



**DRAFT**

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

State Fiscal Years 2025-2026

July 1, 2024 – June 30, 2026

Prepared by:  
Forward Pinellas  
in its role as the Pinellas County Metropolitan Planning Organization  
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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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Pinellas County Board of County Commissioners

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City of Redington Beach, Representing the Beach Communities

**Whit Blanton, FAICP**

Executive Director

Adopted **DATE**

*\*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**

**AVAILABLE UPON ADOPTION BY THE BOARD**

**COST ANALYSIS CERTIFICATION**

**WILL BE PROVIDED BY FDOT AT A LATER DATE**

**AUTHENTICATION**

**TO BE SIGNED UPON ADOPTION**

Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, in regular session, on DATE, adopted the FYs 2025 – 2026 Unified Planning Work Program (UPWP) for the Pinellas County Urbanized Area.

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Janet Long, 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, 2024 through June 30, 2026. 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), 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 22, 2024 Citizens Advisory Committee (CAC) meeting, February 28, 2024 Technical Coordinating Committee meeting and March 13, 2024 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, most recently adopted in 2023, 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 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 \$1,119,685. "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 and in 2021, a new SPOTlight initiative called Innovations in Target Employment and Jobs Access was added. Each of these areas had a land use and transportation component, reflecting the mission of Forward Pinellas, and each involved local and regional partnerships that addressed accessibility and mobility options.

The 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.

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, most recently adopted in 2023.

### Federal Planning Factors

The Bipartisan Infrastructure Law (BIL), was enacted as the Infrastructure Investment and Jobs Act, signed on November 15, 2021, authorizing federal funds for fiscal years 2023 through 2026. It continued to focus on performance-based planning and added an emphasis on considering housing in the metropolitan planning process. The planning factors included in the BIL Act are listed below, followed by a table with the Forward Pinellas tasks that address them.

## BIL 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
10.1	Regional MPO Exploration 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 Justice40 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	
10.1	Exploration of a Regional MPO	X	X	X	X	X	X	X	X

## State Priorities

The FDOT Office of Policy Planning has identified four emphasis areas for Florida MPOs to consider when developing their UPWPs: safety, 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. In 2023, Forward Pinellas hired a staff member whose role is to focus on safety. This individual manages safety-related projects for the agency, serves as a direct point of contact for public and private sector inquiries about safety and provides a targeted focus on the agency's goal of zero transportation-related deaths on our network by 2045.

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.

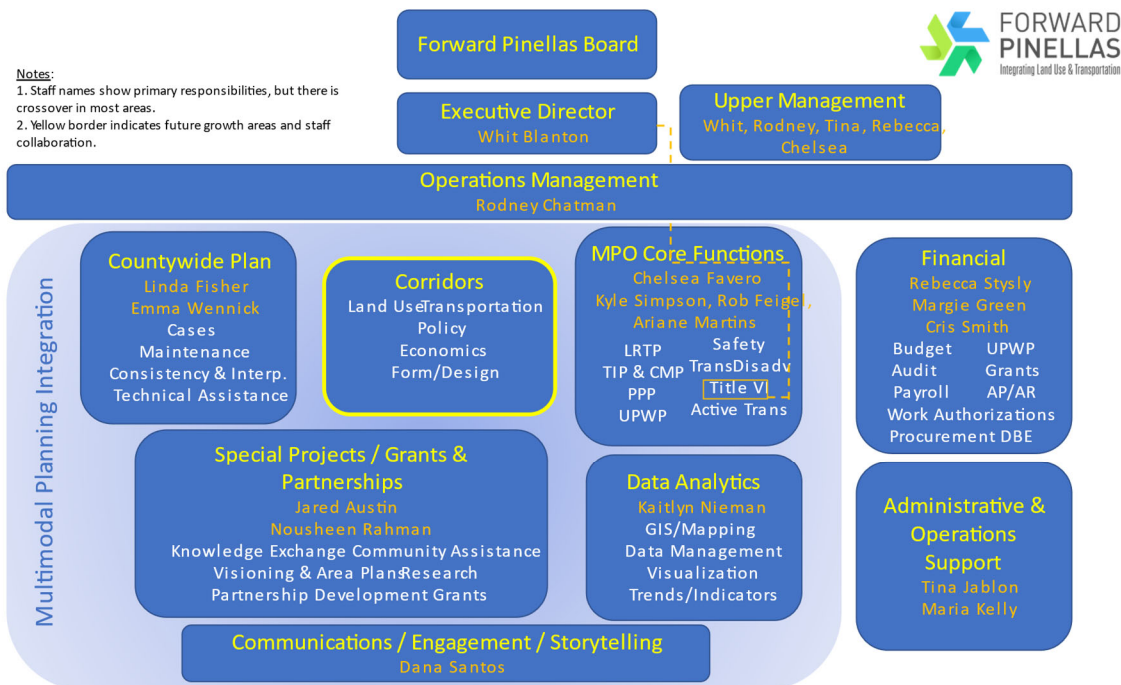
The fourth state priority of emerging mobility involves the potential impacts of Connected Vehicle (CV) and Automated Vehicle (AV) technologies, micromobility devices, and other technological advancements. This includes unknown factors and how these technologies will continue to develop and interact 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 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, the Waterborne Transportation Committee has been meeting since 2021 to discuss strategies and policies to help advance waterborne transportation in the county. This committee has already helped to implement amendments to the LRTP to set the foundation for future waterborne services, and will continue working for the foreseeable future, with the goal of 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, 2024 and new one will be in place from July 1, 2024 through June 30, 2026.

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 2024. 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/>.

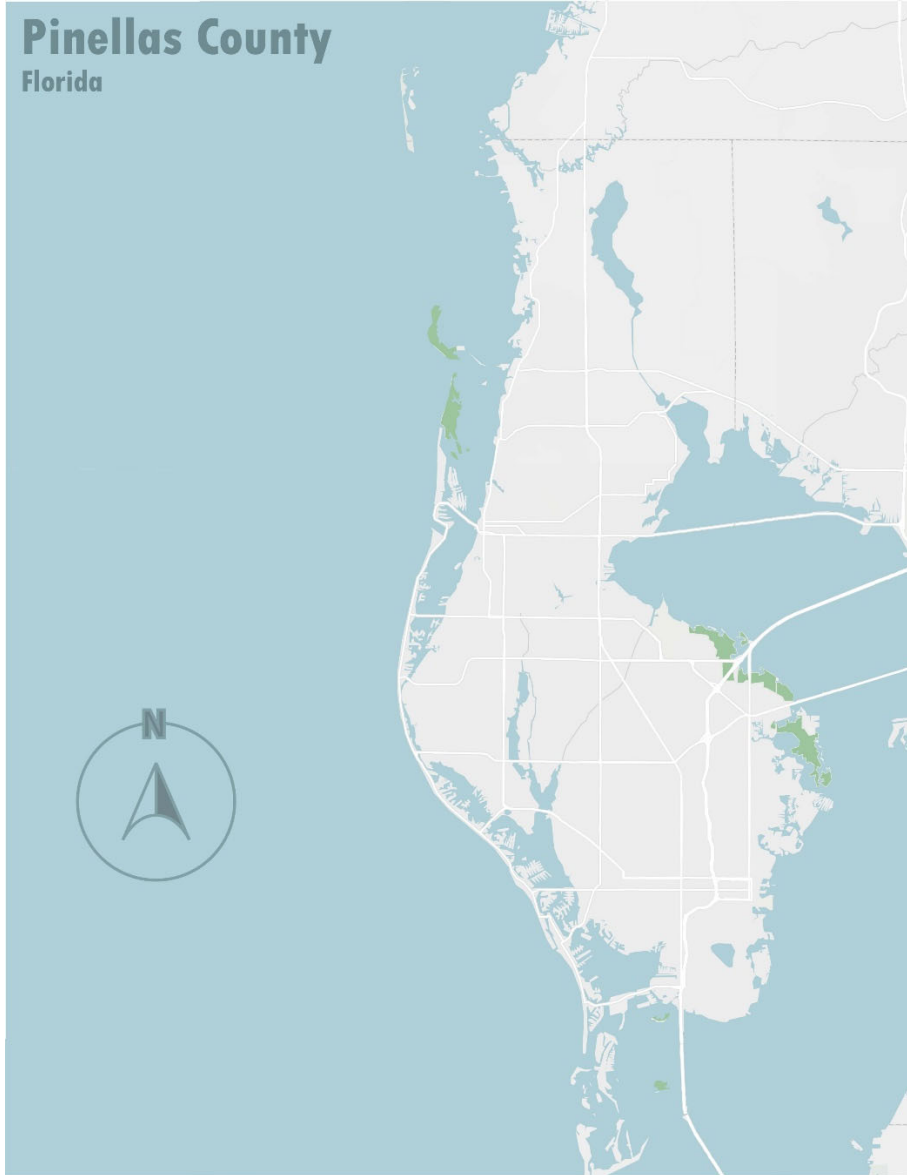
## **Grant Budgeting and Management**

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.



*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 2023 and 2024, 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 FY26
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 26
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 FY26
D	Develop, maintain, support and update federally-required administrative plans and programs	DBE Reporting Title VI Program Unified Planning Work Program	Quarterly through FY 26 Ongoing through FY 26 Ongoing through FY 26
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 FY26



Required Activities		End Products	Completion Date
G	Prepare for emergency situations, including updating COOP	COOP	April 2025 & 2026
H*	Pursue, secure, support and administer grant funding, including invoice preparations	Grant funding Invoices	Ongoing through FY 26 Quarterly through FY 26
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 26
J*	Calculate, analyze and maintain financial data, including receipts and expenditures	Audit	January 2025 & 2026
K	Support direct expenses	Direct expenses	Ongoing through FY 26
L	Conduct decennial apportionment activities based on 2020 urbanized boundaries	Apportionment of Forward Pinellas	Ongoing through FY 26
M*	Utilize intern support through the University Partnership Program to augment the capacity of the planning staff.	USF Intern	Ongoing through FY 26
N	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 26

**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 2023 and 2024, 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 FY26
B*	Review, evaluate and update the Public Participation Plan	Updated Public Participation Plan	Ongoing through FY26
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 FY26
D*	Conduct outreach in support of plans and studies	Public outreach	Ongoing through FY26
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 FY26
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	Ongoing through FY 26

Required Activities		End Products	Completion Date
G	Maintain, support and update Forward Pinellas strategic business plan	Strategic Business Plan	Ongoing through FY26
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 FY26
I*	Maintain and update website and social media platforms, including online calendar	Regular communication through a variety of media	Ongoing through FY26
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 26

**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 2023 and 2024, 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 26
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 data, traffic counts, real-time data and crash data	Coordinated data collection, monitoring and analysis	Ongoing through FY26
		Nonmotorized traffic counts	Ongoing through FY26
		Pinellas County transportation system data	Ongoing through FY 26
C*	Maintain all nonmotorized traffic count collection equipment in a state of good repair.	Nonmotorized traffic count collection equipment.	Ongoing through FY 26
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 through FY 26

Required Activities		End Products	Completion Date
E*	Update and maintain transportation inventory and databases, including sidewalk information, bicycle facilities and traffic control devices.	Transportation inventory and databases, including traffic count, crash data and other transportation system metrics.	Ongoing through FY 26
F	Review related planning documents and agency reports, such as the FDOT Forecasting and Trends Office Sourcebook.	Local and regional partner agency reports	Ongoing through FY 26
G*	Monitor US Census product releases and evaluate potential impacts from demographic changes.	Socioeconomic dataset monitoring	Ongoing through FY 26
		Designation of the Forward Pinellas Urbanized Area	Ongoing through FY 26
H	Attendance, registration, and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

**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 multimodal, connected transportation network that considers the mobility, land use and the safety of all users.

**PREVIOUS WORK:** In FYs 2023 and 2024, the MPO conducted active transportation, public transportation and

Required Activities		End Products	Completion Date
A*	Implement a congestion management process and congestion management strategies	Countywide Trends and Conditions Report TSMO Plans Freight Plans Corridor/Subarea Studies CMP	Annually through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY26 Ongoing through FY 26
B*	Public transportation planning efforts, including planning & feasibility studies, service planning, development of innovative pilot programs, agency coordination and stakeholder engagement	Coordinated public transportation planning Alternatives Analysis Reports and Recommendation Alt 19 Corridor Transition Plan NEPA Analysis Reports Conceptual Design Plans System analysis and visioning Capital facility planning Innovative solutions (e.g. first/last mile, Mobility on Demand, ACES, micromobility) Transit Development Plan Progress Reports	Ongoing through FY26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26

Required Activities		End Products	Completion Date
		Feasibility Studies Waterborne transportation systems planning	Ongoing through FY 26 Ongoing through FY 26
C*	Transportation Disadvantaged planning and support, including regional coordination efforts	Transportation Disadvantaged Service Plan Community Transportation Coordinator Evaluation PSTA Redesignation as the Community Transportation Coordinator	Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26
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.	Implementation of Active Transportation Plan Monthly and annual Pinellas Trail User Summary reports Bike Your City event Evaluation of trail crossings for safety improvements Multiuse Trail Wayfinding Trail Crossing consistency evaluation and implementation	Ongoing through FY26 Monthly/ annually Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26 Ongoing through FY 26

Required Activities	End Products	Completion Date
E*	Identify and correct hazardous walking conditions for students traveling to/from schools.	<p>Safe Routes to School Grant Applications</p> <p>Ongoing through FY 26</p> <p>Participation in the STEPS committee to identify and correct hazardous walking conditions.</p> <p>Ongoing through FY 26</p> <p>Coordination with school district, law enforcement, local governments, nonprofits and other stakeholders to improve transportation safety for students through events such as Walk to School Days and the distribution of safety equipment, such as helmets and bike lights.</p> <p>Ongoing through FY 26</p> <p>Coordination through the School Transportation Safety Committee to improve transportation safety for students.</p> <p>Ongoing through FY 26</p> <p>Evaluation of school bus stops for safety improvements.</p> <p>Ongoing through FY 26</p>
F*	Plan for the improvement of safety conditions on the transportation network for all users.	<p>Safe Streets Pinellas Action Plan.</p> <p>Ongoing through FY 26</p> <p>Safe Streets and Roads for All support to local partners.</p> <p>Ongoing through FY 26</p> <p>Near miss analyses at intersections and trail crossings</p> <p>Ongoing through FY 26</p> <p>Coordination with organizations, nonprofits and stakeholders to improve safety for all users of the network.</p> <p>Ongoing through FY 26</p> <p>Participate in the evaluation of local government applications for Highway Safety Improvement Program funds.</p> <p>Ongoing through FY 26</p> <p>Participate in the Community Traffic Safety Team</p> <p>Ongoing through FY 26</p>



Required Activities		End Products	Completion Date
G*	Plan for and support Complete Streets	Walkability and mobility audits	Annually through FY 26
		Road Safety Assessments	Ongoing through FY 26
		Local government complete streets projects	Ongoing through FY 26
H*	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 FY26
		Local government transportation grant projects	Ongoing through FY 26
		Transportation Before and After Studies	Ongoing through FY 26
I*	Support travel and tourism	Express Bus Route, Trolley Service, Signage and ITS Planning	Ongoing through FY26
J	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 FY 26
K	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

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

\*Consultant support will be used to complete this task

## UPWP Task 5.1 Transportation Improvement Program Development and

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

**PREVIOUS WORK:** In FYs 2023 and 2024, 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 26
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 26
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	Ongoing through FY 26 Ongoing through FY 26
D	Conduct public outreach activities related to the TIP, consistent with the PPP	Public outreach	Ongoing through FY 26
E	Solicit, review and submit funding priorities for federal programs	Funding priorities	Ongoing through FY 26
F	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 FY26

Required Activities		End Products	Completion Date
G	Coordinate with FDOT in the development of its Five-Year Work Program	Annual comments and objections letter	Ongoing through FY 26
H	Publish listing of previously funded federal aid projects in the TIP	List of funded federal aid projects	June 2025 & 2026
I	Update and provide support for maintaining priority lists, including the multimodal priority list and Transportation Alternatives Program	Priority lists	Ongoing through FY 26
J*	Develop grant funding applications, including providing assistance to local governments, to pursue all available funding opportunities	Grant applications	Ongoing through FY 26
K	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas

\*Consultant support may 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 2023 and 2024, the MPO developed numerous components of Advantage Pinellas 2050, the long range plan, while also maintaining the 2045 long range plan.

Required Activities		End Products	Completion Date
A*	Implement, modify and amend 2045 and 2050 LRTP	2045 LRTP and 2050 LRTP	Ongoing through FY 25
B*	Maintain population and employment projections for 2050, in coordination with local government partners	2050 Socioeconomic Datasets	Ongoing through FY26
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 26
D*	Coordinate and participate in Pinellas County and other agencies air quality review and monitoring	Coordinated air quality review	Ongoing through FY 26
E*	Determine cost feasibility and adopt the 2050 LRTP.	2050 LRTP	Fall 2024
F*	Develop documentation for the 2050 LRTP	Technical memos and documentation	Ongoing through FY25
G	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

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

\*Consultant support may 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

**PREVIOUS WORK:** In FYs 2023 and 2024, the MPO participated in updates of major regional priority projects, project priorities for TRIP funding, regional performance measures for PM2 and PM3, the development of a Regional Needs Assessment and provided regional support to the SCTPA and its committees.

Required Activities		End Products	Completion Date
A	Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes	MPOAC Meetings	Ongoing through FY 26
B	Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area	Comments to the FTC	Ongoing through FY 26
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 25 and FY 26
		Regional Multiuse Trail Priorities	Annually in FY 25 and FY 26
		Major Regional Projects Priorities	Annually in FY 25 and FY 26
		Interlocal Agreement for Regional Planning & Coordination in West Central Florida	Ongoing through FY 26
		SCTPA operating procedures	Ongoing through FY 26
		SCTPA conflict resolution process	Ongoing through FY 26

Required Activities		End Products	Completion Date
		Quarterly meetings of the TMA and biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive	Ongoing through FY 26
D*	Support regional transit and transportation disadvantaged planning, 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 FY 26
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 FY 26
F*	Maintain and update, as needed, the Shared Data and Analytics Platform. Explore the value and feasibility of expanding the Platform with new mobility-oriented datasets.	Regional Data Platform for performance monitoring	Ongoing through FY 26
G*	Work with local and regional partners to assemble publicly available data sources and augment the regional data-sharing portal to enable professionals, researchers and the public to access data.	Publicly available datasets	Ongoing through FY 26

Required Activities		End Products	Completion Date
H*	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 25 and FY 26
I*	Coordinate with the MPOs of the SCTPA region to develop the 2050 regional LRTP,	Regional LRTP	Ongoing through FY 26
J	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 FY 26
K	Coordinate with the FDOT Regional Goods Movement Advisory Committee on the update and implementation of the Tampa Bay Regional Strategic Freight Plan	Update and implementation of the Tampa Bay Regional Strategic Freight Plan	Ongoing through FY 26
L	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 26
M	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 26

Required Activities		End Products	Completion Date
N	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 26
O	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings	Tri-county and eight-county bicycle and pedestrian planning	Ongoing through FY 26
		Maintenance of MUT Map	Ongoing through FY 26
P	Coordinate regional rideshare and vanpool program planning and transportation management organizations	Regional rideshare, vanpool program and TD Tampa Bay program	Ongoing through FY 26
Q	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 FY 26
R*	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 FY 26



Required Activities		End Products	Completion Date
S*	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 26
T*	Update and reprint publications as needed, such as the Regional Multi-Use Trails	Printed Publications	Ongoing through FY 26
U*	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 FY26
V*	Develop and support regional UPWP tasks	Regional UPWP task(s)	Ongoing through FY 26

Required Activities		End Products	Completion Date
W	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 different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP	SCTPA regional planning task	FY 25 and FY 26
X*	Integrate the results of the Regional Needs Assessment into the individual MPO Long Range Transportation Plans.	Regionally consistent Long Range Transportation Plans	Ongoing through FY 26
Y	Participate in the Regional Transportation Systems Management and Operations group.	Regional TSMO meetings	Ongoing through FY 26
Z	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

**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 may 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 2023 and 2024, the MPO continued its work on the four SPOTlight emphasis areas (Gateway Master Plan, A Vision for US 19, Enhancing Beach Community Access, Innovations in Target Employment and Industrial Lands) 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 FY26
B*	Implement the recommendations of the Gateway/Mid County Master Plan, including convening working group	Gateway/Mid-County Area Master Plan Implementation	Ongoing through FY26
	Work to establish a Transportation Management Organization in the Gateway Area	Establishment of a TMO	Ongoing through FY 26
C*	Enhance safe and convenient beach community access, including exploring waterborne transportation	Strategic action plan	Ongoing through FY26
D*	Conduct health, sustainability and resilience-related transportation planning efforts	Health, sustainability and resilience plans	Ongoing through FY26

Required Activities		End Products	Completion Date
E*	Explore the application of new and evolving technologies	Integration of emerging technologies into planning studies	Ongoing through FY 26
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 26
H*	Develop and implement the Innovations in Target Employment/Industrial Land Uses	Target Employment and Industrial Lands Study	Ongoing through FY 26
I*	Implement Equity Assessment Near Term Actions	Implement GIS-based equity assessments for LRTP and TIP.	Ongoing through FY 26
		Develop and implement equity-based flow chart for decision making.	Ongoing through FY 26
		Conduct targeted outreach in environmental justice communities.	Ongoing through FY 26
		Monitor agency practices for equity.	Ongoing through FY 26
J	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

**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 may 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 Needs Assessment

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

	REQUIRED ACTIVITY	END PRODUCT	COMPLETION DATE
	<b>Regional LRTP</b>		
A*	Create a Regional Long Range Transportation Plan, reflective of the individual MPO Plan.	Regional Long Range Transportation Plan	Ongoing through FY 26
B*	Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	Ongoing through FY 26

*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

## UPWP Task 10.1 Exploration of a Regional MPO

**PURPOSE:** Support the exploration of a Regional MPO for the Tampa Bay area through the creation of documents and processes necessary to the operation of the agency.

**PREVIOUS WORK:** N/A

	REQUIRED ACTIVITY	END PRODUCT	COMPLETION DATE
A*	Research, develop, review and refine major components and priorities related to the merger of individual MPO/TPOs into one regional MPO, considering local, state and regional impacts, while working together to ensure consistency of priorities throughout the region.	Regional MPO Planning	Ongoing through FY 26
B*	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to apportion the voting membership of a Regional MPO.	Regional MPO Apportionment Plan	Ongoing through FY 26
C*	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to create internal operating procedures and documents necessary for a Regional MPO.	Agency Operating Documents	Ongoing through FY 26
D*	Provide administrative support for regional 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 FY26
E*	Develop and support federally-required administrative plans and programs, as needed.	Federally required documents.	Ongoing through FY 26

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas, Pasco MPO, Hillsborough TPO

\*Consultant support may be used to complete this task

# Task Budget Tables

Task 1.1 Program Development and General Administration				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
Personnel (salary and benefits)	\$ 275,000	\$ -	\$ 275,000	\$ 275,000
Consultant	\$ 116,000	\$ -	\$ 116,000	\$ 116,000
Travel	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Direct Expenses	\$ 400,150	\$ -	\$ 400,150	\$ 400,150
Office Supplies	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
Equipment & Furnishings	\$ 70,000	\$ 2,000	\$ 72,000	\$ 72,000
<b>2025 Totals</b>	<b>\$ 867,150</b>	<b>\$ 2,000</b>	<b>\$ 869,150</b>	<b>\$ 869,150</b>
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
Personnel (salary and benefits)	\$ 325,000	\$ -	\$ 325,000	\$ 325,000
Consultant	\$ 90,500	\$ -	\$ 90,500	\$ 90,500
Travel	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Direct Expenses	\$ 431,200	\$ -	\$ 431,200	\$ 431,200
Office Supplies	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
Equipment & Furnishings	\$ 34,000	\$ -	\$ 34,000	\$ 34,000
<b>2026 Totals</b>	<b>\$ 886,700</b>	<b>\$ -</b>	<b>\$ 886,700</b>	<b>\$ 886,700</b>

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	600,000
Consultant	\$	206,500
Travel	\$	4,000
Direct Expenses	\$	831,350
Office Supplies	\$	8,000
Equipment & Furnishings	\$	106,000
<b>Total</b>	<b>\$</b>	<b>1,755,850</b>



<b>Task 2.1 Public Participation</b>				
<b>2025</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2025 Total</b>
<b>Contract Number</b>				
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 65,000	\$ 35,500	\$ <b>100,500</b>	\$ 100,500
Consultant	\$ 25,000	\$ -	\$ <b>25,000</b>	\$ 25,000
Travel	\$ 500	\$ -	\$ <b>500</b>	\$ 500
<b>2025 Totals</b>	<b>\$ 90,500</b>	<b>\$ 35,500</b>	<b>\$ 126,000</b>	<b>\$ 126,000</b>
<b>2026</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2026 Total</b>
<b>Contract Number</b>				
<b>Source</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 80,000	\$ 50,000	\$ <b>130,000</b>	\$ 130,000
Consultant	\$ 25,000	\$ -	\$ <b>25,000</b>	\$ 25,000
Travel	\$ 500	\$ -	\$ <b>500</b>	\$ 500
<b>2026 Totals</b>	<b>\$ 105,500</b>	<b>\$ 50,000</b>	<b>\$ 155,500</b>	<b>\$ 155,500</b>

	<b>FY 2025 &amp; 2026 TOTAL</b>	
Personnel (salary and benefits)	\$	<b>230,500</b>
Consultant	\$	<b>50,000</b>
Travel	\$	<b>1,000</b>
<b>Total</b>	<b>\$</b>	<b>281,500</b>

Task 3.1 Monitoring Activities				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
Personnel (salary and benefits)	\$ 50,000	\$ 30,000	\$ 80,000	\$ 80,000
Consultant	\$ 80,000	\$ 60,000	\$ 140,000	\$ 140,000
Travel	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
<b>2025 Totals</b>	<b>\$ 131,500</b>	<b>\$ 90,000</b>	<b>\$ 221,500</b>	<b>\$ 221,500</b>
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source Level	PL	SU	Total	
Personnel (salary and benefits)	\$ 60,000	\$ 50,000	\$ 110,000	\$ 110,000
Consultant	\$ 150,000	\$ 40,000	\$ 190,000	\$ 190,000
Travel	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
<b>2026 Totals</b>	<b>\$ 211,500</b>	<b>\$ 90,000</b>	<b>\$ 301,500</b>	<b>\$ 301,500</b>

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	190,000
Consultant	\$	330,000
Travel	\$	3,000
<b>Total</b>	<b>\$</b>	<b>523,000</b>

**Task 4.1 Systems Planning**

2025					
Funding Source	FHWA			CTD	FY 2025 Total
Contract Number				TD	
Source Level	PL	SU	Total	State	
Personnel (salary and benefits)	\$ 162,000	\$ 45,000	\$ 207,000	\$ 40,000	\$ 247,000
Consultant	\$ 340,000	\$ 160,000	\$ 500,000	\$ -	\$ 500,000
Travel	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000
<b>2025 Totals</b>	<b>\$ 504,000</b>	<b>\$ 205,000</b>	<b>\$ 709,000</b>	<b>\$ 40,000</b>	<b>\$ 749,000</b>
2026					
Funding Source	FHWA			CTD	FY 2026 Total
Contract Number				TD	
Source	PL	SU	Total	State	
Personnel (salary and benefits)	\$ 233,500	\$ 55,000	\$ 288,500	\$ 40,000	\$ 328,500
Consultant	\$ 80,000	\$ 242,000	\$ 322,000	\$ -	\$ 322,000
Travel	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000
<b>2026 Totals</b>	<b>\$ 315,500</b>	<b>\$ 297,000</b>	<b>\$ 612,500</b>	<b>\$ 40,000</b>	<b>\$ 652,500</b>

FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$ 575,500
Consultant	\$ 822,000
Travel	\$ 4,000
<b>Total</b>	<b>\$ 1,401,500</b>

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

<b>2025</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2025 Total</b>
<b>Contract Number</b>				
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 50,000	\$ 15,000	\$ 65,000	\$ 65,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 500	\$ -	\$ 500	\$ 500
<b>2025 Totals</b>	<b>\$ 50,500</b>	<b>\$ 15,000</b>	<b>\$ 65,500</b>	<b>\$ 65,500</b>
<b>2026</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2026 Total</b>
<b>Contract Number</b>				
<b>Source</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 60,000	\$ 3,000	\$ 63,000	\$ 63,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 500	\$ -	\$ 500	\$ 500
<b>2026 Totals</b>	<b>\$ 60,500</b>	<b>\$ 3,000</b>	<b>\$ 63,500</b>	<b>\$ 63,500</b>

	<b>FY 2025 &amp; 2026 TOTAL</b>	
Personnel (salary and benefits)	\$	<b>128,000</b>
Consultant	\$	-
Travel	\$	<b>1,000</b>
<b>Total</b>	\$	<b>129,000</b>

**Task 6.1 Long Range Transportation Plan Development and Implementation**

<b>2025</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2025 Total</b>
<b>Contract Number</b>				
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 115,000	\$ 50,000	\$ <b>165,000</b>	\$ 165,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 3,000	\$ -	\$ <b>3,000</b>	\$ 3,000
<b>2025 Totals</b>	<b>\$ 118,000</b>	<b>\$ 50,000</b>	<b>\$ 168,000</b>	<b>\$ 168,000</b>
<b>2026</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2026 Total</b>
<b>Contract Number</b>				
<b>Source</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 125,000	\$ 40,000	\$ <b>165,000</b>	\$ 165,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 3,000	\$ -	\$ <b>3,000</b>	\$ 3,000
<b>2026 Totals</b>	<b>\$ 128,000</b>	<b>\$ 40,000</b>	<b>\$ 168,000</b>	<b>\$ 168,000</b>

	<b>FY 2025 &amp; 2026 TOTAL</b>	
Personnel (salary and benefits)	\$	<b>330,000</b>
Consultant	\$	-
Travel	\$	<b>6,000</b>
<b>Total</b>	\$	<b>336,000</b>

**Task 7.1 Regional Planning and Coordination**

<b>2025</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2025 Total</b>
<b>Contract Number</b>				
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 32,000	\$ 50,000	\$ <b>82,000</b>	\$ 82,000
Consultant	\$ 5,000	\$ -	\$ <b>5,000</b>	\$ 5,000
Travel	\$ 1,500	\$ -	\$ <b>1,500</b>	\$ 1,500
<b>2025 Totals</b>	\$ <b>38,500</b>	\$ <b>50,000</b>	\$ <b>88,500</b>	\$ <b>88,500</b>
<b>2026</b>				
<b>Funding Source</b>	<b>FHWA</b>			<b>FY 2026 Total</b>
<b>Contract Number</b>				
<b>Source</b>	<b>PL</b>	<b>SU</b>	<b>Total</b>	
Personnel (salary and benefits)	\$ 40,000	\$ 20,000	\$ <b>60,000</b>	\$ 60,000
Consultant	\$ 5,000	\$ -	\$ <b>5,000</b>	\$ 5,000
Travel	\$ 1,500	\$ -	\$ <b>1,500</b>	\$ 1,500
<b>2026 Totals</b>	\$ <b>46,500</b>	\$ <b>20,000</b>	\$ <b>66,500</b>	\$ <b>66,500</b>

<b>FY 2025 &amp; 2026 TOTAL</b>	
Personnel (salary and benefits)	\$ <b>142,000</b>
Consultant	\$ <b>10,000</b>
Travel	\$ <b>3,000</b>
<b>Total</b>	\$ <b>155,000</b>

**Task 8.1 Special Projects**

2025						
Funding Source	FHWA			FY 22 FTA 5305(d)		FY 2025 Total
Contract Number				G2647		
Source Level	PL	SU	Total	Federal	Total	
Personnel (salary and benefits)	\$ 50,000	\$ 50,000	\$ 100,000	\$ 35,000	\$ 35,000	\$ 135,000
Consultant	\$ 7,115	\$ 102,500	\$ 109,615	\$ -	\$ -	\$ 109,615
Travel	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
<b>2025 Totals</b>	<b>\$ 58,115</b>	<b>\$ 152,500</b>	<b>\$ 210,615</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 245,615</b>

2026						
Funding Source	FHWA					FY 2026 Total
Contract Number						
Source	PL	SU	Total		Total	
Personnel (salary and benefits)	\$ 60,000	\$ 50,000	\$ 110,000	\$ -	\$ -	\$ 110,000
Consultant	\$ 68,105	\$ 50,000	\$ 118,105	\$ -	\$ -	\$ 118,105
Travel	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
<b>2026 Totals</b>	<b>\$ 129,105</b>	<b>\$ 100,000</b>	<b>\$ 229,105</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,105</b>

FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$ 245,000
Consultant	\$ 227,720
Travel	\$ 2,000
<b>Total</b>	<b>\$ 474,720</b>

Task 10.1 Exploration of a Regional MPO			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number			
Source Level	PL	SU	
MPO Budget Reference			
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	
Personnel (salary and benefits)	\$ 35,000	\$ -	\$ 35,000
Consultant	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>
2026			
Funding Source	FHWA		FY 2026 Total
Contract Number			
Source	PL	SU	
MPO Budget Reference			
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	
Personnel (salary and benefits)	\$ 40,000	\$ -	\$ 40,000
Consultant	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	75,000
Consultant	\$	-
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
<b>Total</b>	<b>\$</b>	<b>75,000</b>



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

2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
Personnel (salary and benefits)				
Personnel (salary and benefits)			\$ -	\$ -
<b>Personnel (salary and benefits)</b>	\$ -	\$ -	\$ -	\$ -
Consultant				
CCC	\$ 30,000		\$ 30,000	\$ 30,000
<b>Consultant Subtotal</b>	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
<b>Total</b>	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source Level	PL	SU	Total	
Personnel (salary and benefits)				
Personnel (salary and benefits)			\$ -	\$ -
<b>Personnel (salary and benefits)</b>	\$ -	\$ -	\$ -	\$ -
Consultant				
CCC	\$ 30,000		\$ 30,000	\$ 30,000
<b>Consultant Subtotal</b>	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
<b>Total</b>	\$ 30,000	\$ -	\$ 30,000	\$ 30,000

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

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

2025							
Funding Source			Transfer from		FHWA		FY 2025 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>Total</b>			\$	<b>30,000</b>	\$	<b>30,000</b>	\$ <b>30,000</b>

2026							
Funding Source			Transfer from		FHWA		FY 2026 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

												Funding Source	
Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source				FY 2026 Funding Source				
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local	
					TD	CTD	State	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000.00	\$ -
		<b>CTD TD TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>
		PL	\$ 1,923,265	\$ 1,953,305	\$ 424,184.04	\$ 1,923,265.00	\$ -	\$ -	\$ 430,809.49	\$ 1,953,305.00	\$ -	\$ -	
		SU	\$ 600,000	\$ 600,000	\$ 132,332.48	\$ 600,000.00	\$ -	\$ -	\$ 132,332.48	\$ 600,000.00	\$ -	\$ -	
		<b>FHWA TOTAL</b>	<b>\$ 2,523,265</b>	<b>\$ 2,553,305</b>	<b>\$ 556,517</b>	<b>\$ 2,523,265</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 563,142</b>	<b>\$ 2,553,305</b>	<b>\$ -</b>	<b>\$ -</b>	
		Federal	\$ 35,000	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
G2647	FY 22 FTA 5305(d)	<b>FY 22 FTA 5305(d) G2647 TOTAL</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Agency Participation**

	CTD		FHWA		FY 22 FTA 5305(d)	
	TD				G2647	
	2025	2026	2025	2026	2025	2026
	Fiscal Year		Fiscal Year		Fiscal Year	
<b>Funding Source</b>						
<b>Contract</b>						
<b>Total Budget</b>	\$ 40,000	\$ 40,000	\$ 2,523,265	\$ 2,553,305	\$ 35,000	\$ -
<b>Task 1.1 Program Development and General Administration</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 275,000	\$ 325,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 116,000	\$ 90,500	\$ -	\$ -
Travel	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 400,150	\$ 431,200	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -
Equipment & Furnishings	\$ -	\$ -	\$ 72,000	\$ 34,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 869,150	\$ 886,700	\$ -	\$ -
<b>Task 2.1 Public Participation</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 100,500	\$ 130,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 126,000	\$ 155,500	\$ -	\$ -
<b>Task 3.1 Monitoring Activities</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 80,000	\$ 110,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 140,000	\$ 190,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 221,500	\$ 301,500	\$ -	\$ -
<b>Task 4.1 Systems Planning</b>						
Personnel (salary and benefits)	\$ 40,000	\$ 40,000	\$ 207,000	\$ 288,500	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 500,000	\$ 322,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -
Sub Total	\$ 40,000	\$ 40,000	\$ 709,000	\$ 612,500	\$ -	\$ -
<b>Task 5.1 Transportation Improvement Program Development and Implementation</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 65,000	\$ 63,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 65,500	\$ 63,500	\$ -	\$ -
<b>Task 6.1 Long Range Transportation Plan Development and Implementation</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 168,000	\$ 168,000	\$ -	\$ -
<b>Task 7.1 Regional Planning and Coordination</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 82,000	\$ 60,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 88,500	\$ 66,500	\$ -	\$ -
<b>Task 8.1 Special Projects</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 100,000	\$ 110,000	\$ 35,000	\$ -
Consultant	\$ -	\$ -	\$ 109,615	\$ 118,105	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 210,615	\$ 229,105	\$ 35,000	\$ -
<b>Task 10.1 Exploration of a Regional MPO</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 35,000	\$ 40,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment & Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 35,000	\$ 40,000	\$ -	\$ -
<b>9.1 Sun Coast Transportation Planning Alliance Shared Activities</b>						
Consultant	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 2,523,265</b>	<b>\$ 2,553,305</b>	<b>\$ 35,000</b>	<b>\$ -</b>

# APPENDICES

# Appendix A. Internal Work Program





## 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.

**ACTIVE TRANSPORTATION PLAN (ATP)** – An element of the Long Range Transportation Plan, the ATP identifies existing trails, bicycle lanes and sidewalks throughout Pinellas County. The Plan serves as a guide for the planning and development of a comprehensive active transportation network throughout Pinellas County that allows residents and visitors to safely and comfortably walk and bike.

**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.

**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. The BIL succeeds the 2015 Fixing America's Surface Transportation (FAST)

Act, 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).

**BUS RAPID TRANSIT (BRT)**– 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, including in the unincorporated area, 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.

**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, and consistent with the Countywide Rules.

**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.

**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, and updated in 2023, 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.

**SUN COAST TRANSPORTATION PLANNING ALLIANCE (SCTPA)** - The SCTPA, formerly known as the MPO Chairs Coordinating Committee, supports local, regional and statewide projects that improve access to transportation opportunities in the West Central Florida region. Through the hard work of this collaborative team of transit and transportation-minded individuals, the SCTPA has been successful in these efforts. As the region stands to see continued growth in population, economy and travel, the SCTPA will provide sound, forward-thinking transit and transportation options help promote and sustain this growth. The SCTPA is made up of the MPOs and TPOs of Citrus, Hernando, Pasco, Pinellas Hillsborough, Polk, Manatee and Sarasota counties.

**SURFACE TRANSPORTATION PROGRAM (STP)** – A block grant program authorized under the Bipartisan Infrastructure Law (BIL) 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 INTERNATIONAL AIRPORT (TPA)** – 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 22 million passengers annually.

**TECHNICAL COORDINATING COMMITTEE (TCC)** – Represents local governments, the School District, PSTA, 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 CONCEPT AND ALTERNATIVES REVIEW (TCAR)** – The TCAR process is a uniform approach for advancing transit projects by linking early planning work to the FDOT Project Development and Environment (PD&E) and FTA Project Development processes. The TCAR is a streamlined planning and environmental screen process that compares transit project alternatives, potential costs, funding options, community benefits, economic development and mobility for users of a proposed project. This process is encouraged for all transit projects seeking federal funding.

**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.

**TRANSPORTATION DISADVANTAGED (TD)** - Those persons who, because of disability, income status or age, are unable to transport themselves or to purchase transportation services.

**TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)** - The TDSP is a completely different document from the TDP, although they are often confused. The TDSP is developed by the Community Transportation Coordinator and the planning agency (Forward Pinellas) under the guidance and approval of the local coordinating board (LCB). It is a statutory requirement of Chapter 427 of State Statutes. The plan is an annually updated tactical plan with components of development, service and quality assurance. Through the local LCB's

involvement in the review and approval of the TDSP, the LCB is able to guide and support the Community Transportation Coordinator in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community. It is submitted to the Commission for Transportation Disadvantaged for final action.

**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. Statements & Assurances

**Will be signed with final adoption**

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: Janet Long  
Title: MPO Chair

\_\_\_\_\_  
Date

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

525-010-08  
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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Forward Pinellas that:

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

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Name: Janet Long  
Title: MPO Chair

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Date

### **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

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Name: Janet Long  
Title: MPO Chair

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Date



### **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.

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Name: Janet Long  
Title: MPO Chair

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Date

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

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**APPENDICES A and E**

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

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

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

## **D. 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: Cherise Mandy  
Office of the County Attorney

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

**Not yet complete**

## Favero, Chelsea

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**From:** Kelly, Maria  
**Sent:** Thursday, March 7, 2024 12:39 PM  
**Subject:** Local Planning Projects

Good afternoon,

Forward Pinellas is currently developing its Unified Planning Work Program (UPWP), a two-year budgeting document required of Metropolitan Planning Organizations by federal law. The UPWP includes a number of required components, one of which is a listing of 'Non-Federal Local Agency and Municipal Planning Projects'. The Federal Highway Administration requests that each MPO document any planning projects that our local government partners plan to undertake during FY 25 and FY 26.

In order to meet this requirement, would you please forward me a list of any planning projects your local government anticipates undertaking between July 1, 2024 and June 30, 2026? This listing can be general, and a funding amount or source is not needed. It also does not need to be a project included in the FDOT Work Program.

*Disclaimer: the inclusion of this listing is for transparency purposes, so that all planning initiatives in our county are listed in one document. There is no penalty or monetary incentive to having your projects listed in our UPWP.*

If you have any questions, please 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)



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## Favero, Chelsea

---

**From:** Kelly, Maria  
**Sent:** Thursday, March 7, 2024 1:30 PM  
**To:** Favero, Chelsea  
**Subject:** FW: [External] Local Planning Projects

From the City of Gulfport



**Maria Kelly**  
Secretary  
Direct: 727-464-5648  
Main: 727-464-8250  
[forwardpinellas.org](http://forwardpinellas.org)



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**From:** Taylor, Michael <mtaylor@mygulfport.us>  
**Sent:** Thursday, March 7, 2024 1:28 PM  
**To:** Kelly, Maria <mkelly@forwardpinellas.org>  
**Cc:** Griffin, Mark <mgriffin@mygulfport.us>  
**Subject:** RE: [External] Local Planning Projects

**This Message Is From an External Sender**

This message came from outside your organization.

Report Suspicious

Hi Maria,

At this time, the City of Gulfport does not have any planning projects as outlined in Chelsea's email below.

Thank you!

*Michael Taylor*

Michael Taylor, AICP, Principal Planner  
City of Gulfport Community Development Department  
2401-53rd Street South  
Gulfport, FL 33707  
Phone: (727) 893-1087  
Fax: (727) 893-1080

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---

**From:** Kelly, Maria <[mkelly@forwardpinellas.org](mailto:mkelly@forwardpinellas.org)>  
**Sent:** Thursday, March 7, 2024 12:39 PM  
**Subject:** [External] Local Planning Projects

Good afternoon,

Forward Pinellas is currently developing its Unified Planning Work Program (UPWP), a two-year budgeting document required of Metropolitan Planning Organizations by federal law. The UPWP includes a number of required components, one of which is a listing of 'Non-Federal Local Agency and Municipal Planning Projects'. The Federal Highway Administration requests that each MPO document any planning projects that our local government partners plan to undertake during FY 25 and FY 26.

In order to meet this requirement, would you please forward me a list of any planning projects your local government anticipates undertaking between July 1, 2024 and June 30, 2026? This listing can be general, and a funding amount or source is not needed. It also does not need to be a project included in the FDOT Work Program.

*Disclaimer: the inclusion of this listing is for transparency purposes, so that all planning initiatives in our county are listed in one document. There is no penalty or monetary incentive to having your projects listed in our UPWP.*

If you have any questions, please 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)



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***I am sending this email at a time that is convenient for me. It is not my expectation that you read, act on or respond outside of your own work schedule.***

**From:** [Barry Westmark](#)  
**To:** [Favero, Chelsea](#)  
**Subject:** RE: Local Planning Projects  
**Date:** Wednesday, March 13, 2024 11:42:03 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

**This Message Is From an External Sender**

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[Report Suspicious](#)

Hi Chelsea,

I am considering a Reconnecting Neighborhoods & Communities planning grant application to evaluate construction of a ped bridge over the CSX tracks at 4<sup>th</sup> Ave NW to connect Clearwater-Largo Road to Missouri Ave/Largo High School this funding year.

1. I don't think this is like SS4A but would you like this coordinated through Forward Pinellas?
2. Is this the kind of planning project your are looking for?

Thanks,

Barry Westmark, P.E.

City of Largo

Senior Engineer, Engineering Services Department

(727)587-6713 ext. 4433

[bwestmar@largo.com](mailto:bwestmar@largo.com)

**From:** Kelly, Maria <[mkelly@forwardpinellas.org](mailto:mkelly@forwardpinellas.org)>

**Sent:** Thursday, March 7, 2024 12:39 PM

**Subject:** Local Planning Projects

**ATTENTION:** This email came from an external source. Do not click on links or open attachments that you were not expecting even if you know this sender.

Good afternoon,

Forward Pinellas is currently developing its Unified Planning Work Program (UPWP), a two-year budgeting document required of Metropolitan Planning Organizations by federal law. The UPWP includes a number of required components, one of which is a listing of 'Non-Federal Local Agency and Municipal Planning Projects'. The Federal Highway Administration requests that each MPO document any planning projects that our local government partners plan to undertake during FY 25 and FY 26.

In order to meet this requirement, would you please forward me a list of any planning projects your local government anticipates undertaking between July 1, 2024 and June 30, 2026? This listing can be general, and a funding amount or source is not needed. It also does not need to be a project included in the FDOT Work Program.

*Disclaimer: the inclusion of this listing is for transparency purposes, so that all planning initiatives in our county are listed in one document. There is no penalty or monetary incentive to having your projects listed in our UPWP.*

If you have any questions, please 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)



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Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Largo, including email addresses and other personal information, is public record and must be made available to public and media upon request, unless otherwise exempt by the Public Records Law.

## G. FDOT District 7 Planning Activities

**Not yet available**

## H. Review Agency Comments & Staff Responses

**Not yet available**

# I. Forward Pinellas Bylaws

OPERATING PROCEDURES OF THE PINELLAS  
COUNTY METROPOLITAN PLANNING ORGANIZATION  
AND THE PINELLAS PLANNING COUNCIL  
PLANNING COUNCIL

Prepared by the Pinellas Planning Council Staff

January 2016

Approved December 2, 2016 as Amended September 13, 2016



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## **PREFACE**

In September of 2014, the policy boards of the Pinellas County Metropolitan Planning Organization, hereinafter called the “MPO”, and the Pinellas Planning Council, hereinafter called the “PPC”, were unified. The unification of the boards was the culmination of a multi-year process to integrate countywide land use and transportation planning in Pinellas County. The unification was based on the PPC’s Special Act (Chapter 212-245, Laws of Florida) and the MPO’s Re-Appportionment Plan. As a result of the unification, the policy boards of the PPC and MPO are composed of the same members and function as a single, unified board. The terms of office, officers and duties and several other procedural matters are identical between the two agencies.

The MPO and PPC remain separate legal entities, served by the same policy board, hereinafter referred to as the “Board,” and supported in their day-to-day operations by staff of the Pinellas Planning Council. This document will refer to the Board when considering business, duties, etc., that apply to both the MPO and PPC as a unified entity. It will refer to the MPO and PPC individually when there are special circumstances that necessitate such.

Through the MPO and PPC Interlocal Agreement for Staff and Support Services, the MPO and PPC have agreed to each provide to one another the professional and administrative support staff and services deemed necessary to carry out an efficient and integrated transportation and land use planning program.

Both the MPO and PPC have had procedures in place for a number of years that govern the performance of the policy boards and to inform the public of the nature of the agencies’ internal organization and related matters. Those procedures are being combined into a single document.

This document is organized into five chapters. Chapters 1 through 3 cover procedures that apply to both organizations, Chapter 4 covers the MPO’s creation and authority and Chapter 5 covers the PPC’s creation and authority.

## CHAPTER 1 - ORGANIZATION

### Section 1.01 – Board Composition

The Board is comprised of 13 elected officials representing the elected bodies of all Pinellas County municipalities, the Pinellas County Board of County Commissioners, and the Pinellas Suncoast Transit Authority, 1 non-voting advisor from the Florida Department of Transportation, and other non-voting advisors as deemed necessary by the Board. Each member is appointed consistent with the provisions of Chapter 339.175(3), Florida Statutes and the Interlocal Agreement that re-established the MPO dated October 15, 2014.

#### Alternate Voting Members

A Forward Pinellas member entity may appoint, by action taken at an official meeting of the entity, an alternate member to serve on behalf on any regular member.

- An alternate member may be appointed by a member agency at any time, but may only serve in the instance when the regular member is expected to miss two or more consecutive meetings during the regular member's term on the Forward Pinellas Board. The regular member should, if possible, inform the Board during a regularly scheduled meeting of the member's expectation to miss two or more consecutive meetings, and the expectation that the alternate member will serve in the regular member's place during said meetings.
- An alternate member's term shall be for no longer than the term of the regular member they represent as specified in Section 339.175(4) (b), Florida Statutes.
- A Forward Pinellas member entity shall notify Forward Pinellas, in writing, that the alternate may act as a regular member in accordance with Section 339.175(3) (a), Florida Statutes.

### Section 1.02- Officers

Officers of the Board are elected by the Board and consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. The authority and duties of the officers shall be as follows:

**Chairperson:** The Chairperson shall preside at all meetings, workshops and public hearings of the Board and shall direct the preparation of the agendas for such meetings and hearings. The Chairperson shall also:

- Sign all contracts, resolutions and other official documents, including checks in the absence of the Treasurer and have the authority to call special meetings.
- Establish such ad hoc committees as the Chair may deem necessary and appoint their members and chairs.
- Serve as the MPO's representative to the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee and the Florida Metropolitan Planning Organization Advisory Council. If the Chair is unable to serve as the representative to these organizations, an alternate Board member may be appointed.

- Perform such duties as are usually exercised by the Chair of a Board and perform such other duties as may from time to time be needed by the MPO or PPC.

**Vice Chairperson:** The Vice Chairperson shall, during the absence of the Chairperson or the Chairperson's inability to serve, have and exercise all of the duties and powers of the Chairperson and shall perform such other duties as may from time to time be assigned to the Chair by the Board. The Vice Chairperson shall have the further authority to call meetings of the Board, either regular or special, and direct the preparation of the agenda for said meetings until the Chairperson resumes the responsibilities of the Chair.

**Secretary:** The Secretary or designee shall assist the agency clerk as necessary in maintaining the official records of the Board and attest to all agreements and contracts of the Board. The Secretary or designee shall perform other duties as may be assigned by the Board.

**Treasurer:** The Treasurer or designee shall be the chief financial officer of the Board and shall exercise authority in all financial matters as such authority may be granted by the Board. The Treasurer shall also be responsible for insuring the annual audits are performed.

**Selection:** Each year, at the regular meeting in November, the Board may establish a nominating committee to recommend officers for the following year. If utilizing a nominating committee, at the regular meeting in December, the nominating committee shall recommend officers for approval by the Board. New officers shall take office in January of each year. When utilizing a nominating committee, the entire Board membership may still express their interest in serving as an officer, or may recommend other members for an officer position, before the nominating committee makes its official recommendations. In lieu of utilizing a nominating committee, the Board may opt to directly elect its officers from the entire Board membership.

**Tenure:** All officers shall hold office for 1 year or until a successor is elected. No person elected Chairperson shall serve more than 2 consecutive years in that capacity.

**Vacancy in Office:** A vacant office shall be filled by the Board at its first regular meeting following the vacancy. The officer so elected shall serve the remainder of their predecessor's term in office.

### **Section 1.03 – Executive Committee**

An Executive Committee shall be formed and consist of the officers of the Board and others as assigned by the Board and shall direct the Board activities between regular meetings when circumstances require Board action. The powers and duties of the Executive Committee are to assist in the preparation of the budget, coordinate operating procedures, and to perform such other duties as the Board may from time to time assign. The Executive Committee shall have the responsibility for managing the Executive Director's evaluation. An evaluation may be performed annually by all members of the Board, but its structure, timing and process shall be the responsibility of the Executive Committee. The Board, acting upon recommendation of the Executive Committee, shall have the authority to set the executive director's annual compensation.

#### **Section 1.04 – Executive Director**

The powers and duties of the Executive Director include the coordination of all Board activities, the preparation of the budget, the administration of all contracts and grant programs, and the preparation of plans, studies, codes, regulations and other related materials authorized by the Board. The Executive Director shall have the sole authority to manage activities of the staff. The Executive director shall perform minor revisions and amendments to plans, programs, and documents approved by the MPO when such action is needed to obtain state or federal approval within a constrained timeframe (MPO Resolution #08-6). The Executive Director, or designee, shall serve as the MPO's staff representative to the MPO Advisory Council. The Executive Director shall have such other duties as are incidental to the above responsibilities and those duties that may be hereafter assigned by the Board.

## **CHAPTER 2 – RULES OF PROCEDURE**

### **Section 2.01 – Setting the Agenda**

Staff will provide timely preparation of agendas to allow suitable time for the Board to review. Generally, at least 7 days prior to a meeting, the Board shall have prepared and shall make available an agenda for distribution on the request of any interested party. When preparing the agenda, the Executive Director shall consult with the Board Chairperson.

The agenda shall list the meeting or hearing items in the order they are to be considered. Items on the agenda may be considered out of their stated order with the approval of the person designated to preside at the meetings for which the agenda is being changed.

The agenda shall be specific as to items to be considered. All matters involving the Board discretion and policy making shall be listed on the agenda. Other business shall be for consideration of solely ministerial and internal administrative matters, which do not affect the interest of the public generally.

The Board may group several business actions for one action under a consent agenda if the subject is routine business and agreed to by the Board. This procedure may be applied to public hearing business as long as public comment is called for by the Board. If a Board member requests that an item on the consent agenda should be discussed before action, then that item will be pulled from the consent agenda and discussed and acted upon separately by the Board.

The Board shall provide that the meeting or hearing shall be open to the public unless specifically provided otherwise by law.

### **Section 2.02 – Meetings and Hearings**

Regular meetings of the Board shall be held on the second Wednesday of each month at 1:00 P.M., on the fifth floor of the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, or at such other time or place as the Board shall designate by proper notice prior to the meeting.

The Board may call special meetings or hearings upon a majority vote of its members. Special meetings or hearings may also be called by the Chairperson. All special meetings and hearings shall be held in a location specified in the notice of such meeting or hearing.

All meetings and hearings of the Board shall be open to the public unless provided otherwise by law.

Notice of Board meetings, hearings, and committee meetings, whether regular, or special, shall be provided as required by law and as is otherwise practical through the agency's website and the County's Public Affairs TV bulletin board. The notice shall state:

- The time, date, and place of the meeting or hearing.
- An agenda(s) or brief description of the purpose of the meeting or hearing.

- The address where the public can obtain information concerning the meeting or hearing.

A meeting, for the purpose of the notice herein, is a gathering of two or more Board members for the purpose of conducting public business by the Board. No official action shall be taken without a quorum being present. Seven members of the Board constitute a quorum.

A committee meeting, for the purpose of the notice herein, is a meeting of committee members designated by the Board or Chairperson for the specific purpose of reviewing and making recommendation to the full Board for Board action upon activities within the scope of the Board's responsibility.

A public hearing, for the purpose of notice herein, is a meeting of the Board as required by law for the adoption or amendment of plans, work programs, rules, or operating procedures. Public hearings may be scheduled as part of a regular or special Board meeting but will be separately noticed as required by law and identified as a distinct part of the agenda.

Adoption of and amendments to the MPO's Long Range Transportation Plan and Transportation Improvement Program require a roll call or hand counted vote of the majority of the membership present (Chapter 339.175(13) Florida Statutes).

Where not otherwise provided in these Operating Procedures, *Roberts Rules of Order*, Newly Revised (2011)(11<sup>th</sup> Edition), and as may be republished in subsequent editions, may be used as guidelines for the conduct of all meetings of the Board.

The Board may hold emergency meetings notwithstanding the provisions of subsection 2.01 and 2.03 of these procedures for the purpose of acting upon emergency matters affecting the public health, welfare and safety.

Notice of Emergency Meetings shall be as required by law.

## **CHAPTER 3 – GENERAL INFORMATION**

### **Section 3.01 – Agency Identity**

The Board may choose to establish a public identity that represents the mission of the unified agency and integrates its communications within a single brand name, logo, media and messaging. Such identity would not replace or otherwise alter the established separate legal foundation of the PPC and MPO.

### **Section 3.02 – Office Location**

The office of the Board is located at 310 Court Street, 2<sup>nd</sup> Floor, Clearwater, Florida 33756-5137. All Board publications, documents and forms are available at the above-referenced location during the office hours of 8:00 A.M. to 5:00 P.M., except holidays. Publications and documents are also available on the agency website at (add when new website is launched).

### **Section 3.03 – Public Information and Inspection of Records**

All Board documents, publications, or recorded actions shall be public records and available for public inspection at the Board office as provided by law. Records may be examined in the office, and copies of such records shall be available at cost pursuant to the provisions of Chapter 119, Florida Statutes.

### **Section 3.04 – Public Access to the Board**

The public shall have access to all Board proceedings and the statutory authority for all Board procedures and regulations.



## **CHAPTER 4 – METROPOLITAN PLANNING ORGANIZATION**

### **Section 4.01 – Creation and Authority**

The Pinellas County Metropolitan Planning Organization (MPO) was created under the authority of Title 23 United State Code (USC) Section 134 and Title 49 USC Section 5303 and Section 339.175, Florida Statutes. The MPO has the responsibility for carrying out a continuing, coordinated and comprehensive (3C) transportation planning process to assure that highway facilities, mass transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development. The federal government requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to have a 3C planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area. The organizational structure of the MPO is depicted in Figure 1.

The MPO is intended to be a forum for cooperative decision-making by officials in the development of transportation related-plans and programs, including but not limited to the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, Congestion Management Plans and such other tasks as required by state and/or federal law.

### **Section 4.02 – Committees**

The MPO shall create and appoint technical and citizens advisory committees and may appoint other advisory committees to provide input on plans and program of the MPO. The existing advisory committees are shown in Attachment III, Organization Structure.

### **Section 4.03 – Definitions**

**Congestion Management Process (CMP)** – A process that looks at the effective management and operation of the transportation system.

**Long Range Transportation Plan (LRTP)** – A 20 year plan which includes transportation facilities, a financial plan that demonstrates how the plan can be implemented and assesses improvements necessary to preserve the existing system.

**Metropolitan Planning Organization Advisory Council (MPOAC)** – An organization created to augment, and not supplant, the role of individual MPOs. The council consists of one representative from each MPO.

**Transportation Improvement Program (TIP)** – The staged multi-year program of transportation improvement projects developed by the MPO consistent with the LRTP.

**Unified Planning Work Program (UPWP)** – The biennial program developed in cooperation with the Florida Department of Transportation and public transportation providers that identifies the planning priorities and activities to be carried out within a metropolitan area, together with a complete description thereof and an estimated budget.

## **CHAPTER 5 – PINELLAS PLANNING COUNCIL**

### **Section 5.01 – Creation and Authority**

The Pinellas Planning Council (PPC) was created and established under Chapter 2012-245, Laws of Florida. The PPC has responsibility for the formulation and execution of the objectives and policies necessary for the orderly growth, development and environmental protection of Pinellas County as a whole. In particular, the PPC is charged with preparing and administering the Countywide Plan for Pinellas County. The PPC serves such functions as are assigned to it, consistent with its authority, and in an advisory capacity to the Board of County Commissioners, in its role as the Countywide Planning Authority (CPA).

### **Section 5.02 – Committees**

Each member of the PPC may be appointed to one or several ad hoc standing committee(s), which is responsible for an area of PPC planning and coordination. The number of members on any committee must be less than a quorum of Board membership.

### **Section 5.03 – Reporting Functions**

The PPC shall prepare and authorize distribution of an annual report and audit required by Chapter 2012-245. In addition, the PPC shall prepare and review such data and information as it determines necessary and appropriate to its function, including but not limited to the assessment of conditions attached to Plan map amendments, local variances to intensity standards that exceed the Countywide Rule standards and official interpretations made pursuant to the Countywide Rules.

## **ATTACHMENTS**

Interlocal Agreement for Creation of the Metropolitan Planning Organization

Metropolitan Planning Organization Resolution #08-6

Metropolitan Planning Organization Committee/Agency Network