



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

State Fiscal Years 2023-2024

July 1, 2022 – June 30, 2024

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) 439338-4-14-01; Federal Aid Project Number 0057-060-M; Contract No. G2775 & Federal Highway Administration: Surface Transportation Program (SU), CFDA 20.205; FPN 439338-4-14-02, Federal Aid Number 0057-060-M; Contract No. G2775.

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.

**Joanne “Cookie” Kennedy, Chair**

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

**Janet Long, Vice Chair**

Pinellas County Board of County Commissioners

**Karen Seel, Secretary**

Pinellas County Board of County Commissioners

**David Allbritton, Treasurer**

City of Clearwater

**Julie Ward Bujalski**

City of Dunedin

**Gina Driscoll**

City of St. Petersburg, representing the Pinellas Suncoast Transit Authority

**Dave Eggers**

Pinellas County Board of County Commissioners

**Richie Floyd**

City of St. Petersburg

**Brandi Gabbard**

City of St. Petersburg

**Cliff Merz**

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

**Bonnie Noble**

Kenneth City, representing Belleair, Belleair Bluffs, Gulfport, Kenneth City, Seminole and South Pasadena

**Patti Reed**

City of Pinellas Park

**Michael Smith**

City of Largo

**Whit Blanton, FAICP**

Executive Director

Adopted May 11, 2022

*\*Beach communities include the cities of Belleair Beach, Belleair Shore, Indian Rocks Beach, Indian Shores, Madeira Beach, North Redington Beach, Treasure Island, Redington Beach, Redington Shores, St Pete Beach*

**Resolution #22-03**

**A RESOLUTION OF FORWARD PINELLAS, IN ITS ROLE AS THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, APPROVING THE STATE FYS 2023 AND 2024 UNIFIED PLANNING WORK PROGRAM; DELEGATING AUTHORITY TO THE FORWARD PINELLAS EXECUTIVE DIRECTOR; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**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 23 and 24 covering a period from July 1, 2022 through June 30, 2024, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Section 339.175(9) of Florida Statutes.

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


1. The recitals set forth above are incorporated herein by reference.
2. The Unified Planning Work Program for State Fiscal Years 2023 and 2024 is approved and authorized to be submitted to state and federal agencies; and
3. For the Unified Planning Work Program, the Executive Director of Forward Pinellas is hereby authorized to:
4.
  - a. Develop and execute all supporting and program objective related grant applications, participation agreements, authorize reimbursement requests, authorize expenditures, and amend the Internal Control Structure Policy Manual; and
  - b. Make amendments of less than or equal to ten percent or \$25,000 (whichever is greater) to an individual task, amendments that implement task budget changes associated with Board-approved project budgets accompanying scopes of services, and amendments that are less than five percent (5%) of the overall Unified Planning Work Program balance.
5. The Forward Pinellas Executive Director will report all actions authorized by this Resolution to the Forward Pinellas Board on a quarterly basis.

- 6. If any section, sentence, clause or other provision of this Resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses or provisions of this Resolution.
- 7. This Resolution shall take effect upon the date of its adoption.

This Resolution offered and adopted at the May 11, 2022 meeting of Forward Pinellas as hereinafter set forth:

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

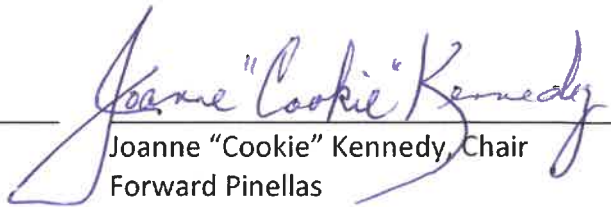
AYES: Commissioner Hong, Mayor Kennedy, Council member Floyd, Commissioner Merz, Council member Gabbard, Council member Noble, Mayor Bujalski, Council member Driscoll, Vice Mayor Commissioner Eggers, Council member Smith

NAYS:  Allbritton

Absent and not voting: Vice Mayor Patti Reed  
Commissioner Seal

ATTEST:

  
Whit Blanton, Executive Director  
Forward Pinellas

  
Joanne "Cookie" Kennedy, Chair  
Forward Pinellas

**AUTHENTICATION**

Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, in regular session, on May 11, 2022, adopted the FYs 2023 – 2024 Unified Planning Work Program (UPWP) for the Pinellas County Urbanized Area.

A handwritten signature in cursive script that reads "Joanne Maston-Kennedy". The signature is written in black ink and is positioned above a solid horizontal line.

Joanne "Cookie" Kennedy, Chair Forward Pinellas



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

### Cost Analysis Certification

#### Forward Pinellas

#### Unified Planning Work Program - FY 2023-2024

Modified 11/7/2022

Revision Number: Revision 4

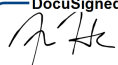
I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

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Name: Jensen Hackett

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MPO Liaison, D7  
Title and District

DocuSigned by:  
  
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Signature

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11/7/2022

## 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, 2022 through June 30, 2024. 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 23, 2022 Citizens Advisory Committee (CAC) meeting, February 24, 2022 Technical Coordinating Committee meeting and March 9, 2022 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 Forward Pinellas website at [www.forwardpinellas.org](http://www.forwardpinellas.org). The public is welcome to comment at all Forward Pinellas 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 are 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 two now-merged agencies: the Metropolitan Planning Organization (MPO) and Pinellas Planning Council (PPC). These two separate agencies became one consolidated agency in 2014, pursuant to Chapter 2012-245, Laws of Florida. The merger of the two agencies was intended in order to better integrate countywide transportation with countywide land use planning. As a result of this merger, Forward Pinellas now maintains and implements both the Countywide Plan, which guides and coordinates the countywide land use planning activities of the county's 25 local governments, and the countywide 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 has focused on a series of Strategic Planning and Operations Topics, known as Pinellas SPOTlight. These initiatives have included Enhancing Beach Community Access, A Vision for US 19, a Gateway/Mid-County Area Master Plan, and

the newest topic, Innovations in Target Employment and Jobs Access. 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 different 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 \$623,737. “Soft Match” for FHWA funds equates to 18.07%. 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.

The FDOT and Forward Pinellas participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”.

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. In 2021, the Forward Pinellas Board adopted a new SPOTlight initiative called Innovations in Target Employment and Jobs Access.



The goal for each SPOTlight area is to identify strategic short-term actions within the framework of a longer-term land use, redevelopment and transportation vision. All the work plans include the following phases:

- Imagine – define the problem(s), convene partners, and develop a working vision.
- Explore & Discover – review data, trends and conditions to identify needs and strategies.
- Test – determine strategies that would be effective and supported by the community.
- Set the Course – confirm the vision, strategies and actions, and set performance targets.
- Convey Understanding – document actions, tell the story and evaluate effectiveness of the strategies and actions.

Based on board feedback, an update to the Target Employment and Industrial Lands Study, originally developed by the Pinellas Planning Council, is underway as a new SPOTlight Emphasis Area, but is being developed without MPO funding, so is not reflected on the task tables. The SPOTlight emphasis areas are consistent with FDOT Office of Policy Planning emphasis areas for Florida MPOs with regard to UPWP development in terms of safety, equity, resilience, and emerging mobility and is also consistent with the Forward Pinellas Strategic Business Plan, adopted in the fall of 2017.

## **Federal Planning Factors**

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	Transportation Improvement Program Development and Implementation	X	X	X	X	X	X	X	X	X	X
6.1	Long Range Transportation Plan Development and Implementation	X	X	X	X	X	X	X	X	X	X
7.1	Regional Planning and Coordination	X	X	X	X	X	X	X	X	X	X
8.1	Special Projects	X	X	X	X	X	X	X		X	X
9.1	Sun Coast Transportation Planning Alliance Shared Activities	X	X	X	X	X	X	X	X	X	X

## Federal Planning Emphasis Areas

In December 2021, the federal government issued new Planning Emphasis Areas for MPOs to consider in the metropolitan planning process. These planning emphasis areas replace the planning factors included in the FAST Act and continue the federal government’s role in providing strategic guidance to the metropolitan areas. The federal Planning Emphasis Areas are listed below, followed by a table with the Forward Pinellas tasks that address them.

Federal Planning Emphasis Areas:

1. Tackling the Climate Crisis: Transition to a Clean Energy, Resilient Future
2. Equity and Justice<sup>40</sup> in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

- 6. Federal Land Management Agency Coordination
- 7. Planning and Environmental Linkages
- 8. Data in Transportation Planning

UPWP Tasks		Planning Emphasis Areas							
		1	2	3	4	5	6	7	8
1.1	Program Development and General Administration	X	X	X	X	X	X	X	X
2.1	Public Participation	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
5.1	Transportation Improvement Program Development and Implementation	X	X	X	X	X	X	X	X
6.1	Long Range Transportation Plan Development and Implementation	X	X	X	X	X	X	X	X
7.1	Regional Planning and Coordination	X	X	X	X	X	X	X	X
8.1	Special Projects	X	X	X	X	X	X	X	X
9.1	Sun Coast Transportation Planning Alliance Shared Activities	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, equity, resilience, and emerging mobility. 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 safety through Vision Zero. In March 2021, the Forward Pinellas Board adopted the Safe Streets Pinellas action plan that includes countermeasures and ways in which Forward Pinellas can work with its partners to get to zero roadway deaths. The MPO develops and

reports on safety performance measures, which continue to guide discussion on progress toward reaching the goal of zero fatalities and serious injury crashes. Forward Pinellas has also begun development of a funding program for local government safety projects. The intent of this new funding program will be to make funding available before the new 5th year of the FDOT Work Program for local governments to be able to implement needed safety improvements without needing to wait several years for funding. In addition, Forward Pinellas intends to make up to \$100,000 in planning funds for local governments to begin the identification of projects that support Safe Streets Pinellas. This program is still under development and should be implemented in the first year of this UPWP.

In 2020, Forward Pinellas initiated an equity assessment based on an internal review of the agency's practices, programs, structures and products to determine the impact the agency has on equity in transportation and development in Pinellas County. The equity assessment processes were trifold and included an internal audit, external impact assessment, as well as the collection of experiential data from the public to further understand baseline inequalities and unmet needs. The latter component of the assessment was the most important and was based on developing new connections with communities of color and low-income populations in Pinellas County. The goals of the equity assessment were to develop new community partnerships to increase political voice for historically disadvantaged populations and provide new opportunities for participative planning processes. The data collected included quantitative data from GIS analysis, census data, and a robust outreach process involving public survey, focus groups and listening sessions. The qualitative and experiential data were collected through numerous in-person and virtual events designed to simply listen to people and hear their concerns. Through the assessment process, Forward Pinellas has drafted a series of action items ranging from near-term, mid-term and long-term, which will be monitored and evaluated through time. Over the next 2-years, the agency will integrate many of the near-term action items into our planning processes and seek to strengthen our newly developed partnerships heading into the development of the 2050 Long Range Transportation Plan.

In the FY 2020-21 UPWP cycle, Forward Pinellas and partner agencies conducted a major resiliency planning effort that examined the region's roadway network and 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. In addition, through the Sun Coast Transportation Planning Alliance (SCTPA) Regional Needs Assessment, Forward Pinellas will work with the other MPOs in the region on updating this resiliency effort, expanding the effort beyond the urban core counties and re-evaluating the identified mitigation strategies developed just a few years ago.

The fourth state priority of emerging mobility involves the potential impacts of Connected Vehicle (CV) and Automated Vehicle (AV) technologies, micromobility devices, and other technological advancements. This includes unknown factors and how these technologies will continue to develop and interact with the current transportation system and shared mobility services in the short, middle and long term future. Forward Pinellas began addressing Autonomous Connected Electric and Shared (ACES) mobility in 2016 with its feasibility study of a countywide bike share program and has since expanded its efforts through Advantage Pinellas, which included multiple scenarios to assess the potential impact of these technologies as advances occur. Forward Pinellas will continue to prepare for emerging mobility in its long range planning effort and implementation through the Transportation Improvement Program

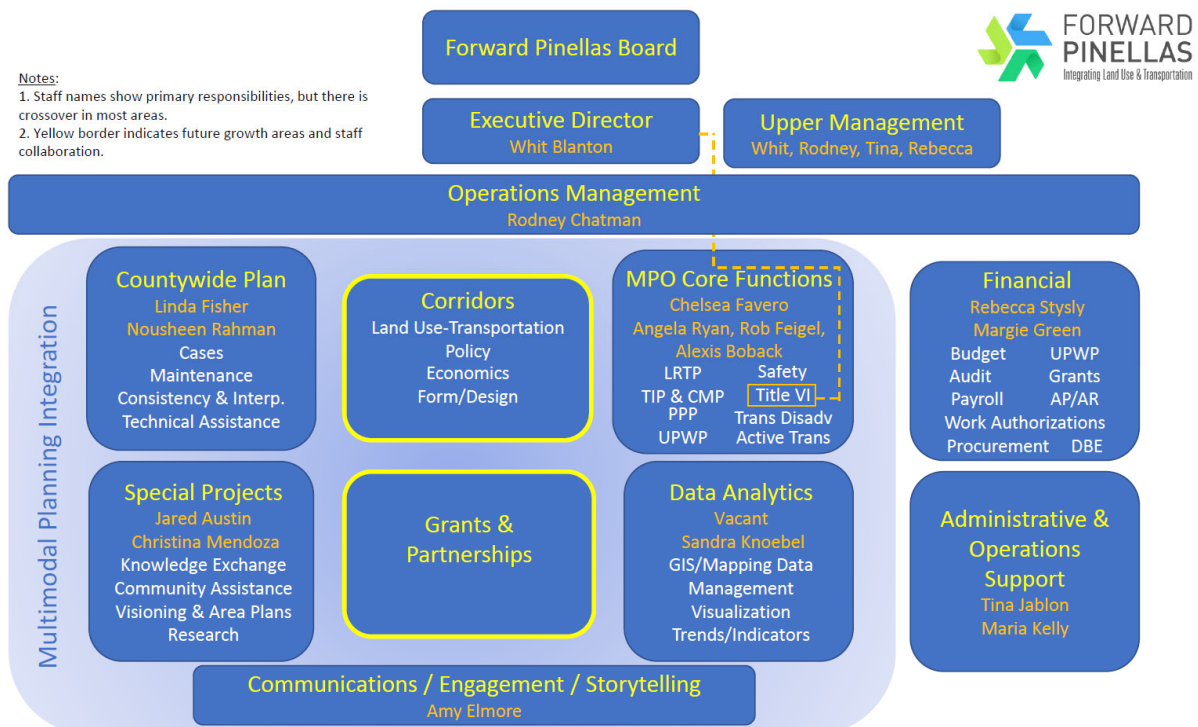
and project prioritization process. In addition, Forward Pinellas has been including the consideration of emerging mobility in all of its scopes for planning activities for the past two years, including the Alternate US 19 Corridor Transition Plan set to begin in early 2022. Those efforts will continue.

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

## 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. The allocation of staff work on MPO and PPC projects is reviewed 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 comprised of local government planners from throughout Pinellas County 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.

In addition to the committees listed above, in 2021, the Forward Pinellas Board established the Waterborne Transportation Committee to discuss strategies and policies to help advance waterborne transportation in the county. This committee will continue working for the foreseeable future, with the goal of recommending amendments to the LRTP, advancing waterborne transportation projects for funding, and evaluating the cost effectiveness of waterborne transportation service.

Forward Pinellas serves on the Sun Coast Transportation Planning Alliance (SCTPA), formerly known as the West Central Florida MPO Chairs Coordinating Committee. The SCTPA represents the eight counties of the region and includes one representative from each of the MPO boards. Each of the member MPOs of the SCTPA provides dedicated funding for regional planning activities that are reflected in Task 9.1. Three Forward Pinellas Board members also serve on the Tampa Bay Transportation Management Area Leadership Group, which consists of nine elected officials from Hillsborough, Pasco and Pinellas county MPOs, as well as non-voting technical advisors that advise the MPO boards of the three counties on regional matters. The TMA Leadership Group is a subcommittee of the SCTPA, as laid out in the CCC interlocal agreement.

The FDOT District 7 Secretary 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, 2022 and new one will be in place from July 1, 2022 through June 30, 2024.

## 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 G2647, the most recent 5305 contract, began on February 22, 2022 and expires on June 30, 2023.

## 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 TPO, Pasco MPO, Polk County TPO and Sarasota/Manatee MPO participate in regional transportation planning through the Sun Coast Transportation Planning Alliance (SCTPA), which is a rebranded identity for the official MPO regional partnership known as the Chairs Coordinating Committee (CCC). The structure of this organization is formalized through an interlocal agreement. The interlocal agreement was last amended 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 \$72,000 (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. The Board operating procedures (bylaws) were most recently executed on March 9, 2022.

### **Continuity of Operations Plan (COOP)**

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order 12656 (dated November 18, 1988) and the Department of Homeland Security Headquarters Continuity of Operation Guidance Document dated April 2004, Forward Pinellas maintains a Continuity of Operations Plan (COOP) for the agency, most recently updated and tested in April 2022. Local assistance in the development of the COOP was provided by the Pinellas County Emergency Management Department. It was developed to ensure the continuity of essential office functions in the event of a terrorist attack, fire, natural disaster, pandemic, or other emergency. The plan establishes procedures for the following:

- Emergency response;
- Continuation of essential functions; and
- Office evacuation and relocation procedures.

Given the threat a natural or man-made disaster or other emergency presents to an organization's continuity of operations, it is important to have a Continuity of Operations Plan (COOP) in place to ensure we can carry out essential functions and services. While Forward Pinellas may be forced to suspend some operations due to the severity of an emergency, an effective COOP can assist in efforts to remain operational, as well as strengthen its capacity to resume operations after the emergency has passed. The most up to date version of the Forward Pinellas COOP is available on the Forward Pinellas website at: <https://forwardpinellas.org/document-portal/coop/>.

### **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.

## Pinellas County



*Forward Pinellas Planning Area*

## 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 2021 and 2022, 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 FY24
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. May include additional bicycle/pedestrian counting equipment.	Ongoing through FY 24
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 FY24
D	Develop, maintain, support and update federally-required administrative plans and programs	<p>DBE Reporting</p> <p>Title VI Program</p> <p>Unified Planning Work Program</p>	<p>Quarterly through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p>

E	Complete MPO certification requirements and any other federal and state requirements	Certification	Annually
F	Comply with applicable federal requirements, including Americans with Disabilities Act (ADA), Title VI	Compliant MPO Organization	Ongoing through FY24
G	Prepare for emergency situations, including updating COOP	COOP	April 2023 & 2024
H*	Pursue, secure, support and administer grant funding, including invoice preparations	Grant funding  Invoices	Ongoing through FY 24  Quarterly 2022 to 2024
I	Develop, update and maintain agreements and contracts associated with the MPO, including planning consultant and grant funding agreements	Agreements and contracts	Ongoing through FY 24
J*	Calculate, analyze and maintain financial data, including receipts and expenditures	Audit	January 2023 & 2024
K	Support direct expenses	Direct expenses	Ongoing through FY 24
L	Conduct decennial apportionment activities based on 2020 urbanized boundaries	Apportionment of Forward Pinellas	Ongoing through FY 24
M	Attendance, registration, membership, travel and related costs for professional training, seminars, meetings, workshops, conferences and other development opportunities. Memberships are organizational and not individual	Staff development and coordination activities	Ongoing through FY 24

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas

\*Consultant support will be used to complete this task

## UPWP Task 2.1 Public Participation

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

**PREVIOUS WORK:** In FYs 2021 and 2022, 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 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 FY24
B	Review, evaluate and update the Public Participation Plan	Updated Public Participation Plan	Summer 2022
C	Support and conduct 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 FY24
D*	Conduct outreach in support of plans and studies	Public outreach	Ongoing through FY24
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 FY24
F	Update orientation materials	Orientation Manual used for orientation for both new Forward Pinellas Board Members and committee members. Updated CAC Orientation PowerPoint and special CAC New Member orientation sessions provided once or twice per year	As needed Through FY 24

G	Maintain, support and update Forward Pinellas strategic business plan	New Strategic Business Plan	2022
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 FY24
I	Maintain and update website and social media platforms, including online calendar	Regular communication through a variety of media	Ongoing through FY24
J	Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences	Staff development and coordination activities. Hosted events for AICP Certification Maintenance credits	Ongoing through FY 24

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas

\*Consultant support will be used to complete this task

## UPWP Task 3.1 Monitoring Activities

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

**PREVIOUS WORK:** In FYs 2021 and 2022, 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 insights	Ongoing through FY 24
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, traffic counts, real-time data and crash data	Coordinated data collection, monitoring and analysis  Pinellas County transportation system data	Ongoing through FY24  Ongoing through FY24
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	Ongoing FY 24
E*	Update and maintain transportation inventory and databases, including sidewalk information, bicycle facilities and traffic control devices	Transportation inventory and databases, such as sidewalk database. Consultant support to provide an up-to-date crash data and transportation count databases	Ongoing through FY 24
F	Review related planning documents and agency reports, such as the FDOT Travel Time Monitoring Report	Local and regional partner agency reports	Ongoing through FY 24

G	Monitor 2020 US Census product release and evaluate potential impacts from demographic changes	2020 socioeconomic dataset  Designation of the Forward Pinellas Urbanized Area	Ongoing through FY 24  Ongoing through FY 24
H	Attendance, registration, and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing FY 24

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

\*Consultant support will 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 2021 and 2022, the MPO conducted active transportation, public transportation and transportation disadvantaged planning, completed a new Congestion Management Process, as well as coordinated freight and ITS planning activities and supported local government technical assistance, support and assistance to the MPO and committees, and completed support activities as needed.

<b>Required Activities</b>	<b>End Products</b>	<b>Completion Date</b>
A	Implement congestion management process and congestion management strategies	<p>Countywide Trends and Conditions Report</p> <p>Ongoing through FY 2024</p> <p>Freight Plans</p> <p>Ongoing through FY 24</p> <p>ITS/ATMS Plan</p> <p>Ongoing through FY 24</p> <p>Corridor/Subarea Studies</p> <p>Ongoing through FY24</p> <p>CMP</p> <p>Ongoing through FY 24</p>
B*	Public transportation planning efforts, including planning & feasibility studies, service planning, development of innovative pilot	Coordinated public transportation planning



	<p>programs, agency coordination and stakeholder engagement</p>	<p>Alternatives Analysis Reports and Recommendation</p> <p>Alt 19 Corridor Transition Plan</p> <p>NEPA Analysis Reports</p> <p>Conceptual Design Plans</p> <p>System analysis and visioning</p> <p>Capital facility planning</p> <p>Innovative solutions (e.g. first/last mile, Mobility on Demand, ACES, micromobility)</p> <p>Transit Development Plan Progress Reports</p> <p>Feasibility Studies</p> <p>Waterborne transportation systems planning</p>	<p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>September 2022&amp;2023</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p>
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C	Transportation Disadvantaged planning and support, including regional coordination efforts	<p>Transportation Disadvantaged Service Plan</p> <p>Community Transportation Coordinator Evaluation</p> <p>PSTA Redesignation as the Community Transportation Coordinator</p>	<p>June 2023 &amp; 2024</p> <p>Fall 2022 &amp; 2023</p> <p>Ongoing to FY 24</p>
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	<p>Implementation of Active Transportation Plan</p> <p>Monthly and annual Pinellas Trail User Summary reports</p> <p>Pinellas Trail User Survey</p> <p>Bike Your City event</p> <p>Evaluation of trail crossings for safety improvements</p> <p>Multiuse Trail Wayfinding</p> <p>Trail Crossing consistency evaluation</p>	<p>Ongoing through FY24</p> <p>Monthly/ annually</p> <p>FY 23</p> <p>Spring 2023 &amp; 2024</p> <p>Fall 2022</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p>
E*	Plan for and support Complete Streets	Walkability and mobility audits	Annually through FY 24

		Road Safety Assessments	Ongoing through FY 24
		Local government Complete Streets projects	June 2023 & 2024
		Complete Streets Before and After Studies	Ongoing through FY 24
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 FY24
G	Support travel and tourism	Express Bus Route, Trolley Service, Signage and ITS Planning	Ongoing through FY24
H	Work with local and state partners to designate facilities on the federal aid highways based on the results of the 2020 Decennial Census.	Federal Aid Highway Designations	Ongoing through early 2024
I	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 24

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

\*Consultant support will be used to complete this task

## UPWP Task 5.1 Transportation Improvement Program Development and Implementation

**PURPOSE:** Develop and maintain a Transportation Improvement Program (TIP) that advances the priorities of the agency

**PREVIOUS WORK:** In FYs 2021 and 2022, the MPO annually developed and adopted the Transportation Improvement Program (TIP) including lists of priority projects.

Required Activities		End Products	Completion Date
A	Coordinate with FDOT and other partners to update performance measures and targets	Performance measures and targets	Annually through FY 24
B	Develop and coordinate environmental efforts, such as environmental look-arounds, ETDM, Environmental Justice work and air quality monitoring	Coordinated environmental planning	Ongoing through FY 24
C	Develop and maintain the TIP in coordination with FDOT, local governments, citizens and transportation providers and in accordance with state and federal laws	TIP updated by board action as needed	July 2022 & 2023 (state)  November 2022 & 2023 (County and municipal)
D	Conduct public outreach activities related to the TIP, consistent with the PPP	Public outreach	Ongoing through FY 24
D	Solicit, review and submit funding priorities for federal programs	Funding priorities	Ongoing through FY 24
E	Ensure consistency between the TIP and the LRTP, including identification of transportation improvement projects and phasing for implementation based on LRTP	Consistent TIP and LRTP	Ongoing through FY24
F	Coordinate with FDOT in the development of its Five-Year Work Program	Annual comments and objections letter	Ongoing through FY 24
G	Publish listing of previously funded federal aid projects in the TIP	List of funded federal aid projects	June 2023 & 2024

J	Update and provide support for maintaining priority lists, including the multimodal priority list and Transportation Alternatives Program	Priority lists	Ongoing through FY 24
K	Assist local governments in their efforts to apply for Safe Routes to School Funding	Safe Routes to School projects	Ongoing through FY 24
L*	Develop grant funding applications, including providing assistance to local governments, to pursue all available funding opportunities	Grant applications	Ongoing through FY 24
M	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 24

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas

\*Consultant support will be used to complete this task

## UPWP Task 6.1 Long Range Plan 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, equitable and context-sensitive multi-modal transportation system.

**PREVIOUS WORK:** In FYs 2021 and 2022, the MPO continued implementation of Advantage Pinellas, its long range plan through 2045.

Required Activities		End Products	Completion Date
A	Implement, modify and amend 2045 LRTP	2045 LRTP	Ongoing through FY 24
B*	Develop population and employment projections for 2050, in coordination with local government partners	2050 Socioeconomic Datasets	Spring 2023
C	Develop and coordinate environmental efforts, such as ETDM, Environmental Justice work, air quality considerations and resiliency strategies	EJ Analysis and ETDM Review of LRTP Projects	Ongoing through FY 24
D	Coordinate and participate in Pinellas County and other agencies air quality review and monitoring	Coordinated air quality review	Ongoing through FY 24
E*	Develop projections of financial resources for the 2050 LRTP.	2050 Financial Resources	FY 24
F*	Conduct detailed assessment of mobility needs in Pinellas County	2050 Needs Assessment	FY 24
G*	Validate base year data for 2050 LRTP development, including socioeconomic data and network validation	Validated Base Year Network	FY 23
H*	Develop documentation for 2050 LRTP	Technical memos and draft documentation	Ongoing through FY24
L	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 24

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

\*Consultant support will be used to complete this task

## UPWP Task 7.1 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 2021 and 2022, the MPO participated in the development of the 2045 Regional Long Range Transportation Plan executive summary publication, as well as a new brand identity and website to provide public information, and updates of project priorities for TRIP funding and regional support.

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	MPOAC Meetings	Ongoing through FY24
B	Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area	Comments to the FTC	FY 23 and FY 24
C	Provide support for the SCTPA and the TMA Leadership Group; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure coordination of plans and priorities throughout the region	Regional TRIP Priorities	Annually in FY 23 and FY 24
		Regional Multiuse Trail Priorities	FY 23 and FY 24
		Major Regional Projects Priorities	FY 23 and FY 24
		Interlocal Agreement for Regional Planning & Coordination in West Central Florida	Ongoing through FY 24

		<p>SCTPA operating procedures</p> <p>SCTPA conflict resolution process</p> <p>Quarterly meetings of the TMA and biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive</p> <p>Regional Transit Needs Assessment for the 2050 Long Range Transportation Plan</p>	<p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p>
D	Support regional transit and transportation disadvantaged planning in coordination with TBARTA, FDOT, Community Transportation Coordinators and local transit agencies	Transportation Disadvantaged (TD) Tampa Bay program	Ongoing efforts to fund regional transit for the TD population through FY24
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, supporting and enhancing the FDOT Suncoast Mobility Data Hub project.	Regional data sharing portal	Ongoing through FY24



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	FY 23 and FY 24
G	Coordinate with the MPOs of the SCTPA region to implement the 2045 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Ongoing through FY 24
H	Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud-Based Document Repository Site	Ongoing through FY24
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	Ongoing through FY 24
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, Transportation Pilot Program Project follow-up activities, tourism and freight planning activities and the state Autonomous, Connected, Electric and Shared (ACES) Vehicle Planning initiative	Consistency in regional, statewide and local plans	Ongoing through FY 24
K	Participate in the Scenic Highway Corridor Management entities for the Courtney Campbell Causeway and Suncoast Parkway	Meetings of the Scenic Highway Corridor Management entities	Ongoing through FY 24
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	Ongoing through FY 24
M	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multi-use Trails committee and tri-county meetings	Tri-county and eight-county bicycle and pedestrian planning  Maintenance of MUT Map	Ongoing through FY24  Ongoing through FY 24

N	Coordinate regional rideshare and vanpool program planning with TBARTA and transportation management organizations	Regional rideshare, vanpool program and TD Tampa Bay program	Ongoing through FY 24
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 FY24
P	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 FY24
Q	Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials.	SCTPA Website and Social Media Accounts	Ongoing through FY 2024
R	Update and reprint publications as needed, such as the Regional Multi-Use Trails brochure, Tri-County Ride Guide, or Regional Plan Executive Summary. The cost of printing a document may be shared among MPOs to achieve economies of scale, and funds may be transferred between MPOs for this purpose.	Printed Publications	Ongoing through FY 24
S	Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts	Consistent planning products and processes	Ongoing through FY24
T	Develop and support regional UPWP tasks	Regional UPWP task(s)	Ongoing through FY 2024
U*	Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA 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	SCTPA regional planning task	FY 23 and FY 24

	different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP		
V*	Conduct a regional assessment of mobility, safety and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans	Regional Needs Assessment  Regional Public Engagement Plan for 2050 LRTP	Summer 2023  FY 2024
W	Coordination with TBARTA on regional transit initiatives	TBARTA Transit Plans	Ongoing through FY 24
W	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 24

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas, Hillsborough MPO, Pasco MPO, TBARTA, FDOT, TBRPC, Hernando-Citrus MPO, Sarasota/Manatee MPO, Polk and other regional/statewide partners

\*Consultant support will be used to complete this task.

## UPWP Task 8.1 Special Projects

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

**PREVIOUS WORK:** In FYs 2021 and 2022, 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 completing a mobility study for downtown St. Petersburg.

Required Activities		End Products	Completion Date
A	Implement recommendations from US 19 corridor planning efforts	US 19 Corridor Improvements	Ongoing through FY24
B	Implement the recommendations of the Gateway/Mid County Master Plan, including convening working group	Gateway/Mid-County Area Master Plan Implementation	Ongoing through FY24
	Work to establish a Transportation Management Organization in the Gateway Area	Establishment of a TMO	Spring 2024
C	Enhance safe and convenient beach community access, including exploring waterborne transportation	Strategic action plan	Ongoing through FY24
D*	Conduct health, sustainability and resilience-related transportation planning efforts	Health, sustainability and resilience plans	Ongoing through FY24
E	Explore the application of new and evolving technologies	Integration of emerging technologies into planning studies	Ongoing through FY 24
F*	Implementation of Safe Streets Pinellas	Implementation of countermeasures	Ongoing through FY 24
		Local Government Safe Streets Projects	Ongoing through FY 24
		Local Government Mobility Audit Program	Ongoing through FY 24

G	Implement the Downtown St Petersburg Mobility Study, including an evaluation of the I-175 corridor with FDOT	Implementation of priority projects from the DTSP study	Ongoing through FY 24
H*	Develop and implement the Innovations in Target Employment/Industrial Land Uses	Target Employment and Industrial Lands Study	Ongoing through FY 24
I	Implement Equity Assessment Near Term Actions	<p>Implement GIS-based equity assessments for LRTP and TIP.</p> <p>Develop and implement equity-based flow chart for decision making.</p> <p>Conduct targeted outreach in environmental justice communities.</p> <p>Monitor agency practices for equity.</p>	<p>Fall 2022</p> <p>Fall 2022</p> <p>Ongoing through FY 24</p> <p>Ongoing through FY 24</p>
J	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	FY 23 and FY 24

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

\*Consultant support will be used to complete this task

UPWP Task 9.1 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU

**PURPOSE:** Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities.

**PREVIOUS WORK:** Regional Long Range Transportation Plan Summary Publication

ONGOING ACTIVITIES
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

REQUIRED ACTIVITY	END PRODUCT
<b>Regional LRTP</b>	
Conduct a regional assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans	Regional Needs Assessment (June 2024)
Produce and create content materials, presentations, website, graphics and assist in administration of SCTPA.	Social Media content production, website maintenance and creation (Ongoing through June 2024)

*Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.*

**Responsible Agencies:** Lead Agency: Forward Pinellas

Responsible Agencies: Hillsborough TPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO

Stakeholders: TBRPC, FDOT, and other regional/statewide partners

# Task Budget Tables

Task 1.1 Program Development and General Administration				
2023				
Funding Source	FHWA			FY 2023 Total
Contract Number	G2775			
Source Level	PL	SU	Total	
Personnel (salary and benefits)	\$ 235,500	\$ -	\$ 235,500	\$ 235,500
Consultant	\$ 45,000	\$ -	\$ 45,000	\$ 45,000
Travel	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Direct Expenses	\$ 358,500	\$ -	\$ 358,500	\$ 358,500
Office Supplies	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Equipment & Furnishings	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
<b>2023 Totals</b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ 675,000</b>	<b>\$ 675,000</b>
2024				
Funding Source	FHWA			FY 2024 Total
Contract Number	G2775			
Source	PL	SU	Total	
Personnel (salary and benefits)	\$ 265,000	\$ -	\$ 265,000	\$ 265,000
Consultant	\$ 32,500	\$ -	\$ 32,500	\$ 32,500
Travel	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Direct Expenses	\$ 394,500	\$ -	\$ 394,500	\$ 394,500
Office Supplies	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Equipment & Furnishings	\$ 23,000	\$ -	\$ 23,000	\$ 23,000
<b>2024 Totals</b>	<b>\$ 721,000</b>	<b>\$ -</b>	<b>\$ 721,000</b>	<b>\$ 721,000</b>

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	500,500
Consultant	\$	77,500
Travel	\$	2,000
Direct Expenses	\$	753,000
Office Supplies	\$	10,000
Equipment & Furnishings	\$	53,000
<b>Total</b>	<b>\$</b>	<b>1,396,000</b>



Task 2.1 Public Participation							
2023							
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local	FY 2023 Total
Contract Number	G2775			G2647	G1V09	PC-TBD	
Source Level	PL	SU	Total	Federal	Federal	Local	
Personnel (salary and benefits)	\$ 65,000	\$ 35,500	\$ 100,500	\$ 18,000	\$ 15,000	\$ 4,600	\$ 138,100
Consultant	\$ 35,000	\$ 7,000	\$ 42,000	\$ -	\$ -	\$ -	\$ 42,000
Travel	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
<b>2023 Totals</b>	<b>\$ 100,500</b>	<b>\$ 42,500</b>	<b>\$ 143,000</b>	<b>\$ 18,000</b>	<b>\$ 15,000</b>	<b>\$ 4,600</b>	<b>\$ 180,600</b>
2024							
Funding Source	FHWA			Local			FY 2024 Total
Contract Number	G2775			PC-TBD			
Source	PL	SU	Total	Local			
Personnel (salary and benefits)	\$ 74,000	\$ 49,909	\$ 123,909	\$ 1,000	\$ -	\$ -	\$ 124,909
Consultant	\$ 30,000	\$ 5,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Travel	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
<b>2024 Totals</b>	<b>\$ 104,500</b>	<b>\$ 54,909</b>	<b>\$ 159,409</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,409</b>

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	263,009
Consultant	\$	77,000
Travel	\$	1,000
<b>Total</b>	<b>\$</b>	<b>341,009</b>

Task 3.1 Monitoring Activities							
2023							
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local	FY 2023 Total
Contract Number	G2775			G2647	G1V09	PC-TBD	
Source Level	PL	SU	Total	Federal	Federal	Local	
Personnel (salary and benefits)	\$ 50,629	\$ 30,000	\$ 80,629	\$ 36,000	\$ 20,000	\$ 11,500	\$ 148,129
Consultant	\$ 60,000	\$ 22,000	\$ 82,000	\$ -	\$ -	\$ -	\$ 82,000
Travel	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 250
<b>2023 Totals</b>	<b>\$ 110,879</b>	<b>\$ 52,000</b>	<b>\$ 162,879</b>	<b>\$ 36,000</b>	<b>\$ 20,000</b>	<b>\$ 11,500</b>	<b>\$ 230,379</b>
2024							
Funding Source	FHWA			Local			FY 2024 Total
Contract Number	G2775			PC-TBD			
Personnel (salary and benefits)	\$ 51,129	\$ 52,230	\$ 103,359	\$ 7,000	\$ -	\$ -	\$ 110,359
Consultant	\$ 41,159	\$ 40,000	\$ 81,159	\$ -	\$ -	\$ -	\$ 81,159
Travel	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 250
<b>2024 Totals</b>	<b>\$ 92,538</b>	<b>\$ 92,230</b>	<b>\$ 184,768</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 191,768</b>

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	258,488
Consultant	\$	163,159
Travel	\$	500
<b>Total</b>	<b>\$</b>	<b>422,147</b>

Task 4.1 Systems Planning

2023																FY 2023 Total
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local		CTD	FTA 5307	TOD			Federal Other			
Contract Number	G2775		Total	G2647	G1V09	PC-TBD	Total	TD-TBD	5307	TOD-PSTA		FTA-PSTA				
Source Level	PL	SU	Total	Federal	Federal	Local	Total	State	Federal	Federal	Total	Federal	Local	Total		
Personnel (salary and benefits)	\$ 162,000	\$ 45,000	\$ 207,000	\$ -	\$ 80,000	\$ 18,216	\$ 18,216	\$ 40,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Consultant	\$ 340,000	\$ 105,500	\$ 445,500	\$ 161,367	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 185,628	\$ 185,628	\$ 360,000	\$ 40,000	\$ 400,000		
Travel	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>2023 Totals</b>	<b>\$ 504,000</b>	<b>\$ 150,500</b>	<b>\$ 654,500</b>	<b>\$ 161,367</b>	<b>\$ 80,000</b>	<b>\$ 18,216</b>	<b>\$ 18,216</b>	<b>\$ 40,568</b>	<b>\$ 800,000</b>	<b>\$ 185,628</b>	<b>\$ 185,628</b>	<b>\$ 360,000</b>	<b>\$ 40,000</b>	<b>\$ 400,000</b>	<b>\$ 2,340,279</b>	

2024																FY 2024 Total
Funding Source	FHWA			Local		CTD	FTA 5307									
Contract Number	G2775		Total	PC-TBD	TD-TBD	5307										
Source	PL	SU	Total	Local	State	Federal	Total									
Personnel (salary and benefits)	\$ 233,500	\$ 53,309	\$ 286,809	\$ 11,916	\$ 40,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Consultant	\$ 80,000	\$ 125,000	\$ 205,000	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Travel	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>2024 Totals</b>	<b>\$ 315,500</b>	<b>\$ 178,309</b>	<b>\$ 493,809</b>	<b>\$ 11,916</b>	<b>\$ 40,568</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,346,293</b>	

FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$ 685,077
Consultant	\$ 2,997,495
Travel	\$ 4,000
<b>Total</b>	<b>\$ 3,686,572</b>

**Task 5.1 Transportation Improvement Program Development and Implementation**

<b>2023</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2775</b>			
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 49,159	\$ 30,000	\$ <b>79,159</b>	\$ 79,159
Consultant	\$ 25,000	\$ -	\$ <b>25,000</b>	\$ 25,000
Travel	\$ 500	\$ -	\$ <b>500</b>	\$ 500
<b>2023 Totals</b>	\$ <b>74,659</b>	\$ <b>30,000</b>	\$ <b>104,659</b>	\$ <b>104,659</b>
<b>2024</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2775</b>			
<b>Source</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 45,000	\$ 35,000	\$ <b>80,000</b>	\$ 80,000
Consultant	\$ 30,000	\$ -	\$ <b>30,000</b>	\$ 30,000
Travel	\$ 500	\$ -	\$ <b>500</b>	\$ 500
<b>2024 Totals</b>	\$ <b>75,500</b>	\$ <b>35,000</b>	\$ <b>110,500</b>	\$ <b>110,500</b>

	<b>FY 2023 &amp; 2024 TOTAL</b>	
Personnel (salary and benefits)	\$	159,159
Consultant	\$	55,000
Travel	\$	1,000
<b>Total</b>	\$	<b>215,159</b>

Task 6.1 Long Range Transportation Plan Development and Implementation							
2023							
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local	FY 2023 Total
Contract Number	G2775			G2647	G1V09	PC-TBD	
Source Level	PL	SU	Total	Federal	Federal	Local	
Personnel (salary and benefits)	\$ 115,000	\$ 30,000	\$ 145,000	\$ -	\$ 30,000	\$ 27,600	\$ 202,600
Consultant	\$ 400,000	\$ 150,000	\$ 550,000	\$ 67,500	\$ -	\$ -	\$ 617,500
Travel	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
<b>2023 Totals</b>	<b>\$ 518,000</b>	<b>\$ 180,000</b>	<b>\$ 698,000</b>	<b>\$ 67,500</b>	<b>\$ 30,000</b>	<b>\$ 27,600</b>	<b>\$ 823,100</b>
2024							
Funding Source	FHWA			Local			FY 2024 Total
Contract Number	G2775			PC-TBD			
Source	PL	SU	Total	Local			
Personnel (salary and benefits)	\$ 168,000	\$ 20,230	\$ 188,230	\$ 15,000	\$ -	\$ -	\$ 203,230
Consultant	\$ 300,000	\$ 75,000	\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000
Travel	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
<b>2024 Totals</b>	<b>\$ 471,000</b>	<b>\$ 95,230</b>	<b>\$ 566,230</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 581,230</b>

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	405,830
Consultant	\$	992,500
Travel	\$	6,000
<b>Total</b>	<b>\$</b>	<b>1,404,330</b>

**Task 7.1 Regional Planning and Coordination**

2023							
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local	
Contract Number	G2775			G2647	G1V09	PC-TBD	
Source Level	PL	SU	Total	Federal	Federal	Local	
Personnel (salary and benefits)	\$ 32,000	\$ 20,000	\$ 52,000	\$ 10,000	\$ 6,293	\$ 7,273	\$ 75,566
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>2023 Totals</b>	<b>\$ 33,500</b>	<b>\$ 20,000</b>	<b>\$ 53,500</b>	<b>\$ 10,000</b>	<b>\$ 6,293</b>	<b>\$ 7,273</b>	<b>\$ 77,066</b>
2024							
Funding Source	FHWA			Local			
Contract Number	G2775			PC-TBD			
Source	PL	SU	Total	Local			
Personnel (salary and benefits)	\$ 44,000	\$ 25,345	\$ 69,345	\$ 2,000	\$ -	\$ -	\$ 71,345
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>2024 Totals</b>	<b>\$ 45,500</b>	<b>\$ 25,345</b>	<b>\$ 70,845</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,845</b>

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	146,911
Consultant	\$	-
Travel	\$	3,000
<b>Total</b>	<b>\$</b>	<b>149,911</b>

Task 8.1 Special Projects							
2023							
Funding Source	FHWA			FY 22 FTA 5305(d)	FY 21 FTA 5305(d)	Local	
Contract Number	G2775			G2647	G1V09	PC-TBD	
Source Level	PL	SU	Total	Federal	Federal	Local	
Personnel (salary and benefits)	\$ 50,509	\$ 50,000	\$ 100,509	\$ -	\$ 35,000	\$ 28,282	
Consultant	\$ 150,000	\$ 75,000	\$ 225,000	\$ 121,500	\$ -	\$ -	
Travel	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	
<b>2023 Totals</b>	<b>\$ 201,509</b>	<b>\$ 125,000</b>	<b>\$ 326,509</b>	<b>\$ 121,500</b>	<b>\$ 35,000</b>	<b>\$ 28,282</b>	
2024							
Funding Source	FHWA			Local			
Contract Number	G2775			PC-TBD			
Source	PL	SU	Total	Local			
Personnel (salary and benefits)	\$ 50,000	\$ 8,977	\$ 58,977	\$ 23,282	\$ -	\$ -	
Consultant	\$ 20,000	\$ 110,000	\$ 130,000	\$ -	\$ -	\$ -	
Travel	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	
<b>2024 Totals</b>	<b>\$ 71,000</b>	<b>\$ 118,977</b>	<b>\$ 189,977</b>	<b>\$ 23,282</b>	<b>\$ -</b>	<b>\$ -</b>	

	FY 2023 & 2024 TOTAL	
Personnel (salary and benefits)	\$	246,050
Consultant	\$	476,500
Travel	\$	2,000
<b>Total</b>	<b>\$</b>	<b>724,550</b>

**9.1 Sun Coast Transportation Planning Alliance Shared Activities**

<b>2023</b>			
<b>Funding Source</b>	<b>FHWA</b>	<b>Local</b>	<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2775</b>		
<b>Source Level</b>	<b>PL</b>	<b>Transfer from Partner MPOs</b>	
<b>Detail</b>		<b>Partner Transfers from MPOs</b>	
Personnel (salary and benefits)			
Personnel (salary and benefits)			\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Consultant			
CCC	\$ 10,000	\$ 50,000	\$ 60,000
<b>Consultant Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>
<b>2024</b>			
<b>Funding Source</b>	<b>FHWA</b>	<b>Local</b>	<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2775</b>		
<b>Source Level</b>	<b>PL</b>	<b>Transfer from Partner MPOs</b>	
<b>Detail</b>		<b>Partner Transfers from MPOs</b>	
<b>MPO Budget Reference</b>			
<b>Lookup Name</b>	<b>024 FHWA G2775 (PL) (Transfer from Partner MPOs)</b>		
Personnel (salary and benefits)			
Personnel (salary and benefits)			\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Consultant			
CCC	\$ 5,000	\$ 25,000	\$ 30,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>

**\*See Summary Regional Task table for detailed breakdown of transfers**

**\*\*Notes:**



**9.1 Sun Coast Transportation Planning Alliance Shared Activities Detailed Breakdown**

2023						
Funding Source		Transfer from	FHWA		FY 2023 Total	
Source Level			PL	Total		
<i>Lead Agency:</i>	<b>Forward Pinellas</b>	<b>No</b>	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
	Sarasota/Manatee	Yes	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
	Polk TPO	Yes	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
	Hernando/Citrus	Yes	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
	Pasco MPO	Yes	\$ 10,000	\$ <b>10,000</b>	\$ 10,000	
<b>Subtotal</b>			\$ <b>60,000</b>	\$ <b>60,000</b>	\$ 60,000	
<b>Total</b>			\$ <b>60,000</b>	\$ <b>60,000</b>	\$ <b>60,000</b>	
2024						
Funding Source		Transfer from	FHWA		FY 2024 Total	
Source Level			PL	Total		
<i>Lead Agency:</i>	<b>Forward Pinellas</b>	<b>No</b>	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
	Sarasota/Manatee	Yes	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
	Polk TPO	Yes	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
	Hernando/Citrus	Yes	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
	Pasco MPO	Yes	\$ 5,000	\$ <b>5,000</b>	\$ 5,000	
<b>Subtotal</b>			\$ <b>30,000</b>	\$ <b>30,000</b>	\$ 30,000	
<b>Subtotal</b>			\$ -	\$ -	\$ -	
<b>Total</b>			\$ <b>30,000</b>	\$ <b>30,000</b>	\$ <b>30,000</b>	

*\*Italicized amounts denote transfers to the lead agency as identified per regional task.*

## Summary Budget Tables

Contract	Funding Source	Source Level			FY 2023 Funding Source				FY 2024 Funding Source				
			2023	2024	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local	
TD-TBD	CTD	State	\$ 40,568	\$ 40,568	\$ -	\$ -	\$ 40,568.00	\$ -	\$ -	\$ -	\$ -	\$ 40,568.00	\$ -
		<b>CTD TD-TBD TOTAL</b>	<b>\$ 40,568</b>	<b>\$ 40,568</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,568</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,568</b>	<b>\$ -</b>
FTA-PSTA	Federal Other	Federal	\$ 360,000	\$ -	\$ -	\$ 360,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Federal Other FTA-PSTA TOTAL</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2775	FHWA	PL	\$ 2,228,047	\$ 1,906,538	\$ 491,404.97	\$ 2,228,047.00	\$ -	\$ -	\$ 420,494.83	\$ 1,906,538.00	\$ -	\$ -	
		SU	\$ 600,000	\$ 600,000	\$ 132,332.48	\$ 600,000.00	\$ -	\$ -	\$ 132,332.48	\$ 600,000.00	\$ -	\$ -	
		<b>FHWA G2775 TOTAL</b>	<b>\$ 2,828,047</b>	<b>\$ 2,506,538</b>	<b>\$ 623,737</b>	<b>\$ 2,828,047</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 552,827</b>	<b>\$ 2,506,538</b>	<b>\$ -</b>	<b>\$ -</b>	
5307	FTA 5307	Federal	\$ 800,000	\$ 800,000	\$ -	\$ 800,000.00	\$ -	\$ -	\$ -	\$ 800,000.00	\$ -	\$ -	
		<b>FTA 5307 5307 TOTAL</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	
G1V09	FY 21 FTA 5305(d)	Federal	\$ 186,293	\$ -	\$ -	\$ 186,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>FY 21 FTA 5305(d) G1V09 TOTAL</b>	<b>\$ 186,293</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 186,293</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
G2647	FY 22 FTA 5305(d)	Federal	\$ 414,367	\$ -	\$ -	\$ 414,367.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>FY 22 FTA 5305(d) G2647 TOTAL</b>	<b>\$ 414,367</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 414,367</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
PC-TBD	Local	Local	\$ 97,471	\$ 60,198	\$ -	\$ -	\$ -	\$ 97,471.00	\$ -	\$ -	\$ -	\$ 60,198.00	
		<b>Local PC-TBD TOTAL</b>	<b>\$ 97,471</b>	<b>\$ 60,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,471</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,198</b>	
	Local	Transfer from Partner MPOs	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	
		<b>Local TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	
<b>TOTAL</b>			<b>\$ 5,002,374</b>	<b>\$ 3,432,304</b>	<b>\$ 623,737</b>	<b>\$ 4,774,335</b>	<b>\$ 40,568</b>	<b>\$ 147,471</b>	<b>\$ 552,827</b>	<b>\$ 3,306,538</b>	<b>\$ 40,568</b>	<b>\$ 85,198</b>	

**Agency Participation**

Funding Source	CTD		Federal Other		FHWA		FTA 5307		FY 21 FTA 5305(d)		FY 22 FTA 5305(d)		Local		TOD	
Contract	TD-TBD		FTA-PSTA		G2775		5307		G1V09		G2647		PC-TBD		TOD-PSTA	
Fiscal Year	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Total Budget	\$ 40,568	\$ 40,568	\$ 400,000	\$ -	\$ 2,828,047	\$ 2,506,538	\$ 800,000	\$ 800,000	\$ 186,293	\$ -	\$ 414,367	\$ -	\$ 97,471	\$ 60,198	\$ 185,628	\$ -
<b>Task 1.1 Program Development and General Administration</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 235,500	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 358,500	\$ 394,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment & Furnishings	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 675,000	\$ 721,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 2.1 Public Participation</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 100,500	\$ 123,909	\$ -	\$ -	\$ 15,000	\$ -	\$ 18,000	\$ -	\$ 4,600	\$ 1,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 143,000	\$ 164,409	\$ -	\$ -	\$ 15,000	\$ -	\$ 18,000	\$ -	\$ 4,600	\$ 1,000	\$ -	\$ -
<b>Task 3.1 Monitoring Activities</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 80,629	\$ 103,359	\$ -	\$ -	\$ 20,000	\$ -	\$ 36,000	\$ -	\$ 11,500	\$ 7,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 82,000	\$ 81,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 162,879	\$ 184,768	\$ -	\$ -	\$ 20,000	\$ -	\$ 36,000	\$ -	\$ 11,500	\$ 7,000	\$ -	\$ -
<b>Task 4.1 Systems Planning</b>																
Personnel (salary and benefits)	\$ 40,568	\$ 40,568	\$ -	\$ -	\$ 207,000	\$ 286,809	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 18,216	\$ 11,916	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 400,000	\$ -	\$ 445,500	\$ 205,000	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ 161,367	\$ -	\$ -	\$ -	\$ 185,628	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 40,568	\$ 40,568	\$ 400,000	\$ -	\$ 654,500	\$ 493,809	\$ 800,000	\$ 800,000	\$ 80,000	\$ -	\$ 161,367	\$ -	\$ 18,216	\$ 11,916	\$ 185,628	\$ -
<b>Task 5.1 Transportation Improvement Program Development and Implementation</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 79,159	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 104,659	\$ 110,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 6.1 Long Range Transportation Plan Development and Implementation</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ 188,230	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 27,600	\$ 15,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 67,500	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 698,000	\$ 566,230	\$ -	\$ -	\$ 30,000	\$ -	\$ 67,500	\$ -	\$ 27,600	\$ 15,000	\$ -	\$ -
<b>Task 7.1 Regional Planning and Coordination</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 69,345	\$ -	\$ -	\$ 6,293	\$ -	\$ 10,000	\$ -	\$ 7,273	\$ 2,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 53,500	\$ 70,845	\$ -	\$ -	\$ 6,293	\$ -	\$ 10,000	\$ -	\$ 7,273	\$ 2,000	\$ -	\$ -
<b>Task 8.1 Special Projects</b>																
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 100,509	\$ 58,977	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 28,282	\$ 23,282	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 121,500	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 326,509	\$ 189,977	\$ -	\$ -	\$ 35,000	\$ -	\$ 121,500	\$ -	\$ 28,282	\$ 23,282	\$ -	\$ -
<b>9.1 Sun Coast Transportation Planning Alliance Shared Activities</b>																
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 40,568</b>	<b>\$ 40,568</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 2,828,047</b>	<b>\$ 2,506,538</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ 186,293</b>	<b>\$ -</b>	<b>\$ 414,367</b>	<b>\$ -</b>	<b>\$ 97,471</b>	<b>\$ 60,198</b>	<b>\$ 185,628</b>	<b>\$ -</b>

# APPENDICES

# Appendix A. Internal Work Program

**MPO Work Program**

	State FY 2023												State FY 2024											
	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																								
Innovations in Industrial Land and Target Employment																								
<b>MPO-Required Programs/Plans</b>																								
Congestion Management Process																								
Disadvantaged Business Enterprise Program																								
Multimodal Prioritization Process																								
Performance Measures																								
Public Participation Plan Update																								
State of the System Report																								
Title VI Program																								
Transportation Improvement Program																								
Unified Planning Work Program (FY 23-24)																								
<b>Special Activities</b>																								
Alt 19 Corridor Transition Plan																								
Census Data Integration																								
Complete Streets Before/After Studies																								
Complete Streets Program																								
Equity Assessment Implementation																								
Long Range Transportation Plan																								
Mobility Audit Program																								
MPO Apportionment																								
Multiuse Trail Wayfinding																								
Pinellas Trail User Survey																								
Regional Data Sharing																								
Waterborne Transportation Planning																								

\*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**

**ACCESSIBILITY** – the ability of all persons to independently obtain information and use products, services, and facilities.

**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).

**BIPARTISAN INFRASTRUCTURE LAW (BIL)** – Also known as the Infrastructure Investment and Jobs Act, the BIL is the federal infrastructure bill passed by Congress and signed into law on November 15, 2021.

**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.

**CONSOLIDATED PLANNING GRANT (CPG)** – a streamlined funding delivery system to deliver planning funds to the MPOs and provide greater flexibility in using these funds. The CPG combines FHWA PL, FTA 5305(d) and STBG funding into a single grant to MPOs.

**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.

**MOBILITY** – the ability to access goods, services, and destinations.

**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  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**


525-010-08  
POLICY PLANNING  
05/18

**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: Joanne "Cookie" Kennedy  
Title: MPO Chair (or designee)

  
Date

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

525-010-08  
POLICY PLANNING  
05/18

**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: Joanne "Cookie" Kennedy

Title: MPO Chair (or designee)

May 11, 2022  
Date

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

525-010-08  
POLICY PLANNING  
05/18


**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: Joanne "Cookie" Kennedy  
Title: MPO Chair (or designee)

  
Date

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

525-010-08  
POLICY PLANNING  
05/18

**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: Joanne "Cookie" Kennedy  
Title: MPO Chair (or designee)

May 11, 2022  
Date



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

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POLICY PLANNING  
05/18

**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  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

- (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)

## JOINT MPO/FDOT CERTIFICATION SUMMARY

### Forward Pinellas Metropolitan Planning Organization

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The Annual Joint FDOT/MPO Certification for January 1, 2021 to December 31, 2021, review was conducted on March 10, 2022, 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

- **Legislative Workshop**

Forward Pinellas hosted a Legislative Committee workshop, entitled *Finding Common Ground: A Conversation with State Legislators*. As a result, a number of legislators have pledged to work more closely with Pinellas local governments during the 2022 legislative session especially on four key topics: How do we keep our streets safe, fund our transportation system, make housing more affordable, and adapt to a changing climate.

- **Waterborne Transportation Committee**

In 2020, Forward Pinellas established the Waterborne Transportation committee to address roles and responsibilities in supporting this key economic driver that serves residents and tourists with a meaningful alternative to vehicular travel. We worked with the committee to create a waterborne system plan to reflect existing waterborne routes as well as future, unfunded needs for waterborne transportation. This plan will be used to prioritize funding for future waterborne routes within the county and regionally. As part of the service plan, Forward Pinellas and the Pinellas Suncoast Transit Authority (PSTA) conducted a ridership forecast for the routes included in the system plan. In addition, PSTA conducted an extensive analysis to identify cost estimates for future service of the existing Clearwater Ferry. We are currently drafting a waterborne policy and recommendations that will guide funding and build a framework for waterborne transportation in the future. This will also lead to an amendment to the 2045 LRTP in the coming year to formerly incorporate the policy and recommendations.

- **Innovations in Target Employment and Jobs Access**

The needs of target employers and the workforce are changing. We must design places where they people of any income can live, work, and play—linking housing, jobs and transit so everyone in our community has opportunities. We also need to find a balance where we preserve the land we've set aside for new jobs. This year, Forward Pinellas Board adopted "Innovations in Target Employment and Jobs Access" as a new SPOTlight Emphasis Area, committing to finding solutions for these critical challenges. We are preparing to update the Target Employment and Industrial Land Study (TEILS) that will explore how to meet the needs of target employers and their workers over the next 20 years and identify the most effective strategies to keep our economy vibrant.

- ***Housing Compact Adoption & Website***

After the 2020 Homes for Pinellas Summit, which brought together industry leaders, elected officials, nonprofits and others to hold discussions on the challenges, opportunities and best practices for creating affordable housing options, Forward Pinellas and other local planning experts put words into action and created the Advantage Pinellas Housing Compact. This year, the Forward Pinellas Board adopted the Advantage Pinellas Housing Compact, which will address the critical shortage of affordable housing by prioritizing the creation of more affordable homes and creating a framework to coordinate the efforts of the municipal governments in Pinellas County.

- ***Safe Streets Pinellas***

In 2020, the Forward Pinellas Board took action by adopting the Safe Streets Pinellas Action Plan committing to a goal of zero deaths and serious injuries in Pinellas County by 2045. Over the last year, Forward Pinellas studied where we are seeing concerns on our roadways and why these crashes are happening. We also held several demonstration projects to test ways we could make our roads safer, such as exploring new technology and educational outreach. Now six local governments and the board have adopted the Safe Streets resolution to support the Action Plan that will guide our steps as we work toward insuring everyone is safe on our roadways in Pinellas County.

- ***Bike Your City***

More than 1500 cyclists enjoyed our second, self-guided “Bike Your *Own* City” scavenger hunt in 2021 where they were challenged to find 20 items while biking throughout their own community and submit a “selfie” or picture of their bike using our interactive online form. Participants also had the opportunity to support local businesses, get involved with our social media campaign, and showcase their custom “Bike Your City” yard signs provided by the Safety Harbor Art and Music Center (SHAMC) to show their support for bike advocacy.

- ***Gulf Coast Safe Street Summit***

More than 320 people attended the 4<sup>th</sup> annual Gulf Coast Safe Streets Hybrid Summit, bringing together all different advocates to encourage safety and accessibility for everyone in our region, providing an opportunity for education, partnership and collaboration. USDOT Deputy Assistant Secretary of Safety Policy Robin Hutcheson opened the three-day safety event of virtual speakers, panels, and presentations as well as in-person mobile tours and events held throughout the region. This Summit plays a key role in reinforcing the mission of reducing to zero the number of serious injuries and fatalities on our roadways. Reaching zero is a group effort, and it’s everyone’s responsibility to help make it happen.

- ***Equity Assessment***

This year, Forward Pinellas launched an Equity Assessment to understand what our communities need and how we can help remove existing barriers to transportation, jobs, education, housing that’s affordable and other resources. More than 500 people participated in our Community Equity Surveys, listening sessions, and community events. We also reached thousands of people through our multi-lingual, social media campaign and partner videos. The Forward Pinellas Board will adopt the Action Plan in 2022 and begin implementing recommendations to create a better, inclusive, and just future for everyone in our community.

- ***Downtown St. Pete Mobility Study***

Through this joint effort between Forward Pinellas, City of St. Petersburg, and the Florida Department of Transportation, the Downtown St. Petersburg (DTSP) Mobility Study is defining and evaluating potential projects

that affect roadway capacity, operations, safety, and connectivity for pedestrians, bicyclists, transit users, and drivers. These projects include conversion of the one-way streets to two-way pairs, lane reallocations for bicycle, pedestrian, parking, or transit users, and modifications or the removal of the I-375 and I-175 “interstate spurs.” After examining potential strategies to strengthen connectivity between neighborhoods and commercial destinations while maintaining adequate regional access between I-275 and key employment and medical uses in DTSP, we reached out to the community to hear their thoughts and experiences. There were nine listening sessions, 10 stakeholder meetings, four different surveys, and thousands of community members involved. Close coordination with FDOT District 7 has been a central component of the work. We are currently developing recommendations on which projects should move to the next phase, where we will learn more about specific designs and technical elements in cooperation with FDOT, the City and other key stakeholders.

- ***Congestion Management Process***

In 2020, Forward Pinellas completed a major update of its Congestion Management Process, subtitled ‘Putting Congestion in Context.’ This CMP focused on more than just congestion, considering system reliability, safety and multimodal connectivity. As Pinellas County is in redevelopment mode with little remaining vacant and developable land, continuing to focus exclusively on traditional congestion measures that identify physical capacity solutions, is not in the best interest of our communities. By evaluating these additional considerations, alongside measures of congestion, Forward Pinellas is able to identify transportation solutions that provide more options for mobility, where providing more space for personal vehicles is not a viable option. By putting congestion in context, we are able to identify areas where congestion is acceptable and multimodal improvements should be prioritized around that congestion, while also evaluating the root causes of existing congestion. Upon evaluation, the root causes of congestion are often not due to a lack of physical capacity, but rather to safety issues, where regular or severe crashes impede the efficient mobility through our corridors. The CMP effort created this updated process for screening corridors, while also providing a decisions matrix to assist our agency partners in identifying solutions to congestion that are appropriate for the land use and transportation context of the corridors being evaluated.

**Recommended Actions**

- The MPO shall work with the District Liaisons to update General Planning Consultant procurement and contracts to ensure compliance with all terms and conditions of the Metropolitan Planning Organization Agreement (Section 15, 16, 17), and all federal, state, and local laws and regulations applicable to the MPO’s agreement. We are recommending that the MPO not extend current contracts and begin consultation with District liaison a minimum of 9 months prior to the advertisement of the new GPC contracts.
- The MPO still needs to develop a process to ensure that all versions of the UPWP are on the MPO’s website and easy to find. This was a recommendation from 2021 Certification that was not resolved.
- MPO should work to refine invoice preparation to streamline and reduce errors.
- FDOT values the MPO’s continued collaboration and partnership in the execution of reliable, safe, and efficient transportation projects.

**Corrective Actions**

- None

## **D. Title VI Nondiscrimination Certification & Title VI Program**

**The Forward Pinellas Title VI Program is available at:  
<https://forwardpinellas.org/document-portal/title-vi-plan/>.**

## E. 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 Albritton, Commissioner Smith, Mayor Kennedy, Commissioner Eggers, Commissioner Welch, Mayor Bradbury,

NAYES: Commissioner Seel, Commissioner Long

ABSENT AND NOTE VOTING:

ATTEST:



Whit Blanton, Executive Director  
Forward Pinellas



Dave Eggers, Chairman  
Forward Pinellas

APPROVED AS TO FORM

By: Cherian Mandy  
Office of the County Attorney



## **F. Other Non-Federal Local Agency and Municipal Planning Projects**

## Favero, Chelsea

---

**From:** Kelly, Maria  
**Sent:** Thursday, February 17, 2022 9:20 AM  
**Subject:** FW: TCC Email

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-0year period. We are currently developing the UPWP for July 1, 2022 through June 30, 2024. If your agency is expecting to conduct any transportation planning activities, please email the information below to [cfavero@forwardpinellas.org](mailto:cfavero@forwardpinellas.org) by March 5, 2022.

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 in the study

We include locally projects in the UPWP simply to remain apprised of local planning activities and to be prepared to offer support.

If you have any questions, please feel free to reach out to me directly.

Thank you,



**Chelsea Favero, AICP**  
Planning Manager  
Direct: 727-464-5644  
Main: 727-464-8250  
[forwardpinellas.org](http://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.*

## Favero, Chelsea

---

**From:** Sharp, Frances <FSharp@DunedinFL.Net>  
**Sent:** Monday, March 7, 2022 11:54 AM  
**To:** Favero, Chelsea  
**Cc:** Kelly, Maria  
**Subject:** RE: TCC Email- UPWP

**CAUTION:** *This message has originated from outside of the organization. Do not click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe.*

Good Morning Chelsea,

Upcoming planning projects that the City of Dunedin have at this point are of the following:

- Implementation of the Citywide Multimodal Transportation Master Plan: Funding and funding source is to be determined
- Development of the Scenic Corridor Program for Edgewater Drive: Funding and funding source is to be determined
- SR 580 Landscaped Median Project: Funding source will be through the City's general fund and the amount is to be determined

Let me know if you have any questions or need anything else.

Thank you,  
Frances

**FRANCES LEONG SHARP, AICP**  
**Planner II**

City of Dunedin  
1415 Pinehurst Rd, Suite F  
Work: (727)298-3200  
Email: [fsharp@dunedinfl.net](mailto:fsharp@dunedinfl.net)  
Web: [www.dunedingov.com](http://www.dunedingov.com)

---

**From:** Favero, Chelsea <cfavero@co.pinellas.fl.us>  
**Sent:** Friday, March 4, 2022 2:05 PM  
**To:** Sharp, Frances <FSharp@DunedinFL.Net>  
**Subject:** RE: TCC Email

Hi Frances,

It is really just any planning projects, not necessarily TIP projects. The multimodal plan you all just developed would be a good example of this. Or the Clearwater Citywide Mobility Assessment. Anything that your office in particular may undertake that isn't necessarily the early stages of a construction project. I hope that helps.

Have a great weekend!



**Chelsea Favero, AICP**  
Planning Manager  
Direct: 727-464-5644  
Main: 727-464-8250  
[forwardpinellas.org](http://forwardpinellas.org)

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---

**From:** Sharp, Frances <[FSharp@DunedinFL.Net](mailto:FSharp@DunedinFL.Net)>  
**Sent:** Friday, March 4, 2022 1:27 PM  
**To:** Favero, Chelsea <[cfavero@co.pinellas.fl.us](mailto:cfavero@co.pinellas.fl.us)>  
**Subject:** RE: TCC Email

**CAUTION:** *This message has originated from outside of the organization. Do not click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe.*

Hi Chelsea,

I am putting together a list of projects for the UPWP to be sent to you. Does this list typically fall in line with the projects we listed for the Fall 2021 TIP update? Are you looking for projects that are in the planning stages and not in the design and/or construction stages correct?

**FRANCES LEONG SHARP, AICP**  
**Planner II**  
City of Dunedin  
1415 Pinehurst Rd, Suite F  
Work: (727)298-3200  
Email: [fsharp@dunedinfl.net](mailto:fsharp@dunedinfl.net)  
Web: [www.dunedingov.com](http://www.dunedingov.com)

---

**From:** Kelly, Maria <[Mkelly@co.pinellas.fl.us](mailto:Mkelly@co.pinellas.fl.us)>  
**Sent:** Thursday, February 17, 2022 9:20 AM  
**Subject:** FW: TCC Email

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-0year period. We are currently developing the UPWP for July 1, 2022 through June

30, 2024. If your agency is expecting to conduct any transportation planning activities, please email the information below to [cfavero@forwardpinellas.org](mailto:cfavero@forwardpinellas.org) by March 5, 2022.

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We include locally projects in the UPWP simply to remain apprised of local planning activities and to be prepared to offer support.

If you have any questions, please feel free to reach out to me directly.

Thank you,



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[forwardpinellas.org](http://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.*

**PUBLIC RECORDS NOTICE:** Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Pursuant to FLORIDA STATUTE 119.12, public record requests to inspect or copy public records may be made to the city's custodian of public records, City Clerk Rebecca Schlichter, 1415 Pinehurst Road, Suite D, Dunedin, Florida 34698, or email: [rschlichter@dunedinfl.net](mailto:rschlichter@dunedinfl.net), or phone (727) 298-3034 or facsimile (727) 298-3505. Pursuant to Florida Statute 119.12, if you wish to assert that you were denied access to inspect or copy a public record, you must provide a written notice to the city's custodian of records, identifying it as a public records request, at least five business days before filing a civil action. The notice period begins on the day the written notice of the request is received by the custodian of public records, excluding Saturday, Sunday, and legal holidays, and runs until 5 business days have elapsed. The contact information for the city's custodian of public records is posted in the city's primary administrative building in which public records are routinely created, sent, received, maintained, and requested and on the city's website.

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## G. 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 Sun Coast Transportation Planning Alliance (SCTPA) (broad level policy direction for development of the regional transportation system); and 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.

## H. Review Agency Comments & Staff Responses

**Review Agency Comments and MPO Responses**

Comment ID	Review Agency	Review Agency Comment	Forward Pinellas Response
3/22/2022	FHWA	The MPO is asked to expand the information in the tasks as milestones for activities are missing in several of the tasks and many do not include work deliverables and milestones for 2023.	Tasks and deliverables have been adjusted.
3/22/2022	FHWA	Please include in the appropriate Task an activity to capture the MPO's activities to monitor and prepare for the release of 2020 U.S. Census results.	Tasks have been adjusted to account for MPO activities resulting from the 2020 U.S. Census results.
3/22/2022	FHWA	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	This is being addressed through this form.
3/22/2022	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 MPO's use of PL/SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	The MPO has added additional notations where consultant work is anticipated. However, enough detail is not yet known. The MPO is committed to seeking authorization from FDOT and FHWA prior to utilizing any consultant services and ensuring all tasks are eligible and allowable.
3/22/2022	FHWA	No mention of CPG discussion is that correct or left off?	The MPO has added a discussion of the CPG in the text section before the Task Tables.
3/22/2022	FHWA	The Federal Planning Emphasis Areas (PEAs). The section title is Federal Priorities, but it addresses the Federal Planning Factors. Please correct the title to Planning Factors.	The title of this section has been adjusted.
3/22/2022	FHWA	There are 10 Federal Planning Factors you are showing 8.	The 10 Federal Planning Factors have been added alongside the PEAs, including a chart showing how each individual task addresses each factor.
3/22/2022	FHWA	TIP: I did not see any public involvement activities for the development of the TIP, is that correct?	Public involvement activities for the TIP were included in Task 2.0. The MPO has added a line item to Task 5.0 to draw further attention to this activity however.
3/22/2022	FHWA	There are some inconsistencies regarding the Regional UPWP Task 9.1 SCTPA.	The MPO has coordinated with the SCTPA to ensure consistent language amongst all MPOs.
3/22/2022	FHWA	The description and language should be identical for All the MPOs/TPOs.	The MPO has coordinated with the SCTPA to ensure consistent language amongst all MPOs.
3/22/2022	FHWA	Also, as the Lead Agency for this task, please separate the MPO from the others as noted below.	The MPO has made this change.
3/22/2022	FHWA	I did not see the MPO Boundary Map will this be updated in the Final?	The MPO has added a map of the MPO Boundary to the final UPWP.
3/22/2022	FHWA	When updating the Acronyms list, please add CPG	The MPO has included CPG in the acronyms list in the Appendices.
3/22/2022	FHWA	New Federal Aid Project Number 0057-060-M	This number has been updated.
3/22/2022	FHWA	Signed and approved resolution approving the final UPWP	This is included in the final UPWP.
3/22/2022	FHWA	Please include signed and approved cost analysis.	This is included in the final UPWP.
3/22/2022	FHWA	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	The MPO does not anticipate any equipment purchases greater than \$5k. However, if such a purchase is needed, an amendment to the UPWP will be completed and FHWA authorization will be requested.
3/22/2022	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.	This is included in the final UPWP.
3/22/2022	FHWA	Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.	The MPO understands this and will not submit any unauthorized charges for reimbursement related to professional memberships or training/meeting/conference participation.
3/22/2022	FDOT	Delete the Draft second II page (Page 3 that just says "DRAFT" in watermark).	This has been completed.
3/22/2022	FDOT	FPN for FHWA PL/SU funds is 439338-4-14-01/439338-4-14-02; Federal Aid Project number is 0057-060-M.	The MPO has updated the FPN.
3/22/2022	FDOT	Make sure to include Acronyms/Abbreviations, Internal Work Program, Certs & Assurances, FTA 5305 Application, Title VI Program, and Review Agency Comments in the Final UPWP to be adopted.	The MPO has added all of these items to the Appendices for the final document.
3/22/2022	FDOT	Clean up highlighted areas and adjust line spacing to be consistent on pages 5-6.	The MPO has completed this.
3/22/2022	FDOT	Make sure to include the Certs & Assurances, Title VI, etc in the final document	The MPO has added all of these items to the Appendices for the final document.
3/22/2022	FDOT	Remove "Consultant may be used" and replace with "consultant will be used."	The MPO has completed this.
3/22/2022	FDOT	Make sure that each activity has a dated end date. Do not use "ongoing" or "as needed," instead use FY 2023, FY 2024, or FY 2023-2024. Be sure that every activity has an end product. Even if the activity is "Assist with Board Meeting" the end product should be "Assist with/at Board Meeting" or "Board Meeting."	The MPO has updated all task tables to make this change.

3/22/2022	FDOT	Make sure that the pages numbers for the budget tables are in line with the rest of the document	The MPO has updated all page numbers for the final document.
3/22/2022	FDOT	Per FHWA, the regional task should be identical in verbiage and formatting to Hernando-Citrus MPO, Hillsborough TPO, Pasco MPO, Polk TPO, and Sarasota-Manatee MPO.	The MPO has coordinated with the SCTPA to ensure consistent language amongst all MPOs.
3/22/2022	FDOT	"Responsible Agency/Agencies" – Lead agency should be Forward Pinellas. All other agencies should be listed as other responsible agencies.	The MPO has coordinated with the SCTPA to ensure consistent language amongst all MPOs.
3/22/2022	FDOT	Update PL amount in FY 23 to \$2,228,047 which would include additional FTA amount and de-ob	The MPO has updated these numbers.
3/22/2022	FDOT	Update PL amount in FY 24 to \$1,901,538 which would include additional FTA amount	The MPO has updated these numbers.
3/22/2022	FDOT	MPO will need to update FY 2023 PL amount to include \$90k de-ob and additional FTA amount (see above).	The MPO has updated these numbers.
3/22/2022	FDOT	MPO will need to update FY 2023 PL amount to include \$90k de-ob.	The MPO has updated these numbers.
3/22/2022	FDOT	If there is a better way to format each Title Page, that may be to your benefit. Currently, The Title to each section is near the top of each page, with an entire blank section below, and the actual document beginning on the next page (i.e., Travel Resolution Header on page F-1, a blank rest of page F-1, and the Travel Resolution placed on technically page F-2). Explore making this more reader/public friendly.	The MPO has updated the formatting of the final UPWP document.
3/22/2022	FDOT	Be sure to scan through the Draft document to clean up all highlighted text/circled text before saving as the final document.	The MPO has updated these numbers.
3/22/2022	FDOT	Provide details on \$30k equipment & furnishing expense in FY2023 & \$23k equipment & furnishing expense in FY 2024.	The MPO has added more detail on the anticipated equipment purchases.
3/22/2022	FDOT	Task 1 (D) remove DBE goal, DBE Program and replace with DBE reporting with a completion date of "quarterly". Title VI Program completion date should be "ongoing through FY 2024". UPWP completion date should also be "ongoing through FY2024" to accommodate UPWP modifications/amendments/development.	The MPO has addressed this comment.
3/22/2022	FDOT	Task 2.1 (c) what is cost of "employ advisory committees...?" considering removing	The MPO has adjusted the text to clarify this task item.
3/22/2022	FDOT	Budget tables were cleaned up and formulas repaired.	The MPO has completed this.
4/26/2022	FDOT	FTA 5305 Application/ SF 424 Form are no longer required in the document, due to the CPG.	MPO has removed this attachment.
4/26/2022	FDOT	Page numbers for APX A & B are incorrect. There are also no page numbers for pages 9-10 (Introduction). The Introduction also begins on page 9, not page 10. Summary Budget Table page number is incorrect (should be 38).	MPO has corrected pagination.
4/26/2022	FDOT	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.	MPO will include all of these in final submittal.
4/26/2022	FDOT	Clean up grey highlights. The first paragraph on page 14 seems to have a different line spacing than the rest of the Intro.	Final document has been formatted.
4/26/2022	FDOT	Provide the execution (or amended/updated) date of MPO Bylaws.	MPO has included this information.
4/26/2022	FDOT	Remove "Consultant may be used" and replace with "consultant will be used."	MPO has completed this.
4/26/2022	FDOT	Budget Table pages are double numbered.	MPO has corrected pagination.
4/26/2022	FDOT	Per FHWA, all UPWP Task activities need an end product and all Regional Tasks need to be identical in language. Make sure that the Regional LRTP Task has an end product associated with it that is carried through the other SCTPA MPOs (This is notated on the other D7 MPO UPWP checklists).	MPO has sent final tables to regional partners to ensure consistency.
4/26/2022	FDOT	FY 2022 FTA grant G2647 needs to show a soft match.	MPO has corrected this.
4/26/2022	FDOT	Clean up the page numbers throughout the document. Several pages are left without page numbers, have double page numbers, or have page numbers that do not match up with Table of Contents.	MPO has corrected this.
5/4/2022	FDOT	There is no funding source budget table included in the Task Budget Table section.	MPO has corrected this.
5/4/2022	FDOT	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.	MPO will include all of these in final submittal.
5/4/2022	FDOT	Provide the execution (or amended/updated) date of MPO Bylaws	MPO has corrected this.
5/4/2022	FDOT	Budget Table pages are double numbered. This was addressed with MPO staff on 5/4 and should be corrected in the final adopted version.	Final document has been formatted.
5/4/2022	FDOT	FY 2022 FTA grant G2647 needs to show a soft match.	MPO has corrected this.
5/4/2022	FDOT	FDOT staff worked with MPO staff on 5/4 to clean-up budget tables to make them more citizen/user friendly. This will be adjusted on the final document	MPO has addressed this.