida Department of Transportation (FDOT).

The UPWP is developed based on public and stakeholder input. A draft UPWP was reviewed at the February 27, 2020 Citizens Advisory Committee (CAC) meeting, February 26, 2020 Technical Coordinating Committee meeting and March 11, 2020 MPO Board meeting. Through the Technical Coordinating Committee, the MPO asks for input regarding local transportation planning projects. Draft and adopted versions of the UPWP are posted on the MPO website and in committee and Board agenda packets. Notice of meetings involving the review and adoption of the UPWP were available online, including on the MPO website. The public is open to comment at all MPO Board meetings.

As required by federal and state law, the UPWP sets forth planning objectives and line item budget amounts for each MPO planning task. It includes a discussion of planning priorities, activities, budget allocation methodology, and the organizational and management structure of the MPO. Work activity and corresponding end products associated with each task is provided on the itemized task pages. Budget pages, including summary tables, are included in the document. Certifications, assurances, grant applications and other grant-related materials are available in the appendices.

Forward Pinellas is the fictitious name for the MPO and Pinellas Planning Council, which became a consolidated agency in 2014, pursuant to Chapter 2012-245, Laws of Florida. The merger of the two agencies was intended to integrate transportation and land use planning in the County, with the shared responsibility of maintaining and implementing the Countywide Plan, which guides and coordinates the land use planning activities of the County's 25 local governments, as well as the transportation planning functions identified in federal and state statutes.

The mission of Forward Pinellas is to align funding and technical resources with a vision and corresponding actions aimed at creating more economically sustainable and livable communities within Pinellas County. The agency has a strategic business plan, adopted in 2017, and is focused on Pinellas SPOTlight initiatives: Enhancing Beach Community Access, A Vision for US 19 and a Gateway/Mid-County Area Master Plan. The SPOTlight initiatives involve both land use and transportation planning and are included in the planning priorities section and special project task.



The UPWP is financed primarily by four grant programs. These include Federal Transit Administration (FTA) Section 5305, Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Surface Transportation programs and the Florida Transportation Disadvantaged Trust Fund. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased by up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA funding in the UPWP is \$554,369. “Soft Match” for FHWA funds equates to 18.07%. The FDOT provides a 10% match for the FTA Section 5305 funding and Forward Pinellas (previously Pinellas County) provides a 10% local match for the FTA Section 5305 funding. Other federal funding sources for transportation planning are included in the UPWP, such as FTA Section 5307 funds, which directly fund the Pinellas Suncoast Transit Authority (PSTA) planning activities.

MPO expenditures under the UPWP are assigned as direct costs. This includes personnel services (e.g., staff salaries, fringe benefits and other deductions), consultant services, travel and other direct expenses. Indirect costs are not calculated.

## Planning Priorities

This UPWP addresses the priorities and planning factors of Forward Pinellas, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT), as available.

### Local Priorities

The Forward Pinellas Board adopted the Strategic Planning and Operations Topics Initiatives, or SPOTlight areas, in 2015. As part of that effort, three original SPOTlight areas were chosen, Enhancing Beach Community Access, A Vision for US 19, and a Gateway/Mid-County Area Master Plan. Each of these areas had a land use and transportation component, reflecting the mission of Forward Pinellas, and each involved local and regional partnerships that addressed accessibility and mobility options. The board reinforced these priorities and added consideration of technology and resiliency in January 2017. A board work session in January 2020 addressed these priorities and provided feedback on additional areas of interest for future work in 2020 and 2021, depending on available resources, and to be further discussed by the board in 2020. This is consistent with the Forward Pinellas Strategic Business Plan, adopted in the fall of 2017.

### Federal Priorities

The Fixing America's Surface Transportation (FAST) Act was signed on December 4, 2015, authorizing federal funds for fiscal years 2016 through 2020. It continued to focus on performance-based planning and also added two new planning factors. The planning factors included in the FAST Act are listed below, followed by a table with the Forward Pinellas tasks that address them.

#### FAST ACT Planning Factors

1. Economic Vitality: Support the economic vitality of the metropolitan area.
2. Safety: Increase the safety of the transportation system for motorized and non-motorized users.
3. Security: Increase the security of the transportation system for motorized and non-motorized users.
4. Accessibility: Increase accessibility and mobility of people and freight.
5. Environment: Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Connectivity: Enhance the integration and connectivity of the transportation systems, across and between modes, for people and freight.
7. Efficient Management: Promote efficient management and operations.
8. Preservation: Emphasize the preservation of the existing transportation system.
9. Resilience. Improve system resiliency and reliability & reduce or mitigate stormwater impacts on surface transportation.
10. Travel and Tourism: Enhance travel and tourism.

UPWP Tasks		Planning Factors									
		1	2	3	4	5	6	7	8	9	10
1.1	Program Development and General Administration	X	X	X	X	X	X	X	X	X	X
2.1	Public Participation	X	X	X	X	X	X	X	X	X	X
3.1	Monitoring Activities		X		X		X	X	X		
4.1	Systems Planning	X	X	X	X	X	X	X	X	X	X
5.1	Long Range Plan and Transportation Improvement Program Development and Implementation	X	X	X	X	X	X	X	X	X	X
6.1	Regional Planning and Coordination	X	X	X	X	X	X	X	X	X	X
7.1	Special Projects	X	X	X	X	X	X			X	X

## State Priorities

The FDOT Office of Policy Planning has identified four emphasis areas for Florida MPOs to consider when developing their UPWPs: safety, system connectivity, resilience, and ACES (automated/ connected/ electric/ shared-use) vehicles. These emphasis areas set planning priorities, support the Florida Transportation Plan and give importance to topic areas MPOs are encouraged to address.

Forward Pinellas, like FDOT, embraces Vision Zero. In 2020, Forward Pinellas will complete a Vision Zero (Safe Streets Pinellas) action plan that includes countermeasures and ways in which Forward Pinellas can work with its partners to get to zero deaths. The MPO is required to develop and report on safety performance measures which continue to guide discussion on progress towards reaching the goal of zero fatalities and serious injury crashes.

Planning for connected systems is a major focus for Forward Pinellas. Considering connections between modes, how land use and transportation are integrated, and crossing county lines are part of systems and regional planning activities, as well as the agency's long- and short-range planning and programming efforts. Forward Pinellas also works with others in FDOT District 7 on freight planning and goods movement. The work that will continue in FYs 2021-22 on the SPOTlight emphasis areas include considering how the system is connected in and around the Gateway area, along US 19 and access to and between the beach communities.

In the FY 2019-20 UPWP cycle, Forward Pinellas and partner agencies conducted a major resiliency planning effort that examined the region's roadway network and also outlined mitigation strategies. The effort focused on several corridors in each county, but provided overall information that can be used across the region. Forward Pinellas will continue to consider resiliency in its planning efforts, particularly in the implementation of Advantage Pinellas, its long range transportation plan, and the prioritization of projects.

The fourth state priority of ACES involves the potential impacts of Connected Vehicle (CV) and Automated Vehicle (AV) technologies. This includes unknown factors and how these technologies will continue to

develop and interact with the current transportation systems and shared mobility services in the short, middle and long term future. Forward Pinellas began to address ACES and its potential impact in Advantage Pinellas, which included multiple scenarios as these technologies continue to evolve. Forward Pinellas will continue to prepare for ACES in its long range planning effort and implementation through the Transportation Improvement Program and project prioritization process. ACES, or a component of it, is being considered for a future special project.

In addition to the statewide priorities, FDOT District 7 has developed District Planning Activities, available in Appendix H.

## Organization and Management

Forward Pinellas is the fictitious name for both the Pinellas County MPO and the Pinellas Planning Council (PPC). The two boards share the same membership, but are separate legal entities. Staff support for the MPO is provided pursuant to an agreement with the PPC. One executive director is responsible for overseeing Forward Pinellas and reports directly to the board. For administrative purposes, staff is assigned to either the MPO or PPC. However, staff members may perform work for both entities or participate in joint PPC/MPO projects, as determined in the budgeting process and tracked through bi-weekly timecards. Staff work on MPO and PPC projects is evaluated approximately every quarter.

The Forward Pinellas organizational chart is shown below.



## Committees

Forward Pinellas has seven committees that provide input and advise on a range of topics and issues. The **Bicycle Pedestrian Advisory Committee** includes citizens and technical staff and focuses on bicycle and pedestrian needs, concerns and facility planning throughout the County. The **Citizens Advisory Committee** is composed of citizen representatives from different geographic areas of Pinellas County, a representative of the Pinellas Suncoast Transit Authority's Transit Riders Advisory Committee and at large representatives. The CAC reviews and takes action on items before they go to the Forward Pinellas Board. The **Local Coordinating Board** provides guidance to the Transportation Disadvantaged Program and includes citizens and social service agency representatives. The **Pinellas Trail Security Task Force** is a committee of law enforcement and others who address security along the Pinellas Trail. The **Planners Advisory Committee** is a committee of planners who address land use matters and review land use cases prior to review and action by the Forward Pinellas Board in its capacity as the PPC. The **Technical Coordinating Committee** is composed of transportation-related representatives from local governments

and other governmental agencies in Pinellas County and reviews transportation-related items before they go to the Forward Pinellas Board. The **School Transportation Safety Committee** handles issues and concerns related to transportation to and around schools, such as infrastructure needs.

Three Forward Pinellas Board members serve on the Tampa Bay Transportation Management Area Leadership Group, which consists of nine elected officials from Hillsborough, Pasco and Pinellas counties, as well as non-voting technical advisors that advise the MPO boards of the three counties on regional matters. The TMA Leadership Group is being incorporated into the Chairs Coordinating Committee.

The FDOT District 7 Secretary (David Gwynn) serves as a non-voting advisory member to the MPO.

## Agreements

There are six core agreements that frame the operations of the MPO, listed below.

1. *Interlocal Agreement for the Creation of the Metropolitan Planning Organization*

The purpose of this agreement is to re-establish the MPO and recognize the boundary and reapportionment approved by the Governor of Florida. It includes a listing of the MPO's major responsibilities. The current agreement began on October 15, 2014 and remains in effect until terminated.

2. *Metropolitan Planning Organization Agreement for PL and SU funds*

The parties in this agreement are the MPO and FDOT with the purpose of distributing Federal Highway Administration Planning (PL) and Surface Transportation Program (STP) funds for the completion of transportation related planning activities set forth in this UPWP. The agreement follows the timeframe of the 2-year UPWP and this document is an exhibit. The agreement is set to expire on June 30, 2020 and new one will be in place from July 1, 2020 through June 30, 2022.

3. *Public Transportation Grant Agreement for FTA 5305 funds*

Every year, the MPO and FDOT enter into a joint participation agreement for the purpose of providing FTA Section 5305 program funding to support the cooperative, continuous and comprehensive planning programs for making transportation investments in metropolitan areas. Each agreement has its own start and end date. Contract G1G93, the most recent 5305 contract, began on December 6, 2019 and expires on June 30, 2022. Contract G1501 also extends into this UPWP, expiring on June 30, 2021.

4. *Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement*

This agreement provides for cooperation with public transportation system operators, intergovernmental coordination with the Regional Planning Council, and provides for dispute resolution. The agreement was made and entered on January 28, 2015 and automatically renews every five years.

5. *Interlocal Agreement for Staff and Support Services*

The MPO and PPC have an agreement for the provision of staff and support from the PPC for the MPO's operations, including staff services, office and meeting space, and equipment and technical support. This agreement was entered into on December 10, 2014 and remains in effect until terminated by either the MPO or PPC.

6. *Chairs Coordinating Committee Interlocal Agreement*

Forward Pinellas, the Hernando/Citrus MPO, Hillsborough MPO, Pasco MPO, Polk County TPO and Sarasota/Manatee MPO participate in regional transportation planning through the Chairs Coordinating Committee (CCC). The structure of this organization is formalized through an interlocal agreement. The interlocal agreement was last amended in 2017 and is going through an amendment process in 2020 to specifically address the Tampa Bay Transportation Management Area Leadership Group as a sub-committee.

In addition to these agreements, the MPO contracts with organizations receiving FTA funding through the MPO, general planning consultants and other entities that work with or provide services to the MPO. Pursuant to an annual agreement with the MPO, PSTA is allocated \$80,000 (including state and local match funds) from the MPO's FTA 5305 funds annually.

### Operational Procedures and Bylaws

The MPO's roles and responsibilities are established by Title 23 U.S. Code and Chapter 339, Florida Statutes. Forward Pinellas has Board operating procedures as well as an Internal Control Structure Policy Manual that the Board approves and updates on a periodic basis. The Internal Control Structure Policy Manual includes information on operational areas, including signature authority and fiscal procedures.

### Grant Budgeting and Management

Forward Pinellas maintains an internal team (Operations Team) that includes individuals who work on financial and grant management, fiscal operations, and administration. The team is responsible for discussing major budgetary items, funding, accounting and audit matters and procurements. For the purposes of developing the UPWP, the Operations Team was included in matters related to the funding of the UPWP and expenses. This team is responsible for discussing UPWP revisions and reporting them to the Forward Pinellas Board.

The budgeting process for the UPWP began with the projected grant amounts discussed by the Operations Team. A series of internal meetings and reviews were held by Forward Pinellas staff to review the activities and end products the agency anticipates over the next few years based on requirements and local, state and federal priorities. This was the basis for developing anticipated personnel projections, consultant work, travel and direct expenses. Based on these figures, dollar amounts were assigned to each task and then distributed across the grants. A draft UPWP, including budget allocations, was presented to the CAC, TCC and Forward Pinellas Board for review prior to submittal to the reviewing agencies. The Forward Pinellas Board approved the final UPWP and is apprised of any related budgetary matters.

Throughout the course of the UPWP timeframe, Forward Pinellas staff maintains the plan, revising it as needed. Grants management processes and procedures are consistent with the Internal Control Structure Policy Manual as well as other internal policies and procedures regarding financial oversight. Staff works closely with FDOT and other agencies to ensure consistency with state and federal requirements.

## Planning Activities and Tasks

### UPWP Task 1.1 Program Development and General Administration

**PURPOSE:** Provide support for the Board and the staff and resources necessary to develop and implement transportation plans and programs and comply with federal and state requirements.

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO provided support and assistance to the MPO and committees, conducted procurements, and completed support activities as needed.

Required Activities		End Products	Completion Date
A	Provide support, technical assistance and materials to the Board, including the preparation and distribution of Board-related materials	Board meetings and workshops	Ongoing through FY22
B	Procure necessary equipment, furniture, software, services and support to maintain and enhance MPO activities and programs. For the replacement of equipment, any single purchase exceeding \$5,000 must receive preapproval	Equipment, furniture, software, services	As needed
C	Provide administrative support for MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations	Compliance with federal and state regulations	Ongoing through FY22
D	Develop, maintain, support and update federally-required administrative plans and programs	DBE Goal DBE Program Title VI Program Unified Planning Work Program	Summer 2020 Summer/Fall 2020 April 2022 May 2022
E	Complete MPO certification requirements and any other federal and state requirements	Certification	Spring 2021
F	Comply with applicable federal requirements, including Americans with Disabilities Act (ADA), Title VI		Ongoing through FY22
G	Prepare for emergency situations, including updating COOP	COOP	April 2021 & 2022
H	Pursue, secure, support and administer grant funding, including invoice preparations	Grant funding Invoices	As needed Quarterly
I	Develop, update and maintain agreements and contracts associated with the MPO, including planning consultant and grant funding agreements	Agreements and contracts	As needed



J	Calculate, analyze and maintain financial data, including receipts and expenditures	Audit	January 2021 & 2022
K	Support direct expenses	Direct expenses	As needed
L	Attendance, registration, membership, travel and related costs for professional training, seminars, meetings, workshops, conferences and other development opportunities. Memberships are organizational and not individual		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*

\*Consultant support may be used to complete this task

## UPWP Task 2.1 Public Participation

**PURPOSE:** Support and enable meaningful public participation.

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO engaged the public through a range of activities supported by the Public Participation Plan and Communications Strategy.

Required Activities		End Products	Completion Date
A	Support and conduct Board and Board meetings, workshops, committee and subcommittee meetings that are properly noticed and open to the public	Staff assistance and support to Board and advisory committees	Ongoing through FY22
B	Review, evaluate and update the Public Participation Plan	Evaluation report	July 2020
		Updated Public Participation Plan	Fall 2020
C	Employ advisory committees to review plans and documents, including the LRTP, UPWP, TIP and CMP reports and corridor studies	Forward Pinellas plans and reports reflecting input of local governments and citizens	Ongoing through FY22
D	Conduct outreach in support of plans and studies	Public outreach	Ongoing through FY22
E	Participate in outreach and educational events, community and business meetings, and other outside agency events/activities	Meaningful public involvement, increased awareness of Forward Pinellas and opportunities for public input in the planning process	Ongoing through FY22
F	Update orientation materials	Orientation materials	As needed
G	Maintain, support and update Forward Pinellas strategic business plan	Strategic Business Plan	As needed
H	Implement Forward Pinellas communications strategy	Meaningful public involvement, increased awareness of Forward Pinellas and opportunities for public input in the planning process	Ongoing through FY22
I	Maintain and update website and social media platforms, including online calendar	Regular communication through a variety of media	Ongoing through FY22
J	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*

\*Consultant support may be used to complete this task

### UPWP Task 3.1 Monitoring Activities

**PURPOSE:** Update, maintain, monitor and analyze data that supports transportation planning transportation, demographic and land use data to support transportation planning and related efforts.

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO collected, analyzed and maintained transportation-related data such as traffic counts and crashes.

Required Activities		End Products	Completion Date
A	Develop and analyze land use and demographic data	Data	As needed
B	Continue to coordinate, monitor, collect and analyze relevant data to the Pinellas County transportation system and transportation planning activities, such as bicycle and pedestrian activity, real-time data and crash data	Coordinated data collection, monitoring and analysis  Pinellas County transportation system data	Ongoing through FY22  Ongoing through FY22
D	Prepare maps and reports related to the Pinellas County transportation system, such as traffic counts, crashes and trends	Maps and reports including trend reports and performance measure documentation, traffic count maps	As needed
E	Update and maintain transportation inventory and databases, including sidewalk information	Transportation inventory and databases, such as sidewalk database	Ongoing through FY 22
F	Review related planning documents and agency reports, such as the FDOT Travel Time Monitoring Report		Monthly
G	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*, FDOT

\*Consultant support may be used to complete this task

## UPWP Task 4.1 Systems Planning

**PURPOSE:** Plan for a multi-modal, connected transportation network that considers land use and the safety of all users.

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO conducted active transportation, public transportation and transportation disadvantaged planning, as well as coordinated freight and ITS planning activities and supported local government technical assistance. support and assistance to the MPO and committees, conducted procurements, and completed support activities as needed.

Required Activities		End Products	Completion Date
A	Implement congestion management and congestion management strategies	Trends and Conditions Report	Annually
		Freight Plans	As needed
		ITS/ATMS Plan	As needed
		Corridor Studies	Ongoing through FY22
		CMP	Spring 2021
B	Public transportation planning efforts, including planning & feasibility studies, service planning, development of innovative pilot programs, agency coordination, transit oriented development (TOD) planning and implementation, and stakeholder engagement	Coordinated public transportation planning	Ongoing through FY22
		Alternatives Analysis Reports and Recommendation	As needed
		Corridor Planning and Development	Summer 2022
		Pilot projects, including Automated Vehicle projects	Summer 2022
		NEPA Analysis Reports	As needed
		Conceptual Design Plans	As needed
		System analysis and visioning	Ongoing through FY22
		Capital facility planning	Spring 2021
Innovative solutions (e.g. first/last mile, Mobility on Demand)	Summer 2022		

		Transit Development Plan Progress Reports	September 2020 & 2021
		Transit-focused Sustainability Plan	Fall 2020
		Feasibility Studies	As needed
		TOD design guidelines and business assistance program	Fall 2021
C	Transportation Disadvantaged planning and support, including regional coordination efforts	Transportation Disadvantaged Service Plan	June 2021 & 2022
		Community Transportation Coordinator Evaluation	Fall 2020 & 2021
D	Bicycle and pedestrian planning and program support, including implementing the Pinellas Trail Loop, evaluation of trail crossings, coordinating on regional/ inter-county projects, implementing and amending the Active Transportation Plan and identifying/ correcting hazardous walking conditions by schools	Implementation of Active Transportation Plan	Ongoing through FY22
		Monthly and annual Pinellas Trail User Summary reports	Monthly/ annually
		Pinellas Trail User Survey	As needed
		Bike Your City	Spring 2021 & 2022
E	Plan for and support Complete Streets	Walkability audits	As needed
		Road Safety Assessments	As needed
		Local government Complete Streets projects	June 2021 & 2022
F	Work with local government partners to address transportation needs, provide technical support to local governments and other related transportation planning activities	Support for local government planning and integration of transportation planning efforts	Ongoing through FY22
G	Support travel and tourism	Express Bus Route and Trolley Service Planning	Ongoing through FY22
H	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*, PSTA, TBARTA, local government partners

\*Consultant support may be used to complete this task

## UPWP Task 5.1 Long Range Plan and Transportation Improvement Program Development and Implementation

**PURPOSE:** Develop and maintain an integrated land use and transportation plan according to federal and state requirements, providing for a safe, secure, accessible and context-sensitive multi-modal transportation system and corresponding Transportation Improvement Program (TIP).

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO adopted Advantage Pinellas, its long range plan through 2045, and maintained an updated Transportation Improvement Program (TIP) including lists of priority projects.

	<b>Required Activities</b>	<b>End Products</b>	<b>Completion Date</b>
A	Implement, modify and amend 2045 LRTP	2045 LRTP	As needed
B	Coordinate with FDOT and other partners to update performance measures and targets	Performance measures and targets	Annually
C	Develop and coordinate environmental efforts, such as ETDM and Environmental Justice work		As needed
D	Coordinate and participate in Pinellas County and other agencies air quality review and monitoring		As needed
E	Develop and maintain the TIP in coordination with FDOT, local governments, citizens and transportation providers and in accordance with state and federal laws	TIP	July 2020 & 2021 (state)  November 2020 & 2021 (municipal)
F	Review and submit funding priorities for federal programs	Funding priorities	Annually
G	Ensure consistency between the TIP and the LRTP including identification of transportation improvement projects and phasing for implementation based on LRTP		Ongoing through FY22
H	Coordinate with FDOT in the development of their Five-Year Work Program		As needed
I	Publish listing of previously funded federal aid projects in the TIP	List of funded federal aid projects	June 2021 & 2022
J	Update and provide support for maintaining priority lists, including the multimodal priority list and Transportation Alternatives Program	Priority lists	Annually
K	Assist local governments in their efforts to apply for Safe Routes to School Funding	Safe Routes to School projects	Fall 2020 & Spring 2021
L	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*

\*Consultant support may be used to complete this task

## UPWP Task 6.1 Regional Planning and Coordination

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

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO supported and participated in regional planning activities including Resilient Tampa Bay – Transportation Pilot Program Project, the Regional Transit Feasibility Plan, and the establishment of project priorities for funding. and committees,

Required Activities		End Products	Completion Date
A	Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes		Ongoing through FY22
B	Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area		As needed
C	Provide support for the CCC and the TMA Leadership Group; review and refine the Transportation Regional Incentive Program (TRIP), regional multiuse trail priorities, TMA Leadership Group priority projects and CCC major regional priorities while working together to ensure consistency of priorities throughout the region	Regional TRIP list  Regional Multiuse Trail Priorities  TMA Leadership Group Priorities  CCC Regional Transportation Priority Projects  Regional Interlocal Agreement CCC operating procedures  CCC conflict resolution process	Annually  Annually  Annually  As needed  As needed  As needed
D	Support regional transit and transportation disadvantaged planning in coordination with TBARTA, FDOT, Community Transportation Coordinators and local transit agencies		Ongoing through FY22
E	Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT  Create a unified set of regional spatial and tabular data formats and metadata standards	Regional data sharing portal	Ongoing through FY22

	Continue coordination efforts to develop a consistent approach to the sharing and use of data		
F	Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordinated regional transportation projects	Annually
G	Coordinate with the MPOs of the CCC region to develop a regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Summer 2021
H	Coordinate with the MPOs of the CCC region to maintain a regional sharepoint site.	Regional Sharepoint Site	Ongoing through FY22
I	Coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan	Implementation of the Tampa Bay Regional Strategic Freight Plan	As needed
J	Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, FHWA-funded Resiliency & Durability to Extreme Weather, Transportation Pilot Program Project follow-up activities, tourism and freight planning activities and the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning initiative	Resilient Tampa Bay Transportation FHWA Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project and follow-up activities	Spring 2020
K	Participate in the Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and Suncoast Parkway		As needed
L	Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulations and support the air quality planning process and monitoring of mobile source emissions	Interagency Coordination Agreement for air quality planning	As needed
M	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings	Tri-county bicycle and pedestrian planning	Ongoing through FY22
N	Coordinate regional rideshare and vanpool program planning with TBARTA and transportation management organizations	Regional rideshare and vanpool program	As needed
O	Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force	Regional and statewide modeling	Ongoing through FY22
P	Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies	CMP	Ongoing through FY22



Q	Engage the public, including implementing strategies from the regional PPP, updating the regional PPP as necessary, integrating regional perspectives in local community presentations, and reviewing effectiveness of regional public involvement process	Regional public engagement	Ongoing through FY22
R	Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts		Ongoing through FY22
S	Develop and support regional UPWP tasks	Regional UPWP task(s)	May 2022
T	Provide financial support to Hillsborough MPO for specific regional planning tasks to be conducted pursuant to the CCC Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP	CCC regional planning task	As needed
U	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*, Hillsborough MPO, Pasco MPO, TBARTA, FDOT, TBRPC, Hernando-Citrus MPO, Sarasota/Manatee MPO and other regional/statewide partners  
 \*Consultant support may be used to complete this task

## UPWP Task 7.1 Special Projects

**PURPOSE:** To develop and support initiatives associated with special projects such as Pinellas SPOTlight

**PREVIOUS WORK:** In FYs 2019 and 2020, the MPO continued its work on the three SPOTlight emphasis areas (Gateway Master Plan, A Vision for US 19, Enhancing Beach Community Access) while also addressing resiliency, Vision Zero and beginning a mobility study for downtown St. Petersburg.

Required Activities		End Products	Completion Date
A	Implement recommendations from US 19 corridor planning efforts		Ongoing through FY22
B	Implement the recommendations of the Gateway/Mid County Master Plan, including convening working group;	Gateway/Mid-County Area Master Plan Implementation	Ongoing through FY22
	Work with FDOT to identify a site for the Gateway intermodal center	Identify a suitable location for intermodal center activities	Ongoing through FY22
C	Enhance safe and convenient beach community access, including exploring waterborne transportation	Strategic action plan	Ongoing through FY22
D	Conduct health, sustainability and resilience-related transportation planning efforts		Ongoing through FY22
E	Explore application of new and evolving technologies		As needed
F	Development and implement Safe Streets Pinellas	Demonstration projects	Summer 2020
		Action Plan	Fall/Winter 2020-2021
		Countermeasures	Spring 2022
G	Conduct Downtown St Petersburg Mobility Study	Action plan with short and long term next steps	Summer 2021
F	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences		As needed

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas\*, FDOT, City of Largo, City of Pinellas Park, City of St. Petersburg, Pinellas County

\*Consultant support may be used to complete this task

## Task Budget Tables

**Task 1.1 Program Development and General Administration**  
May 2020 (rev. May 2021)

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021	FY 2021 Total
	PL	SU	Contract TBD Federal	
Personnel (salary and benefits)	\$ 170,000		\$ 65,600	\$ 235,600
Consultant	\$ 52,053			\$ 52,053
Travel	\$ 1,000			\$ 1,000
Rent	\$ 58,100			\$ 58,100
Equipment & Furnishings	\$ 3,050			\$ 3,050
Office Supplies, Mail, Materials and Software	\$ 4,000			\$ 4,000
Printing Reproduction & Advertising	\$ 5,000			\$ 5,000
Intergovernmental Services*	\$ 155,000			\$ 155,000
Communications	\$ 5,000			\$ 5,000
Risk & Insurance	\$ 16,947			\$ 16,947
Reference, Education & Training	\$ 7,500			\$ 7,500
Board Support**	\$ 2,000			\$ 2,000
Direct Expenses Subtotal	\$ 256,597			\$ 256,597
<b>Total</b>	<b>\$ 479,650</b>	<b>\$ -</b>	<b>\$ 65,600</b>	<b>\$ 545,250</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022			FY 2022 Total
	PL	SU	Federal	Contract TBD State	Local	
Personnel (salary and benefits)	\$ 125,787		\$ 68,000	\$ 8,500	\$ 8,500	\$ 210,787
Consultant	\$ 65,000					\$ 65,000
Travel	\$ 1,000					\$ 1,000
Rent	\$ 62,000					\$ 62,000
Equipment & Furnishings	\$ 14,500					\$ 14,500
Office Supplies, Mail, Materials and Software	\$ 6,000					\$ 6,000
Printing Reproduction & Advertising	\$ 8,000					\$ 8,000
Intergovernmental Services*	\$ 200,000					\$ 200,000
Communications	\$ 5,000					\$ 5,000
Risk & Insurance	\$ 32,000					\$ 32,000
Reference, Education & Training	\$ 15,000					\$ 15,000
Board Support**	\$ 4,000					\$ 4,000
Direct Expenses Subtotal	\$ 346,500					\$ 346,500
<b>Total</b>	<b>\$ 538,287</b>	<b>\$ -</b>	<b>\$ 68,000</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 623,287</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	\$ 446,387
Consultant	\$ 117,053
Travel	\$ 2,000
Direct Expenses Subtotal	\$ 603,097
<b>Total</b>	<b>\$ 1,168,537</b>

\* These services include legal, information technology, human resources & other support services provided by Pinellas County to Forward

\*\* Board support includes costs associated with board workshops and other activities.

**Task 2.1 Public Participation  
May 2020 (rev. April 2021)**

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021				FY 2021 Total
	PL	SU	G1G93			Contract TBD	
			Federal	State	Local	Federal	
Personnel (salary and benefits)	\$ 37,100	\$ 35,000	\$ 83,017	\$ 10,377	\$ 10,377	\$ 28,000	\$ 203,871
Consultant	\$ 15,000	\$ 35,000					\$ 50,000
Travel	\$ 500						\$ 500
Direct Expenses	\$ -						\$ -
<b>Total</b>	<b>\$ 52,600</b>	<b>\$ 70,000</b>	<b>\$ 83,017</b>	<b>\$ 10,377</b>	<b>\$ 10,377</b>	<b>\$ 28,000</b>	<b>\$ 254,371</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022			FY 2022 Total
	PL	SU	Contract TBD			
			Federal	State	Local	
Personnel (salary and benefits)	\$ 59,533	\$ 35,000	\$ 24,000	\$ 3,000	\$ 3,000	\$ 124,533
Consultant	\$ 10,000	\$ 25,000				\$ 35,000
Travel	\$ 500					\$ 500
Direct Expenses	\$ -					\$ -
<b>Total</b>	<b>\$ 70,033</b>	<b>\$ 60,000</b>	<b>\$ 24,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 160,033</b>

	<b>FY 21 &amp; 22 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 328,404</b>
Consultant	<b>\$ 85,000</b>
Travel	<b>\$ 1,000</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 414,404</b>

**Task 3.1 Monitoring Activities**  
 May 2020 (rev. April 2021)

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021 G1501			FTA Section 5305 FY 2021 G1G93			FTA Section 5305 FY 2021 Contract TBD	FY 2021 Total
	PL	SU	Federal	State	Local	Federal	State	Local	Federal	
Personnel (salary and benefits)	\$ 49,892	\$ 25,000	\$ 8,900	\$ 1,112	\$ 1,112	\$ 64,000	\$ 8,000	\$ 8,000	\$ 28,000	\$ 194,016
Consultant	\$ 73,000	\$ 35,000								\$ 108,000
Travel	\$ 250									\$ 250
Direct Expenses	\$ -									\$ -
<b>Total</b>	<b>\$ 123,142</b>	<b>\$ 60,000</b>	<b>\$ 8,900</b>	<b>\$ 1,112</b>	<b>\$ 1,112</b>	<b>\$ 64,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 28,000</b>	<b>\$ 302,266</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022 Contract TBD			FY 2022 Total
	PL	SU	Federal	State	Local	
Personnel (salary and benefits)	\$ 19,738	\$ 50,000	\$ 20,000	\$ 2,500	\$ 2,500	\$ 94,738
Consultant	\$ 51,000	\$ 40,000				\$ 91,000
Travel	\$ 250					\$ 250
Direct Expenses	\$ -					\$ -
<b>Total</b>	<b>\$ 70,988</b>	<b>\$ 90,000</b>	<b>\$ 20,000</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 185,988</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 288,754</b>
Consultant	<b>\$ 199,000</b>
Travel	<b>\$ 500</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 488,254</b>

Task 4.1 Systems Planning  
May 2020 (rev. April 2021)

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021 G1501			FTA Section 5305 FY 2021 G1G93			FTA Section 5305 FY 2021 Contract TBD	CTD FY 2021	FTA FY 2021		FY 2021 Total
	PL	SU	Fed.	St.	Loc.	Fed.	St.	Loc.	Fed.		Sect. 5307*	TOD**	
Personnel (salary and benefits)	\$ 105,693	\$ 60,000	\$ 29,740	\$ 3,718	\$ 3,718	\$ 77,801	\$ 9,725	\$ 9,725	\$ 68,000	\$ 39,684			\$ 407,803
Consultant	\$ 100,000	\$ 60,000				\$ 20,000	\$ 2,500	\$ 2,500	\$ 120,000		\$ 900,000	\$ 720,000	\$ 1,925,000
Travel	\$ 1,500												\$ 1,500
Direct Expenses	\$ -												\$ -
<b>Total</b>	<b>\$ 207,193</b>	<b>\$ 120,000</b>	<b>\$ 29,740</b>	<b>\$ 3,718</b>	<b>\$ 3,718</b>	<b>\$ 97,801</b>	<b>\$ 12,225</b>	<b>\$ 12,225</b>	<b>\$ 188,000</b>	<b>\$ 39,684</b>	<b>\$ 900,000</b>	<b>\$ 720,000</b>	<b>\$ 2,334,303</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022 Contract TBD			CTD FY 2022	FTA FY 2022		FY 2022 Total
	PL	SU	Fed.	St.	Loc.		Sect. 5307*	TOD**	
Personnel (salary and benefits)	\$ 95,464	\$ 75,000	\$ 99,823	\$ 12,478	\$ 12,478	\$ 39,684			\$ 334,927
Consultant	\$ 50,000	\$ 240,000	\$ 104,000	\$ 13,000	\$ 13,000		\$ 800,000		\$ 1,220,000
Travel	\$ 1,500								\$ 1,500
Direct Expenses	\$ -								\$ -
<b>Total</b>	<b>\$ 146,964</b>	<b>\$ 315,000</b>	<b>\$ 203,823</b>	<b>\$ 25,478</b>	<b>\$ 25,478</b>	<b>\$ 39,684</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ 1,556,427</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 742,730</b>
Consultant	<b>\$ 3,145,000</b>
Travel	<b>\$ 3,000</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 3,890,730</b>

\* PSTA receives federal funding directly from FTA for Section 5307 and TOD funds. These funds follow the federal fiscal year (October to September) and so funding programming overlaps state fiscal years and UPWP years. All PSTA funding from FTA directly is shown as consultant since none of it is received by the Pinellas County MPO. PSTA also has funding programmed for autonomous vehicle projects, which involves planning, and is a funding partnership between FDOT, PSTA and the City of St. Petersburg.

\*\* PSTA has a FTA TOD grant of \$1.2 million programmed in federal FY20, which overlaps with the UPWP fiscal year. PSTA, the City of St. Petersburg and the Pinellas Planning Council are providing matching local funds through staff support. **PSTA received an additional \$720,000 in federal FY 20 (State FY 21) for a TOD project.**

**Task 5.1 Long Range Plan and Transportation Improvement Program Development and Implementation**  
(rev. April 2021)

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021 G1501			FTA Section 5305 FY 2021 G1G93			FTA Section 5305 FY 2021 Contract TBD	FY 2021 Total
	PL	SU	Federal	State	Local	Federal	State	Local	Federal	
Personnel (salary and benefits)	\$ 38,900	\$ 20,000							\$ 24,000	\$ 82,900
Consultant	\$ -									\$ -
Travel	\$ 550									\$ 550
Direct Expenses	\$ -									\$ -
<b>Total</b>	<b>\$ 39,450</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ 83,450</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022 Contract TBD			FY 2022 Total
	PL	SU	Federal	State	Local	
Personnel (salary and benefits)	\$ 50,696	\$ 30,000	\$ 24,000	\$ 3,000	\$ 3,000	\$ 110,696
Consultant		\$ 56,047				\$ 56,047
Travel	\$ 550					\$ 550
Direct Expenses	\$ -					\$ -
<b>Total</b>	<b>\$ 51,246</b>	<b>\$ 86,047</b>	<b>\$ 24,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 167,293</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 193,596</b>
Consultant	<b>\$ 56,047</b>
Travel	<b>\$ 1,100</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 250,743</b>



**Task 6.1 Regional Planning and Coordination**  
(rev. April 2021)

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021 G1501			FTA Section 5305 FY 2021 G1G93			FTA Section 5305 FY 2021 Contract TBD	FY 2021 Total
	PL	SU	Federal	State	Local	Federal	State	Local	Federal	
Personnel (salary and benefits)	\$ 3,222	\$ 20,000	\$ 47,626	\$ 5,953	\$ 5,953	\$ 100,000	\$ 12,500	\$ 12,500	\$ 16,000	\$ 223,754
Annual Allocation for CCC (Funds to Hillsborough MPO Regional Planning Activities (Consulting Services))*	\$ 11,478									\$ 11,478
Travel	\$ 4,000									\$ 4,000
Direct Expenses	\$ -									\$ -
<b>Total</b>	<b>\$ 18,700</b>	<b>\$ 20,000</b>	<b>\$ 47,626</b>	<b>\$ 5,953</b>	<b>\$ 5,953</b>	<b>\$ 100,000</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 16,000</b>	<b>\$ 239,232</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022 Contract TBD			FY 2022 Total
	PL	SU	Federal	State	Local	
Personnel (salary and benefits)	\$ 43,727	\$ 30,000	\$ 24,000	\$ 3,000	\$ 3,000	\$ 103,727
Annual Allocation for CCC (Funds to Hillsborough MPO Regional Planning Activities (Consulting Services))*	\$ 5,000					\$ 5,000
Travel	\$ 4,000					\$ 4,000
Direct Expenses	\$ -					\$ -
<b>Total</b>	<b>\$ 52,727</b>	<b>\$ 30,000</b>	<b>\$ 24,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 112,727</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 327,481</b>
Consultant	<b>\$ 16,478</b>
Travel	<b>\$ 8,000</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 351,959</b>

**Task 7.1 Special Projects  
(rev. April 2021)**

Year and Funding Source	FHWA FY 2021		FTA Section 5305 FY 2021 G1501			FTA Section 5305 FY 2021 G1G93			FTA Section 5305 FY 2021 Contract TBD	FY 2021 Total
	PL	SU	Federal	State	Local	Federal	State	Local	Federal	
Personnel (salary and benefits)	\$ 66,913	\$ 30,000	\$ 15,939	\$ 1,992	\$ 1,992	\$ 24,000	\$ 3,000	\$ 3,000	\$ 62,223	\$ 209,060
Consultant	\$ 232,000	\$ 30,000							\$ 57,228	\$ 319,228
Travel	\$ 300									\$ 300
Direct Expenses	\$ -									\$ -
<b>Total</b>	<b>\$ 299,213</b>	<b>\$ 60,000</b>	<b>\$ 15,939</b>	<b>\$ 1,992</b>	<b>\$ 1,992</b>	<b>\$ 24,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 119,451</b>	<b>\$ 528,588</b>

Year and Funding Source	FHWA FY 2022		FTA Section 5305 FY 2022 Contract TBD			FY 2022 Total
	PL	SU	Federal	State	Local	
Personnel (salary and benefits)	\$ 70,691	\$ 45,000	\$ 36,000	\$ 4,500	\$ 4,500	\$ 160,691
Consultant	\$ 106,133	\$ 40,000	\$ 36,000	\$ 4,500	\$ 4,500	\$ 191,133
Travel	\$ 300					\$ 300
Direct Expenses	\$ -					\$ -
<b>Total</b>	<b>\$ 177,124</b>	<b>\$ 85,000</b>	<b>\$ 72,000</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 352,124</b>

	<b>FY 2021 &amp; 2022 TOTAL</b>
Personnel (salary and benefits)	<b>\$ 369,751</b>
Consultant	<b>\$ 510,361</b>
Travel	<b>\$ 600</b>
Direct Expenses	<b>\$ -</b>
<b>Total</b>	<b>\$ 880,712</b>

**Funding Source  
May 2020 (rev. Apr 2021)**

						FY 2021-2022 Funding Source								
				2021	2022	Soft Match	Federal	State	Local					
G1L99	FHWA	PL	\$	1,219,948	\$	1,107,369	\$	420,546.18	\$	2,327,317				
		SU	\$	350,000	\$	666,047	\$	183,599.69	\$	1,016,047				
		<b>G1L99 TOTAL</b>	\$	<b>1,569,948</b>	\$	<b>1,773,416</b>	\$	<b>604,146</b>	\$	<b>3,343,364</b>				
G1501 (5305)*	FTA (FY 2021)	FTA	\$	102,204				\$	102,204					
		State	\$	12,776					\$	12,776				
		Local	\$	12,776							\$	12,776		
		<b>G1501 TOTAL</b>	\$	<b>127,755</b>	\$	<b>-</b>								
G1G93 (5305)*	FTA (FY 2021)	FTA	\$	368,818				\$	368,818					
		State	\$	46,102					\$	46,102				
		Local	\$	46,102							\$	46,102		
		<b>G1G93 TOTAL</b>	\$	<b>461,022</b>	\$	<b>-</b>								
GXX (5305)	FTA (FY 2021)	FTA	\$	469,052			\$	117,263	\$	469,052				
		<b>GXX TOTAL</b>	\$	<b>469,052</b>										
GXXX	FTA (FY 2022)	FTA			\$	435,823		\$	435,823					
		State			\$	54,478			\$	54,478				
		Local			\$	54,478					\$	54,478		
		<b>GXX TOTAL</b>	\$	<b>-</b>	\$	<b>544,779</b>								
TD Grant	CTD (FY 2021, 22)	FTA						\$	-					
		State	\$	39,684	\$	39,684			\$	79,368				
		Local									\$	-		
		<b>TD TOTAL</b>	\$	<b>39,684</b>	\$	<b>39,684</b>								
FTA 5307	FTA (FY 2021, 22)	FTA	\$	900,000	\$	800,000		\$	1,700,000					
		State							\$	-				
		Local									\$	-		
		<b>5307 TOTAL</b>	\$	<b>900,000</b>	\$	<b>800,000</b>								
FTA TOD	FTA (FY 2021, 22)	FTA	\$	720,000	\$	-		\$	720,000					
		State							\$	-				
		Local									\$	-		
		<b>TOD TOTAL</b>	\$	<b>720,000</b>	\$	<b>-</b>								
		<b>TOTAL</b>	\$	<b>4,287,461</b>	\$	<b>3,157,879</b>	\$	<b>721,409</b>	\$	<b>7,139,261</b>	\$	<b>192,724</b>	\$	<b>113,356</b>

\* Open agreement. Updated amounts will be amended into the UPWP following the end of FY20.

Agency Participation May 2020 (rev. May 2021)												
CONTRACT	G1199 (PL, SU)		G1501	G1G93	GXXX	GXXX	5307		TOD		TD	
FISCAL YEAR	2021	2022	2021	2021	2021	2022	2021	2022	2021	2022	2021	2022
Available Funding (from Funding Source Table)	\$ 1,569,948	\$ 1,773,416	\$ 127,755	\$ 461,022	\$ 469,052	\$ 544,779	\$ 900,000	\$ 800,000	\$ 720,000	\$ -	\$ 39,684	\$ 39,684
Responsible Agency	MPO	MPO	MPO	MPO	MPO	MPO	PSTA	PSTA	PSTA	PSTA	MPO	MPO
<b>Task 1: Program Administration and Coordination</b>												
Personnel (salary & benefits)	\$ 170,000	\$ 125,787			\$ 65,600	\$ 85,000						
Consultant Services	\$ 52,053	\$ 65,000			\$ -	\$ -						
Travel	\$ 1,000	\$ 1,000			\$ -	\$ -						
Direct Expenses	\$ 256,597	\$ 346,500			\$ -	\$ -						
Sub Total	\$ 479,650	\$ 538,287	\$ -	\$ -	\$ 65,600	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 2: Public Participation</b>												
Personnel (salary & benefits)	\$ 72,100	\$ 94,533		\$ 103,771	\$ 28,000	\$ 30,000						
Consultant Services	\$ 50,000	\$ 35,000		\$ -	\$ -	\$ -						
Travel	\$ 500	\$ 500		\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -		\$ -	\$ -	\$ -						
Sub Total	\$ 122,600	\$ 130,033	\$ -	\$ 103,771	\$ 28,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 3: Monitoring Activities</b>												
Personnel (salary & benefits)	\$ 74,892	\$ 69,738	\$ 11,124	\$ 80,000	\$ 28,000	\$ 25,000						
Consultant Services	\$ 108,000	\$ 91,000	\$ -	\$ -	\$ -	\$ -						
Travel	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Sub Total	\$ 183,142	\$ 160,988	\$ 11,124	\$ 80,000	\$ 28,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 4: Systems Planning</b>												
Personnel (salary & benefits)	\$ 165,693	\$ 170,464	\$ 37,175	\$ 97,251	\$ 68,000	\$ 124,779					\$ 39,684	\$ 39,684
Consultant Services	\$ 160,000	\$ 290,000	\$ -	\$ 25,000	\$ 120,000	\$ 130,000	\$ 900,000	\$ 800,000	\$ 720,000			
Travel	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Sub Total	\$ 327,193	\$ 461,964	\$ 37,175	\$ 122,251	\$ 188,000	\$ 254,779	\$ 900,000	\$ 800,000	\$ 720,000	\$ -	\$ 39,684	\$ 39,684
<b>Task 5: Long Range Plan and Transportation Improvement Program Development and Implementation</b>												
Personnel (salary & benefits)	\$ 58,900	\$ 80,696	\$ -	\$ -	\$ 24,000	\$ 30,000						
Consultant Services	\$ -	\$ 56,047	\$ -	\$ -	\$ -	\$ -						
Travel	\$ 550	\$ 550	\$ -	\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Sub Total	\$ 59,450	\$ 137,293	\$ -	\$ -	\$ 24,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 6: Regional Planning and Coordination</b>												
Personnel (salary & benefits)	\$ 23,222	\$ 73,727	\$ 59,532	\$ 125,000	\$ 16,000	\$ 30,000						
Consultant Services**	\$ 11,478	\$ 5,000	\$ -	\$ -	\$ -	\$ -						
Travel	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Sub Total	\$ 38,700	\$ 82,727	\$ 59,532	\$ 125,000	\$ 16,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 7: Special Projects</b>												
Personnel (salary & benefits)	\$ 96,913	\$ 115,691	\$ 19,923	\$ 30,000	\$ 62,223	\$ 45,000						
Consultant Services	\$ 262,000	\$ 146,133	\$ -	\$ -	\$ 57,228	\$ 45,000						
Travel	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -						
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Sub Total	\$ 359,213	\$ 262,124	\$ 19,923	\$ 30,000	\$ 119,451	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL*</b>	<b>\$ 1,569,948</b>	<b>\$ 1,773,416</b>	<b>\$ 127,755</b>	<b>\$ 461,022</b>	<b>\$ 469,051</b>	<b>\$ 544,779</b>	<b>\$ 900,000</b>	<b>\$ 800,000</b>	<b>\$ 720,000</b>	<b>\$ -</b>	<b>\$ 39,684</b>	<b>\$ 39,684</b>
* ties to available funds or agreement												
***Annual allocation for Chair Coordinating Committee (funds to Hillsborough MPO) for Regional Planning Activities (Consultant Services)												

## APPENDICES

Appendix A. Internal Work Program

**MPO Work Program**

	State FY 2021												State FY 2022											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>ON-GOING ASSIGNMENTS</b>																								
Data & Database Management																								
Committee Support																								
Administrative Support, Grant Management & Procurement																								
Community Outreach																								
Transportation Disadvantaged Program																								
Local Government Technical Support																								
Regional Coordination																								
<b>PROJECTS</b>																								
<b>SPOTlight Emphasis Areas</b>																								
Gateway Partnership Support																								
US 19 Coordination & Implementation																								
Enhancing Beach Community Access																								
<b>MPO-Required Programs/Plans</b>																								
Congestion Management Process																								
Disadvantaged Business Enterprise Program																								
Federal Certification																								
Level of Service Report																								
Multimodal Prioritization Process																								
Performance Measures																								
Public Participation Plan Evaluation and Update																								
State of the System Report																								
Title VI Program																								
Transportation Improvement Program																								
Unified Planning Work Program (FY 23-24)																								
<b>Special Activities</b>																								
Complete Streets Program																								
Corridor Planning																								
Countywide Tolling Analysis																								
Downtown St. Petersburg Mobility Study																								
Integrated Performance Report																								
Regional Long Range Transportation Plan																								
Regional Performance Measures																								
Regional State of the System																								
Safe Streets Pinellas Action Plan																								
Safe Streets Pinellas Support and Implementation																								
Trail Impact Study																								

\*Work program is subject to change, does not include every MPO activity or end product

Appendix B. Acronyms/Abbreviations



## **GLOSSARY OF LAND USE AND TRANSPORTATION PLANNING TERMS AND ACRONYMS**

**ADVANCED TRAFFIC MANAGEMENT SYSTEMS (ATMS)** – Intelligent Transportation System (ITS) technology that focuses on the coordination of traffic signal timing. It integrates hardware, equipment and technology, such as advanced vehicle detectors, closed circuit (CC) TV cameras and other electronic communication systems, to operate the traffic signals more efficiently.

**AMERICANS WITH DISABILITIES ACT (ADA)** – Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. It applies to all publicly funded transportation facilities and transit vehicles and requires transit agencies to provide complementary paratransit service within the fixed-route service area to those persons unable to use fixed-route service because of a disability.

**AVERAGE ANNUAL DAILY TRAFFIC (AADT)** – The total volume of traffic on a highway segment for one year, divided by the number of days in the year.

**BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC)** – Forward Pinellas appointed committee comprised of representatives of various government agencies, law enforcement officials and private citizens interested in bicycle and pedestrian issues. The BPAC advises the MPO on matters concerning the planning and development of bicycle and pedestrian facilities and encouraging bicycling and walking in Pinellas County and the region.

**BICYCLE PEDESTRIAN MASTER PLAN** – An element of the Long Range Transportation Plan, the Bicycle Pedestrian Master Plan identifies existing trails, bicycle lanes and sidewalks throughout Pinellas County. The Plan serves as a guide for the planning and development of a comprehensive bicycle and pedestrian facility network that seeks to make these travel modes viable alternatives the personal automobile for commuting as well as recreational purposes.

**BIKES ON BUSES** – Allows Pinellas Suncoast Transit Authority (PSTA) riders to mount their bikes on racks installed at the front end of PSTA buses to continue their trip as a bus passenger. The racks accommodate up to two bikes. Bike on bus accommodations are also offered in Hillsborough through Hillsborough Area Regional Transit (HART) and Pasco County through Pasco County Public Transportation (PCPT).

**BUS RAPID TRANSIT** – A flexible high performance form of premium transit that combines features of rail systems with those of on-road vehicles, and is characterized by being able to operate in special purpose lanes or on city streets. BRT stations are used as an intermodal hub and activity center for the community. Service is frequent enough that passengers do not need a schedule. Intelligent transportation system (ITS) technology keeps track of vehicles, provides passengers with updated travel information, and improves safety.

**CITIZENS ADVISORY COMMITTEE (CAC)** – Comprised of citizens representing municipal area and at-large membership appointed by Forward Pinellas to review transportation issues and topics before they are presented to the Board. They are the primary conduit for public input in the MPO planning process.

**COASTAL HIGH HAZARD AREA (CHHA)** – The area below the elevation of the Category 1 storm surge line as established by a Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized storm surge model, pursuant to Section 163.3178(2)(h), Florida Statutes.

**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD)** - A State agency responsible for the coordination of transportation services for older adults, persons with disabilities and low income and children at-risk. The CTD is responsible for overseeing local Transportation Disadvantaged (TD) programs, designating local planning agencies, approving the appointment of and then coordinating with community transportation coordinators.

**COMMUNITY TRANSPORTATION COORDINATOR (CTC)** – Responsible for managing the operations of the Pinellas County Transportation Disadvantaged (TD) Program and for the delivery of trips to individuals qualified to receive services through the Program. The Pinellas Suncoast Transit Authority (PSTA) is the designated CTC for Pinellas County.

**CONGESTION MANAGEMENT PROCESS (CMP)** – A systematic process designed to address transportation problems through the implementation of small scale physical improvements and strategies designed to improve the operations, safety and efficiency of all travel modes.

**COUNTYWIDE PLAN** – The document that coordinates land use planning among all 25 local governments in Pinellas County, pursuant to Chapter 2012-245, Laws of Florida. The Countywide Plan is comprised of the Countywide Plan Strategies, the Countywide Plan Map, and the Countywide Rules. Local government comprehensive plans and land development regulations are required to be consistent with the Countywide Plan.

**COUNTYWIDE PLANNING AUTHORITY (CPA)** – The Board of County Commissioners of Pinellas County, acting in its capacity as the Countywide Planning Authority, through the exercise of its power under section 2.04(s) of the Pinellas County Charter and pursuant to Chapter 2012-245, Laws of Florida.

**DENSITY** – A measure of residential development expressed as the number of dwelling units per net acre of land area.

**DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)** – The State of Florida agency charged with reviewing amendments to local comprehensive plans and land development regulations, and other aspects of local planning, for compliance with Florida Statutes.

**DESIGNATED OFFICIAL PLANNING AGENCY (DOPA)** – Provides planning services in accordance with Chapter 427, F.S., for the local Transportation Disadvantaged (TD) Program. These include staff support to the Local Coordinating Board (LCB), evaluation of the local community transportation coordinator (CTC) and the administration and implementation of the TD Service Plan. The MPO serves as the Planning Agency in Pinellas County.

**DYNAMIC MESSAGE SIGNS (DMS)** – (also called Variable Message Signs (VMS)) - large, electronic signs that overhang interstates and other major roads. The signs are typically used to display information about traffic conditions, travel times, construction or roadway incidents. The signs are also used to inform the public of important safety alerts (e.g., Amber Alerts), display special event information, and also to display safety messages such as reminders to use seat belts and not to drive impaired.

**ENVIRONMENTAL JUSTICE (EJ)** – The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws regulations and policies. Environmental justice is a mandate of the U.S. Environmental Protection Agency and the result of Executive Order 12898 signed by President Clinton in 1994.

**FEDERAL HIGHWAY ADMINISTRATION (FHWA)** – An agency within the U.S. Department of Transportation (DOT) that supports State and local governments in the design, construction, and maintenance of the Nation’s highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program).

**FEDERAL TRANSIT ADMINISTRATION (FTA)** – Provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology.

**FLOOR AREA RATIO (FAR)** – A measurement of the intensity of building development on a site. A floor area ratio is the relationship between the floor area of all buildings on a site and the land area, not including water or right of way.

**FIXING AMERICA’S SURFACE TRANSPORTATION (FAST) ACT** – The FAST Act was signed into law in 2015. It authorized over \$305 billion in long-term funding for surface transportation infrastructure planning and investment, including highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act succeeds the 2012 Moving Ahead for Progress in the 21st Century (MAP 21) Act, the 2005 Safe, Accountable, Flexible, Efficient Transportation



Equity Act: A Legacy for Users (SAFETEA-LU) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA).

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)** – Formed in 1969, FDOT is a decentralized agency responsible for the development, maintenance and regulation of public transportation systems and facilities in the state. The mission of FDOT is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of the environment and local communities.

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) WORK PROGRAM** – This is the State Five-Year Work Program of transportation improvements prepared in accordance with Section 339.135, Florida Statutes. It provides direction on where and when to build projects and how to fund them. The first year of the program authorizes FDOT to expend funds to complete the scheduled projects. The last four years of scheduled projects are included for planning purposes. The FDOT Work Program is also included in the MPO Transportation Improvement Program (TIP).

**FLORIDA TRANSPORTATION PLAN (FTP)** - Defines Florida’s future transportation vision and identifies goals, objectives, and strategies to accomplish that vision. The FTP is the statewide long range transportation plan for all of Florida.

**FORWARD PINELLAS** – Countywide land use and transportation planning agency resulting from the consolidation of the Metropolitan Planning Organization (MPO) and Pinellas Planning Council (PPC) in 2014. The agency is served by a 13 member board representing the county’s local governments and the Pinellas Suncoast Transit Authority (PSTA).

**HILLSBOROUGH AREA REGIONAL TRANSIT (HART)** – The primary transit provider in Hillsborough County, HART provides fixed route bus and door to door paratransit service and operates the Tampa Electric Company (TECO) Line Streetcar System.

**INTELLIGENT TRANSPORTATION SYSTEMS (ITS)** – Encompasses a broad range of advanced technology solutions designed to improve the efficiency and safety of transportation facilities and services. Examples of ITS technology include coordinated traffic signal controls, smart phone applications to monitor traffic conditions, variable message signs, intersection cameras monitoring vehicle speeds and automated bus fare systems.

**INTENSITY** – A measure of nonresidential or mixed-use development, usually expressed as a maximum Floor Area Ratio.

**LAND USE** – The type of development on a given parcel of land (e.g., residential, commercial, industrial).

**LEVEL OF SERVICE (LOS)** – A qualitative measure of roadway performance expressed in letter grades ranging from A through F, with A roads operating under optimum free-flow conditions and F roads operating under the most deficient conditions characterized by forced-flow traffic with considerable delays.

**LIMITED ENGLISH PROFICIENCY (LEP)** – Refers to individuals whose primary language is not English and have difficulty communicating effectively in English. Title VI of the Civil Rights Act of 1964 requires MPOs and other recipients of federal funding to take reasonable steps to make their programs, services and activities accessible to persons with LEP. The MPO Title VI Plan includes an element addressing the agency’s approach to accommodating people who are LEP.

**LOCAL COMPREHENSIVE PLAN** – A plan adopted by each of the local governments in Pinellas County, including the local future land use map as well as goals, objectives and policies that provide the basis for development decisions, consistent with the requirements of Chapter 163, Florida Statutes, and Chapter 2012-245, Laws of Florida.

**LOCAL COORDINATING BOARD (LCB)** – A board comprised of social service agencies, transportation providers, and citizens responsible for governing the Pinellas County Transportation Disadvantaged Program. The LCB identifies local service needs and provides information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. The LCB also serves as an advisory committee to the MPO, which is the Planning Agency for the Pinellas County Transportation Disadvantaged (TD) Program.

**LOCAL FUTURE LAND USE MAP** – A map adopted by each of the local governments as part of the local comprehensive plan, which graphically depicts future land use categories establishing allowable uses and maximum permitted densities/intensities for each land parcel.

**LOCAL LAND DEVELOPMENT REGULATIONS (LDRs)** – Land development regulations enacted by local government ordinance for the regulation of development, including any local government zoning, rezoning, subdivision, building construction, or any other regulations controlling the development of land.

**LONG RANGE TRANSPORTATION PLAN (LRTP)** – A 20-year strategy plan developed to guide the investment of public funds in transportation facilities while addressing all major modes of transportation including automobile, bicycle, air, rail, surface freight, and pedestrian travel. The LRTP is a federal requirement that also identifies the transportation goals, objectives and priorities of Pinellas County and the region.

**METROPOLITAN PLANNING ORGANIZATION (MPO)** – Created under federal and state law to provide a forum for cooperative decision-making in regard to regional transportation issues. Metropolitan planning organizations ensure that existing and future expenditures of

governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process. Membership includes elected and appointed officials representing local jurisdictions and transportation agencies.

**METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC)** – A statewide organization created by the Florida Legislature to augment the role of the individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy decisions.

**MORE OR LESS (M.O.L.)** - a term used to describe approximate acreages of parcels in land use cases.

**PEDESTRIAN SAFETY ACTION PLAN (PSAP)** – Developed by the Florida Department of Transportation (FDOT) through the collaborative efforts of Forward Pinellas and community stakeholders, the PSAP is designed to help local government agencies address pedestrian crash issues specific to their jurisdiction. It is intended to help these agencies understand the tools and organizational changes necessary to improve pedestrian safety.

**PINELLAS PLANNING COUNCIL (PPC)** – Pursuant to a special act of the State Legislature (Chapter 2012-245, Laws of Florida), the PPC serves as the advisory body to the Countywide Planning Authority, and is responsible for coordinating countywide land use planning and maintaining and implementing the Countywide Plan. The PPC and Metropolitan Planning Organization (MPO) consolidated in 2014 and now serve under a joint policy making board operating as Forward Pinellas.

**PINELLAS SUNCOAST TRANSIT AUTHORITY (PSTA)** – The primary provider of public transportation services in Pinellas County. Their services include fixed route bus and the transport of individuals with disabilities through their DART paratransit program.

**PINELLAS TRAIL SECURITY TASK FORCE (PTSTF)** – Comprised of elected officials, law enforcement personnel and County staff, the PTSTF monitors and addresses issues affecting the safety of the Pinellas Trail.

**PLANNERS ADVISORY COMMITTEE (PAC)** – provides technical input and makes recommendations on land use matters that go before Forward Pinellas, acting as the Pinellas Planning Council. The PAC membership is comprised of various local government planning department directors, or their representatives.

**PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY** – A process developed to ensure that the design of transportation projects appropriately reflects and incorporates the unique engineering and community characteristics of the area. The FDOT created the process to ensure

that projects receiving Federal aid follow the policies and procedures outlined in the National Environmental Policy Act.

**PUBLIC HEARING** - Formal meetings required by regulation, rule or policy where public comments are recorded into official public record. Public hearings invite public comment but do not offer a question-and-answer format as is typically provided for at a public meeting.

**PUBLIC PARTICIPATION PLAN (PPP)** – Provides a systematic approach for involving citizens in the MPO planning process. The PPP identifies the agency’s public involvement objectives, outreach strategies and measures of effectiveness. Performance of the PPP is evaluated periodically to gauge the Plan’s effectiveness toward meeting its objectives.

**PUBLIC PRIVATE PARTNERSHIP (P3)** – a contractual agreement between a public and private sector entity. The agreement leverages the skills and assets of each partner to complete public projects with the private sector assuming much of the risk in exchange for being compensated based on performance.

**RIGHT OF WAY (ROW)** – A type of land easement, either granted or reserved, for transportation and/or utility purposes.

**ROAD SAFETY AUDIT (RSA)** - Formal safety performance examination of a road or intersection by an independent, multidisciplinary team. It qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements for all users.

**ST. PETE-CLEARWATER INTERNATIONAL AIRPORT (PIE)** – Located in the mid-county Gateway area, PIE is an international, commercial service airport operating under the authority of the Board of County Commissioners.

**SAFE ROUTES TO SCHOOL (SRTS) PROGRAM** – Funded and managed by the Florida Department of Transportation (FDOT), the SRTS Program helps communities address school transportation needs while encouraging more students to walk or bicycle to school. The SRTS Program provides funding for projects such as sidewalks, shared-use paths, flashing beacons and median refuge islands.

**SCHOOL TRANSPORTATION SAFETY COMMITTEE (STSC)** - Established by the MPO in 1998, the STSC is made up of representatives of the School Board, Board of County Commissioners and local municipalities. The STSC considers transportation and safety matters concerning the safe movement of students traveling to and from school. They serve in an advisory capacity to Forward Pinellas.

**SINGLE OCCUPANT VEHICLE (SOV)** - A vehicle occupied by only one person.

**SPECIAL ACT** – Chapter 2012-245, Laws of Florida, as amended. The Special Act establishes the Pinellas Planning Council and the authority for the Countywide Planning Authority and provides the legal requirements for countywide planning and coordination in Pinellas County.

**STRATEGIC COMMUNICATIONS PLAN** – Approved by the Forward Pinellas Board in 2017, this Plan guides the communication efforts of Forward Pinellas as it relates to land use as well as transportation planning. The Strategic Communications Plan complements and is consistent with the PPP.

**STRATEGIC INTERMODAL SYSTEM (SIS)** –The Governor and Legislature established the SIS in 2003 to focus the state’s limited transportation resources on the facilities most significant for interregional, interstate, and international travel. The SIS is the state’s highest priority for transportation capacity investments and a primary focus for implementing the Florida Transportation Plan (FTP), the state’s long-range transportation vision and policy plan.

**SURFACE TRANSPORTATION PROGRAM (STP)** – A block grant program authorized under the Fixing America’s Surface Transportation (FAST) Act that allows for flexibility in State and local transportation decisions and provides flexible funding to address multimodal transportation needs.

**TAMPA BAY REGIONAL PLANNING COUNCIL (TBRPC)** – One of 11 regional planning councils in Florida, established by the Legislature to coordinate planning for the 43 jurisdictions in the Tampa Bay region. Specific duties include environmental management, economic analysis, and water quality, emergency preparedness, and hurricane evacuation planning.

**TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY (TBARTA )** – Created by the Florida State Legislature in 2007 to develop and implement a Regional Transportation Master Plan for the seven-county West Central Florida region consisting of Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas and Sarasota counties. The agency was reconstituted in 2017 with a directive to develop a Regional Transit Development Plan. The agency was also reduced in size to represent Hernando, Hillsborough, Manatee, Pasco and Pinellas counties. Their purpose is to improve mobility and expand multimodal transportation options for people and freight throughout the seven-county region.

**TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY (TBARTA) CITIZENS ADVISORY COMMITTEE (CAC)** – Comprised of residents and business representatives from the Tampa Bay area, members are appointed by the TBARTA Board to advise them on a range of regional transportation issues. They are also responsible for assisting in the development and maintenance of a multimodal transportation master plan. There are 17 voting members and 8 advisory members serving on the TBARTA CAC.



**TAMPA INTERNATIONAL AIRPORT (TIA)** – The largest airport in the Tampa Bay region, TIA is a public airport that opened in 1971 at its current location six miles west of downtown Tampa. The Airport serves more than 16 million daily passengers.

**TECHNICAL COORDINATING COMMITTEE (TCC)** – Represents local governments, the School District, PSTA, TBARTA, and Pinellas County. They assist the Forward Pinellas Board by reviewing transportation plans and programs and making recommendations based on their technical adequacy. There are 31 voting members on the Committee.

**TITLE VI** – Refers to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

**TITLE VI PLAN** – As a recipient of federal transportation funds, the MPO is required to document its compliance with Title VI requirements through the submittal of a Title VI Program once every three years. This documentation is included in the MPO’s Title VI Plan. Included in the documentation is the process involved in submitting and investigating a Title VI complaint, public involvement efforts targeting environmental justice communities, minority representation on advisory committees and providing people with limited English proficiency (LEP) access to the MPO planning process.

**TRANSIT DEVELOPMENT PLAN (TDP)** – PSTA’s planning, development and operational guidance document required for Florida Public Transit Block Grant funding. The TDP is used in creating the mass transit portions of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP) and the FDOT Work Program.

**TRANSIT ORIENTED DEVELOPMENT (TOD)** – A type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of a transit stop or terminal.

**TRANSPORTATION ALTERNATIVES (TA)** – Provides Surface Transportation Block Grant (STBG) program funding for projects and activities encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. Forward Pinellas adopts a priority list of projects for TA funding each year for inclusion in the Transportation Improvement Program (TIP).

**TRANSPORTATION DEMAND MANAGEMENT (TDM)** – The application of strategies and policies to reduce demand for single occupant vehicle (SOV) travel and vehicle miles traveled (VMT). Common TDM strategies include the promotion of vanpooling services, transit use, and telecommuting.

**TRANSPORTATION DISADVANTAGED (TD) PROGRAM** – A state-wide program supported by funding provided through the Florida TD Trust Fund, the TD Program provides low cost transportation to individuals who, because of a disability, income status, or age are unable to transport themselves or purchase transportation. In Pinellas County, individuals who are unable to transport themselves, receive transportation from others and are 150% of the federal poverty guidelines are eligible to participate in the TD Program. The Pinellas TD Program provides 10-day or 31-day bus passes with a co-payment, door-to-door transportation or group trips, depending on the individual, their needs and abilities.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** – A five-year program of transportation improvements adopted annually by Forward Pinellas. The TIP incorporates state and federal work programs along with the capital improvement programs/elements of the local governments within Pinellas County, as well as PSTA.

**TRANSPORTATION MANAGEMENT AREA (TMA)** – Urbanized areas with populations of over 200,000 are designated as TMAs and are subject to federal planning requirements. The Tampa Bay TMA is populated by over 2.4 million people and includes portions of Hillsborough and Pasco counties and nearly all of Pinellas County. Transportation plans and programs within a TMA must be carried out by the MPO(s) in cooperation with the state and transit operators and based on a continuing and comprehensive planning process.

**TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP)** – State funded program created to improve regionally significant transportation facilities in "regional transportation areas". The funds are intended to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce.

**TRI-COUNTY BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC)** – Comprised of BPAC representatives from Pinellas, Pasco and Hillsborough counties, the Tri-County BPAC formed in 2015 to coordinate planning efforts involving the development of regional bicycle/pedestrian facilities and to address regional issues affecting with these travel modes.

**UNIFIED PLANNING WORK PROGRAM (UPWP)** – Federally required biennial statement of MPO planning work. The UPWP includes a description of planning tasks and resulting products, agencies that will perform the work, time frames for completing the work, and associated costs and the source(s) of funds.

**UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT)** – Established in 1966, the USDOT is a federal Cabinet department responsible for ensuring a fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of American citizens. The agency oversees the operations of several subsidiary agencies that include the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA),

Federal Transit Administration (FTA), Federal Motor Carrier Safety Administration, National Highway Traffic Safety Administration (NHTSA), Federal Railroad Administration and Maritime Administration.

**VEHICLE HOURS TRAVELED (VHT)** - The total vehicle hours expended traveling on the roadway network in a specified area during a specified time period.

**VEHICLE MILES TRAVELED (VMT)** – Calculated by multiplying the average (mean) of the total average annual daily traffic volume (AADT) by the length of the segment where the data is collected, in centerline miles. It is used to identify travel habits within an urbanized area.

C. Certifications & Assurances

FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION STATEMENT**

525-010-05c  
POLICY PLANNING  
02/18

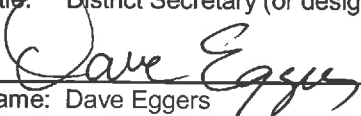
Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Forward Pinellas with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 10, 2020.

Based on a joint review and evaluation, the Florida Department of Transportation and the Forward Pinellas recommend that the Metropolitan Planning Process for the Forward Pinellas be certified.

\_\_\_\_\_  
Name: David Gwynn, P.E.  
Title: District Secretary (or designee)

  
\_\_\_\_\_  
Name: Dave Eggers  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

5-13-2020  
\_\_\_\_\_  
Date



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

11201 N. McKinley Drive  
Tampa, FL 33612

KEVIN J. THIBAUT, P.E.  
SECRETARY

### JOINT MPO/FDOT CERTIFICATION SUMMARY

## Forward Pinellas Metropolitan Planning Organization

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The Annual Joint FDOT/MPO Certification for January 1, 2019 to December 31, 2019, review was conducted on March 10, 2020, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. **The Forward Pinellas MPO was found to be in compliance with federal and state guidelines for metropolitan transportation planning.**

The following is a summary of the Department's findings:

### Notable Achievements

- **Advantage Pinellas Plan**

Forward Pinellas adopted its 2045 Long Range Transportation Plan (LRTP) "Advantage Pinellas" in November 2019. This was the first LRTP adopted after the 2014 merger of the Pinellas County MPO with the Pinellas Planning Council was firmly established. The plan reflects one of the main objectives of merging the two agencies, to integrate countywide transportation and land use planning in Pinellas County. This was evident by the introduction of new policies focusing on land use strategies to achieve the plan objective. Below are some examples.

- Forward Pinellas shall assist local governments in creating and sustaining mixed use, walkable neighborhoods, centers and districts that serve the surrounding population.
- Forward Pinellas shall encourage local governments to include transit-friendly and supportive design standards in local land development codes to create a more walkable environment for transit users between bus stops and proximate buildings.
- Forward Pinellas shall work with appropriate agencies through the use of software applications to develop and test scenarios addressing transportation and land development considerations.
- Forward Pinellas shall support activities at the local and state level to facilitate better integration of transportation and land use planning.
- Forward Pinellas shall support local land development regulations that require joint access with neighboring properties and access to secondary streets and service roads, where feasible.
- Forward Pinellas shall assist local governments in creating and sustaining mixed use, walkable neighborhoods, centers and districts that serve the surrounding population.
- Forward Pinellas will work with its partners to identify transportation and land use strategies within 'investment corridors' to link housing, jobs and workforce development.

Another significant feature of the Advantage Pinellas Plan was the commitment of nearly all flexible funding sources to projects that closely align with the Forward Pinellas goals relating to safety, multimodal accessibility, transit and advanced technology. Plan development, ensuring that outreach results were valid and representative of public sentiment.

Forward Pinellas staff recognized that while holding traditional public meetings can have some value, most residents lead busy lives and don't usually prioritize attendance at a government meeting to give feedback on items that they may not recognize as important. Knowing this, Forward Pinellas made it a priority to have a presence at various community events to engage all segments of the public, especially those who may not otherwise be familiar with transportation issues. Staff created an interactive game using rubber balls and canisters for the public to weigh in on the prioritization of transportation funding. The game was very successful, in encouraging people to participate, helping them understand the topics and to let them see how their opinions lined up with others in the community.

In 2019, Forward Pinellas also conducted an online survey of the public to assist in the development of the "Needs" Plan for Advantage Pinellas. Staff recognized that many citizens do not typically interact with large maps and can sometimes struggle to orient themselves when presented with a complex map showing the location of local projects. Understanding the need for a more transparent means of communication with the public, staff created a public survey that focused heavily on visual images of various transportation improvements that were easy to understand and provide feedback on. This allowed for people to weigh in on the types of improvements they would like to see in their communities, irrespective of where they may be located. Due to this format, the Needs Plan Online Survey received an overwhelming response from the public, at a fraction of the budget of other online outreach efforts.

- ***Advantage Pinellas Active Transportation Plan***

In 2019, Forward Pinellas developed the Active Transportation Plan. It was a departure from previous bicycle and pedestrian plans in terms of its strategic orientation to identifying key projects for LRTP funding. These projects were focused on addressing the county's most critical active transportation needs including closing gaps in the countywide network of bicycle and pedestrian facilities and improving access to underserved communities. The plan identified ten trail and four trail overpass projects that were prioritized and identified for funding in the LRTP that was adopted by the Board in November 2019.

The development of the Active Transportation Plan was also notable for its use of GIS tools to collect input from the public and to identify areas of greatest need for bicycle and pedestrian facilities. In terms of public input, an application was set up to allow people to indicate their favorite routes for bicycling as well as routes that they would take if the facilities were in place to do so.

In addition, an equity analysis was conducted using several GIS data layers that reflected various socioeconomic conditions relating to vehicle ownership, minority households,

populations below poverty level, and households with limited English proficiency. This data was overlaid on maps showing the locations of existing facilities to help identify and assess areas of greatest need in terms of bicycle and pedestrian access. The plan is scheduled for review and approval by the Forward Pinellas Board on February 12.

- ***Transportation Improvement Program (TIP) Interactive Map***

In 2019, Forward Pinellas released its new TIP Interactive Map application, which provides the public with an easy way to view information about the transportation projects in the county they are most concerned about. Through a link on the Forward Pinellas website (<http://arcg.is/1nOyq5>), they can open one of several maps showing different project types. Then by selecting the project location they can identify project names, descriptions, start and completion dates and cost.

- ***Gateway Master Plan***

As one of its SPOTlight initiatives, Forward Pinellas entered into a historic \$1 million partnership with the cities of Largo, St. Petersburg and Pinellas Park and Pinellas County and FDOT to jointly fund the development of the Gateway Master Plan. Completed in late 2019, the plan is designed to provide housing options intended to shorten the distance people have to travel to their destinations, reduce traffic congestion, spur economic development and transit investment and provide a safer and more connected bicycle and pedestrian network.

Gateway is a 30 square mile area that is strategically important for the county and regional economy. It includes multiple Fortune 500 companies, over 114 thousand jobs and the St. Pete Clearwater International Airport. A project website ([GatewayMasterPlan.org](http://GatewayMasterPlan.org)) was also developed to provide the public with access to the contents of the plan, including its major findings and recommended strategies. In the coming months, Forward Pinellas will be working closely with its partner agencies to finalize plan documentation and begin implementation of the plan.

- ***Indian Rocks Beach Visioning Project***

Forward Pinellas engaged the community of Indian Rocks Beach last year to formalize a vision for their city and the Gulf Boulevard corridor. This effort was an update of a special area plan developed through the Florida Center for Community Design and Research at USF in 2009. Forward Pinellas evaluated the findings of the 2009 plan and examined current economic conditions and indicators. Three public workshops were held, all with more than 50 people in attendance, to collect input from local residents about what they would like their community to look like.

Key themes identified for discussion at the workshops included economic vitality, community character, transportation and mobility, quality of life and environmental protection. Workshop participants crafted vision statements around these themes to reflect what they thought Indian Rocks Beach should strive toward. Forward Pinellas will produce a final report for presentation to



the Indian Rocks Beach City Commission in February that will outline guiding principles the community will use to implement its vision.

- ***Priority Transit Corridors***

One of the most critical transportation issues in Pinellas County is the shortage of funding available for transit not only to meet future demand but to adequately fund existing services. This reality was a focus of discussion at Forward Pinellas' Transportation Funding Workshop held at St. Pete College-Seminole in January 2019. Following the workshop, Forward Pinellas began working closely with Pinellas County staff on the identification of specific transit needs and potential local revenue sources.

The County Administrator was particularly interested in assessing the most pressing needs for transit in terms of getting people to their places of employment. This led Forward Pinellas to conduct an extensive analysis of population, employment, redevelopment and housing factors to identify the best routes for connecting residential areas with a high propensity for transit to job centers. These "priority corridors" became the basis for discussion in determining the level of local funding that was needed to equip them with limited stop premium transit service.

The next step in the process is for the Pinellas County Board of County Commissioners (BCC) to decide whether to initiate a sales tax referendum, gas tax or another funding source to implement the priority corridor improvements as well as other transportation needs identified by Pinellas County and other local governments. That is expected to occur with the next few months.

- ***Transit Oriented Design Planning***

On October 30, 2019, Forward Pinellas hosted a transit-oriented development (TOD) workshop at St. Pete College-Clearwater as part of its Knowledge Exchange Series Program. Guest speakers included Director of the Florida Center for Community Design and Research at USF Taryn Sabia, Lake Mary Community Development Director Stephen Noto, Lake Mary Planning and GIS Services Manager Krystal Clem and PSTA Director of Project Management Abhishek Dayal. The speakers shared their experiences and insights on TOD and identified some best practices for consideration in Pinellas County. This information will help to inform the Central Avenue TOD planning activity being conducted by PSTA, the City of St. Petersburg and Forward Pinellas in support of the Bus Rapid Transit Project. This work is being funded by a \$1.2 million federal grant.

- ***Bike Your City***

In March 2019, Forward Pinellas organized and sponsored a bike ride in Largo to promote National Bike Month and Bike to Work Day and to raise awareness among public officials and citizens about the need for bicycle safety and accessibility improvements. This event will continue in 2020 with Safety Harbor serving as the host city on March 13.

**Recommended Actions**

- The MPO should continue to enhance the QA/QC process to ensure that all supporting documentation for invoices are properly maintained.
- FDOT values the MPO's continued collaboration and partnership in the execution of reliable, safe, and efficient transportation projects.

**Corrective Actions**

- None

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

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**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: Dave Eggers  
Title: MPO Chairman (or designee)

5-13-2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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**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 Forward Pinellas that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Forward Pinellas, 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 Forward Pinellas shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
Name: Dave Eggers  
Title: MPO Chairman (or designee)

5-13-2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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



Name: Dave Eggers  
Title: MPO Chairman (or designee)

5-13-2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
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**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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

  
Name: Dave Eggers  
Title: MPO Chairman (or designee)

5-13-2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
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**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.

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



## D. FTA Section 5305 Application

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

### **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11(d). This certification is required by 49 C.F.R. § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

*An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA’s regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.*

*On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider’s Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

**CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

**CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following*



*certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) 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 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.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and

submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

##### 5.1. Charter Service Agreement.

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

##### 5.2. School Bus Agreement.

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
- (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

**CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

**7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

**7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

#### CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

#### **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and

- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

#### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

#### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.



**CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 C.F.R. part 672, “Public Transportation Safety Certification Training Program”; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the*

*Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

#### **CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway*

*public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Forward Pinellas in its role as Pinellas County MPO

The Applicant certifies to the applicable provisions of categories 01-20. \_\_\_\_\_

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2020

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Construction Hiring Preferences
- 20 Cybersecurity Certification for Rail Rolling Stock and Operations

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**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Forward Pinellas in its role as Pinellas County MPO

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

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

Certifications and Assurances

Fiscal Year 2020

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     *Dave Eggers*     Date:     5-13-2020    

Name     *Dave Eggers*     Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant):     *Forward Pinellas in its role as Pinellas County MPO*    

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

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

Signature     *Chelsea Hardy*     Date:     05/01/2020    

Name     Chelsea Hardy     Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA 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.*

### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

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

\* Other (Specify):

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

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

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

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

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

**\*\* I AGREE**

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

## E. Title VI Nondiscrimination Certification & Title VI Program

The Forward Pinellas Title VI Program is available at: <http://forwardpinellas.org/wp-content/uploads/2017/02/Title-VI-Plan.pdf>.

## F. Travel Resolution

RESOLUTION #19-5

A RESOLUTION APPROVING AND ADOPTING THE FORWARD PINELLAS TRAVEL POLICY AND GUIDELINES FOR TRAVEL

WHEREAS, Florida Statutes Section 112.061(14) allows the Pinellas Planning Council and the Pinellas County Metropolitan Planning Organization to establish per diem, subsistence, and mileage rates that vary from the standard state rates by enactment of a resolution, and provided that the rates apply uniformly to all travel by that entity; and

WHEREAS, the Code of Federal Regulations (2 CFR 200.474), Travel Costs, states that such costs are to be consistent with those normally allowed in like circumstances for all of the non-federal entity's non-federally-funded activities, in accordance with the entity's written travel reimbursement policies, and considered necessary and reasonable; and

WHEREAS, Forward Pinellas desires to adopt its own travel reimbursement policies.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Forward Pinellas hereby adopts the attached travel policy, which may be further amended by the Executive Director pursuant to the policy guidelines.
2. This resolution replaces MPO Resolution #16-03.

This resolution is hereby adopted at this Nov 13 2019 meeting of Forward Pinellas as hereinafter set forth:

Commissioner Long offered the foregoing resolution which was seconded by Commissioner Welch and the vote was:

AYES: Mayor Bujalski, Councilmember Allbritton, Commissioner Smith, Mayor Kennedy, Commissioner Eggers, Commissioner Welch, Mayor Bradbury, Commissioner Seel, Commissioner Long

NAYES: Ø

ABSENT AND NOTE VOTING:

ATTEST:  
  
Whit Blanton, Executive Director  
Forward Pinellas

  
Dave Eggers, Chairman  
Forward Pinellas

APPROVED AS TO FORM

By: Cherise Mandy  
Office of the County Attorney

G. Other Non-Federal Local Agency and Municipal Planning Projects

## **Caper, Sarah**

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**From:** Kelly, Maria  
**Sent:** Tuesday, January 21, 2020 7:43 AM  
**Subject:** Transportation Planning Activities

Dear TCC Members:

Forward Pinellas, in its role as the metropolitan planning organization for Pinellas County, develops a Unified Planning Work Program (UPWP) every two years. The UPWP includes transportation planning activities and associated funding, guiding the MPO's planning activities for the two-year period. We are currently developing the UPWP for July 1, 2020 through June 30, 2022. If your agency is expecting to conduct any transportation planning activities, please email the information below to me at [scaper@forwardpinellas.org](mailto:scaper@forwardpinellas.org) by January 31, 2020.

1. Name of the transportation planning activity
2. The cost, or approximate cost, of the activity
3. If the activity is funded using federal, state, and/or local funding sources
4. If any other partners are involved with the study

An example project that involves local transportation planning funds is the Downtown St. Petersburg Mobility Study, which includes funding from the City of St. Petersburg, the Florida Department of Transportation, and Forward Pinellas. This study has already been accounted for in the development of the UPWP.

Thank you,

**Sarah Caper, AICP**  
Principal Planner  
727-464-5695  
forwardpinellas.org

*Forward Pinellas serves as the planning council and metropolitan planning organization for Pinellas County.*

*All government correspondence is subject to the public records law.*

## H. FDOT District 7 Planning Activities





Florida Department of Transportation  
District Seven

## PLANNING ACTIVITIES

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### **Access Management**

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

### **Air Quality Analysis**

Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay airshed remains in attainment. This activity is not required at this time.]

### **Bicycle and Pedestrian Activities**

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

### **Community/Government Liaison**

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.

### **Corridor Planning Studies**

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

#### **Design Traffic Forecast**

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

#### **Development of Regional Impact (DRI)**

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

#### **Efficient Transportation Decision Making (ETDM) Process**

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

#### **Comprehensive Plan Amendments**

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

#### **Intelligent Transportation Systems (ITS) Planning**

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

**Interchange Analysis**

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

**Level of Service (LOS)**

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

**Long Range Transportation Plan (LRTP) Update and Maintenance**

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

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

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

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

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

### **Mapping/Database Development**

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

### **Modal Development**

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

### **Multi-Modal Transportation Studies**

Conduct or provide technical assistance for Multi-Modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

### **Regional Goods Movement Study**

Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

### **Regional Transportation Planning Coordination**

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair's Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director's Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

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

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

**Travel Characteristics**

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

Consultants may assist with tasks listed.

## I. Review Agency Comments & Staff Responses

<b>Agency Comments on Draft FY 2021 and 2022 UPWP</b>			
<b>Agency</b>	<b>Section (if provided)</b>	<b>Comment</b>	<b>Forward Pinellas Response</b>
FDOT	Cover and Title Page	Correct FPN and Federal Aid Project Numbers	Corrected.
FDOT	Cover and Title Page	Show state fiscal year as FY21-FY22	Updated.
FDOT	Table of Contents	Include District Planning Activities	Included.
FDOT	Table of Contents	Include Statements and Assurances	Included.
FDOT	Table of Contents	Include FTA Grant Application	Included.
FDOT	Introduction	Correct soft match amount	Corrected.
FDOT	Organization and Management	Add David Gwynn, non-voting advisory	Added.
FDOT	Organization and Management	Revise agreement to "Public Transportation Grant Agreement" and G1G93 current expiration date of 6/30/22	Revised.
FDOT	Organization and Management	Update CCC Interlocal Agreement details	Updated.
FDOT	Work Program Task Sheets	Add detail on tasks	Details have been added throughout the task pages.
FDOT	Work Program Task Sheets	Add details to task budget tables with names, explaining items and moving row with totals	Done.
FDOT	Statements and Assurances	Include DBE, Debarment and Suspension, Lobbying, Title VI Nondiscrimination Agreement, Appendix A and E forms	Included in final draft.
FDOT	FTA Section 5305(D) Application	Include Form 424, FTA certifications and assurances, affirmations and budget	Included in final draft.
FDOT	Agency Participation	Include District Planning Activities in Appendix	Added, in Appendix H.
FDOT	Agency Participation	Add FY at top of budget tables, adoption date and MPO name, correct amount by year and show 5305 contracts in order	Done.
FDOT	Funding Source	Add FY at top of budget tables, adoption date and MPO name, correct amount by year, update order of contracts and match task budget table language	Done.

**Agency Comments on Draft FY 2021 and 2022 UPWP**

Agency	Section (if provided)	Comment	Forward Pinellas Response
FHWA		What task will the Consultants be responsible for? For responsible agencies/agency non are listed by are included in the Task Table/Funding Summary Budget Table	PSTA is responsible for a portion of Task 4.1 (Systems Planning), as noted in the task. A portion of Task 6.1 (Regional Planning and Coordination) is shared with other MPOs. Otherwise, consultants or other agencies are not responsible for any particular task. Consultant support may be used and will be approved through work authorizations, but Forward Pinellas staff is ultimately responsible for all work products.
FHWA		Add title for Agency Table	Done.
FHWA		Please review the entire Draft UPWP and provide the end products and completion dates for all required activities	Added.
FHWA		Missing from the Table of Contents under Planning Priorities the Local, Federal and State Headings.	Added.
FHWA		Please provide more details of Board/Council Activities?	As noted in the budget table for Task 1.1 (Program Development and General Administration), these expenses are to support board activities, such as workshops.



Agency Comments on Draft FY 2021 and 2022 UPWP			
Agency	Section (if provided)	Comment	Forward Pinellas Response
FHWA		What kinds of services are provided through the intergovernmental services?	As noted in the budget table for Task 1.1 (Program Development and General Administration), these services are provided by Pinellas County and include legal, information technology, and human resources support.
FHWA		What is included in "reference" for the line item Reference and Education?	The reference in "Reference and Education" may include literature materials, such a books or access to planning reference resources online.
FHWA		Agency participation table-participating agencies and partners with their respective funding commitments by task with line and column totals.	The agency participation table has been clarified.
FHWA		For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval	This is noted in Task 1.1.
FHWA		I did not see a task for the TIP is this correct? How much funding will be contributed to developing the TIP?	The TIP is included in Task 5.1, which has been retitled to "Long Range Plan and Transportation Improvement Program Development and Implementation."
FHWA		If an MPO is transferring FHWA funds to another agency/local government to be used for planning activity this must be reflected as a task in the UPWP and funding shifts or receipt in the overall UPWP Budget tables	Noted, budget tables have been updated to show this information.

**Agency Comments on Draft FY 2021 and 2022 UPWP**

Agency	Section (if provided)	Comment	Forward Pinellas Response
FHWA		All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document	Included in final draft.
FHWA		Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Consultant information is provided where able in the UPWP. Forward Pinellas plans on submitting work authorization forms with the scope of services, cost and completion date to FDOT for any additional consultant work.

**Agency Comments on Draft FY 2021 and 2022 UPWP**

Agency	Section (if provided)	Comment	Forward Pinellas Response
FHWA		Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Consultant information is provided where able in the UPWP. Forward Pinellas plans on submitting work authorization forms with the scope of services, cost and completion date to FDOT for any additional consultant work.
FTA Region IV		If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	FTA Section 5307 planning funds are noted in the UPWP and the associated planning tasks are included in Task 4.1 (Systems Planning).
FTA Region IV		If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities	Carryover amounts and activities are listed, along with any work elements.
FTA Region IV		If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted.

<b>Agency Comments on Draft FY 2021 and 2022 UPWP</b>			
<b>Agency</b>	<b>Section (if provided)</b>	<b>Comment</b>	<b>Forward Pinellas Response</b>
FTA Region IV		The metropolitan transportation planning process should provide for the establishment and use of a performance based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Noted.