



VII. Action Item B



Metropolitan Transportation Planning Organization

For the Gainesville and Alachua County Area

August 13, 2025

MEETING MEMORANDUM

To: Technical Advisory Committee/
Citizens Advisory Committee

From: Brad Thoburn

Subject: **Unified Planning Work Program Amendment**

RECOMMENDATION

It is recommended that the Metropolitan Transportation Planning Organization review and approve the Unified Planning Work Program Amendment that provides additional planning funds to Fiscal Year 2025-26.

BACKGROUND

The Metropolitan Transportation Planning Organization is required to develop a Unified Planning Work Program (UPWP) budget and planning document each year. The UPWP lists all of the planning projects, technical assistance, and other activities that the Metropolitan Transportation Planning Organization for the Gainesville and Alachua County Area will undertake.

The Florida Department of Transportation (FDOT) has requested an amendment to the UPWP to include additional planning funds, in the amount of \$23,293, provided for Fiscal Year 2025-26.

The UPWP revision form is attached, as well as the revised cover page for the UPWP, and updated pages referencing planning funds.

Attachment



PROPOSED



Unified Planning Work Program

Fiscal Years 2024-25 and 2025-26



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

May 13, 2024

Administratively Modified September 16, 2024

Administratively Modified March 5, 2025

Amended August 19, 2025

Unified Planning Work Program

Fiscal Years 2024-25 and 2025-26

(July 1, 2024 through June 30, 2025 and July 1, 2025 through June 30, 2026)

Federal Project Identification Number: 0241-062-M

Catalog of Federal Domestic Assistance Numbers:

20.205 - Highway Planning and Construction - Federal Highway Administration

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

Florida Department of Transportation Financial Project Number: 439318-5-14-01

Fiscal Years 2024-25 and 2025-26

Financial Sources

Alachua County, City of Gainesville, Florida Department of Transportation and University of Florida

The preparation of this report has been financed in part through grants from the Florida Department of Transportation and the Federal Highway Administration and the Federal Transit Administration, United States Department of Transportation, under The State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, United States Code. The contents of this report do not necessarily reflect the official views or policy of the United States Department of Transportation.

Title VI Nondiscrimination Statement

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

Marihelen Wheeler, Chair

Metropolitan Transportation Planning Organization for the Gainesville and Alachua County Area

Alachua County Administration Building

12 SE 1st Street, Gainesville, FL 32601
<http://www.acgnvmobility.org/>

May 13, 2024

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Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

Unified Planning Work Program							
Task 2.0 - Data Collection							
Task 2.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources				Total	
		FHWA			Local/ Other Cash		FCTD Grant
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Consultant Services							
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	
	Data Collection Consultant Services	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	
	Office Supplies	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
	2024-25 Total:	\$0	\$0	\$0	\$0	\$0	
Task 2.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Consultant Services							
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	
	Data Collection Consultant Services	\$172,555	\$0	\$0	\$0	\$172,555	
	Subtotal:	\$172,555	\$0	\$0	\$0	\$172,555	
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	
	Office Supplies	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
	2025-26 Total:	\$172,555	\$0	\$0	\$0	\$172,555	
	Two-Year Total:	\$172,555	\$0	\$0	\$0	\$172,555	

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$74,361 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$74,361 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

Table 1

**Agency Funding Participation/ Funding Sources by Task Table
Fiscal Year 2024-25**

Task NumberTask		FHWA			MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	Grand Total~	Amount to Consultant
		FY 2024-25 Contract # G2W78		SU						
		PL	PL-CS							
1.0	Administration	150,000	0	0	24,000	0	174,000	33,083	207,083	163,000
2.0	Data Collection	0	0	0	0	0	0	16,460	16,460	0
3.0	Transportation Improvement Program	115,000	0	0	0	0	115,000	25,364	140,364	115,000
4.0	Long Range Transportation Plan	247,500	0	0	0	0	247,500	54,587	302,087	247,500
5.0	Special Project Planning	188,300	400,000	0	0	0	588,300	129,752	718,052	588,300
6.0	Public Participation	75,000	0	0	0	0	75,000	16,542	91,542	75,000
7.0	System Planning	346,321	0	0	0	28,487	374,808	76,383	451,191	374,308
Total		1,122,121	400,000	0	24,000	28,487	1,574,608	352,171	1,926,779	1,563,108

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

^Federal Highway Administration Planning and Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match.

~Inkind contribution from Alachua County, City of Gainesville and University of Florida not included.

FCTD - Florida Commission for the Transportation Disadvantaged

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

FY - Fiscal Year

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for Population over 200,000

NOTE - \$835,431 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - \$400,000 for Complete Streets Planning in Task 5.0 is 52.5 percent of the \$761,3512 PL allocation for Fiscal Year 2024-25.

Table 2

**Agency Funding Participation / Funding Sources by Task Table
Fiscal Year 2025-26**

Task NumberTask		FHWA			MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	Grand Total~	Amount to Consultant
		FY 2025-26 Contract # G2W78		SU						
		PL	PL-CS							
1.0	Administration	150,000	0	0	24,000	0	174,000	33,083	207,083	163,000
2.0	Data Collection	172,555	0	0	0	0	172,555	16,460	189,015	172,555
3.0	Transportation Improvement Program	115,000	0	0	0	0	115,000	25,364	140,364	115,000
4.0	Long Range Transportation Plan	102,500	0	0	0	0	102,500	22,607	125,107	102,500
5.0	Special Project Planning	66,400	200,000	0	0	0	266,400	58,756	325,156	266,400
6.0	Public Participation	75,000	0	0	0	0	75,000	16,542	91,542	75,000
7.0	System Planning	352,628	0	0	0	28,487	381,115	77,774	458,889	380,615
Total		1,034,083	200,000	0	24,000	28,487	1,286,570	250,586	1,537,156	1,275,070

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

^Federal Highway Administration Planning and Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match.

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SU - Surface Transportation Block Grant Funds for Population over 200,000

NOTE - \$368,531 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

NOTE - \$200,000 for Complete Streets Planning in Task 5.0 is 26.1 percent of the \$767,628 PL allocation for Fiscal Year 2025-26.

Exhibit III

Unified Planning Work Program Revision Log

Unified Planning Work Program Revision			Revision Description	
Number	Approval Date	Purpose	Task / Table Number	Task/Table Modification

Year One

1	9/16/24	Administrative Modification	5	Reschedule the SW 13 Street [State Road 25] Study to Year One and Waldo Road-Williston Road State [Roads 24-331] Study to Year Two
2	-	-	-	-
3	-	-	-	-

Year Two

1	8/19/25	Amendment	2	Move \$74,631 from Year One to Year Two. Add \$23,293 of extra 5305 funds to Year Two.
2	-	-	-	-
3	-	-	-	-

Table 8 (Continued)
Planning / Administrative Activity

Planning / Administration Activity		Phase	Fiscal Year (FY)								Fund Code Table 1
			Costs (\$000) / Project Phase (see Table 2)								
			Prior Funding	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Future Funding	Total Funding	
Federal Highway Administration Planning (PL) / Federal Transit Administration Section 5305(d) Consolidated Funding / Federal Transit Administration											
Type Work Project Location Project Description FDOT Finance Number	Transportation Planning AT: Gainesville Metropolitan Area Unified Planning Work Program FY 2024-25/2025-26; 2024-25/2026-27 FY 2027-28/2028-29 4393185 4393186 4393187 PL Carryover	Planning		761,321 PLN	790,921 PLN		767,631 PLN	767,631 PLN		767,629 PLN 24,000 PLN	- <

FDOT - Florida Department of Transportation; FTA - Federal Transit Administration; ID - Identification; LF - Local Funds; PL -Metropolitan Planning; PLN - Planning; SIS- Strategic Intermodal System

Unified Planning Work Program

Fiscal Years 2024-25 and 2025-26



**Metropolitan Transportation Planning Organization
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Marihelen Wheeler, Chair

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**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26**

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Introduction

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Introduction

A. Unified Planning Work Program - Defined

The Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area outlines and describes the planning efforts to be undertaken by participating agencies to maintain a comprehensive, cooperative and continuing transportation planning program in the Gainesville Metropolitan Area. The Gainesville Metropolitan Area is comprised of the Year 2010 United States Census Gainesville Urbanized Area and a transitioning area that extends to the City of Gainesville Urban Reserve Boundary. The Gainesville Urbanized Area includes a major portion of the City of Gainesville, a small portion of the City of Alachua and contiguous urbanized portions of unincorporated Alachua County. The transitioning area includes portions of unincorporated Alachua County and the City of Gainesville within the City of Gainesville Urban Reserve Boundary. Illustration I shows the Gainesville Metropolitan Area.

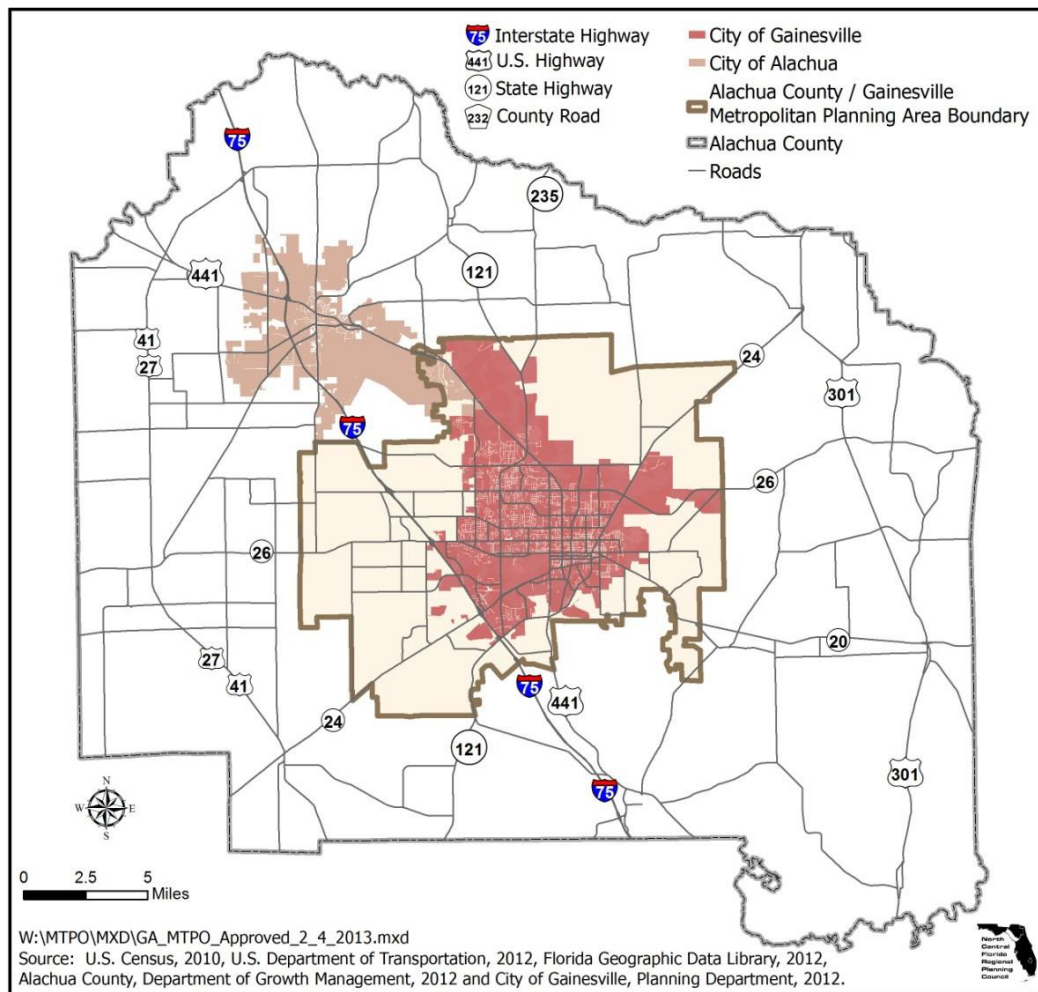
This Unified Planning Work Program has been prepared to define the tasks and anticipated funding requirements of the Gainesville Metropolitan Area transportation planning process for Fiscal Year 2024-25 and Fiscal Year 2025-26. This document serves to inform the public and all public officials and agencies, who contribute manpower and allocate funds to the transportation planning process, about all of the transportation planning tasks currently being conducted in the Gainesville Metropolitan Area. In addition, the Unified Planning Work Program provides the basis for federal funding of transportation planning activities identified in the document.

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

B. Overview of Local and Regional Comprehensive Transportation Planning Activities

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

Illustration I
Gainesville Metropolitan Area



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

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

1. Planning Priorities Facing the Metropolitan Planning Area

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

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

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

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

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

3. Public Involvement Process

This Unified Planning Work Program was developed by involving the public and other transportation agencies. Planning tasks included in this Unified Planning Work Program were reviewed and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on [May 13, 2024](#). This meeting was noticed and time was allocated for public comment. In addition, the draft Unified Planning Work Program was available for comments, including public transportation provider comments, on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website. All comments received from review agencies were considered and revisions were made where appropriate. There were no public comments prior or at the meeting.

Review of the planning tasks included in this Unified Planning Work Program by the Technical Advisory Committee and Citizens Advisory Committee occurred at their scheduled May 1, 2024 meetings.

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

4. Regional, State and Federal Planning Emphasis Areas

a. Federal Planning Emphasis Areas

Subsequent to the approval of the Bipartisan infrastructure Law in 2021, the United States Department of Transportation released the following seven new planning emphasis areas:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future - To ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change;
- Equity and Justice⁴⁰ in Transportation Planning - To advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas;
- Complete Streets - To work with the Florida Department of Transportation and providers of public transportation to review current policies, rules and procedures to determine their impact on safety for all road users. This effort will work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles;
- Public Involvement - To increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices;
- Strategic Highway Network/U.S. Department of Defense Coordination - To coordinate with representatives from United States Department of Defense in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to Department of Defense facilities;
- Federal Land Management Agency Coordination - To coordinate with Federal Land Management Agencies in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands;
- Planning and Environment Linkages - To implement Planning and Environment Linkages as part of the transportation planning and environmental review processes; and

- Data in Transportation Planning - To incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

Full descriptions of the new United States Department of Transportation planning emphasis areas are in Appendix F.

b. State Planning Emphasis Areas

The Florida Department of Transportation also released the following updated planning emphasis areas in 2021:

- Safety - To show how its Long Range Transportation Plan and priority projects in its Transportation Improvement Program support progress toward the safety targets, the Unified Planning Work Program should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects;
- Equity - To support the Florida Transportation Plan's efforts to improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities, the Unified Planning Work Program should address approaches to furthering transportation equity;
- Resilience - To address resilience within every planning document; place emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives; and consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure in order to develop planning documents that are ultimately more realistic and cost-effective; and
- Emerging Mobility - To address advances in transportation technologies and support the implementation of the seven Florida Transportation Plan goals, the Unified Planning Work Program should recognize the important influence of emerging mobility on the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

Full descriptions of the updated Florida Department of Transportation planning emphasis areas are in Appendix F. Appendix F also includes:

- a matrix of tasks by planning emphasis areas to be addressed; and
- Florida Department of Transportation District 2 Planning Activities.

5. Title VI

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

6. Performance-Based Approach

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has implemented the Fixing America's Surface Transportation Act performance measures and target setting requirements into its planning process, including its long-range transportation plan and transportation improvement program. In addition, its List of Priority Projects and this Unified Planning Work Program address the federal performance measures. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has coordinated with the Florida Department of Transportation and the City of Gainesville Regional Transit System regarding the establishment of performance measures and target setting.

Within this Unified Planning Work Program, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area addresses the federal performance measures in:

- Task 1 - Administration - Development, maintenance, evaluation and monitoring of performance measures and targets in the transportation planning process and planning documents;
- Task 3 - Transportation Improvement Program - Identification, evaluation and monitoring reporting of performance measures and targets as related to federal and state-funded projects from the Florida Department of Transportation Work Program that are identified in the Transportation Improvement Program;
- Task 4 - Long-Range Transportation Plan - Identification, evaluation and monitoring reporting of performance measures and targets as related to proposed federal and state-funded projects that are identified in the Long-Range Transportation Plan; and
- Task 8 - System Planning - Identification of performance measures and targets as related to proposed federal and state-funded projects and the project prioritization process for the List of Priority Projects.

D. Ten Federal Planning Factors

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

- FACTOR 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- FACTOR 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- FACTOR 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;

- FACTOR 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and State and local planned growth and economic development patterns and improve quality of life;
- FACTOR 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- FACTOR 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- FACTOR 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- FACTOR 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;
- FACTOR 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- FACTOR 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

E. Cost Allocation Plan and Indirect Costs

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

F. Travel Policy

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area established its Travel Policy via Resolution No. 2016-07 adopted on October 3, 2016. Appendix J includes a copy of Resolution No. 2016-07 (Travel Policy).

G. Soft Match and In-Kind Financial Contribution

Section 120 of Title 23, United State Code, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized under Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized under Chapter 53 of Title 49, United States Code. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100 percent to the extent credits are available. The soft match amount being utilized to match the Federal Highway Administration funding in the Unified Planning Work Program is 18.07 percent of Federal Highway Administration program funds for a total of \$475,876.

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

Exhibit 1
Soft Match and In-Kind Contributions

Task	FDOT PL Soft Match	FDOT FTA Soft Match	Alachua County In-Kind	City of Gainesville In-Kind	University of Florida In-Kind	Total
Year One - Fiscal Year 2024-25						
1.0 Administration	\$33,083	\$0	\$9,360	\$8,300	\$3,200	\$53,943
2.0 Data Collection	\$16,460	\$0	\$37,780	\$21,200	\$0	\$75,440
3.0 Transportation Improvement Program	\$25,364	\$0	\$4,680	\$8,900	\$0	\$38,944
4.0 Long-Range Transportation Plan	\$54,587	\$0	\$9,360	\$4,900	\$0	\$68,847
5.0 Special Project Planning	\$129,752	\$0	\$0	\$0	\$0	\$129,752
6.0 Public Participation	\$16,542	\$0	\$0	\$0	\$0	\$16,542
7.0 System Planning	\$76,383	\$0	\$19,470	\$10,400	\$4,800	\$111,053
Year One Total	\$3352,171	\$0	\$80,650	\$53,700	\$8,000	\$494,521
Year Two- Fiscal Year 2025-26						
1.0 Administration	\$33,083	\$0	\$9,360	\$8,400	\$3,200	\$54,043
2.0 Data Collection	\$16,460	\$0	\$37,780	\$21,600	\$0	\$75,840
3.0 Transportation Improvement Program	\$25,364	\$0	\$4,680	\$9,000	\$0	\$39,044
4.0 Long-Range Transportation Plan	\$22,607	\$0	\$0	\$0	\$0	\$22,607
5.0 Special Project Planning	\$58,756	\$0	\$0	\$0	\$0	\$58,756
6.0 Public Participation	\$16,542	\$0	\$0	\$0	\$0	\$16,542
7.0 Systems Planning	586	\$0	\$19,470	\$10,600	\$4,800	\$112,644
Year Two Total	\$250,641	\$0	\$71,290	\$49,600	\$8,000	\$379,476
Grand Total	\$602,757	\$0	\$151,940	\$103,300	\$16,000	\$873,997

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

FDOT - Florida Department of Transportation

FTA - Federal Transit Administration

PL - Federal Highway Administration Funds consolidated with Federal Transit Administration
Section 5305(d)] Funds

H. Air Quality Considerations

The State of Florida is in air quality attainment. The Gainesville Metropolitan Area is the metropolitan planning area of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in Gainesville, Florida and is also an air quality attainment area. Therefore, the Metropolitan Transportation Planning Organization is not required to incorporate air quality assessment and mitigation in its transportation planning activities. The Metropolitan Transportation Planning Organization is not eligible and does not receive Congestion Mitigation Air Quality funding.

Nonetheless, both of the comprehensive plans for Alachua County and the City of Gainesville support compact and transit-oriented development and multimodal transportation system planning and development. In addition, the long-range transportation planning process of the Metropolitan Transportation Planning Organization has had a long tradition of supporting and implementing multimodal transportation system planning.

I. Consolidated Planning Grant

The Florida Department of Transportation and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area participate in the Consolidated Planning Grant. The Consolidate Planning Grant enables Florida Department of Transportation, in cooperation with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, Federal Highway Administration, and Federal Transit Administration, to annually consolidate Florida's Federal Highway Administration Planning funds and Federal Transit Administration 5305(d) metropolitan planning fund allocations into a single grant that is administered by the Federal Highway Administration Florida Division. These funds are annually apportioned to the Florida department of Transportation as the direct recipient and allocated to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area by the Florida Department of Transportation utilizing formulas approved by the Metropolitan Planning Organization Advisory Council, Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration in accordance with 23 Code of Federal Regulations 420.109 and 49, United States Code Chapter 53. The Florida Department of Transportation is fulfilling the Consolidate Planning Grant's required 18.07 percent non-federal share (match) using Transportation Development Credits as permitted by 23 Code of Federal Regulations 120(i) and Federal Transit Administration C 8100.1D.

J. Complete Streets Set-Aside

The Infrastructure Investment and Jobs Act requires each metropolitan planning organization to use at least 2.5 percent of its planning (PL) funds (and each State to use 2.5 percent of its State Planning and Research funding under 23 United States Code 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities [§ 11206(b)]. For the purpose of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles [§ 11206(a)].

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has conducted multimodal transportation planning for several decades. Over the years, its long-range transportation planning has included projects in support of a multimodal transportation system. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has monitored multimodal (automotive/highway, bicycle, pedestrian and transit) level of service.

K. Review Agency Comments and Responses

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area received review agency comments on a draft Unified Planning Work Program for Fiscal Years 2024-25 and 2025-26 from the Federal Highway Administration and the Florida Department of Transportation. Appendix L includes exhibits for the Metropolitan Transportation Planning Organization responses to comments from:

- Federal Highway Administration; and
- Florida Department of Transportation.

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Chapter I

Organization and Management

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Chapter I: Organization and Management

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

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

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

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

B. Planning and Funding Agreements

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

Organization Establishment and Function

1. Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization (May 26, 2004) - The purpose of this Agreement is to ensure eligibility for the receipt of federal capital and operating assistance pursuant to 23 United States Code 134 and Section 3 (a) (2), 4 (a), 5 (g) (1) and 5 (1) of the Urban Mass Transportation Act of 1964, as amended [49 United States Code 1602 (a) (2), 1603 (a), and 1604 (g) (1) and (1)], and to implement and ensure a continuing, cooperative and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of the affected urbanized area in cooperation with the Florida Department of Transportation. This agreement will be updated by July 1, 2024.

2. Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (December 13, 2022) - The purpose of this Agreement is to set forth mutually acceptable procedures for implementing the provisions of Title 23 of the Code of Federal Regulations, Chapter 1, Part 450, Subpart A and B, Governor's Executive Order 83-150 and Federal Highway Program Manual 4-1-4. This agreement will be updated by December 12, 2027.
3. Organization Apportionment - Voting Membership and Procedure, non-Voting Membership and Service Area Agreement (July 9, 2013) - This agreement with the Office of the Governor of Florida describes the voting membership and procedure, non-voting membership and includes the Gainesville Metropolitan Area map. This agreement will be updated by July 1, 2024.

Organization Staffing- Professional Staff Services Agreement

4. Professional Staff Services Agreement (October 28, 2021) - The purpose of this Agreement is to set forth the responsibilities of the North Central Florida Regional Planning Council as consultant to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in performing the professional staff planning functions relative to the transportation planning process for the Gainesville Metropolitan Area, and to describe the cooperative procedures under which planning and programming will be conducted. This agreement will be updated by October 27, 2026.

Joint Regional Planning Organization

5. Interlocal Agreement for Creation of a Regional Transportation Plan (December 14, 2006) - The purpose of this Agreement is to create a regional transportation plan which identifies project priorities for funding through the Florida Transportation Regional Incentive Program. Selected members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Ocala/Marion County Transportation Planning Organization serve as the Alachua/Marion County Transportation Regional Incentive Program Executive Committee. This agreement will be updated by December 13, 2026.

Supplemental Organization Advisory Activity

6. Interlocal Agreement for Bicycle/Pedestrian Advisory Board Funding (May 11, 2022) - The purpose of this Agreement is for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to provide financial support to the City of Gainesville for providing staff services to the Bicycle/Pedestrian Advisory Board. The Bicycle/Pedestrian Advisory Board advises Alachua County, the City of Gainesville and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on bicycle and pedestrian-related issues. This agreement will be updated by May 10, 2027.

C. Operational Procedures and Bylaws

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws on October 28, 2019 for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its Technical Advisory Committee and its Citizens Advisory Committee. The amendment revised the eligibility requirements for the Rural Advisor, a non-voting member of the Metropolitan Transportation Planning Organization. The intent is to provide procedures and policies for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its advisory committees in fulfilling the requirements for the transportation planning process for all modes of travel, and to ensure the accomplishment of the planning tasks within a cooperative framework properly related

to comprehensive planning on a continuing basis. A copy of the bylaws can be obtained by contacting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at 352.955.2200 or from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website at <http://www.acgnvmobility.org/>.

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

Appendix H contains certification materials, including a summary report by the Florida Department of Transportation of the findings and noteworthy practices of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Appendix H also includes Resolution 2024-03 that provides for the approval of this Unified Planning Work Program and enables Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to receive federal planning funds.

E. Ten Federal Metropolitan Planning Factors Relationship to Unified Planning Work Program Tasks

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

F. Resiliency in the Transportation Planning Process

The Fixing America's Surface Transportation Act introduced resiliency into the transportation planning process for the development of long-range transportation planning, transportation improvement programming and project prioritization. The 2021 state planning emphasis areas expands application/implementation of resiliency to all planning documents, including the Unified Planning Work Program.

Resiliency was addressed in the development of the Year 2045 Long-Range Transportation Plan.

Resiliency strategies include the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

- Coordinating with the Florida Department of Transportation, Alachua County, City of Gainesville and University of Florida to address resiliency in its transportation planning process; and
- Participating in resiliency training provided by the Federal Highway Administration and Florida Department of Transportation.

G. Equity in the Transportation Planning Process

The 2021 state planning emphasis areas expands application/implementation of equity to the Unified Planning Work Program.

Service equity was addressed in the development of the Year 2045 Long-Range Transportation Plan.

Equity strategies include the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

- Coordinating with the Florida Department of Transportation, Alachua County, City of Gainesville and University of Florida to address equity in its transportation planning process; and
- Participating in equity training provided by the Federal Highway Administration and Florida Department of Transportation.

Chapter II

Work Program

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Chapter II: Work Program

The 2024-25 and 2025-26 Unified Planning Work Program, covering the Fiscal Year from July 1, 2024 to June 30, 2025 and the Fiscal Year from July 1, 2025 to June 30, 2026, was developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, in accordance with its *Public Involvement Plan*, with the cooperation and participation of the Florida Department of Transportation, the public and other transportation agencies.

The Work Program Section of the Unified Planning Work Program documents each specific transportation planning task to be undertaken during Fiscal Years 2024-25 and 2025-26, including the purpose of the task, previous work accomplished, proposed methodology, responsible agencies, cost estimates and proposed funding sources, as well as an end product.

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

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

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

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Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

1.0 Administration

Task 1.0 Administration		
Purpose: To properly manage and carry out the continuous, cooperative and comprehensive metropolitan planning process for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.		
Previous Work Completed: Preparation and distribution of planning documents [Annual Audit Report- 2023 & 2024; Continuity of Operation Plan- 2023 & 2024; and Membership Apportionment Plan]. Received Transportation Management Area Designation on June 6, 2023. Technical assistance and preparation of documents for MTPO and its advisory committees meetings. Coordination with federal, state and local partners. Preparation of contracts and agreements. Preparation of progress reports and invoices. Preparation of Joint FDOT-MTPO Certification documents. Preparation and revisions of the Unified Planning Work Program. Attendance at workshops and training sessions. Incorporation of performance measures into planning process.		
Required Activities:		
<ul style="list-style-type: none"> • Technical assistance and staff support to MTPO and its advisory committees. • Preparation and distribution of MTPO materials (agenda packets, minutes, resolutions, plans, documents and visualization materials). • Coordination with partner agencies, including FDOT, and staff support for joint meetings. • Preparation and participation in annual Joint FDOT-MTPO Certification. • Preparation and submission of progress reports and invoices. • Preparation of performance measure materials. • Implementation of Membership Apportionment Plan based on 2020 United States Census. • Review and update of agreements and MTPO administrative documents. • Maintenance of financial and administrative records and performance of an annual single audit. • MTPO staff and member travel and participation at general trainings, conferences and meetings, including those of the MPOAC. • Selection and management of consultant support. • Purchase of supplies and advertisements. • Preparation of Unified Planning Work Program. • Revisions to Unified Planning Work Program. • MTPO Website Update. • Revisions to Bylaws as needed. 		
End Products:	Completion Dates:	Responsible Agency:
MTPO and Advisory Committee Meetings	June 30, 2026	MTPO
Joint FDOT-MTPO Certification	June 30, 2025; June 30, 2026	
Updated Bylaws (as needed)	December 31, 2024; June 30, 2026	
Continuity of Operations Plan	April 30, 2025; April 30, 2026	
MPOAC and general meetings, workshops, trainings	June 30, 2026	
Annual Audit Report	June 30, 2025; June 30, 2026	
Maintenance of Financial and Administrative Records	June 30, 2026	
Performance Measures (countywide)	June 30, 2026	
Progress Reports and Invoices	June 30, 2026	
Reapportionment Report	June 30, 2026	
Unified Planning Work Program	June 30, 2026	
Unified Planning Work Program revisions	June 30, 2026	
Updated MTPO Website	June 30, 2026	

All required activities and end products, except the annual audit report, will be completed by MTPO staff. The annual audit report will be completed by independent certified public account.

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

MPOAC- Metropolitan Planning Organization Advisory Council

State Support and Program Administration and Technical Assistance Federal Transit Administration

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

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

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

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

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

Continuity of Operations Considerations

The COVID-19 Public Health Emergency had such a wide impact to normal operations of federal, state and local governments that these impacts exceeded the scope of the current Continuity of Operations Plan. Resolutions 2020-1, 2020-2 and 2020-3 were approved by the Metropolitan Transportation Planning Organization to address the shortcomings for continuity of operations under extreme circumstances. Therefore, the Bylaws, Continuity of Operations Plan and Public Involvement Plan will be modified when they are next reviewed. Special circumstance modifications to be addressed include:

- Conducting virtual and/or hybrid meetings on communications media technology in accordance with emergency orders of the Office of the Governor and legislation by the Florida Legislature;
- Under a declared county, state or federal State of Emergency and with approval of the Chair of the Metropolitan Transportation Planning Organization, its Executive Director is authorized to:
 - Amend time-sensitive program documents to maintain continuity of operations;
 - Approve the revision and submission of the Unified Planning Work Program and amendments to the Transportation Improvement Program; and
 - Submit information, reports, grant applications or documents; and
- Providing public participation and notice in a timely manner via communications media technology; and
- Conducting virtual and/or hybrid public hearings, meetings, and workshops of the Metropolitan Transportation Planning Organization, its subcommittees, advisory committees and working groups via communications media technology and in-person.

Unified Planning Work Program							
Task 1.0 - Administration							
Task 1.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$150,000	\$0	\$0	\$13,000	\$0	\$163,000
	Subtotal:	\$150,000	\$0	\$0	\$13,000	\$0	\$163,000
Travel							
	Member Travel	\$0	\$0	\$0	\$2,000	\$0	\$2,000
	Subtotal:	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$7,000	\$0	\$7,000
	Office Supplies	\$0	\$0	\$0	\$2,000	\$0	\$2,000
	Subtotal:	\$0	\$0	\$0	\$9,000	\$0	\$9,000
	2024-25 Total:	\$150,000	\$0	\$0	\$24,000	\$0	\$174,000
Task 1.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$150,000	\$0	\$0	\$13,000	\$0	\$163,000
	Subtotal:	\$150,000	\$0	\$0	\$13,000	\$0	\$163,000
Travel							
	Member Travel	\$0	\$0	\$0	\$2,000	\$0	\$2,000
	Subtotal:	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$7,000	\$0	\$7,000
	Office Supplies	\$0	\$0	\$0	\$2,000	\$0	\$2,000
	Subtotal:	\$0	\$0	\$0	\$9,000	\$0	\$9,000
	2025-26 Total:	\$150,000	\$0	\$0	\$24,000	\$0	\$174,000
	Two-Year Total:	\$300,000	\$0	\$0	\$48,000	\$0	\$348,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

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Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

2.0 Data Collection

Task 2.0 Data Collection		
Purpose: Routine surveillance activities to assess the network condition and the actual growth and changes in travel demand characteristics. Task 2.0 is a comprehensive multi-agency on-going task that is performed each year by the Florida Department of Transportation, Alachua County and the City of Gainesville. For Unified Planning Work Program reporting, data collection performed by Alachua County and the City of Gainesville is funded by in-kind contribution. Participation in the Intelligent Transportation System Consortium, as needed.		
Previous Work Completed: Alachua County and the City of Gainesville, as well as the Florida Department of Transportation, provided transportation facility traffic volume and crash data.		
Required Activities:		
• Traffic Volume Surveillance	• Crash Surveillance	
End Products:	Completion Dates:	Responsible Agency:
Traffic Volume Surveillance	June 30, 2025; June 30, 2026	Alachua County
Crash Surveillance	June 30, 2025; June 30, 2026	City of Gainesville

All activities and end products will be completed by Alachua County and the City of Gainesville.

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

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

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

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

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

Unified Planning Work Program							
Task 2.0 - Data Collection							
Task 2.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
-		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
Consultant Services							
Consultant Staff Services		\$0	\$0	\$0	\$0	\$0	
Data Collection Consultant Services		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
Travel							
Member Travel		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
Purchase Newspaper Advertisements		\$0	\$0	\$0	\$0	\$0	
Office Supplies		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
2024-25 Total:		\$0	\$0	\$0	\$0	\$0	
Task 2.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
-		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
Consultant Services							
Consultant Staff Services		\$0	\$0	\$0	\$0	\$0	
Data Collection Consultant Services		\$172,555	\$0	\$0	\$0	\$172,555	
Subtotal:		\$172,555	\$0	\$0	\$0	\$172,555	
Travel							
Member Travel		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
Purchase Newspaper Advertisements		\$0	\$0	\$0	\$0	\$0	
Office Supplies		\$0	\$0	\$0	\$0	\$0	
Subtotal:		\$0	\$0	\$0	\$0	\$0	
2025-26 Total:		\$172,555	\$0	\$0	\$0	\$172,555	
Two-Year Total:		\$172,555	\$0	\$0	\$0	\$172,555	

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$74,361 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$74,361 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

3.0 Transportation Improvement Program

Task 3.0 Transportation Improvement Program		
Purpose: Tasks required for the development and management of the Transportation Improvement Program. Incorporation of the Federal Funds Obligation Project List into the Transportation Improvement Program.		
Previous Work Completed: Preparation of the Fiscal Years 2020-21 to 2024-25, Fiscal Years 2021-22 to 2025-26, Fiscal Years 2022-23 to 2026-27 and Fiscal Years 2023-24 to 2027-28 Transportation Improvement Programs and the preparation of Transportation Improvement Program amendments as needed. Preparation of draft Fiscal Years 2019-20 to 2023-24 and Fiscal Years 2024-25 to 2028-29 Transportation Improvement Program (countywide).		
Required Activities:		
<ul style="list-style-type: none"> Preparation and distribution of the Transportation Improvement Program. Preparation of performance measure and target monitoring materials in the Transportation Improvement Program. 	<ul style="list-style-type: none"> Preparation and distribution of the Transportation Improvement Program revisions. 	
End Products:	Completion Dates:	Responsible Agency:
Transportation Improvement Program (countywide)	June 30, 2025; June 30, 2026	MTPO
Transportation Improvement Program revisions	June 30, 2026	

All required activities and end products will be completed by MTPO staff.

FDOT- Florida Department of Transportation

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

State Support and Program Administration and Technical Assistance Federal Transit Administration

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

In-Kind Financial Contribution - City of Gainesville

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

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

Unified Planning Work Program							
Task 3.0 - Transportation Improvement Program							
Task 3.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$92,250	\$0	\$0	\$0	\$0	\$92,250
	TIP Subconsultant Services	\$22,750	\$0	\$0	\$0	\$0	\$22,750
	Subtotal:	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2024-25 Total:	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Task 3.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$96,925	\$0	\$0	\$0	\$0	\$96,925
	TIP Subconsultant Services	\$18,075	\$0	\$0	\$0	\$0	\$18,075
	Subtotal:	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2025-26 Total:	\$115,000	\$0	\$0	\$0	\$0	\$115,000
	Two-Year Total:	\$230,000	\$0	\$0	\$0	\$0	\$230,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

TIP - Transportation Improvement Program

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

4.0 Long-Range Transportation Plan

Task 4.0 Long-Range Transportation Plan		
Purpose: Tasks required for the development and management of the Long-Range Transportation Plan, including participation in FDOT Efficient Transportation Decision-Making process.		
Previous Work Completed: Preparation and adoption of the Year 2045 Long-Range Transportation Plan Administrative Modification; Coordinated with FDOT for conversion of the GUATS model platform from Cube Voyager to PTV Group Visum; Initiation of the Year 2050 Long-Range Transportation Plan update.		
Required Activities: <ul style="list-style-type: none"> Preparation and adoption of the Year 2050 Long-Range Transportation Plan revisions (as needed). Preparation of performance measure and target monitoring materials in the Long-Range Transportation Planning process. Coordination with FDOT for the GUATS Model conversion. Analyze 2020 United States Census for Year 2050 Socio Economic Report. 		
End Products:	Completion Dates:	Responsible Agency:
Year 2050 Long-Range Transportation Plan (countywide)	August 24, 2025	MTPO
Year 2045 Long-Range Transportation Plan revisions	June 30, 2025	
Year 2050 Long-Range Transportation Plan revisions	June 30, 2026	

Preparation of the long-range transportation plan update will be completed by a transportation planning consultant. Project management and coordination of adoption of the long-range transportation plan will be completed by MTPO staff.

FDOT- Florida Department of Transportation

GUATS - Gainesville Urbanized Area Transportation Study

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

State Support and Program Administration and Technical Assistance Federal Transit Administration

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

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

Unified Planning Work Program							
Task 4.0 - Long-Range Transportation Plan							
Task 4.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract #		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$75,000	\$0	\$0	\$0	\$0	\$75,000
	Plan Update Consultant Services	\$172,500	\$0	\$0	\$0	\$0	\$172,500
	Subtotal:	\$247,500	\$0	\$0	\$0	\$0	\$247,500
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2024-25 Total:	\$247,500	\$0	\$0	\$0	\$0	\$247,500
Task 4.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$75,000	\$0	\$0	\$0	\$0	\$75,000
	Plan Update Consultant Services	\$27,500	\$0	\$0	\$0	\$0	\$27,500
	Subtotal:	\$102,500	\$0	\$0	\$0	\$0	\$102,500
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2025-26 Total:	\$102,500	\$0	\$0	\$0	\$0	\$102,500
	Two-Year Total:	\$350,000	\$0	\$0	\$0	\$0	\$350,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$172,500 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$27,500 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

5.0 Special Project Planning

Task 5.0 Special Project Planning		
Purpose: Preparation of Special Project Planning documents that facilitate and/or support the implementation of the Long-Range Transportation Plan and contribute to the continuous, cooperative and comprehensive metropolitan planning process within the Gainesville Metropolitan Area.		
Previous Work Completed: Preparation of a Pedestrian Safety Action Plan and State Road 26 Multimodal Emphasis Study report.		
Required Activities:		
• Preparation of special project plans as needed	• Preparation of special project plans as needed	
• Preparation of Route Restoration Plan	•	
End Products:	Completion Dates:	Responsible Agency:
Regional Transit System Route Restoration Plan	December 31, 2024	RTS
SR 24 (Archer Road) Plan	June 30, 2025	MTPO
SR 25 (U.S. Highway 441/SW 13th Street) Plan	June 30, 2025	MTPO
SR24-SR 331 (Waldo Road-Williston Road) Plan	June 30, 2026	MTPO
Alachua Countywide Bicycle/Pedestrian Master Plan	June 30, 2026	Alachua County

All required activities and end products will be completed by a transportation planning consultant.

MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
RTS - City of Gainesville Regional Transit System
SR - State Road

Special Project Funding Participation

Regional Transit System Route Restoration Plan

For the development of the Regional Transit System Route Restoration Plan, the City of Gainesville Regional Transit System has been awarded a \$300,000 American Rescue Plan Act of 2021-Federal Transit Administration grant. The Regional Transit System is the direct recipient of this grant and is, therefore, the responsible agency. There are no soft match funds for this grant. Funding for this project was identified in the Fiscal Years 2022-23 and 2023-24 Unified Planning Work Program. No funding is identified for this Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program.

Subtask 5.1 State Road 24 (Archer Road) Plan

The State Road 24 (Archer Road) Plan has a funding allocation of \$200,000 in Year One (2024-25). This is a "Complete Streets" planning activity on Archer Road from State Road 121 (SW 34th Street) to State Road 25/US Highway 441 (Martin Luther King, Jr. Boulevard)/SW 13th Street).

This study is necessary due to safety concerns for bicyclists and pedestrians, including access to transit. Consideration of pedestrian-actuated midblock crossings and pedestrian safety enhancement at existing traffic signals is to be addressed. It is the intent of this end product to include project recommendations in the List of Priority Projects for consideration in the Transportation Improvement Program and/or Long-Range Transportation Plan. Further development of the scope is forthcoming.

Subtask 5.2 State Road 25/U.S. Highway 441 (SW 13th Street) Plan

The State Road 25 (SW 13th Street) Plan has a funding allocation of \$200,000 in Year One (2024-25). This is a "Complete Streets" planning activity on SW 13th Street from State Road 331 (Williston Road) to State Road 226 (SW 16th Avenue).

This study is necessary due to safety concerns for pedestrians, including access to transit. Consideration of filling in sidewalk gaps, pedestrian-actuated midblock crossings and pedestrian safety enhancement at existing traffic signals is to be addressed. It is the intent of this end product to include project recommendations in the List of Priority Projects for consideration in the Transportation Improvement Program and/or Long-Range transportation Plan. Further development of the scope is forthcoming.

Subtask 5.3 State Road 24-State Road 331 (Waldo Road-Williston Road) Plan

The State Road 24-State Road 331 (Waldo Road-Williston Road) Plan has a funding allocation of \$200,000 in Year Two (2025-26). This is a "Complete Streets" planning activity on Waldo Road and Williston Road from SE 4th Street to State Road 222 (NE 39th Avenue).

This study is necessary due to safety concerns for bicyclists and pedestrians, including access to transit. Consideration of pedestrian-actuated midblock crossings and pedestrian safety enhancement at existing traffic signals is to be addressed. It is the intent of this end product to include project recommendations in the List of Priority Projects for consideration in the Transportation Improvement Program and/or Long-Range Transportation Plan. Further development of the scope is forthcoming.

Subtask 5.4 Alachua Countywide Bicycle/Pedestrian Master Plan

The Alachua Countywide Bicycle/Pedestrian Master Plan has a funding allocation of \$188,300 in Year One (2024-25) and \$66,400 in Year Two (2025-26). This is a countywide planning activity that is managed by Alachua County but funded with PL dollars. It is the intent of this end product to include project recommendations for the "boxed funds" in the Long-Range Transportation Plan and include project recommendations in the List of Priority Projects for consideration in the Transportation Improvement Program. Below is an excerpt of the scope of services.

The purpose of the Alachua Countywide Bicycle/Pedestrian Master Plan is to make walking and biking attractive transportation choices for residents and visitors of all ages and abilities. It aims to do so through the creation of goals, policies, programs and projects that will make walking and biking safer, more comfortable and more convenient. This scope of work envisioned to accomplish this project purpose includes the following tasks:

- Task 1 - Project Administration;
- Task 2 - Community Outreach;
- Task 3 - Goals and Policies;
- Task 4 - Programs;
- Task 5 - Data Collection and Network and Project Development;
- Task 7 - Project Prioritization; and
- Task 8 - Countywide Bicycle/Pedestrian Master Plan.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

Unified Planning Work Program							
Task 5.0 - Special Project Planning							
Task 5.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources				Total	
		FHWA			Local/ Other Cash		FCTD Grant
		Contract # G2W78		SU			
		PL	PL-CS*				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Consultant Services							
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	
	Special Project Consultant Services	\$188,300	\$400,000	\$0	\$0	\$588,300	
	Subtotal:	\$188,300	\$400,000	\$0	\$0	\$588,300	
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	
	Office Supplies	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
	2024-25 Total:	\$188,300	\$400,000	\$0	\$0	\$588,300	
Task 5.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Consultant Services							
	Consultant Staff Services	\$0	\$0	\$0	\$0	\$0	
	Special Project Consultant Services	\$66,400	\$200,000	\$0	\$0	\$266,400	
	Subtotal:	\$66,400	\$200,000	\$0	\$0	\$266,400	
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	
	Office Supplies	\$0	\$0	\$0	\$0	\$0	
	Subtotal:	\$0	\$0	\$0	\$0	\$0	
	2025-26 Total:	\$66,400	\$200,000	\$0	\$0	\$266,400	
	Two-Year Total:	\$254,700	\$600,000	\$0	\$0	\$854,700	

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$588,300 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$266,400 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)].

2.5% of the total PL allocation for fiscal year 2024-25 is \$19,033 dollars and fiscal year 2025-26 is \$19,191.

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Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

6.0 Public Participation

Task 6.0 Public Participation		
Purposes: Tasks necessary to prepare and implement the MTPO Public Involvement Plan in order to provide for public participation, including outreach among traditionally underserved and under involved segments of the population, during development and implementation of the Unified Planning Work Program, Long- Range Transportation Plan, Transportation Improvement Program and other plans and programs as required. This task also implements Title VI regulations in 49 Code of Federal Regulations Part 21 and integrates Title VI provisions and environmental justice principles, including the USDOT Limited English Proficiency Guidance, into MTPO programs and activities; provides procedures for investigating and tracking Title VI complaints filed against them and ensure that procedures for filing a complaint are available to members of the public upon request.		
Previous Work Completed: Implementation of Public Involvement Plan strategies; and review of the Citizens' Guide to Transportation Planning. Preparation of meeting, workshop, Long-Range Transportation Plan, Transportation Improvement Program, Public Involvement Plan and advisory committee vacancy public notices. Review and update of the Public Involvement Plan. Preparation of TIP Environmental Justice Analyses.		
Required Activities:		
<ul style="list-style-type: none"> Review and update of the Public Involvement Plan. Preparation of public notice for MTPO and its advisory committees meetings, workshops, advisory committee vacancies and planning documents. Review of the Citizens' Guide to Transportation Planning. Update MTPO website. Preparation of Title VI Program required forms and assurances. Review/Update of Title VI Nondiscrimination Program. Preparation of TIP Environment Justice Analyses. Preparation of Title VI Program required forms and assurances. 		
End Products:	Completion Dates:	Responsible Agency:
Public notice of all meetings, workshops, advisory committee vacancies and planning documents	June 30, 2025; June 30, 2026	MTPO
Updated Citizens' Guide to Transportation Planning (countywide)	June 30, 2025	
Updated MTPO website	June 30, 2024	
TIP Environment Justice Analyses (countywide)	December 31, 2024; December 31, 2025	
Title VI Program required forms and assurances	June 30, 2024; June 30, 2025	
Updated Title VI Nondiscrimination Program	June 30, 2025; June 30, 2026	
Updated Public Involvement Plan (countywide)	June 30, 2025; June 30, 2026	

All required activities and end products will be completed by MTPO staff.

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
USDOT - United States Department of Transportation
TIP - Transportation Improvement Program

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

State Support and Program Administration and Technical Assistance Federal Transit Administration - Administration efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the metropolitan area boundaries of the Gainesville Metropolitan Area. Technical assistance includes both computer usage and staff analysis of various systems and project planning efforts (routine reviews and planning evaluations) as identified in study designs. Match for this task is cash and not "soft match" funds. The following include eligible Federal Transit Administration Section 5305(d) transit planning activities in Task 6.0 - Public Participation - Program Support and Administration (44.21.00) - Citizen participation and public information.

Unified Planning Work Program							
Task 6.0 - Public Participation							
Task 6.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$75,000	\$0	\$0	\$0	\$0	\$75,000
	Subtotal:	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2024-25 Total:	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Task 6.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$75,000	\$0	\$0	\$0	\$0	\$75,000
	Subtotal:	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
	2025-26 Total:	\$75,000	\$0	\$0	\$0	\$0	\$75,000
	Two-Year Total:	\$150,000	\$0	\$0	\$0	\$0	\$150,000

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

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Unified Planning Work Program Fiscal Years 2024-25 and 2025-26

7.0 Systems Planning

Task 7.0 Systems Planning		
Purposes: To prepare and maintain planning products that support the continuous, cooperative and comprehensive metropolitan planning process for the MTPO, including FDOT Work Program Review, Project Prioritization, an Access to Essential Services Report, Performance-Based Planning and Programming Reporting, Transit Ridership Monitoring, assist in Transit Development Planning, Maintenance of Congestion Management Process documents. To provide staffing for the Alachua County Transportation Disadvantaged Coordinating Board and assist in development and implementation of its Transportation Disadvantaged Service Plan.		
Previous Work Completed: Preparation of Transit Ridership Monitoring Report. Preparation of List of Priority Projects. Preparation of Mobility Plan Status Report. Preparation of Multimodal Level of Service Report. Reviewed FDOT Work Program. Coordination with the City of Gainesville Regional Transit System in development of performance measures in 2020. Transportation Disadvantaged Board staffing. Preparation of the Transportation Disadvantaged Service Plan. Participated in Alachua County Traffic Safety Team.		
Required Activities:		
<ul style="list-style-type: none"> • Perform FDOT Work Program Review. • Review of the Access to Essential Services Report • Preparation of a Performance-Based Planning and Programming Report. • Update Transit Ridership Monitoring Report. • Preparation of List of Priority Projects, including performance measure materials. • Update Multimodal Level of Service Report. • Update Mobility Plan Status Report 	<ul style="list-style-type: none"> • Assist as needed in development of Transit Development Plan. • Participation in Gainesville ITS Consortium. • Selection and management of consultant support. • Transportation Disadvantaged Board Staffing. • Preparation of Transportation Disadvantaged Service Plan. • Participate in Alachua County Traffic Safety Team. • Review and Update Mobility Plan 	
End Products:	Completion Dates:	Responsible Agency:
Access to Essential Services Report review	Dec. 31, 2024; Dec. 31, 2025	MTPO
Performance-Based Planning and Programming Report	June 30, 2025; June 30, 2026	
Transit Ridership Monitoring Report	June 30, 2025; June 30, 2026	
Gainesville ITS Consortium	June 30, 2026	
List of Priority Projects (countywide)	June 30, 2024; June 30, 2025	
CMP - Mobility Plan (countywide)	June 30, 2026	
CMP - Mobility Plan Status Report (countywide)	Dec. 31, 2024; Dec. 31, 2025	
CMP - Multimodal Level of Service Report (countywide)	Dec. 30, 2024; Dec. 30, 2025	
Transportation Disadvantaged Board Staffing	June 30, 2026	
Transportation Disadvantaged Service Plan	June 30, 2025; June 30, 2026	

All required activities and end products will be completed by MTPO staff.

CMP - Congestion Management Process FDOT - Florida Department of Transportation
 ITS - Intelligent Transportation System
 MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 USDOT - United States Department of Transportation

State Support and Program Administration and Technical Assistance Federal Transit Administration

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

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

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

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

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

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

Federal Transit Administration Transit Award Management System (TrAMS)

Currently, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area does not apply for Federal Transit Administration grants nor uses its Transit Award Management System (TrAMS).

Unified Planning Work Program							
Task 7.0 - Systems Planning							
Task 7.0 - Estimated Budget for Fiscal Year 2024-25 [Year One]							
Budget Category	Budget Category Description	Funding Sources					Total
		FHWA			Local/ Other Cash	FCTD Grant	
		Contract # G2W78		SU			
		PL	PL-CS				
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$346,321	\$0	\$0	\$0	\$27,987	\$374,308
	Subtotal:	\$346,321	\$0	\$0	\$0	\$27,987	\$374,308
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$500	\$500
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$500	\$500
	2024-25 Total:	\$346,321	\$0	\$0	\$0	\$28,487	\$374,808
Task 7.0 - Estimated Budget for Fiscal Year 2025-26 [Year Two]							
Personnel Services							
	-	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Services							
	Consultant Staff Services	\$352,628	\$0	\$0	\$0	\$27,987	\$380,615
	Subtotal:	\$352,628	\$0	\$0	\$0	\$27,987	\$380,615
Travel							
	Member Travel	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Services							
	Purchase Newspaper Advertisements	\$0	\$0	\$0	\$0	\$500	\$500
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$500	\$500
	2025-26 Total:	\$352,628	\$0	\$0	\$0	\$28,487	\$381,115
	Two-Year Total:	\$698,949	\$0	\$0	\$0	\$56,974	\$755,923

FCTD - Florida Commission for the Transportation Disadvantaged

FHWA - Federal Highway Administration

FY - Fiscal Year

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for urban populations over 200,000

This task includes soft match/in-kind contributions in Exhibit 1 of Section F of the Introduction on page xii.

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

NOTE - For Year One, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - For Year Two, \$0 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

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Chapter III

Summary Budget Tables

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Chapter III: Summary Budget Tables

The following pages contain the following summary budget tables.

Table 1: Agency Funding Participation/Funding Sources by Task Table, Fiscal Year 2024-25

Table 2: Agency Funding Participation/Funding Sources by Task Table, Fiscal Year 2025-26

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Table 1

**Agency Funding Participation/ Funding Sources by Task Table
Fiscal Year 2024-25**

Task Number	Task	FHWA			MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	Grand Total~	Amount to Consultant
		FY 2024-25 Contract # G2W78		SU						
		PL	PL-CS							
1.0	Administration	150,000	0	0	24,000	0	174,000	33,083	207,083	163,000
2.0	Data Collection	0	0	0	0	0	0	16,460	16,460	0
3.0	Transportation Improve me nt Progra m	115,000	0	0	0	0	115,000	25,364	140,364	115,000
4.0	Long Range Transportation Plan	247,500	0	0	0	0	247,500	54,587	302,087	247,500
5.0	Special Project Planning	188,300	400,000	0	0	0	588,300	129,752	718,052	588,300
6.0	Public Participation	75,000	0	0	0	0	75,000	16,542	91,542	75,000
7.0	System Planning	34 6,32 1	0	0	0	28,487	374,808	76,383	451,191	374,308
Total		1,122,121	400,000	0	24,000	28,487	1,574,608	352,171	1,926,779	1,563,108

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

^Federal Highway Administration Planning and Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match.

~Inkind contribution from Alachua County, City of Gainesville and University of Florida not included.

FCTD - Florida Commission for the Transportation Disadvantaged

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

FY - Fiscal Year

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for Population over 200,000

NOTE - \$835,431 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2024-25.

NOTE - \$400,000 for Complete Streets Planning in Task 5.0 is 52.5 percent of the \$761,3512 PL allocation for Fiscal Year 2024-25.

Table 2

**Agency Funding Participation / Funding Sources by Task Table
Fiscal Year 2025-26**

Task Number	Task	FHWA			MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	Grand Total~	Amount to Consultant
		FY 2025-26 Contract # G2W78		SU						
		PL	PL-CS							
1.0	Administration	150,000	0	0	24,000	0	174,000	33,083	207,083	163,000
2.0	Data Collection	172,555	0	0	0	0	172,555	16,460	189,015	172,555
3.0	Transportation Improvement Program	115,000	0	0	0	0	115,000	25,364	140,364	115,000
4.0	Long Range Transportation Plan	102,500	0	0	0	0	102,500	22,607	125,107	102,500
5.0	Special Project Planning	66,400	200,000	0	0	0	266,400	58,756	325,156	266,400
6.0	Public Participation	75,000	0	0	0	0	75,000	16,542	91,542	75,000
7.0	System Planning	352,628	0	0	0	28,487	381,115	77,774	458,889	380,615
Total		1,034,083	200,000	0	24,000	28,487	1,286,570	250,586	1,537,156	1,275,070

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

^Federal Highway Administration Planning and Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match.

~In-kind contribution from Alachua County, City of Gainesville and University of Florida not included.

FCTD - Florida Commission for the Transportation Disadvantaged

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

FY - Fiscal Year

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for Population over 200,000

NOTE - \$368,531 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

NOTE - \$200,000 for Complete Streets Planning in Task 5.0 is 26.1 percent of the \$767,628 PL allocation for Fiscal Year 2025-26.

Appendix A

Funding Codes

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Appendix A: Funding Codes

The following includes an explanation of the Funding Codes for Tables 1 and 2:

- Column 1 - Task Number and Task Name;
- Column 2 - Federal Highway Administration Planning funding participation;
- Column 3 - Federal Highway Administration Planning funding participation (Consolidated Planning Grant);
- Column 4 - Federal Highway Administration Surface Transportation Block Grant funding participation;
- Column 5 - Federal Transit Administration Section 5305(d) funding participation;
- Column 6 - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Other local funding participation;
- Column 7 - Florida Department of Transportation and Florida Commission for the Transportation
Disadvantaged funding participation;
- Column 8 - Total Cash funding participation;
- Column 9 - Florida Department of Transportation soft match funding for matching Federal Highway
Administration Planning funding participation;
- Column 10 - Florida Department of Transportation soft match funding for matching Federal Transit
Administration Planning funding participation;
- Column 11 - Grand Total Cash, Soft Match and In-Kind funding participation; and
- Column 12 - Amount allocated for outside consultant services.

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Appendix B

Ten Federal Metropolitan Planning Factors for Fiscal Years 2024-25 and 2025-26 Relationship to Metropolitan Planning Organization Unified Planning Work Program Tasks

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

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

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

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Table B-1

**Fixing America's Surface Transportation Metropolitan Planning Factors
Unified Planning Work Program Fiscal Years 2024-25 and 2025-26**

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

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Appendix C

Gainesville Metropolitan Area Planning Studies

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Appendix C: Gainesville Metropolitan Area Planning Studies

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Planning Studies

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

Completion Date - Five-year cycle; federal deadline adoption date was August 24, 2020

Anticipated Update - Five-year cycle; federal deadline adoption date was August 24, 2025

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

2. Transportation Improvement Program

Anticipated Completion Date - annual

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

3. Multimodal Level of Service Report

Anticipated Completion Date - annual

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

4. Regional Transit System Annual Ridership Monitoring Report

Anticipated Completion Date - annual

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

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

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

Anticipated Completion Date - Mobility Plan Status Report- annual

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

6. Bicycle Usage Trends Report

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

7. State Road 24 (Archer Road) Multimodal Corridor Plan
From State Road 121 (SW 34th Street) to State Road 25/US Highway 441 (Martin Luther King, Jr. Boulevard)/SW 13th Street))

Completion Date - June 2025

Expected Products - Multimodal Corridor Plan including safety-related project recommendations
8. State Road 25 (U.S. Highway 441/SW 13th Street) Multimodal Corridor Plan
From State Road 331 (Williston Road) to State Road 226 (SW 16th Avenue)

Completion Date - June 2025

Expected Products - Multimodal Corridor Plan including safety-related project recommendations
9. State Road 331 (Williston Road) - State Road 24 (Waldo Road) Multimodal Corridor Plan
From SE 4th Street to State Road 222 (NE 39th Avenue)

Completion Date - June 2026

Expected Products - Multimodal Corridor Plan including safety-related project recommendations

City Of Gainesville and Alachua County

1. Traffic Volume Surveillance

Anticipated Completion Date - annual

Expected Products - annual traffic counts
2. Accident Surveillance and Study Program

Anticipated Completion Date - annual

Expected Products - annual crash information
3. Transit Development Plan for the Regional Transit System

Completion Date - December 2024

Expected Products - annual transit service plan
4. Transportation Disadvantaged Service Plan

Anticipated Completion Date - annual

Expected Products - countywide short-range (one-year) paratransit service planning
5. Alachua Countywide Bicycle/Pedestrian Master Plan

Anticipated Completion Date - June 2025

Expected Products - Alachua Countywide Bicycle/Pedestrian Master Plan will be an update for the 2001 Alachua Countywide Bicycle Master Plan that will also address pedestrian facilities and provide bicycle and pedestrian project priorities for the Year 2050 Long-Range Transportation Plan.

Appendix D Revisions to Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program

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Appendix D: Revisions to Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program

Unified Planning Work Program Revision Log

The following log of projects identifies approved administrative modifications and amendments to the Unified Planning Work Program and provides tracking of revisions to the Unified Planning Work Program. This Unified Planning Work Program revision log, Exhibit III, includes the following information:

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

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

Exhibit III

Unified Planning Work Program Revision Log

Unified Planning Work Program Revision			Revision Description	
Number	Approval Date	Purpose	Task / Table Number	Task/Table Modification

Year One

1	9/16/24	Administrative Modification	5	Reschedule the SW 13 Street [State Road 25] Study to Year One and Waldo Road-Williston Road State [Roads 24-331] Study to Year Two
2	-	-	-	-
3	-	-	-	-

Year Two

1	8/5/25	Amendment	2	Move \$74,631 from Year One to Year Two. Add \$23,293 of extra 5305 funds to Year Two.
2	-	-	-	-
3	-	-	-	-

Appendix E

Title VI Program and Other Certifications and Assurances

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Appendix E: Title VI Program and Other Certifications and Assurances


This appendix includes the following Unified Planning Work program-required certifications and assurances:

- Title VI/Nondiscrimination Statement and Assurance;
- Debarment and Suspension Certification
- Disadvantaged Business Enterprise Utilization; and
- Lobbying Certification for Grants, Loans and Cooperative Agreements.

Also included in this appendix is the Title VI Complaint procedure.

**Federal Fiscal Years 2024-25 and 2025-26
Title VI / Nondiscrimination Policy Statement**

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

	Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area	5/13/24
Cynthia Moore Chestnut, Chair	Name of Metropolitan Planning Organization	Date Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Gainesville MTPO 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 Gainesville MTPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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


Name: Cynthia Moore Chestnut
Title: Chair

05/13/24
Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-06
POLICY PLANNING
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 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)


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 Gainesville MTPO 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 Gainesville MTPO 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: Cynthia Moore Chestnut
Title: Chair

05/13/24
Date

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

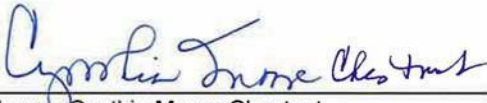
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Gainesville MTPO 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 Gainesville MTPO, 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 Gainesville MTPO, in a non-discriminatory environment.

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



Name: Cynthia Moore Chestnut
Title: Chair

05/13/24

Date

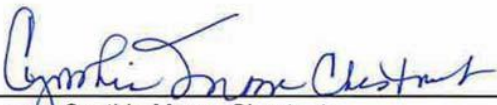
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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


Name: Cynthia Moore Chestnut
Title: Chair

05/13/24
Date

Federal Fiscal Years 2024-25 and 2025-26
Title VI Complaint Procedure
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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

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

Appendix F

Planning Emphasis Areas

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Appendix F: Planning Emphasis Areas

A. Federal Planning Emphasis Areas-2021

In December 2021, the United States Department of Transportation issued Joint Federal Highway Administration/Federal Transit Administration Planning Emphasis Areas for its Build a Better America program of the Bipartisan Infrastructure Law. Descriptions of these emphasis areas are as follows:

Tackling the Climate Crisis - Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's Sustainable Transportation or FTA's Transit and Sustainability Webpages for more information.

(See Executive Order 14008 on "Tackling the Climate Crisis at Home and Abroad," EO 13990 on "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis." EO 14030 on "Climate-Related Financial Risk," See also FHWA Order 5520 "Transportation System Preparedness and Resilience to Extreme Weather Events," FTA's "Hazard Mitigation Cost Effectiveness Tool," FTA's "Emergency Relief Manual," and "TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters")

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

Executive Order 13985 (***Advancing Racial Equity and Support for Underserved Communities***) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian and provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMA in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMA, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMA before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMA that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMA in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties

B. State Planning Emphasis Areas-2021

The Florida Department of Transportation (FDOT) Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources. Florida MPOs should consider emphasizing the following four (4) planning topics when updating their UPWPs.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Equity

Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs can address resilience within their planning processes by leveraging tools such as the *FHWA Resilience and Transportation Planning Guide* and the *FDOT Quick Guide: Incorporating*

Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility. The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

C. Planning Emphasis Area by Task Matrix

Table F-1

Federal Planning Emphasis Areas by Task

Task	Fiscal Years 2025 and 2026 Planning Emphasis Areas						
	Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	Equity and Justice ⁴⁰ in Transportation Planning	Public Involvement	Strategic Highway Network/U.S. Department of Defense Coordination	Federal Land Management Agency Coordination	Planning and Environment Linkages	Data in Transportation Planning
1.0 Administration	X	X	X	X	X	X	X
2.0 Data Collection	-	-	-	-	-	-	-
3.0 Transportation Improvement Program	X	X	X			X	-
4.0 Long-Range Transportation Plan	X	-				X	-
5.0 Special Projects Planning [Reserved]	X	X	X	-	-	X	-
6.0 Public Participation	X	X	X				-
7.0 Systems Planning	X	X	X				X

Table F-2

State Planning Emphasis Areas by Task

Task	Fiscal Years 2025 and 2026 Planning Emphasis Areas			
	Safety	Equity	Resilience	Emerging Mobility
1.0 Administration	X	X	X	X
2.0 Data Collection	-	-	-	-
3.0 Transportation Improvement Program	X	X	X	X
4.0 Long-Range Transportation Plan	X	X	X	X
5.0 Special Projects Planning [Reserved]	X	X	X	X
6.0 Public Participation	X	X	-	-
7.0 Systems Planning	X	X	X	X

D. Florida Department of Transportation District 2 Planning Activities

District 2 Planning Activities encompass continuing, cooperative, comprehensive efforts to coordinate state, district, regional and local transportation planning in the areas of policy planning, statistics, environmental, safety and system planning. The planning activities include implementing policies, rules and procedures from the Federal legislation and the State of Florida, including the State's Transportation Plan (FTP) that provides a strategic approach to transportation investments for state, regional and local priorities. District Planning Activities also include multidiscipline activities and initiatives within our own District team.

Update Florida Transportation Plan (FTP) and the Strategic Highway Safety Plan (SHSP) and Strategic Intermodal System (SIS) Policy Plan 2021

The Strategic Highway Safety Plan

The Strategic Highway Safety Plan (SHSP) was updated in 2021.

The SHSP can be accessed at: [Florida's 2021 - 2025 Strategic Highway Safety Plan \(SHSP\)](#). We invite you to view and share the updated SHSP with your partners, employees, family, and friends.

Our collaborative effort has resulted in a statewide plan that provides a framework for eliminating fatalities and serious injuries on all public roads. This SHSP:

- Introduces the Safe System approach, which acknowledges that humans make mistakes, the human body is vulnerable, and that we should design and operate our transportation system to ensure that if crashes do occur, they do not result in serious human injury.
- Recognizes the complexity of crashes and categorizes emphasis areas into three components: roadway; road user, including demographics and mode of travel; and road user behavior.
- Expands our strategies beyond the 4Es of traffic safety: Engineering, Education, Enforcement, and Emergency Response to include the 4Is: Information Intelligence, Innovation, Insight into Communities, and Investments and Policies

Florida Transportation Plan

The FTP Policy Plan Element, Performance Element and Vision Element was updated in 2021.

Virtual workshops and public comment on the Plan updates were run concurrently with the update of the Strategic Highway Safety Plan timeline. A link to the updated FTP plan information is included here:

www.floridatransportationplan.com

The FTP encompasses a Vision Element and a Policy Element, that supports and is similar to the Long Range Plans for the MPOs. The FTP vision element provides a longer-term view of major trends, uncertainties, opportunities and outcomes showing the future of Florida's transportation system for the next 50 years. The FTP Policy element defines goals, objectives and strategies for Florida's transportation future over the next 25 years. The policy element provides guidance to state, regional and local transportation partners in making transportation decisions.

District 2 held virtual regional workshops for outreach, coordination and comment on the update of both plans with our MPOs and communities.

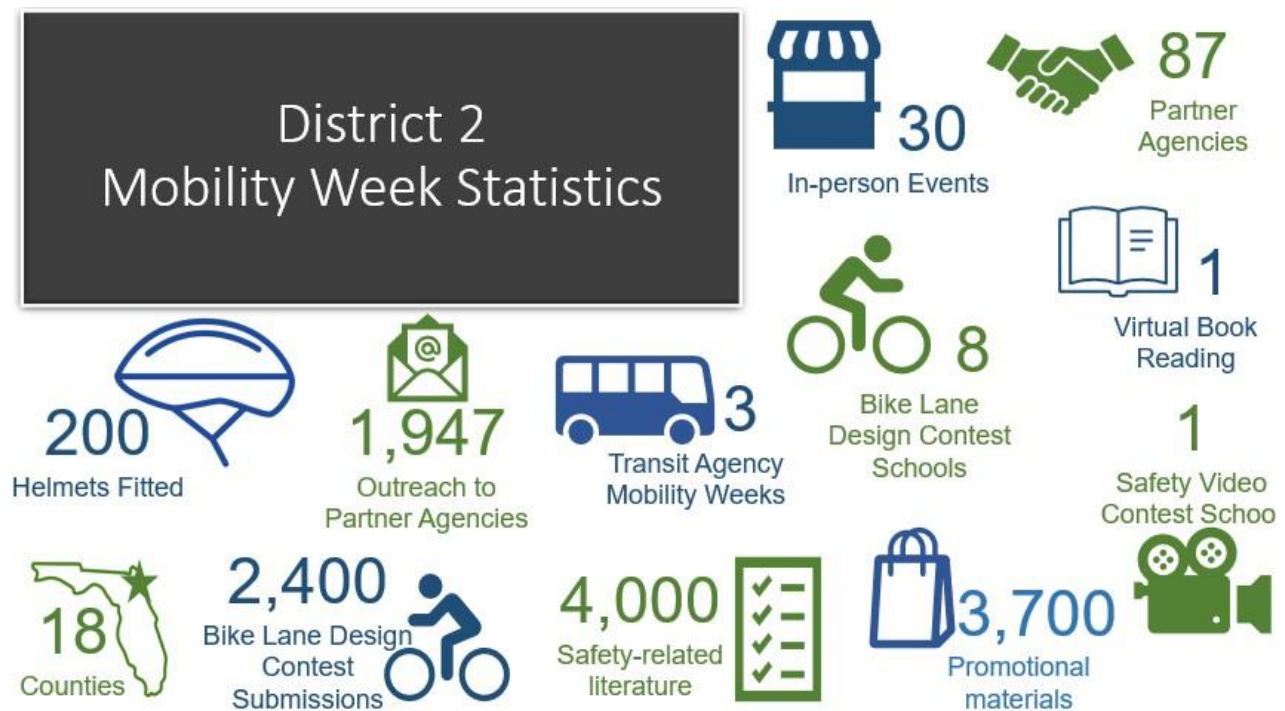
The visions and goals of the FTP and the MPO's Unified Planning Work Program (UPWP) support each other.

Bicycle and Pedestrian Activities

District 2 Bicycle Pedestrian Coordinator reviews and identifies possible opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. The District reviews and identifies safety issues to recommend additional programs or grant opportunities. The District coordinates the FDOT plans and projects with the MPOs and the local municipalities. Local municipalities have staff on the Electronic Review Comments (ERC) portal access to comment on project plan reviews proposed in their jurisdiction.

The District participates on the local Community Traffic Safety Teams and held our District 2 Mobility Week activities during Annual Mobility Week October 29 through November 5, 2021.

The summary of metrics for our district sponsored activities and partnerships is represented below:



We are implementing a District Wide Bicycle Pedestrian Master Plan, utilizing shape files and data from all 18 counties in the District. The Plan will encompass existing plans from municipalities and build upon the Bicycle Pedestrian Gap Study. We anticipate an adopted District Wide Bicycle Pedestrian Master Plan in 2024. District 2 updated Bicycle/Pedestrian Gap Study website:

[Bicycle/Pedestrian LOS \(hdrgateway.com\)](https://www.hdrgateway.com/Bicycle/Pedestrian-LOS)

ITS Planning

District 2 has a robust ITS planning program, managed out of the Traffic Operations division. In addition to the Transportation Management Center (TMC) partnership with the NF TPO and FDOT, Blue Toad deployment and data collection has expanded to not only the NF TPO four counties, also has expanded to the Gainesville MTPO urban area.

District 2 staff work together with other agencies to provide safe, efficient travel throughout the regional within the Regional Transportation Management Centers (TMCs); one in Jacksonville and one in Gainesville.

ITS is continually evolving in District 2 with the Road Rangers service patrol program, Dynamic Message signing and 511 travel information. There is currently a campaign and funding program in North East Florida TPO planning boundary for the Wrong Way Driving (WWD) mitigation; The District has begun installation of LED wrong way signs to alert motorists on those off-ramps associated with highest wrong way driving crashes.

The ITS architecture in District 2 includes ITS projects planned for short, medium and long term implementation. The website for specific projects related to ITS in District 2 can be found at:

Corridor Planning Studies/Multi Modal Transportation Studies

The District conducts and provides technical assistance for corridor studies, sub-area studies and other special transportation analysis needed to identify local traffic patterns and transportation needs and to evaluate and recommend improvements to meet those needs. District staff coordinates with local governments, the Jacksonville Transportation Authority (JTA), the Gainesville Regional Transit System (RTS), the North Florida TPO and the Gainesville MTPO in development and review of planning and design of highway and premium transit projects.

The results may range from a set of short-term recommended improvements that address specific problems to a long-range comprehensive action plan for improving a corridor. Project studies are both on and off the State highway system.

The results of corridor studies may range from a set of short-term recommended improvements that address specific problems to a long-range comprehensive action plan for improving a corridor. Project studies are both on and off the State highway system. District 2 currently has an active studies on I-95 from I-10 to the Georgia State line and I-75 from District 5 to I-10.

Regional Transportation Planning Coordination

Furthering the language and mandate of the Fact Act and previous Federal transportation bill language, District 2 supports and participates in all levels of regional coordination and proposed activities among the TPOs and local governments and the MPOAC.

The District provides ongoing technical and policy advisory assistance to the TPOs and counties in District 2 with regard to TRIP (Transportation Regional Incentive Program) as well as meetings and workshops that assist any regional coordination efforts. The District is represented at the North FL Regional Council Board and attends the Board meetings.

In 2021, the District participated in a resiliency study with the City of Jacksonville and the District P/EMO office participated in the statewide Resilience Peer Exchange. District 2 Planning has a representative on the Alternative Fuel Corridor Application as a coordinator.

Level of Service

The District provides an annual capacity review, entitled District Two Level of Service Report, where the District identifies the roadway level of service for existing and future years, determining planning level of needs and timing of improvements. A level of service analysis is conducted for all State highway system (SHS) and SIS designated facilities for the 18 counties in District 2. The District participates on level of service committees for the TPOs in District 2 and, provides support data and statistical data in report form and GIS mapping.

Transportation Performance Measures and Update of the FDOT Sourcebook

District 2 provides technical assistance and assists with policy implementation in partnership with the MPOs regarding adoption schedules, data reporting and implementation of Transportation Performance Measures (TPM).

The Department set Performance Targets and adopted measures in cooperation with Federal Highway Administration (FHWA) guidelines and Highway Safety Improvement Program (MAP-21), FAST Act). The MPOs had the option of adopting the State's targets or, developing their own. The MPOs in District 2 have adopted the State's performance measures and targets according to the adoption schedules. completed by the deadlines. The MPOs Transportation Improvement Programs (TIPs) and Transportation Plans (LRTP) reflect a performance based planning process. The District provided the Central Office performance reporting data to the MPOs and provided guidance and assistance on the timelines for 2021.

FDOT Sourcebook Update 2021

This tool provides a single, trusted source for FDOT performance measures and trends charts and data. The *FDOT Source Book* reflects the department's commitment to safety, mobility, and innovation. Through a series of critical indicators measuring Florida's transportation system performance, FDOT and our transportation partners can access FDOT's trusted data source for enhanced reporting on essential safety measures and mobility performance trends that affect travel demand.

The online Source Book contains all measures and trends reported in the previous print versions of the Source Book. This new format allows for interactive and customized reporting of measures by year, area type and roadway network. New features are:

- ❖ Segment-level visualization for the State Highway System, Strategic Intermodal System, and National Highway System,
- ❖ New congestion metrics that report on congestion conditions for 100% of travel (i.e. Heavy, Mild, and Uncongested),
- ❖ Reporting by individual counties and districts,
- ❖ Measures presented for individual transit agencies, seaports, and airports, and
- ❖ Capabilities to download granular data or charts for most measures, as needed.

2020 changed the way we travel and commute as evident by the percent of Florida residents working from home more than doubling. The *FDOT Source Book* accounts for these phenomena while providing insight into the state of Florida's transportation system. Link to the FDOT Source Book:

<https://www.fdot.gov/planning/fto/documents.shtm>

Appendix G Certification and Unified Planning Work Program Resolution No. 2024-04

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Appendix G: Certification and Unified Planning Work Program Resolution No. 2024-04

The 2024 Joint Florida Department of Transportation-Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Certification Process is an evaluation for a continuous, coordinated and comprehensive transportation planning process for the Gainesville Metropolitan Area

This appendix includes the following excerpts from the 2024 Joint Florida Department of Transportation-Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Report:

- 2024 Joint Florida Department of Transportation-Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Certificate;
- 2024 Florida Department of Transportation Certification Summary Report Findings; and
- 2024 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Noteworthy Practices.

In addition, this appendix includes Resolution No. 2024-04 that approves this Unified Planning Work Program and enables the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to receive federal planning funds.

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FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

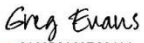
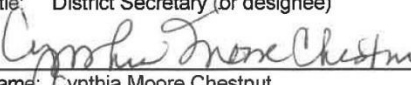
525-010-055
POLICY PLANNING
02/18

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

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

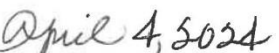
Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 13, 2024.

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

DocuSigned by:

8A93B2A03EC34AA...
Name: Greg Evans
Title: District Secretary (or designee)

Name: Cynthia Moore Chestnut
Title: MPO Chairman (or designee)

04/25/2024 | 4:23 PM EDT

Date


Date



Office of Policy Planning

1

FLORIDA DEPARTMENT OF TRANSPORTATION CERTIFICATION REVIEW LETTER

[Certification Review Letter To Be Provided By Florida Department Of Transportation]

Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

A. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area participated in meetings of the Florida Metropolitan Planning Organization Advisory Council Best Practices Committee. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area updated its:

1. Annual Multimodal Level of Service Report for 2021 traffic count data; and
2. Annual Transit Ridership Report for Fiscal Year 2022-23 ridership data. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area periodically monitored monthly transit ridership to assess ridership volume recovery from the impacts of the COVID-19 Pandemic.

B. As part of the post-COVID-19 Public Health Emergency recovery, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area returned to onsite and live cable TV broadcast format of its meetings.

C. As a result of the 2020 Census of Population, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

1. Received official designation as a Transportation Management Area (June 6, 2024 Federal Register); and
2. Approved a Membership Apportionment Plan that recommends:
 - a. Expansion of the Metropolitan Planning Area Map - Alachua Countywide; and
 - b. Increase of the voting membership to 15 members
 - i. All five Alachua County Board of County Commissioners;
 - ii. City of Gainesville Mayor and all six of the City Commissioners
 - iii. One Gainesville/Alachua County Regional Airport Authority board member;
 - iv. One School Board of Alachua County member; and
 - v. A Rural Representative [an elected official from a municipality within Alachua County (except Gainesville).



RESOLUTION NO. 2024-04

RESOLUTION NO. 2024-04

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA APPROVING THE FISCAL YEARS 2024-25 AND 2025-26 UNIFIED PLANNING WORK PROGRAM WITH FEDERAL HIGHWAY ADMINISTRATION PLANNING-FEDERAL TRANSIT ADMINISTRATION SECTION 5305(d) CONSOLIDATED PLANNING GRANT FUNDS AND FEDERAL HIGHWAY ADMINISTRATION PLANNING CARRY FORWARD PLANNING FUNDS IN THE AMOUNT OF \$1,496,752.00 FOR FISCAL YEAR 2024-25 AND FEDERAL HIGHWAY ADMINISTRATION PLANNING-FEDERAL TRANSIT ADMINISTRATION SECTION 5305(d) CONSOLIDATED PLANNING GRANT FUNDS IN THE AMOUNT OF \$1,236,159.00 FOR FISCAL YEAR 2025-26 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE PLANNING ACTIVITY MODIFICATIONS THAT DO NOT CHANGE THE OVERALL BUDGET OR SCOPE OF WORK TASKS REGARDING FISCAL YEAR 2024-25 AND FISCAL YEAR 2025-26 PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Fiscal Years 2024-25 and 2025-26 Federal Highway Administration metropolitan planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area: that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated metropolitan planning organization, shall develop, in cooperation with the Florida Department of Transportation and public transportation providers, a unified planning work program that lists all planning tasks to be undertaken during Fiscal Year 2024-25 and Fiscal Year 2025-26 that must provide a complete description of each planning task and an estimated budget therefor and must comply with applicable state and federal law; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has prepared the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program that includes required Assurances and Certifications and will then seek reimbursement of funds for implementation of said unified planning work program from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to approve the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program.

2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approves and authorizes its Chair to sign the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in order to implement metropolitan planning work tasks and activities in and affecting Alachua County, Florida (Federal Project Identification Number- 0241-060-M).

3. That the Fiscal Year 2024-25 Unified Planning Work Program estimated budget includes one million eight hundred twenty-six thousand eight hundred sixty-eight dollars and no cents (\$1,826,868.00) which represents one million four hundred ninety-six thousand seven hundred fifty-two dollars and no cents (\$1,496,752.00) Federal Highway Administration-Federal Transit Administration consolidated planning grant funds and Federal Highway Administration carry forward grant funds and three hundred thirty thousand one hundred sixteen dollars and no cents (\$330,116.00) state soft matching funds for Fiscal Year 2024-25 (Florida Department of Transportation Project Identification Number- 439318-5-14-01).

4. That the Fiscal Year 2025-26 Unified Planning Work Program estimated budget includes one million five hundred eight thousand eight hundred dollars and no cents (\$1,508,800.00) which represents one million two hundred thirty-six thousand one hundred fifty-nine dollars and no cents (\$1,236,159.00) Federal Highway Administration-Federal Transit Administration consolidated planning grant funds and Federal Highway Administration carry forward grant funds and two hundred seventy-two thousand six hundred forty-one dollars and no cents (\$272,641.00) state soft matching funds for Fiscal Year 2025-26 (Florida Department of Transportation Project Identification Number- 439318-5-14-01).

5. That the amount of reimbursement for federal highway planning is not to exceed one million four hundred ninety-six thousand seven hundred fifty-two dollars and no cents (\$1,496,752.00) in Fiscal Year 2024-25 and one million two hundred thirty-six thousand one hundred fifty-nine dollars and no cents (\$1,236,159.00) in Fiscal Year 2025-26 which represents the Federal Highway Administration/Federal Transit Administration consolidated planning grant and Federal Highway Administration portions for unified planning work program implementation.

6. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director, in consultation with the Florida Department of Transportation, to modify the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program to address review federal and state agency comments.

7. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute Assurances, Certifications, and all other documents as may be required to implement the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program.

8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to make modifications to the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program that do not change the approved Federal Highway Administration overall budget and the Federal Transit Administration overall grant funding; and do not change the scope of work task(s); or do not delete a work task(s).

9. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to sign the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program that has been revised either by modification by the Executive Director or amendment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

10. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any Florida Department of Transportation Unified Planning Work Program Revision Form and transmit said form and supporting documentation to the Florida Department of Transportation when the Fiscal Years 2024-25 and 2025-26 Unified Planning Work Program has been revised either by modification by the Executive Director or amendment approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

11. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this 13th day of May, A.D., 2024.


METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA


Cynthia Moore Chestnut, Chair

ATTEST:


Casey Willits, Secretary/Treasurer

APPROVED AS TO FORM


Corbin Hanson, Attorney
Metropolitan Transportation Planning Organization
For the Gainesville Urbanized Area

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Appendix H

Definitions of Acronyms

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Appendix H: Definitions of Acronyms

Below is a listing of acronyms used in this Unified Planning Work Program Fiscal Years 2024-25 and 2025-26.

Acronym	Definition
COOP	Continuity of Operations Plan
FCTD	Florida Commission for the Transportation Disadvantaged
FDOT	Florida Department of Transportation
FDOT-CO	Florida Department of Transportation Central Office
FDOT-D2	Florida Department of Transportation District 2
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GUATS	Gainesville Urban Area Transportation Study
LOPP	List of Priority Projects
LOS	Level of Service
LRTP	Long-Range Transportation Plan
MTPO	Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
MPOAC	Metropolitan Planning Organization Advisory Council
PL	Consolidated Federal Highway Administration Planning Grant Planning Funds with Federal Transit Administration Section 5305(d) Allocation
PL-CS	Complete Streets Set-Aside (equal or greater than 2.5 percent)
PL-DeOb	De-Obligated Planning Funds Carryover
STBG	Surface Transportation Block Grant
SU	Surface Transportation Block Grant - Areas with population greater than 200,000
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

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Appendix I

Cost Allocation Plan and Certificate of Indirect Costs

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Appendix I: Cost Allocation Plan and Certificate of Indirect Costs

This appendix includes the North Central Florida Regional Planning Council Cost Allocation Plan. Also included is the Certificate of Indirect Costs.

COST ALLOCATION PLAN

Fiscal Year 2023-24
October 1, 2023 to September 30, 2024

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
352.955.2200

North Central Florida Regional Planning Council
Fiscal Year 2023-24 Indirect Cost Allocation Plan



INTRODUCTION

The following report explains the indirect cost system of the North Central Florida Regional Planning Council, hereinafter referred to as the Council, and contains documentation for the basis of the system. Organizations such as the Council, by their nature, present complex accounting needs. During the course of a fiscal year, new projects may be added which were not included in the original budget. Many projects have fiscal years which do not correspond with the fiscal year of the Council. Situations such as these make the preparation of an overall budget difficult and complicates the bookkeeping process since some costs have to be carried over more than one fiscal year to enable the reporting of project expenditures accurately. It also causes challenges in the allocation of expenses. Since the revenue base of the Council is largely grants, contracts and membership dues, the overhead costs of maintaining the office need to be shared by all projects.

INDIRECT COST ALLOCATION POLICY

All projects may be charged a portion of costs which are necessary to the operation of an organization but cannot be specifically identified as a cost of those projects in accordance with 2 Code of Federal Regulations Part 200. This document provides for the establishment of a cost pool where indirect costs are accumulated and then prorated to various cost objectives on a reasonable and equitable basis. All direct costs are charged directly to the appropriate cost objective and the indirect costs are accumulated in an account called Indirect Cost Pool. Within the Indirect Cost Pool, expenses are broken down by line item accounts. Using the indirect cost rate, these indirect costs are prorated to the cost objectives.

The indirect cost rate is a ratio between total indirect costs and direct personnel costs. A cost allocation is a process which sets out the projected direct costs, the projected indirect costs, and the projected base for allocation of these costs, thus arriving at an indirect cost rate for those costs. Personnel costs are used as the basis for proration because the cost items considered indirect increase with the addition of personnel.

DIRECT VERSUS INDIRECT POLICY STATEMENT

The policy for determining which costs are direct and which are indirect is dependent on the definition established by 2 Code of Federal Regulations Part 200. Indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective; and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Using this principle, a determination as to whether it is a direct or indirect expense can be made for each expense.

Audit - An annual audit by an independent certified public accountant firm is a requirement of the Council. The audit is to the general benefit of all projects, and is an indirect expense.

Building Occupancy and Grounds - Costs associated with the operation and maintenance of the Council office building, including utilities, waste collection, lawn services, pest control, heating, ventilation and air conditioning maintenance are indirect expenses because they benefit all projects in general.

North Central Florida Regional Planning Council
Fiscal Year 2023-24 Indirect Cost Allocation Plan



Contractual - Bank service fees are an indirect expense because they benefit all projects in general. All other contractual expenses are direct and are charged to the project benefiting from the contractual services.

Dues, Publications and Subscriptions - Council membership dues to various organizations, publications and subscriptions are for the benefit of all projects. Therefore, dues, publications and subscriptions are an indirect expense.

Furniture and Equipment - Fixed assets are purchased by the Council and the purchase costs are recovered from the projects by depreciation charges, either directly or indirectly, as appropriate. Where the asset is required for a particular project, the depreciation charges are charged directly to that project over an appropriate life/project period. Assets having general usage are depreciated through the indirect pool using a generally accepted method of computing depreciation.

Insurance and Bonding - This expense covers general liability/fire and casualty policy, workmen's compensation and bonding coverage. All the policies are maintained for the general benefit of the Council and are indirect expenses.

Legal Services and Public Notices - Costs for Council meeting and Council committee meeting public notices and legal services for administration of projects are indirect expenses because they benefit all projects in general.

Machine Rental/Maintenance - This expense covers rental on any temporary equipment, and maintenance on all office equipment. The maintenance of office equipment benefits all projects. The costs associated with the use of the various pieces of equipment by each project are not readily assignable. Machine rental/maintenance costs are an indirect expense.

Meeting Expenses - Costs associated with Council meetings and Council committee meetings are indirect because they benefit all projects in general.

Moving Expenses - This expense refers to the expense of moving furniture and equipment to new office space and the moving expense allocation paid to new employees to help cover relocation expenses when they join the staff. These costs are an indirect expense.

Office Supplies - Office supplies are an indirect expense. By their nature, office supplies are usually expenses which are not readily assignable to a specific project because of a disproportionate amount of time involved to determine the use of office supplies by each project. Most office supplies are also used mainly to benefit all projects in general. Supplies purchased for use on a specific project are charged as a direct expense to that project.

Personnel Costs - Using a timesheet as a tool, time worked on any specific project can be charged to that project by using the chargeable rate for each employee. Some job functions cannot be charged to a specific project because the time expended is of benefit to all the projects in general and thus are an indirect expense. Some of this work falls into the administrative category and covers: work performed by the Executive Director; the Executive Assistant to the Executive Director; the Finance Director; and the Information Technology and Property Management Director. Most of the secretarial, clerical, administrative assistant and geographic information system personnel costs are non-administrative in nature. This work is pooled and is charged to projects on an indirect basis as well. Indirect personnel costs are assigned to the Indirect Cost Pool and charged along with other indirect expenses.

North Central Florida Regional Planning Council
Fiscal Year 2023-24 Indirect Cost Allocation Plan



Printing - Printing for a specific program is a direct charge. Some printing is for general benefit, and therefore, included in the Indirect Cost Pool.

Postage - Most postage charges are direct and are determined by the use of a postage meter. Some postage is for general use, such as administrative correspondence or correspondence for purchases and disbursement. Postage for general use is an indirect cost.

Recruiting - This is an indirect expense and covers expenses of choosing an employee to fill a vacant position, such as advertisement costs and travel expenses incurred for personal interviews.

Reproduction - Photocopy service costs are not readily assignable to a specific project. Photocopy service costs are an indirect expense.

Telephone - The monthly telephone service charge and long distance costs are an indirect expense because they are not readily assignable to a specific project and most of these costs benefit all projects in general.

Travel - This expense is both direct and indirect. Travel expenses incurred for the benefit of a specific project are charged directly to that project. Travel expenses incurred for benefit of the entire organization are an indirect expense.

U.S. Department of Commerce, Economic Development Administration
1401 Constitution Avenue, NW
Washington, DC 20230

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated December 29, 2023 to establish indirect costs rate(s) for fiscal year beginning October 1, 2023 and ending September 30, 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) The indirect cost rate calculated within the proposal is 66.65% which was calculated using a direct cost base type of Salary and Wage. The calculations were based on actual costs from Fiscal Year 2022-23 minus indirect over applied from Fiscal Year 2022-23 to obtain a federal indirect cost billing rate for Fiscal Year 2023-24.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: North Central Florida Regional Planning Council

Signature: 

Name of Authorized Official: Scott R. Koons

Title: Executive Director

Email Address and Phone: koons@ncfrpc.org, 2009 NW 67th Place, Gainesville, FL 32653-1603, 352.955.2200, ext. 101

Date of Execution: 12/29/23

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Appendix J

Travel Policy

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Appendix J: Travel Policy

This appendix includes the Travel Policy (Resolution No. 2016-07) utilized by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

RESOLUTION NO. 2016-07

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA ADOPTING A TRAVEL POLICY PURSUANT TO SECTION 112.061(14), FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is authorized pursuant to Section 163.061(14), Florida Statutes to adopt a travel policy establishing rates that vary from the per diem rate provided in Section 112.061(6)(a), Florida Statutes, the subsistence rates provided in Section 112.061(6)(b), or the mileage rate provided in Section 112.061(7)(d), Florida Statutes if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area desires to adopt said travel policy.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to adopt a travel policy.
2. That all travel shall be performed in accordance with Section 112.061, Florida Statutes, except as provided herein.
3. That per diem shall be provided to a traveler at the rate of \$80.00 or if actual expenses exceed \$80.00, the amounts permitted in Section 112.061(6)(b), Florida Statutes for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.
4. That when lodging or meals are provided at a state institution, a traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in Section 112.061(6), Florida Statutes.
5. That subsistence shall be allowed for all travelers in the following amounts while on Class C travel on official business as provided in Section 112.061(5)(b), Florida Statutes.
 - a. Breakfast.....\$ 6.00
 - b. Lunch.....\$11.00
 - c. Dinner.....\$19.00
6. That the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the Executive Director. Whenever travel is by privately owned vehicle, a traveler shall be entitled to a mileage allowance at a fixed rate per mile equal to the amount allowed by the Internal Revenue Service for tax purposes, or the common carrier fare for such travel, as determined by the Executive Director.

7. That reimbursement for per diem, subsistence and transportation expenses will be paid to a traveler only upon submission of an itemized statement of expenses approved by the Executive Director.

8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to approve all travel reimbursement requests in accordance with the travel policy as established herein.

9. That all resolutions or portions of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.


10. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this 3rd day of October A.D., 2016.

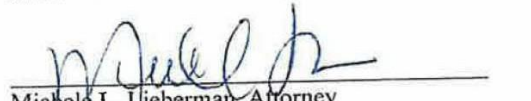
METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA


Helen K. Warren, Chair

ATTEST:


Todd Chase, Secretary

APPROVED AS TO FORM


Michele L. Lieberman, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

Appendix K

Public Involvement Plan Public Involvement Notice Matrix

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Appendix K: Public Involvement Plan Public Involvement Notice Matrix

Below is the link to the Public Involvement Plan.

<http://www.acgnvmobility.org/>

Exhibit I-1 is a Public Involvement Plan excerpt of the Public Involvement Plan Public Notice Matrix.

EXHIBIT I-1

Activity	Notice				
	MTPO City Hall County Administration Bulletin Board*	The Gainesville Sun	The Independent Florida Alligator Gainesville Guardian The Gainesville Sun Display Advertisement	The Independent Florida Alligator Gainesville Guardian The Gainesville Sun Legal Advertisement	Public Library
MTPO Regular Meeting~	Tuesday prior to meeting	Sunday prior to meeting	-	2 Thursdays prior to meeting	Tuesday prior to meeting a meeting packet is on website
LRTP Public Hearing	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting a hearing notice is sent
Workshop	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting s workshop notice is sent
PIP Review	Tuesday prior to meeting	-	-	45 days # / Summer A Day 1	45 days prior to meeting a PIP is sent #
TIP Public Meeting	Tuesday prior to meeting	Sunday prior to meeting	21 days ^	-	21 days prior to meeting a TIP and notice is sent ^
Charrette	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	-
Advisory Committees	Wednesday prior to meeting	Sunday prior to meeting	-	-	Thursday prior to meeting an agenda is sent
CAC & B/PAB vacancy	30 days prior to meeting	-	5 Thursdays prior to meeting	-	5 Thursdays prior to meeting a notice is sent

Note: B/PAB = Bicycle/Pedestrian Advisory Board, CAC = Citizens Advisory Committee, LRTP = Long-Range Transportation Plan, MTPO = Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization), PIP = Public Involvement Plan, TIP = Transportation Improvement Program

Outreach to underserved and/or underinvolved populations and advisory committee recruitment includes posting of notices at sites noted within appropriate strategies in the Public Involvement Plan.

Advertisement placement in the Independent Florida Alligator is subject to available publication dates - Monday/Wednesday/Friday for Fall and Spring semesters; Tuesday/Thursday for Summer semesters (exam week, holidays and semester breaks.).

~ Includes meetings of Metropolitan Transportation Planning Organization Subcommittees and Ad Hoc meetings of two or more members.

^ Advertisement is published in the Thursday edition of the Gainesville Sun and Guardian and is published in the Monday or Wednesday edition of The Independent Florida Alligator at least 21 days preceding the Metropolitan Transportation Planning Organization Public Meeting and document is delivered to library.

Advertisement is published in the Thursday edition prior to 45 days preceding the Metropolitan Transportation Planning Organization meeting; notice in The Independent Florida Alligator is subject to its publication calendar; and the document is delivered to library.

***Emergency Notice** - As soon as the date and time of a Metropolitan Transportation Planning Organization and/or its advisory committees emergency meeting(s) not identified on the calendar of regular business meetings is determined, a Notice of the Meeting(s) is posted on meeting bulletin boards at the Metropolitan Transportation Planning Organization office and the Alachua County Administration Building. Any posted emergency public notice shall be accompanied with an emergency meeting agenda to identify action items.

***Continuity of Operations Public Notice** - During the time of a State of Emergency declaration that impacts normal implementation of this Public Involvement Plan, flexible implementation of public notices for Metropolitan Transportation Planning Organization and/or its advisory committees public hearings, public meetings and public workshops; planning documents; and advisory committee vacancies is permitted under conditions specified in Public Involvement Plan Chapter VI. Supplemental and/or substitute public notice on newspaper websites and placement of public notices on the Metropolitan Transportation Planning Organization office door and the Alachua County Administration Building. Main Street Bulletin Board shall be implemented

Appendix L

Review Agency Comments and Responses

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Appendix L: Review Agency Comments and Responses

Prior to posting on the Metropolitan Transportation Planning Organization website and presentation to the Metropolitan Transportation Planning Organization and its advisory committees, draft copies were submitted to the Federal Highway Administration and the Florida Department of Transportation for review and comment. Comments have been received from both the Federal Highway Administration and the Florida Department of Transportation. Included in this appendix are:

- Exhibit L-1 - Draft Unified Planning Work Program 2024-25 And 2025-26 Federal Highway Administration Comments - Response; and
- Exhibit L-2 - Draft Unified Planning Work Program 2024-25 And 2025-26 Florida Department Of Transportation Comments - Response

EXHIBIT L-1

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FEDERAL HIGHWAY ADMINISTRATION COMMENTS - RESPONSE

	Page #	Comment Type	Comment Description	Response
1	Inside Cover	Editorial	Cover page – editorial: Fiscal Years 2024-25 and 2025-25 - the '2025-25' should be '2025-26'	Fiscal Year date corrected to 2025-26 in the adopted Unified Planning Work Program.
2		Critical	All: Funding source tables should document the total cost and the federal/nonfederal shares. The tables only illustrate the federal amounts; thus, the proportions are not verifiable. It appears that there is a statement indicating the match is cash and not soft match or vice versa. These amounts should still be referenced.	The Summary Tables show federal, state and local funding in separate columns in the adopted Unified Planning Work Program. In addition, there is a column to demonstrate the minimum 2.5 percent Complete Streets allocation in the adopted Unified Planning Work Program.
3		Critical	Task 4.0 – addition of GUATS model conversion from Cube Voyager to PTV Group Visum as previous work completed and as a required activity but it is not listed as an End Product. Please clarify.	Statewide software conversion was managed by Florida Department of Transportation Central Office and coordinated with its District Offices and the Florida Metropolitan Planning Organizations. The conversion was completed within the Unified Planning Work Program Fiscal Years 2022-23 and 2023-24. Thus, it is not an End Product for this document.
4		Other	Why is the regional transit plan ongoing?	Implementation of the Transit Development Plan, which is a component of the Year 2045 Cost Feasible Plan is an ongoing activity.
5		Editorial	Should the 'Alachua Countywide Bicycle/Pedestrian Master Plan' say 'Update for the 2022 Master Plan' instead of the 2001.	The Alachua Countywide Bicycle Master Plan updates the existing 2001 Master Plan.
6		Critical	Pg. 75 – addition of 'administratively modified and/or' text – please confirm the intent of this statement.	A clause indicating Unified Planning Work Program revision tracking is included in the adopted Unified Planning Work Program. .
7		Editorial	Should the Bicycle and Pedestrian Activities graphic be updated with current data?	Updated District 2 Planning Activities from the 2024 Joint Certification Part II is included in the adopted Unified Planning Work Program.
8		Critical	Clearly identify 2.5% for Complete Streets – The UPWP does not demonstrate that the 2.5% set-aside for Complete Streets is met for the MPO PL funds. Please revise the UPWP to identify how this requirement has been met.	A column has been added to the Task Tables and Summary Tables to demonstrate the minimum 2.5 percent Complete Streets set-aside in the adopted Unified Planning Work Program.
9		Other	Can I get a copy of the Public Involvement Plan that is mentioned in the UPWP 7.0 Public Participation?	A copy of the Public Involvement Plan will be provided. A link to the Public Involvement Plan is to be included in the transmitted Unified Planning Work Program.
10		Critical	What is the public comment time period?	The Metropolitan Transportation Planning Organization follows the 45-day public participation plan public notice requirement. Other public notice periods are provided in a matrix in the Public Involvement Plan.
11		Critical	Exhibit 1 – in-kind spreadsheet – FDOT Soft Match Year One Total is incorrect.	Updated Exhibit 1 - Soft Match Table is included in the adopted Unified Planning Work Program.

EXHIBIT L-1 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FEDERAL HIGHWAY ADMINISTRATION COMMENTS - RESPONSE

	Page #	Comment Type	Comment Description	Response
12		Critical	Task 1.0 indicates that all work to be performed by MTPO, but budget shows by consultant staff – need to confirm what tasks will be performed by MTPO vs consultant.	As a consultant, the North Central Florida Regional Planning Council is contracted to provide staff services for the Metropolitan Transportation Planning Organization. The Metropolitan Transportation Planning Organization does not have any employees.
13		Critical	Task 1.0 – provide details of ‘memberships’	The membership line item has been deleted from task 1.0 in the adopted Unified Planning Work Program.
14		Critical	Task 1.0 – which tasks are performed by consultant, which tasks are performed by MTPO?	As a consultant, the North Central Florida Regional Planning Council is contracted to provide staff services for the Metropolitan Transportation Planning Organization. The Metropolitan Transportation Planning Organization does not have any employees.
15		Critical	Task 2.0: Per the products completion date and the budget table, it appears no funds were applied to complete the reference documents. Verify this section and update accordingly.	There are no federal or state funds identified for data collection in Task 2.0 Data Collection. However, there is local soft match for data collection provided by Alachua County and the City of Gainesville.
16		Critical	Task 5.0 – details needed on the special project plans – how is this budgeted?	There are two Special Projects, Multimodal Corridor Plans (Complete Streets), identified in Task 5.0 Special Project Planning is included in the adopted Unified Planning Work Program.
17		Critical	Task 4.0 LRTP - Budget Tables (\$243,949) do not match task table (\$293,679). Verify this section and update accordingly.	Updated Task 4.0 Long-Range Transportation Planning Budget Tables are included in the adopted Unified Planning Work Program.
18		Critical	Task 6.0 – why is this task included when not funded and no projects are listed?	Task 6.0 has been deleted in the adopted Unified Planning Work Program.
19		Critical	Task 6.0: It appears there are no activities identified for this task. Although a major update may not be underway, there are coordination activities, amendments/admin mods and other activities to keep the document up to date. Verify previous ongoing activities related to this task and update accordingly.	Task 6.0 has been deleted in the adopted Unified Planning Work Program.
20		Critical	Task 7.0 – Public Participation – who is performing the work?	As a consultant, the North Central Florida Regional Planning Council is contracted to provide staff services for the Metropolitan Transportation Planning Organization and implements public participation in accordance with the Public Involvement Plan.
21		Critical	Task 7.0 - Budget Tables (\$150,000) do not match task table (\$155,000) Year 1 in task table CPG-PL \$20,000 and \$25,000 respectively	Updated Task 7.0 [Task 6.0] Public Participation Budget Tables are included in the adopted Unified Planning Work Program.

EXHIBIT L-1 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FEDERAL HIGHWAY ADMINISTRATION COMMENTS - RESPONSE

	Page #	Comment Type	Comment Description	Response
22		Critical	Task 8.0: It appears this task will have activities that will be placed in a transit grant. Any planning activity funded with 5307 and discretionary funds that will be applied to a FTA grant should be documented with the following information: sponsor, completed by, study/plan short title, programmed year, status (ie: (bi-)annual, carried forward from xxx, new, underway, etc.), project schedule, brief scope of work/deliverables, funding source, and federal/nonfederal/total amounts. This information is needed to verify consistency with the applying agency's TrAMS application.	There are no Metropolitan Transportation Planning Organization planning activities funded by Federal Transit Administration Section 5307 funds. The City of Gainesville, which owns and operates (Regional Transit System) transit service within Alachua County, is the recipient of Federal Transit Administration Section 5307 funds. The Regional Transit System is the applicant and recipient of discretionary Federal Transit Administration capital and/or operating funds. The Metropolitan Transportation Planning Organization is the recipient of Federal Transit Administration Section 5305(d) funds incorporated into its Consolidated Planning Grant. Transit-related planning is supported with these funds.
23		Other	General Comment: All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	Signed certifications are included in the adopted Unified Planning Work Program.
24		Other	General Comment: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels.	The Metropolitan Transportation Planning Organization has coordinated with the Florida Department of Transportation to amend its Metropolitan Planning Organization Agreement to ensure all funds are available for use in this Unified Planning Work Program.
25		Other	General Comment: When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	Review comments and responses are included in the adopted of the Unified Planning Work Program.
26		Critical	There is a \$270 discrepancy between the UPWP Budget Table (pg 57-59) and the FDOT Fund Balance sheet for CPG-PL funds.	Updated Summary Budget Tables are included in the adopted Unified Planning Work Program.

EXHIBIT L-1 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FEDERAL HIGHWAY ADMINISTRATION COMMENTS - RESPONSE

	Page #	Comment Type	Comment Description	Response
27		Critical	Other: FTA was not provided the PL Allocations and PL Balances to review which should be provided with the drafted UPWP. Please provide these documents for review.	PL Allocations and PL Balances have been provided along with the adopted Unified Planning Work Program.
28		Critical	Other: Confirm if the UPWP's budget is drafted based on a partial apportionment or if estimates are based on a scientific approach. If the budget is not based on a full apportionment, what actions are taken to ensure the full apportionment is programmed in the UPWP, when available?	The Unified Planning Work Program budget is based on partial apportionment. In Year 2, when Federal Transit Administration Section 5305(d) [Consolidated Planning Grant] final funding allocation is determined and Year 1 closeout funds are determined, amendments to the adopted Unified Planning Work Program will be completed to add these additional funds.

EXHIBIT L-2

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FLORIDA DEPARTMENT OF TRANSPORTATION COMMENTS - RESPONSE

	Comment #	Comment	Response
Comment Topic	UPWP Cover & Title Page		
	1.a.i	FPID - The Federal Project Identification number is incorrect. Please update to 0241-062-M	The Federal Project Identification number has been revised to list the correct number in the adopted Unified Planning Work Program.
	1.b.i	MPO website - The website listed is outdated. Please update it to the new GMTPO website	Metropolitan Transportation Planning Organization website information is the correct reference in the adopted Unified Planning Work Program.
	1.c.i	Statement of Non-Discrimination - The Statement of Non-Discrimination is missing. Please include.	The Statement of Non-Discrimination is included in the adopted Unified Planning Work Program.
Comment Topic	Required Content		
	2.a.i	Definition of Acronyms - Although definition of acronyms are provided on individual pages throughout the draft UPWP, a full and complete list of definition of acronyms must be provided and included as an appendix item	An appendix of acronyms is included as an appendix in the adopted Unified Planning Work Program.
	2.b.i	Indirect Rate Approval - The certificate of indirect Costs is missing, please include it as an appendix item	The Certificate of Indirect Costs is included as an appendix in the adopted Unified Planning Work Program.
	2.c.i	Cost Application Plan - The Cost Application Plan is missing, please include it as an appendix item.	The Cost Allocation Plan is included as an appendix in the adopted Unified Planning Work Program.
	2.d.i	Appendix C Gainesville Metropolitan Area Planning Studies - The Alachua Countywide Bicycle/Pedestrian Master plan should be removed from the list of Gainesville Metropolitan Area Planning Studies; the study has been absorbed by Alachua County	Appendix C is to be revised to show the Alachua Countywide Bicycle/Pedestrian Master Plan as an Alachua County planning project in the adopted Unified Planning Work Program.
	2.e.i	Travel Policy - If the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is subject or required to maintain a Travel policy, please include it as an appendix	The Metropolitan Transportation Planning Organization Travel Policy is included as an appendix in the adopted Unified Planning Work Program.
Comment Topic	Introduction		
a.	3.a.i	Fiscal Years - the first sentence in the introduction references FY 2022/23 and 2023/24, please update to correct Fiscal Years	Fiscal Year dates are revised in the adopted Unified Planning Work Program.

EXHIBIT L-2 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FLORIDA DEPARTMENT OF TRANSPORTATION COMMENTS - RESPONSE

	Comment #	Comment	Response
Comment Topic	Introduction		
	3.b.i	Statement of CPG Participation - The current Statement of CPG Participation omits reference to applicable CPG statutes and statements. The Florida Department of Transportation suggests the following CPG Statement: "The FDOT and the Metropolitan Transportation Planning Organization for the Gainesville urbanized Area 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".	The Florida Department of transportation suggested Consolidated Planning Grant Statement is included in the adopted Unified Planning Work Program.
Comment Topic	MPO Organization and Management - Planning and Funding Agreements		
	4.a.i	The dates listed in parentheses appear outdated. The Florida Department of Transportation's assumption is that the dates listed are execution dates of the agreements. Please review all dates listed and ensure their accuracy.	Agreements have been reviewed and dates revised as appropriate in the adopted Unified Planning Work Program.
	4.a.ii	Many of the agreements are slated for expiration and/or update. While the expiration dates are noted, please also include when the agreements are set to be updated.	Agreement scheduled updates are included in the adopted Unified Planning Work Program.
	4.a.iii	Transportation Planning Funds Joint Participation Agreement (June 17, 2020); please remove this agreement as it is no longer relevant.	The transportation Planning Funds Joint Participation Agreement (June 17, 2020) has been removed from the adopted Unified Planning Work Program.

EXHIBIT L-2 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FLORIDA DEPARTMENT OF TRANSPORTATION COMMENTS - RESPONSE

	Comment #	Comment	Response
Comment Topic	Financial Discrepancies - Task Tables and Budget Summary Tables		
	5.a.i	Task 4.0 Year One Total and Task 4.0 Year Two Total do not match the corresponding Summary Budget Tables(s); Task 4.0 Year One Total shows \$146,321 and Task 4.0 Year Two Total Shows \$97,628. Task 4.0 Year One Summary Budget Table shows \$196,321 and Task 4.0 Year Two Summary Budget Table shows \$97,358. Please review and correct.	Revised Task 4.0 Year One Total and Task 4.0 Year Two Total tables and revised Budget Summary Tables are included in the adopted Unified Planning Work Program.
	5.a.ii	Task 7.0 Year One Total does not match the corresponding Summary Budget Table. Task 7.0 Year One Total shows \$80,000. Task 7.0 Year One Summary Budget Table shows \$75,000. Please review and correct.	Revised Task 6.0 Year One Total and revised Budget Summary Tables are included in the adopted Unified Planning Work Program. <i>Please note that previous Task 6.0 Regional Planning has been deleted. So Public Participation in new Task 6.0</i>
	5.a.iii	Table 1 Budget Summary Table FY 24/25 totals \$761, 321, which matches the PL allocation from the Office of Work Program Budget. Table 2 Budget Summary Table FY 25/26 totals \$767,358, which does not match the PL allocation from the Office of Work Program Budget. The Budget Summary Table(s) totals must match the PL allocation from the Office of Work Program Budget, please review and correct.	Revised Budget Summary Tables are included in the adopted Unified Planning Work Program.
Comment Topic	Financial Discrepancies - Draft UPWP Year 2		
	5.b.i	It appears there is \$270,000 unaccounted for in Year 2; due to financial inconsistencies noted above, particularly in Task 4.0, we believe this amount may be derived from the Long Range Transportation Plan Task. Please review and confirm contract totals.	Revised Task 4.0 Year Two and revised Summary Budget Table Year Two are included in the adopted Unified Planning Work Program.

EXHIBIT L-2 (Continued)

DRAFT UNIFIED PLANNING WORK PROGRAM 2024-25 AND 2025-26 FLORIDA DEPARTMENT OF TRANSPORTATION COMMENTS - RESPONSE

	Comment #	Comment	Response
Comment Topic	Miscellaneous -	Illustration of De-Obligation Funds in Budget Tables	
	6.a.i	To show de-obligated funds within the Task Budget Tables and Summary Budget Tables, please see examples provided by Office of Policy Planning in Appendix A.	Footnotes that identify de-obligation funds in Task Budget Tables and Summary Budget Tables are included in the adopted Unified Planning Work Program.
Comment Topic	Miscellaneous -	IIJA 2.5% PL	
	6.b.i	Per the memo from the Office of Policy Planning sent by the Florida Department of Transportation on March 27, 2024, please identify the IIJA 2.5% PL for Complete Streets Planning in the Unified Planning Work Program FY 2024/25 and 2025/26.	Columns showing Complete Streets Planning (Infrastructure Investment and Jobs Act 2.5% PL) funded activities within the Task Budget Tables and Summary Budget Tables are included in the adopted Unified Planning Work Program.
Comment Topic	Miscellaneous -	Public Involvement Plan	
	6.c.i	The Draft UPWP references a Public Involvement Plan; however, the Public Involvement Plan itself is missing. Please include it as an appendix item.	A link to the Public Involvement Plan on the Metropolitan Transportation Planning Organization website is included in the adopted Unified Planning Work Program.
Comment Topic	Miscellaneous -	Memberships	
	6.d.i	The Task Tables identify "Memberships" as a line item and several include a financial allocation for them as well; however, there is no discussion or mention of what memberships the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area belong to. Please identify.	Membership line item has been deleted in the adopted Unified Planning Work Program.

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

12 SE 1st Street
Gainesville, Florida 32601

<http://www.acgnvmobility.org/>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
 POLICY PLANNING
 OGC – 02/24
 Page 1 of 17

Financial Project No.: <u>439318-5-14-01</u> (item segment phase sequence) Contract No.: <u>G2W78</u>	Fund: <u>PL</u> Function: <u>215</u> Federal Award Identification No. (FAIN): <u>0241-062-M</u> MPO SAM No.: <u>DMMWYZ6LQGF7</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55022010230</u> Vendor No.: <u>VF596000501008</u>
CFDA Number & Title: <u>20.205 FHWA Highway Planning and Construction</u>		

THIS FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 4 day of April 2025, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1109 South Marion Avenue, Lake City, FL 32025 and the Metropolitan Planning Organization for the Gainesville Urbanized Area (MPO), whose address is 12 SE 1st Street, 4th Floor, Gainesville, FL 32601, and whose System for Award Management (SAM) Number is: DMMWYZ6LQGF7 (collectively the “parties”).

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit “A”.
3. **Consolidated Planning Grant (CPG):** The Department is electing to participate in the Consolidated Planning Grant (CPG) program starting with the State fiscal year (FY) 22/23 – 23/24 two-year UPWP cycle. The Department is selecting FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, the FTA and FHWA annually deliver lump sum appropriations to the Department to allocate to MPOs for the metropolitan planning activities. The federal funds are delivered to the Department in the form of FTA 5305(d) and FHWA planning (PL). The Department will utilize the CPG to combine the FTA 5305(d) and FHWA PL MPO allocations into a single grant that is administered by FHWA. The Department calculates annual MPO funding allocations using the approved FTA 5305(d) and FHWA allocation formulas.
4. **Scope of Work:** The UPWP, Exhibit “A”, constitutes the Scope of Work for this Agreement.
5. **Project Cost:** The total budgetary ceiling for the Project is \$2,756,204. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

The Department’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.

AMOUNT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 02/24
Page 2 of 17

439318-5-14-01	\$23,293
	(Additional 5305 funding)

6. **Non-federal Share:** PL & Surface Transportation Block Grant (STBG) Funds (FHWA Section 112): The Department uses the U.S. Department of Transportation sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93 percent federal and 18.07 percent non-federal. It is the policy of the Department to fulfill the non-federal share or “soft match” with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.
7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, [2024] or the date the Agreement is fully executed, whichever is later, and expire on June 30, [2026]. If the Agreement is fully executed after July 1, [2024], then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, [2026]. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
 - A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP require an Amendment or Modification. Revisions may be budgetary and/or programmatic; and may be major or minor in scale. Minor UPWP revisions are processed by the MPO as a Modification, whereas more significant or major UPWP revisions are processed by the MPO as an Amendment. A significant change is defined as a change to the UPWP that alters the original intent of the Project or the intended Project outcome. MPO’s shall process UPWP Modifications or Amendments as needed.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications, which are thereby defined as significant changes.

i. Amendments to the UPWP

UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deleting tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10% of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person*;
- g. Extending the period of performance past the approved work program period (i.e., no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator,
- j. The inclusion of costs that require prior approval (e.g. capital and equipment purchases \$5,000 and above per unit cost).

ii. Modifications to the UPWP

UPWP changes that do not fall into the above categories may be processed as a Modification.

* A key person is specified in the application or federal award. For the UPWP, the key person is the MPO’s staff director.

- iii. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

10. General Requirements:

- A. The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- C. The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
 - i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv. Effective control over, and accountability for, all funds, property, and other assets.
 - v. Comparison of expenditures with budget amounts for each Federal award.
 - vi. Written procedures to implement the requirements of §200.305 Payment.
 - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

11. Compensation and Payment:

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required

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by FHWA or the Department to justify and support the payment requested.

- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit “A”.
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit “A”. Deliverables must be received and accepted in writing by the Department’s Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit “A”, was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit “D” for Contract Payment Requirements.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department’s Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department’s Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement’s term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds (“PL funds”) is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.
- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon

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request. Records of costs incurred include the MPO's general accounting records and the Project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the Project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.

- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of

10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

12. Procurement and Contracts of the MPO:

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

13. Audit Reports: The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for

that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).

- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the Federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 - 5. Withhold further Federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and Project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

14. Termination or Suspension: The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

15. Remedies: Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

16. Conflict and Dispute Resolution Process: This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 11.N of this Agreement.

- A. **Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

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- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Metropolitan Planning Organization for the Gainesville Urbanized Area (MPO) - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

- 17. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

18. Compliance with Federal Conditions and Laws:

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO 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 Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.
- E.** The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

19. Restrictions, Prohibitions, Controls, and Labor Provisions: During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement:

- A.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D.** Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- E.** No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

20. Miscellaneous Provisions:

A. Public Records:

- i.** The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii.** In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.
- C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
- G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- H. The MPO:
 - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
 - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
- I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

21. Exhibits: The following Exhibits are attached and incorporated into this Agreement:

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI Assurances
- D. Exhibit "D", Contract Payment Requirements

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IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Metropolitan Planning Organization for the Gainesville
Urbanized Area

MPO Name

Marihelen Wheeler

Signatory (Printed or Typed)

James M. Knight, P.E.

Department of Transportation

Signature

Signature

MPO Chair

Title

Urban Planning and Modal Administrator

Title

Legal Review
MPO

Legal Review
Department of Transportation

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EXHIBIT “B”

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: [20.205](#)

CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION
Federal-Aid Highway Program, Federal Lands Highway Program

***Award Amount:** \$2,732,911

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: N/A

****Award is for R&D:** No

*The federal award amount may change with supplemental agreements

**Research and Development as defined at §200.87, 2 CFR Part 200

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

Exhibit "C"
TITLE VI ASSURANCES

During the performance of this Agreement, the MPO, for itself, its assignees and successors in interest (hereinafter collectively 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 contract.
- (2.) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, 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 Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor 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, or sex.
- (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* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and 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*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or 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, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, 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 sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 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

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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).

Exhibit “D”
CONTRACT PAYMENT REQUIREMENTS
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the Project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

Table 2

**Agency Funding Participation / Funding Sources by Task Table
Fiscal Year 2025-26**

Task NumberTask		FHWA			MTPO Local / Other Cash	FCTD	Total	FDOT PL Soft Match^	Grand Total~	Amount to Consultant
		FY 2025-26 Contract # G2W78		SU						
		PL	PL-CS							
1.0	Administration	150,000	0	0	24,000	0	174,000	33,083	207,083	163,000
2.0	Data Collection	74,631	0	0	0	0	74,631	16,460	91,091	74,631
3.0	Transportation Improvement Program	115,000	0	0	0	0	115,000	25,364	140,364	115,000
4.0	Long Range Transportation Plan	102,500	0	0	0	0	102,500	22,607	125,107	102,500
5.0	Special Project Planning	66,400	200,000	0	0	0	266,400	58,756	325,156	266,400
6.0	Public Participation	75,000	0	0	0	0	75,000	16,542	91,542	75,000
7.0	System Planning	352,628	0	0	0	28,487	381,115	77,774	458,889	380,615
Total		936,159	200,000	0	24,000	28,487	1,188,646	250,586	1,439,232	1,177,146

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

^Federal Highway Administration Planning and Federal Transit Administration Section 5305(d) matching funds are Florida Department of Transportation toll credits soft match.

~Inkind contribution from Alachua County, City of Gainesville and University of Florida not included.

FCTD - Florida Commission for the Transportation Disadvantaged

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

FY - Fiscal Year

MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

PL - Consolidated Planning Grant (PL) Planning Funds with Federal Transit Administration Section 5305(d) Allocation

PL-CS - Complete Streets Set-Aside (equal or greater than 2.5 percent)

SU - Surface Transportation Block Grant Funds for Population over 200,000

NOTE - \$368,531 of Fiscal Years 2022-23 and 2023-24 de-obligated planning funds are included in Fiscal Year 2025-26.

NOTE - \$200,000 for Complete Streets Planning in Task 5.0 is 26.1 percent of the \$767,628 PL allocation for Fiscal Year 2025-26.