



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

State Fiscal Years 2023-2024

July 1, 2022 – June 30, 2024

Prepared by:  
Forward Pinellas  
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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.

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

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**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-COMING SOON!

**COST ANALYSIS CERTIFICATION**

**NEED THIS FROM FDOT**

## **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.

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Joanne “Cookie” Kennedy, Chair Forward Pinellas

## 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

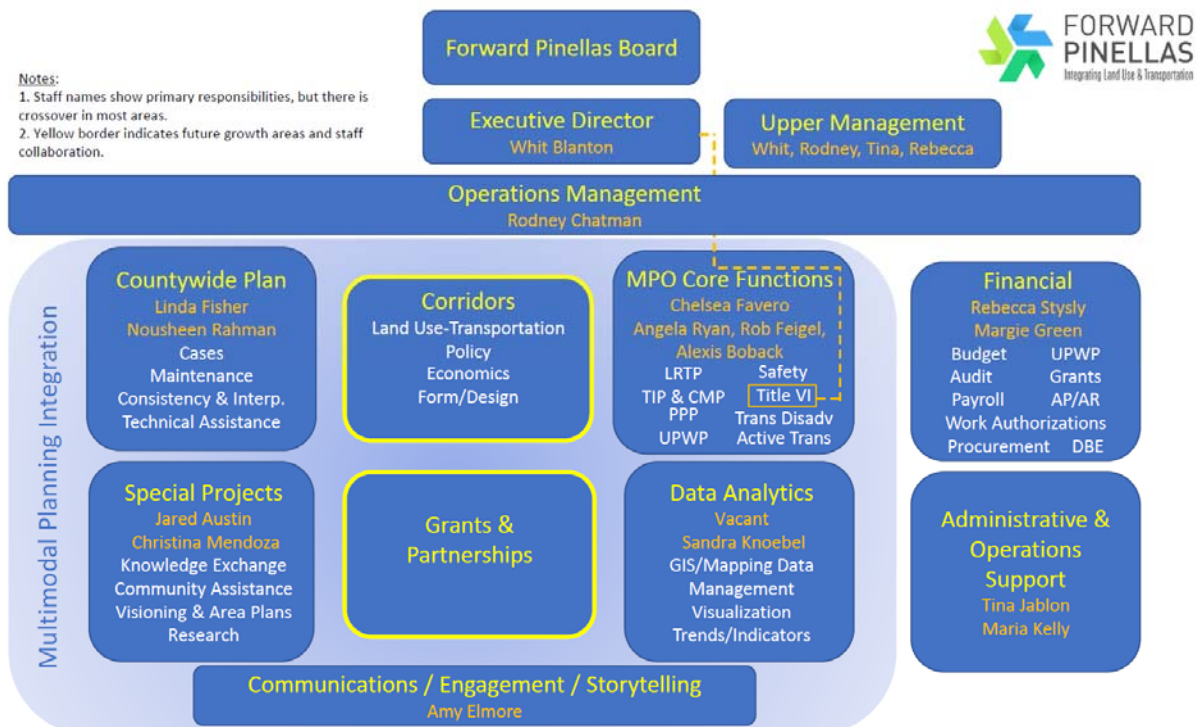
and project prioritization process. In addition, Forward Pinellas has been including the consideration of emerging mobility in all of its scopes for planning activities for the past two years, including the Alternate US 19 Corridor Transition Plan set to begin in early 2022. Those efforts will continue.

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	Countywide Trends and Conditions Report       Freight Plans       ITS/ATMS Plan       Corridor/Subarea Studies       CMP	Ongoing through FY 2024       Ongoing through FY 24       Ongoing through FY 24       Ongoing through FY24       Ongoing through FY 24
B*	Public transportation planning efforts, including planning & feasibility studies, service planning, development of innovative pilot	Coordinated public transportation planning	Ongoing through FY24

	<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><u>Areas of Persistent Poverty Planning Study</u></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> <p><u>Ongoing through FY 24</u></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

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

<b>REQUIRED ACTIVITY</b>	<b>END PRODUCT</b>
<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

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# Task Budget Tables

## Summary Budget Tables

# APPENDICES



# Appendix A. Internal Work Program

## **Appendix B. Acronyms/Abbreviations**

## C. Certifications & Assurances

## **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,  
NAYES: Commissioner Welch, Mayor Bradbury,  
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: Cherise Hardy  
Office of the County Attorney

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

## **G. FDOT District 7 Planning Activities**



## **H. Review Agency Comments & Staff Responses**

# I. Forward Pinellas Bylaws