

**FISCAL YEAR JULY 1, 2012 – JUNE 30, 2013  
AND FISCAL YEAR JULY 1, 2013 – JUNE 30, 2014  
UNIFIED PLANNING WORK PROGRAM**

**FOR THE  
PINELLAS AREA TRANSPORTATION STUDY**

Prepared by:

**PINELLAS COUNTY MPO  
600 CLEVELAND STREET, SUITE 750  
CLEARWATER, FLORIDA 33755**

May 9, 2012

Preparation of this document was financed by the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and the Pinellas County Metropolitan Planning Organization.

Catalog of Federal Domestic Assistance (CFDA) Number 20.205 – Highway Planning and Construction Grant – Federal Highway Administration. 20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning). Financial Project Number 259397-1-14-90 and Federal Aid Project Number 0057(49).

<p>Pinellas County Metropolitan Planning Organization <a href="http://www.pinellascounty.org/mpo">www.pinellascounty.org/mpo</a>, Phone: 727-464-8200, Fax: 727-464-8201</p>
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**PINELLAS AREA TRANSPORTATION STUDY**  
**FISCAL YEAR 2012/13 AND 2013/14**  
**UNIFIED PLANNING WORK PROGRAM**  
**PINELLAS COUNTY**  
**METROPOLITAN PLANNING ORGANIZATION**

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**PINELLAS COUNTY PLANNING DEPARTMENT**

Sarah E. Ward  
Interim MPO Executive Director

May 9, 2012

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



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**UNIFIED PLANNING WORK PROGRAM 2012/2013 AND 2013/2014**

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Note:Tasks reflected in this document are for the State Fiscal Years July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014.



### AUTHENTICATION

The Pinellas County Metropolitan Planning Organization, in regular session, May 9, 2012, adopted the FYs 2012/13-2013/14 Unified Planning Work Program for the Pinellas County Urbanized Area.

A handwritten signature in blue ink, reading "Dave Eggers", is positioned above a horizontal line.

Dave Eggers, Chairman  
Pinellas County  
Metropolitan Planning Organization



## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, 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.

(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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

5/9/2012  
Date

Dave Eggen  
Chairperson for the MPO



## DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510.

(1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:

(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 Metropolitan Planning Organization 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. DOT.

  
Chairperson for the MPO

5/9/2012  
Date



**FEDERAL FISCAL YEAR 2012/13 CERTIFICATIONS AND ASSURANCES FOR FEDERAL  
TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

*(Signature page alternative to providing Certifications and Assurances in TEAM-Web)*

**Name of Applicant:** Pinellas County Metropolitan Planning Organization

**The Applicant agrees to comply with applicable provisions of Categories 01 - 24.   X**  
OR

**The Applicant agrees to comply with the applicable provisions of the following  
Categories it has selected:**

<b><u>Category</u></b>	<b><u>Description</u></b>	
01.	Assurances Required for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement Compliance.	_____
04.	Protections for Private Providers of Public Transportation.	_____
05.	Public Hearing.	_____
06.	Acquisition of Rolling Stock for Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	_____
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	_____
15.	Urbanized Area Formula Program.	_____
16.	Clean Fuels Grant Program.	_____
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	_____
18.	Nonurbanized Area Formula Program.	_____



<u>Category</u>	<u>Description</u>
-----------------	--------------------

19.	Job Access and Reverse Commute Program.
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\_\_\_\_\_

20.	New Freedom Program.
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\_\_\_\_\_

21.	Paul S. Sarbanes Transit in Parks Program.
-----	--

\_\_\_\_\_

22.	Tribal Transit Program.
-----	-------------------------

\_\_\_\_\_

23.	TIFIA Projects.
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\_\_\_\_\_

24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.
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\_\_\_\_\_



**FEDERAL FISCAL YEAR 2012/13 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

*(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)*

**AFFIRMATION OF APPLICANT**

Name of Applicant: Pinellas County Metropolitan Planning Organization

Name and Relationship of Authorized Representative: Dave Eggers, MPO Board Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2012/13.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2012/13.

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

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature  Date: 5/9/2012  
Name Dave Eggers  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For: Pinellas County Metropolitan Planning Organization

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

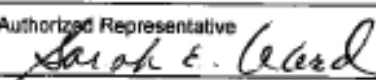
I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature  Date: 5/9/2012  
Name David Sadowsky  
Attorney for Applicant

Each Applicant for FTA financial assistance (except 49 U.S.C. 5312(b) assistance) and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.



# APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-construction		2. DATE SUBMITTED May 9, 2012		Applicant Identifier	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-construction		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name PINELLAS COUNTY DUNS: 135944867			Organizational Unit: METROPOLITAN PLANNING ORGANIZATION		
Address (city, county, state and zip code) 600 Cleveland Street, Suite 750 Clearwater, Florida 33755			Name and telephone number of the person to be contacted on matters involving this application (give area code) Ms. Sarah Ward Phone Number: (727) 464-8200, Fax Number (727) 464-8201 Email: sward@pinellascounty.org		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 5 9 2 9 3 1 4 5 6			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> N A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Inter-municipal M. Profit Organization G. Special District N. Other (Specify) MPO H. Ind. School Dist.		
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es). A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)			9. NAME OF FEDERAL AGENCY: Federal Transit Administration		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 20 - 505 TITLE: SECTION 5303 STUDIES GRANT			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Transportation planning in support of the Pinellas Urbanized Area FY 2012/13 Unified Planning Work Program.		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) PINELLAS COUNTY, FLORIDA					
PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:			
Start Date 07/01/12	Ending Date 06/30/13	a. Applicant 9, 10 and 11		b. Project:	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$ 329,618	a. YES <input checked="" type="checkbox"/> THIS PRE-APPLICATION/ APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON Date May 9, 2012			
b. Applicant	\$	b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E O 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
c. State	\$ 41,240				
d. Local	\$ 41,240				
e. Other	\$				
f. Program Income	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation <input checked="" type="checkbox"/> NO			
g. TOTAL	\$ 412,023				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authorized Representative Sarah Ward		b. Title Interim Exec. Director, Pinellas County MPO		c. Telephone number (727) 464-8200	
d. Signature of Authorized Representative 				e. Date Signed 5/9/12	



**Table 1 SECTION 5303**  
**Approved Project Budget (Fund amount not available at printing)**

		FY 2013-2014	FY 2014-2015
44.21.00	Program Support and Administration	0	0
44.22.00	General Development and Comp Planning	25,000	25,000
44.23.01	Long Range Transportation Planning System Level	20,180	20,180
44.23.02	Long Range Transportation Planning Project Level	45,570	45,570
44.24.00	Short Range Transportation Planning	0	0
44.25.00	Transportation Improvement Program	0	0
44.26.00	Planning Emphasis Areas	100,000	100,000
44.26.12	Coordination of Non-Emergency Human Service Trans.	75,240	75,240
44.26.13	Transit Operators Participation in Metro Planning	103,805	103,805
44.26.14	Transit Systems Mgmt./Operations to Increase Ridership	87,500	87,500
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	53,475	53,475
44.26.16	Incorporating Safety & Security in Transportation Planning	12,500	12,500
44.27.00	Other Activities		
	<b>Total Net Project Cost</b>	<b>412,023</b>	<b>412,023</b>

Accounting Classifications

44.30.01	Personnel	124,781.19	124,781.19
44.30.02	Fringe Benefits (.54)	67,381.84	67,381.84
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual	140,000	140,000
44.30.07	Other		
44.30.08	Indirect Charges (.64)	79,859.97	79,859.97
	<b>Total Net Project Cost</b>	<b>412,023</b>	<b>412,023</b>

Fund  
Allocations

44.40.01	MPO Activities	312,023	312,023
44.40.02	Transit Operator Activities	100,000	100,000
44.40.03	State and/or Local Agency Activities		
	<b>Total Net Project Cost</b>	<b>412,023</b>	<b>412,023</b>
	Federal Share (80%)	329,618	329,618
	Local Share (20%)	82,405	82,405

Accounting Classification	<u>FPC</u>	<u>Description</u>	<i>Amount</i>	<i>Amount</i>
91.37.08.8P-2	02	Technical Studies - Planning	<b>412,023</b>	<b>412,023</b>



**Table 2 SECTION 5303 (Fund amount not available at printing)**

**GMIS PLANNING LINE ITEM CODES FOR FTA FUNDS ONLY**

		FY 2012-2013	FY 2013-2014
44.21.00	Program Support and Administration	0	0
44.22.00	General Development and Comp Planning	5,000	5,000
44.23.01	Long Range Transportation Planning System Level	17,392	17,392
44.23.02	Long Range Transportation Planning Project Level	18,857	18,857
44.24.00	Short Range Transportation Planning	0	0
44.25.00	Transportation Improvement Program	0	0
44.26.00	Planning Emphasis Areas	51,349	51,349
44.26.12	Coordination of Non-Emergency Human Service Trans.	60,194	60,194
44.26.13	Transit Operators Participation in Metro Planning	80,000	80,000
44.26.14	Transit Systems Mgmt./Operations to Increase Ridership	50,000	50,000
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	41,826	41,826
44.26.16	Incorporating Safety & Security in Transportation Planning	5,000	5,000
44.27.00	Other Activities		
	<b>Total Net Project Cost</b>	<b>329,618</b>	<b>329,618</b>
Accounting Classifications			
44.30.01	Personnel	86,980.73	86,980.73
44.30.02	Fringe Benefits (.54)	46,969.59	46,969.59
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual	140,000	140,000
44.30.07	Other		
44.30.08	Indirect Charges (.64)	55,667.68	55,667.68
	<b>Total Net Project Cost</b>	<b>329,618</b>	<b>329,618</b>
Fund Allocations			
44.40.01	MPO Activities	249,618	249,618
44.40.02	Transit Operator Activities	80,000	80,000
44.40.03	State and/or Local Agency Activities		
	<b>Total Net Project Cost</b>	<b>329,618</b>	<b>329,618</b>



**FEDERAL TRANSIT ADMINISTRATION SECTION 5303 GRANT**

**FP No: 402514-1-14-12**

**MPO #12-1**

**A RESOLUTION OF THE PINELLAS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
AUTHORIZING THE SIGNING AND SUBMISSION OF A  
GRANT APPLICATION AND SUPPORTING DOCUMENTS  
AND ASSURANCES TO THE  
FLORIDA DEPARTMENT OF TRANSPORTATION  
ON EXPENDITURES OF GRANT FUNDS  
PURSUANT TO A SECTION 5303 GRANT AWARD**

WHEREAS, the Pinellas County Metropolitan Planning Organization has the authority to apply for and accept grants and expend funds pursuant to grant awards by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended.

NOW, THEREFORE, BE IT RESOLVED by the Pinellas County Metropolitan Planning Organization, duly assembled in regular session this 11<sup>th</sup> day of January, 2012, that:

1. This resolution applies to federal/state program(s) under Section 6001 of SAFETEA-LU 23 U.S.C. 134 and Section 3005, 49 USC 5303;
2. the submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved;
3. the Pinellas County Metropolitan Planning Organization is authorized to sign the application, accept a grant award, and expend grant funds pursuant to a grant award, unless specifically rescinded; and
4. the Pinellas County Metropolitan Planning Organization is authorized to sign multi-year agreements to be supplemented on an annual basis consistent with the original Joint Participation Agreement, under Contract AQI78, which expires December 31, 2013.



Dave Eggers, Chairman  
Pinellas County  
Metropolitan Planning Organization

ATTEST:



Sarah Ward, Interim Executive Director



**Table 3**  
**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION**  
**SAFETEA-LU PLANNING FACTORS – UPWP TASK MATRIX**

UPWP TASKS	FACTORS							
	1	2	3	4	5	6	7	8
1.1 General Administration and Program Dev.		X			X		X	
2.1 Public Participation		X		X	X			
3.1 Land Use and SE Data	X	X		X	X	X		
3.2 Trans. Sys. Surveillance and Database Management		X	X	X	X	X	X	X
3.3 Financial Resource and Legislation Monitoring	X	X						
4.1 Congestion Management Process	X	X		X	X	X	X	X
4.2 Miscellaneous Technical Studies	X	X		X	X	X	X	X
4.3 Transit Operations Planning	X	X	X	X	X	X	X	
4.4 Transportation Disadvantaged Planning	X			X	X			
4.5 Public Transportation Planning	X			X	X	X	X	
4.6 Bicycle and Pedestrian Planning	X	X	X	X	X	X		X
4.7 Management and Operations Planning		X	X	X	X		X	X
4.8 Transportation Demand Management Planning	X			X	X			X
4.9 Local Govt. Comp. Plan Coordination and Technical Assistance, Livable Communities	X	X		X	X	X	X	
5.1 TIP Development and Maintenance	X	X		X	X	X	X	X
6.1 Long Range Plan Maintenance and Update, Air Quality Planning	X	X	X	X	X	X	X	X
7.1 West Central Florida MPOs' Chairs Coordinating Committee (CCC)	X	X		X	X	X	X	X
7.2 Participation in Other Regional and Statewide Activities	X	X	X	X	X	X	X	X

**PLANNING FACTORS (KEY)**

1. Support the economic vitality of the metropolitan area.
2. Increase safety.
3. Increase security.
4. Increase accessibility and mobility options for people and freight.
5. Protect the environment, conserve energy, and improve quality of life.
6. Enhance integration and connectivity of the transportation system.
7. Promote efficiency.
8. Emphasize preservation of the existing transportation system.



**TABLE 4 PROJECT IMPLEMENTATION SCHEDULE**  
**FY 2012/13 SECTION 5303 TECHNICAL STUDIES GRANT**  
**(Fund amount not available at printing)**

GRANT AMOUNT                      estimated \$412,023

Breakdown Schedule

<u>Period</u>	<u>Amount</u>	<u>Cumulative</u>
July – September, 2012	\$103,005.75	\$103,099.75
October – December, 2012	\$103,005.75	\$206,011.50
January – March, 2013	\$103,005.75	\$309,017.25
April – June, 2013	\$103,005.75	\$412,023.00

**TABLE 5 PROJECT IMPLEMENTATION SCHEDULE**  
**FY 2013/14 SECTION 5303 TECHNICAL STUDIES GRANT**  
**(Fund amount not available at printing)**

GRANT AMOUNT                      estimated \$412,023

Breakdown Schedule

<u>Period</u>	<u>Amount</u>	<u>Cumulative</u>
July – September, 2013	\$103,005.75	\$103,099.75
October – December, 2013	\$103,005.75	\$206,011.50
January – March, 2014	\$103,005.75	\$309,017.25
April – June, 2014	\$103,005.75	\$412,023.00



## INTRODUCTION

According to 23 CFR 450.308, “the MPO(s) in cooperation with the state and operators of publicly owned transit shall develop unified planning work programs (UPWPs).” The Unified Planning Work Program (UPWP) for the Pinellas Area Transportation Study (PATS) is developed as part of the PATS Certification process and documents all major transportation planning and related activities within Pinellas County. This document will be updated every two years. The UPWP also serves as a basis for all United States Department of Transportation (DOT) and Florida DOT (FDOT) funding assistance.

The objective of this UPWP is to ensure a continuing, coordinated, and comprehensive approach to planning for the full spectrum of transportation needs within the urban area and to ensure coordination with adjacent urban areas, surrounding counties and the Tampa Bay Regional Planning Council. The agency responsible for administering PATS is the Pinellas County Metropolitan Planning Organization (MPO). The MPO is responsible for preparing the UPWP as well as all other documents relative to the PATS/MPO planning process. Staffing for the MPO is provided by the Pinellas County Planning Department.

The development of this UPWP document is a joint responsibility of the FDOT and the MPO. The MPO seeks public input through the Technical Coordinating Committee (TCC), other local agencies, the Citizen’s Advisory Committee (CAC) and the MPO Board for the development and approval of this document. The draft and adopted UPWPs are posted on the MPO’s website and copies of the document are made available at the MPO offices. The federal government, through the requirements of the UPWP, has directed that a single agency at the local level receive funds from certain federal agencies and administer them locally to meet urban area transportation needs. Toward this end, the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) review plans and programs of the MPO and determine the eligibility of the urban area for federal financial assistance. This UPWP documents highway, transit, bicycle/pedestrian, freight movement and aviation planning activities, as well as transportation support and surveillance activities (e.g., collection and monitoring of land use, socioeconomic and road inventory data) to be conducted by the MPO within the area. The purpose of this document is to plan work program tasks and associated budget allocations for planning activities for the PATS.

Over the next two years, the MPO will continue to incorporate the FHWA’s “vital few” areas, which include safety, environmental stewardship and streamlining and congestion mitigation, into its planning activities. The vital few are addressed by the MPO through the implementation of several of the UPWP tasks. The table on the next page indicates the vital few and FDOT planning emphasis area with the corresponding UPWP tasks.



Table 5

**FHWA Vital Few**

UPWP Task	Safety	Environmental Stewardship & Streamlining	Congestion Mitigation
1.1 Administration	X	X	X
2.1 Public Participation	X	X	
3.1 Land Use SE Data	X	X	X
3.2 Trans. System Surveillance	X	X	X
3.3 Financial Resource	X	X	X
4.1 Congestion Mgmt Process	X	X	X
4.2 Misc. Technical Studies	X	X	X
4.3 Transit Operations Planning	X	X	X
4.4 Transportation Disadvantaged		X	
4.5 Public Transportation Planning		X	X
4.6 Bicycle & Pedestrian	X	X	X
4.7 Mgmt. and Operations	X	X	X
4.8 Trans. Demand Management		X	X
4.9 Local Govt., Livable Comm.	X	X	X
5.1 Trans. Improvement Program	X	X	X
6.1 Long Range Trans. Plan, Air Quality	X	X	X
7.1 West Central FL MPOs/CCC	X	X	X
7.2 Other Regional Participation	X	X	X



## MPO PLANNING PRIORITIES

The priorities of the MPO are based on the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and are reflected in the five goal statements contained in the 2035 Long Range Transportation Plan (LRTP) and shown below. The planned transportation improvements detailed in the LRTP are prioritized to meet the goals outlined below.

- *Provide for a safe and energy efficient “multi-modal” and “intermodal” transportation system that serves the transportation needs of Pinellas County while enhancing the quality of life for its citizens.*

The highest priorities of the MPO in terms of roadway capacity improvements are US Highway 19, CR 296 (future SR 690), Roosevelt Boulevard, Gandy Boulevard, and Ulmerton Road. However, as the MPO works toward the implementation of these projects, initiatives aimed at encouraging transportation modes that provide an alternative to single occupant vehicle travel such as transit use, bicycling and walking are emerging as top priorities in the overall effort to improve the county's transportation system. This is reflected in the increased investment in federal, state and local revenue in bicycle and pedestrian facilities and transit enhancements.

Regarding transit, the 2035 LRTP Update that was adopted by the MPO in December, 2009, reflected a major shift from an emphasis on roadway planning to mass transit. The LRTP Update included a planned rail network as well as a premium bus network designed to speed up and expand the Pinellas Suncoast Transit Authority (PSTA) existing fixed route bus service throughout the county.

The MPO has also taken a lead role in the implementation of a countywide Intelligent Transportation System (ITS). A priority is to maximize the efficiency and effectiveness of the existing roadway system through implementation of an adaptive control signal system and other ITS features such as dynamic message systems, video monitoring and incident management. In addition, the MPO endorsed and coordinated the approval of the countywide traffic signal fire pre-emption equipment for emergency fire vehicles, allowing for quicker and safer emergency response time while reducing the need for these vehicles to travel through red lights at intersections when in route.

A major challenge for the MPO in the implementation of its LRTP is declining revenue available for capital improvement projects. Federal funding authorized through SAFETEA-LU as well as local sources such as the Penny for Pinellas Infrastructure Sales Tax have been dramatically reduced in recent years due to budget cuts and a struggling economy. This has caused major road capacity projects to be deferred or eliminated. In addition, in a densely populated urban county such as Pinellas, residents are frequently concerned about impacts to their



neighborhoods when FDOT and local governments seek to implement capital projects intended to add capacity to the major road network.

These issues of funding shortfalls and neighborhood impacts increase the importance of seeking lower cost solutions to address the community's transportation needs. Examples of these solutions include intersection improvements, enhanced transit service, expansion of ITS applications, ridesharing opportunities such as school and vanpools and expansion of bicycle and pedestrian facilities. Utilizing the MPO's Congestion Management Process (CMP), the MPO will be developing a plan for operational improvements affecting all travel modes to be included in the next LRTP update.

- *Promote "livable community" concepts that allow for people to travel freely and safely in the urban environment through non-motorized vehicle modes such as walking, bicycling and skating.*

With a limited supply of vacant land available for development, future growth in the county will continue to be redevelopment and infill activity. The MPO recognizes that it is becoming increasingly important for transportation and land development projects to be more sensitive to the need to create and sustain quality urban environments where people want to live and work. Examples of strategies the MPO is focusing on to accomplish this is continued expansion of the county's network of trails, incorporation of transit initiatives in land development projects, construction of sidewalks, installation of bicycle lanes and working with local governments to implement land development codes and incentives that seek to improve the livability of the urban environment.

In addition, the MPO is coordinating with the PPC during the current LRTP update process to integrate it with the Countywide Land Use Plan in an effort to more closely link transportation and land use planning. Particular emphasis will be placed on ensuring that land uses along planned transit corridors and stations are supportive of future transit plans identified in the LRTP.

- *Contribute to the economic vitality of Pinellas County through the provision of a transportation system that provides for the effective movement of people and goods to and from major employment centers and intermodal facilities.*

Goods movement is addressed through the MPO's Countywide Truck Route Plan, which identifies the roadways that are appropriate for heavy trucks while minimizing their impact on residential neighborhoods. This Plan is periodically reviewed and amended subsequent to the completion of roadway construction projects and in response to various issues raised regarding truck movements in the County.

In addition, the MPO prioritizes LRTP and Transportation Improvement Program (TIP) projects that improve operating conditions on roadways serving major



employment areas and intermodal facilities such as the St. Petersburg Clearwater International Airport. This is evidenced by the significant investment in LRTP/TIP road projects located in the Gateway area where the Airport and the largest concentration of employment centers exist in the County. The Gateway area is also a focal point of the County's long range transit plans as identified in the LRTP. The MPO coordinates with PSTA and the Tampa Bay Area Regional Transportation Authority (TBARTA) to provide commute options for workers that provide an alternative to traveling via personal automobile.

The MPO has been working with freight stakeholders through the Regional Goods Movement Advisory Committee (GMAC). The GMAC guides the strategic freight planning process in the Tampa Bay region. It includes representatives of transportation and land use planning agencies, intermodal entities, economic development groups and the trucking industry. The GMAC is currently working with FDOT to update the Regional Goods Movement Study, which will help to identify freight issues in the region. The MPO will work to address the recommendations resulting from the study in FY 2012/13 and 2013/14.

- *Ensure coordination of state, regional and local transportation plans.*

Intergovernmental coordination is another priority of the MPO on a local, regional and statewide level. With 25 local governments in Pinellas County, coordination in transportation planning at the local level is critically important. With the county and regional economy continuing to grow, regional travel demand is increasing for business purposes as well as for commuters, thereby underscoring the need for regional coordination between neighboring MPOs. The MPO relies primarily on its network of advisory committees, which include local, regional and state government/agency representatives, as well as its regional planning efforts associated with the Chairs Coordinating Committee to facilitate a coordinated transportation planning process.

The MPO plays an active role in the review of FDOT plans and programs such as their Florida Transportation Plan and the Strategic Intermodal System. In addition, the MPO participates in various transit planning initiatives designed to coordinate and plan for regional transit service including activities associated with TBARTA.

Pinellas and Hillsborough Counties comprise the Tampa Bay air shed, which necessitates coordination between the neighboring MPOs to address air quality. The Tampa Bay air shed is considered in attainment. The MPO is prepared to work with Hillsborough County and other agencies in the region as necessary if this status changes.

The MPO also supports local comprehensive planning efforts through the provision of roadway operations and performance data and through the development of standardized approaches to addressing State law and rules regarding the



application of concurrency management. Lastly, the MPO assists local governments in their efforts to seek State and Federal funding for transportation projects identified in their comprehensive plans.

The MPO has participated in training sessions on the modeling system, MOVES, which will be utilized for conformity analysis. In addition, the framework for an interagency working group has been developed so that conformity can be addressed from a regional perspective. These activities are intended to prepare the region's MPOs for conformity analysis requirements in the event the Tampa Bay air shed falls into a non-attainment status.

- *Develop and implement plans and programs that are responsive and considerate to the transportation needs and interests of Pinellas County citizens while raising public awareness about the role and responsibilities of the MPO.*

The implementation of a public involvement program that increases public awareness of the MPO's planning programs while creating greater opportunities for meaningful citizen input on these programs is a high priority of the MPO. This is reflected in the MPO's extensive public outreach efforts (e.g., website, government access channel broadcast of MPO meetings, newsletters, distribution of public information materials, public speaking engagements, etc.). These efforts also include public workshops and meetings to afford opportunities for public comment on topics concerning the Long Range Transportation Plan and related transportation issues.

A major public involvement initiative was launched in 2011, with the first of two town hall meetings hosted by the MPO and its partner agencies, TBARTA and PSTA on the subject of a planned transit system in Pinellas County that was being evaluated through the Pinellas Alternatives Analysis (AA) study. The meetings were held in the studios of Pinellas County Connection Television (PCC-TV) and featured a panel of MPO, TBARTA and PSTA representatives fielding questions from citizens sending in questions and comments through the internet and by phone. Over 23 thousand people participated in the two town hall meetings combined. The citizen input provided will help to shape the county's future transit plans and priorities.

*In addition to the LRTP goals, the MPO also includes the following priority:*

- *Prevent, manage and respond to threats to the transportation system and its operators and users.*

In accordance with Continuity of Government Executive Order 12656 (1988) and Homeland Security Continuity of Operation Guidance (2004), the MPO initiated and approved a Continuity of Operations Plan (COOP) in 2007. It was developed to ensure that essential MPO office functions would continue in the advent of a natural or manmade disaster. MPO staff support is provided by the Pinellas



County Planning Department, which assists the Pinellas County Emergency Management Department in coordinating disaster response and recovery. The COOP ensures the continued operation of the MPO's essential functions and fulfillment of its disaster assistance commitments during a major emergency.

The MPO has identified transportation facilities, including transit terminals and CSX rail lines and roadway networks that are vital to the community. In order to facilitate the prioritization of the key corridors and expand existing partnership efforts, the critical transportation network will include the designated evacuation routes and the St. Petersburg-Clearwater International Airport. The MPO's role in coordinating local and regional security planning activities emphasizes consistency between jurisdictions to provide a uniform enforcement environment that not only assists law enforcement personnel but citizens as well.



## **COMPREHENSIVE PLANNING ACTIVITIES**

### **Background**

Socioeconomic conditions in Pinellas County directly affect the level of planning effort required of the MPO. Pinellas County is the most densely populated county in Florida, with over 3,300 people per square mile. Less than five percent of its land area is vacant and suitable for development. The land use and population density, combined with the county's peninsular geography make transportation planning for the area a continuing challenge.

The County's existing land use patterns present considerable challenges for the implementation of road building projects as well as transit improvements. Major roads where capacity improvements are needed traverse established commercial and residential areas. Therefore, impacts on businesses and neighborhoods have to be carefully considered in developing plans for any road improvements. Regarding transit, the predominant form of land development in the County outside of the urban cores is characterized by segregated land uses, strip commercial development and low density residential subdivisions. This suburban development form is not conducive for generating demand for mass transit. To support the future transit plans identified in the MPO Long Range Transportation Plan (LRTP), land uses along the planned transit corridors and stations need to encourage more concentrated, compact and mixed-use development. This will be an important theme of the planned integration of the LRTP and the Countywide Land Use Plan administered by the Pinellas Planning Council (PPC) during the LRTP update process that will take place in FY 2012/13 and 2013/14.

Recognizing the need to create urban environments that encourage walking and bicycling as well as transit use, the MPO and the County's local governments are working toward creating more "livable" environments within their communities. These environments are characterized by land, building, site and street design that provide residents and visitors with mobility choices and well designed streets and neighborhoods with shorter distances between residences, job sites and shopping locations. This concept of "livable communities" is central to ensuring the County's land use patterns are supportive of travel modes that offer an alternative to driving alone.

Regarding road building, the MPO program is beginning to reach a maturation stage where most of the major capacity projects identified in the late 1980s and early 1990s have been completed or are nearing completion. Consequently, an increasing emphasis is being placed on the cost of maintaining the existing road network as well as improving the efficiency of its operations through the planning and employment of Intelligent Transportation Systems.

The MPO has undertaken several pedestrian and roadway safety initiatives including the development of the Pedestrian Safety Action Plan. The MPO has worked to identify



sidewalk gaps, initiate uniform school zone treatments, improve crosswalk lighting and visibility, and to promote awareness of the stop for pedestrians in crosswalks law and construction of pedestrian overpasses over US Highway 19. Red light running is an ongoing safety concern. With the implementation of red light enforcement cameras throughout the County, the MPO has developed a website to assist the public in identifying locations where they are operating.

The growing importance of regional coordination has increased the scope of the MPO's planning responsibilities. With the regional nature of the economy, the number of people crossing county lines to reach their place of employment continues to increase. This has increased the demand for regional transportation solutions such as inter-county express route bus systems, and for inter-county connections in the development of light rail plans as well as roadway and trail facilities.

### **Federal Requirements**

The 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) designated all urbanized areas with populations over 200,000 as Transportation Management Areas (TMAs). In 1998, ISTEA was replaced by the Transportation Equity Act for the 21st Century (TEA-21) and in 2005 the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law. SAFETEA-LU addresses many challenges facing today's transportation systems, such as improving safety and security, reducing traffic congestion, improving freight movement efficiency, increasing intermodal connectivity and protecting the environment. This Act furthered the ISTEA and TEA-21 initiatives of intermodal connectivity, the promotion of intelligent transportation systems (ITS) and public participation while introducing more safety related and environmental initiatives.

The MPO must consider SAFETEA-LU's eight planning factors in planning programs and project development. The eight SAFETEA-LU planning factors are listed below.

- Support the economic vitality of the metropolitan area.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient management and operation.
- Emphasize the preservation of the existing transportation system.



Regarding Federal requirements, the MPO and the District 7 FDOT Office are subject to a standard joint certification review on an annual basis for FHWA and FTA to certify that the MPO is compliant with the federal transportation planning process in accordance with 23 C.F.R. 450.334 and with the provisions listed on the Joint Certification Statement of the Metropolitan Transportation Planning Process (see page H1). Recommendations resulting from the certification review are required to be incorporated in the UPWP (see page I1).

In addition, Federal law requires the FHWA and the FTA to certify that TMA planning processes are certified every four years pursuant to 23 U.S.C. 134 (k)(5). This certification review is designed to gather facts and best practices regarding the quality of the planning process for dissemination. The quadrennial certification review consists of four parts; 1) a review of MPO documents such as the LRTP, Congestion Management Process, TIP, and UPWP; 2) site visit by FHWA and FTA representatives; 3) a written report documenting the findings from the document review, site visit and comments from the public meeting and other meetings with members of the MPO and/or their committees; and 4) closeout meeting to discuss the findings of the review. The MPO is scheduled for its quadrennial review in June, 2013. The MPO will address the recommendations and findings from this review in its planning program in FY 2013/14.

## **Long Range Transportation Plan**

The initiation of the St. Petersburg Urban Area Transportation Study (SPUATS) planning program in 1965, along with the development of an approved Street and Highway Plan for the urban area in 1971, was the first effort within the county to develop a comprehensive transportation system for the urbanized area.

In October 1984, the MPO adopted its initial Long Range Transportation Plan (LRTP) with a horizon year of 2000 for highways and mass transit. Several updates have been published since then reflecting various shifts in federal legislation and state, regional and local transportation priorities. The MPO approved the update of the LRTP in December, 2009, with a horizon year of 2035. The 2035 LRTP follows the requirements of SAFETEA-LU including the incorporation of the new Safety and Security Elements. The MPO has recently begun the process to update the LRTP with adoption scheduled in 2014. The updated LRTP will have a horizon year of 2040.

The LRTP is the primary element of the MPO's overall planning process and, as such, is continually reviewed for consistency with other planning programs. Specifically, the LRTP is closely coordinated with short and intermediate range activities and with the development of the TIP, which reflects the capital improvement programs of the local governments, PSTA and FDOT. The LRTP is monitored regularly against actual project development progress, and serves to support MPO project selection priorities.

With the next update, a major focus will be on the integration of the LRTP with the



Countywide Land Use Plan. The MPO has been working closely with the PPC on this effort to ensure that the two plans are coordinated and mutually supportive. Ensuring that higher density and mixed land uses align planned transit corridors and station areas is one example of this integration. Another is to limit land use densities and intensities along corridors that cannot support additional vehicle trips without adversely impacting travel conditions on the affected facility.

## **Environmental Planning**

Environmental stewardship is a key component of SAFETEA-LU. It recognizes the importance of air quality conformity in the planning process. Pinellas County is currently designated an Attainment Area for the eight hour National Ambient Air Quality Standard (NAAQS) for ozone. Effective May 12, 2008, the U.S. Environmental Protection Agency (EPA) lowered the existing 8-hour standard for ozone from 85 parts per billion (ppb) to 75 ppb. On September 16, 2009, EPA announced its intention to re-evaluate the 8-hour average of the NAAQS primary standard for ozone to be consistent with the recommendations of its Science Board.

In 2011, EPA decided not to change the allowable levels of ozone pollutants and that the Tampa Bay air shed would remain in attainment status. MPOs falling into nonattainment status will be required to conduct conformity analyses on their LRTPs and TIPs and associated amendments. The next regular review of ozone standards is underway and any appropriate revisions will be proposed in the fall 2013 with final revisions in 2014. The MPO will continue to monitor air quality regulations and is prepared to coordinate with other agencies in the region if any changes to the standard are made.

The MPO has also been following climate change and greenhouse gas legislation coming from the state and federal levels and researching trends and best practices for addressing the affects of these global conditions on the region. With the LRTP update, the MPO will develop policies aimed at energy conservation and reduction of fuel consumption and greenhouse gas emissions attributable to transportation. The LRTP update will also include performance measure(s) to gauge the effectiveness of the LRTP at reducing fuel consumption and greenhouse gas emissions from the transportation sector.

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

In response to the Transportation Equity Act for the 21st Century (TEA-21) of 1998, the Florida Department of Transportation initiated the Efficient Transportation Decision-making Process (ETDM), a system designed to streamline the transportation planning and project development process without compromising the quality of Florida's human and natural environments. Florida's ETDM process is a way of accomplishing transportation planning to achieve early agency participation, efficient environmental review, and meaningful dispute resolution. The MPO participates in the ETDM process by evaluating the effects of candidate projects for the LRTP relative to historic, natural,



cultural and community resources in coordination with federal, state and local agencies and the public in the Planning Phase of the ETDM process.

In accordance with the ETDM process, the MPO completed approximately thirty Socio-cultural Effects (SCE) reports for the proposed Pinellas County passenger rail projects identified in the Cost-Feasible LRTP for Social, Economic, Land Use, Mobility, Aesthetics, and Relocation categories utilizing local and ETDM Environmental Screening Tool (EST) GIS data layers in 2009. The EST integrates resource and project data from multiple sources into one standard format and provides analyses of the effects of the proposed project on natural and human resources. The EST also supports communication between agencies, planners, engineers and the public. A Degree of Effects (DOE) classification was assigned for each SCE report assessing the possible impacts that the proposed transportation project(s) might have on environmental and community resources. The 30 SCE Evaluation Reports for the five different passenger rail projects were logged into an Environmental Screening Tool (EST), a web-based application that includes an interactive database along with reporting and mapping tools. Details for the proposed Pinellas County projects, the ETDM screenings and the ETDM process are available at <http://etdmpub.fl-a-etat.org/est/#>.

## **Public Transportation**

Public Transportation is a central component of the LRTP and the TIP. The PSTA is the primary transit provider in Pinellas County. With 191 transit vehicles, the PSTA served 13.1 million passengers in fiscal year 2010/11, the highest ridership count in the agency's history. The main objective of PSTA's fixed route system is to provide affordable transportation that connects people to their places of employment, recreation areas, tourist destinations and shopping locations. In addition to serving the general public, PSTA plays an important role in serving the transportation needs of disadvantaged populations.

The MPO works closely with PSTA in their efforts to improve the efficiency of the fixed-route bus system while expanding services to better serve the travel demands of Pinellas County's citizens. The MPO provides planning and technical assistance to PSTA in the development of their Transit Development Plan (TDP), coordination with local governments in their efforts to increase transit use in their communities and in the delivery of transit service to the transportation disadvantaged community. The MPO also allocates FTA Section 5303 grant funding for PSTA planning activities on an ongoing basis.

A major planning effort, the Pinellas Alternatives Analysis (AA) study, was conducted in 2010 and 2011 under the guidance of the Project Advisory Committee (PAC), which includes representatives of the Pinellas and Hillsborough County MPOs, TBARTA, FDOT, PSTA and Hillsborough Area Regional Transit (HART). The purpose of the AA was to evaluate rail and other premium transit modes and route alignments connecting



major residential, employment and activity centers within Pinellas County and to Hillsborough County via the Howard Frankland Bridge.

The AA study concluded with a draft Locally Preferred Alternative (LPA) for premium transit in Pinellas County in December, 2011. The LPA calls for a light rail transit system operating on a 24-mile line connecting the downtowns of Clearwater and St. Petersburg with the Gateway Area in mid-Pinellas County. The LPA also identifies a network of “premium bus” service, which refers to an enhanced fixed route system utilizing advanced technology and vehicles to provide faster and more efficient service for “choice” riders as well as traditional transit users.

In FY 2011/12, a major public outreach effort was launched to educate and obtain input from the community on the LPA as well as the LRTP update. The outreach campaign, which will continue through the next fiscal year, is intended to gather input on priorities for all modes of transportation serving the entire county and to engage the community in a dialogue about future transit service in Pinellas County and in the region. Visualization techniques are being emphasized to provide a depiction of how various projects fit into the surrounding community. The outreach activity is being coordinated with PSTA and involves continuing engagement with the Hillsborough County MPO and HART.

Also during FY 2012/13, the MPO, PSTA, FDOT, TBARTA and local jurisdictions will conduct preliminary station area concept planning, public outreach, and efforts to integrate the LPA into other land use and transportation planning activities. The PSTA will develop a branding strategy and associated public involvement activity for the various plans and studies currently in place, including the TBARTA Master Plan, PSTA’s Transit Development Plan, LPA and the LRTP, and will conduct a bus study, which will consider redesigning the local bus network to better serve the public and provide more connectivity with the future premium transit network. Lastly, PSTA will continue to evaluate a flex route bus service in north Pinellas County in FY 2012/13. This is intended to provide a more attractive transit option for residents in this area.

In the 2012 legislative session, the Florida House and Senate passed House Bill 599, which mandated conducting a study and providing a report on the feasibility of merging/consolidating Hillsborough Area Regional Transit (HART) and PSTA. The legislation also included a requirement for HART and PSTA to pay TBARTA up to \$100,000 for technical assistance to conduct the study. In FY 2012/13, the MPO will assist the transit agencies and TBARTA, as necessary, to complete this study.

Other transit initiatives in FY 2012/13 and 2013/14 include implementation of an accessibility improvement plan, evaluation of potential premium bus corridors, facilitation of a transit funding task force, enhancement of existing PSTA services and development of a long range transit funding plan. In addition, Tampa Bay area MPOs, in cooperation with TBARTA and FDOT, will continue to work toward implementing the



long range transit solutions identified in the region's LRTPs, the TBARTA Master Plan and the Pinellas AA to serve the inter-county travel needs of residents and visitors.

## **Bicycle and Pedestrian Travel**

In an effort to encourage a reduction in the incidence of single-occupant vehicle travel, reduce vehicle emissions, and provide alternative modes of commuter travel and quality of life benefits, the MPO has aggressively pursued the development of a countywide network of off-road trails, on-street bicycle lanes and sidewalks. With the Fred Marquis Pinellas Trail currently providing a north-south route in western Pinellas County, the emphasis in bicycle/pedestrian planning has shifted to completing the Progress Energy Trail and other trail extensions to create a continuous loop around the county. In addition, the MPO is focused on plans for east-west facilities connecting to the Pinellas Trail as well as regional and beach access facilities.

The MPO is currently undertaking efforts to develop and update its data inventories for bicycle lanes and sidewalks. This information is critically important for planning future projects to expand these networks and to fill existing gaps. Planning work is also continuing regarding the Pinellas Trail network with current efforts focusing on the North Bay Trail, Progress Energy Trail and the regionally significant Courtney Campbell Recreational Trail. The MPO also aggressively promotes safety through its Pedestrian Transportation and Bicycle Advisory Committees and the School Transportation Safety Committee. These committees are involved in educational public outreach efforts and addressing issues associated with school crossing areas and the construction and maintenance of pedestrian and bicycle facilities.

## **Bicycle and Pedestrian Planning**

Planning for the needs of bicyclists and pedestrians is an important part of the MPO's planning program. The Bicycle Advisory Committee (BAC) and the Pedestrian Transportation Advisory Committee (PTAC) meet on a monthly basis to address matters relative to bicyclists and pedestrians and to advise the MPO on these issues. The MPO emphasizes education, enforcement, engineering and encouragement for pedestrian and bicycle safety and security.

In 2009, the MPO adopted the Pinellas County Pedestrian Safety Action Plan (PSAP), which included recommended engineering, education and enforcement strategies for addressing issues and problems affecting pedestrian safety in Pinellas County. These included identifying and improving High Emphasis Crosswalks, Road Safety Audits (RSA) to address pedestrian safety, school and local agency pedestrian safety education, coordination with PSTA to develop and place pedestrian safety messages inside their buses and coordination with law enforcement agencies to initiate pedestrian safety enforcement activities.



Regarding RSAs, which focus on identifying enhancements needed to improve safety around schools, the MPO evaluated student safety, traffic operations and infrastructure needs for High Point Elementary, North Shore Elementary, Sexton Elementary, Starkey Elementary, Southern Oak Elementary and Walsingham Elementary schools and Countryside High School in 2010 and 2011. The MPO will continue to participate in RSAs, including review of the findings and implementation of the recommendations, in FY 2012/13. Funding support for the recommended enhancements, which included pedestrian countdown signals, crosswalk and public infrastructure improvements, is provided by FDOT.

The MPO will also continue its focus on school access, largely through the efforts of the School Transportation Safety Committee (STSC) as well as the BAC and PTAC, in FY 2012/13. This includes evaluating crosswalks and pedestrian needs along Gulf Boulevard in coordination with the Barrier Island Government Council (BIG-C) and FDOT and school crossings in support of the STSC's initiatives. The MPO provides staff services to the STSC, providing technical support and liaison services between the committee and other public agencies and transportation providers.

The MPO carried out several activities in the area of education and encouragement in 2011/12. This included work on the Bicycle Pedestrian Master Plan Update, participating in Safety Awareness Day and Walk to School Day in the fall and Bike Month and Bike to Work Day in May. Also during this time, the MPO continued activity related to the planned Progress Energy Trail. Through the efforts of the BAC and PTAC, the Pinellas Trail Loop Plan was updated. The committees also reviewed various trail crossings and pedestrian crossings in the design plans of US Highway 19 projects in coordination with FDOT.

The MPO will continue to implement policies and strategies identified in the 2035 LRTP pertaining to bicycle and pedestrian safety as well as expansion of the county's bicycle and sidewalk networks. In addition, efforts will continue to develop and update bicycle lane and sidewalk data for planning purposes and to identify where construction projects are needed.

## **Regional Coordination**

Regional coordination between MPOs in the West Central Florida area is facilitated through the MPO Chairs Coordinating Committee (CCC), which represents the MPOs of Pinellas, Hillsborough, Pasco, Polk, Sarasota/Manatee, Hernando counties and the Citrus County Transportation Planning Organization (TPO). The CCC provides a forum for coordination among its member MPOs and TPO, identifying tasks and responsibilities necessary to conduct an ongoing regional transportation planning process in accordance with Chapter 339.175, F.S., and SAFETEA-LU. The regional planning councils have non-voting representatives on the CCC as does the Florida Turnpike Enterprise, FDOT and TBARTA. Through the CCC planning process, the Pinellas County MPO works cooperatively with its neighboring MPOs to develop a long



range transportation plan that considers safety and security and prioritizes transportation improvement projects concerning roadways, transit systems and trailways on a regional basis. The functions of the CCC are set forth in an interlocal agreement between the participating MPOs and Citrus County based on the statutory requirements of the CCC imposed by state law and the participating MPO's transportation management area requirements.

The TBARTA completed an update to its Master Plan in June, 2011. During the development of the plan, the MPO and PSTA assisted TBARTA in defining the mid-term regional network and the mid-term supporting network in its Master Plan, which focused on freight movement and road improvements. These networks were identified for 2050. The TBARTA Master Plan also includes concepts for regional investment corridors for rail and bus and suggested improvements to the existing local bus system that would support and complement the regional network. The MPO and PSTA worked with TBARTA to reach a consensus on what should be included in the TBARTA Master Plan.

The 2035 Regional LRTP, which was adopted by the CCC in 2009, was prepared concurrently with the Pinellas County 2035 LRTP. During the development of the Regional LRTP, the MPO worked with the Pasco and Hillsborough county MPOs on the type, location, timing and phasing of projects that cross county lines. In FYs 2012/13 and 2013/14, the MPO will continue to work with PSTA, FDOT, the CCC and TBARTA to implement the Regional LRTP. In addition to long range planning activity, the MPO will continue to participate in regular meetings of the Regional Multi-Use Trails Committee, TBARTA and the Joint Citizen's Advisory Committee (JCAC).

The MPO also participates in other regional and statewide activities. These include reviewing and refining the regional land use allocation model in cooperation with FDOT and the region's MPOs, and participating in TBARTA activities and the development of the Tampa Bay Regional Planning Council Strategic Regional Policy Plan. The MPO also participates in a regional public involvement process through the Joint Citizen's Advisory Committee and the Regional Multi-use Trail Committee in conjunction with regional planning activities associated with the Chair's Coordinating Committee.

The Strategic Intermodal System (SIS) also requires coordinated planning efforts between FDOT and the MPOs throughout the State. The SIS is a statewide network of high-priority transportation facilities, including the largest and most significant commercial service airports, deepwater seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways and highways. The SIS was developed to cover all modes of transportation and prioritize investments on transportation facilities serving travel demand between regions and state. Pinellas County's SIS facilities include the following:

- Interstate System (I-275, I-175 and I-375);



- US Highway 19 - Gandy Boulevard to Pinellas/Pasco County Line. Section between 118<sup>th</sup> Avenue (future SR 690) and Gandy Boulevard planned for removal;
- Gandy Boulevard (US 92/SR 694) – US Highway 19 to Pinellas/Hillsborough County Line. Section between US Highway 19 and Interstate 275 planned for removal;
- Roosevelt Boulevard - US Highway 19 to St. Petersburg-Clearwater International Airport entrance (planned for removal);
- Roosevelt Boulevard - St. Petersburg-Clearwater International Airport entrance to Ulmerton Road (planned to be added);
- Roosevelt Boulevard extended – Ulmerton Road to 118<sup>th</sup> Avenue (planned to be added); and
- 118<sup>th</sup> Avenue (future SR 690) – US Highway 19 to Interstate 275 (planned to be added).

The MPO coordinates with FDOT every two years in the development of the 10-Year SIS Plan and as needed in the development of the SIS Multi-Modal Unfunded Needs (MMUN) Plan. The MMUN Plan, which identifies needed capacity projects on the SIS, including airports, highways, railroads and seaports, was updated in 2011.

Lastly, the MPO has been working with the PPC on efforts to integrate the LRTP with the Countywide Land Use Plan in FY 2011/12. This will be a focal point of the LRTP update activity occurring in FY 2012/13 and 2013/14.

### **Transportation Demand Management**

The MPO continues to work with TBARTA to promote vanpooling and commuter assistance programs involving local employers in Pinellas County. The intent of these efforts is to reduce the demand for single occupant vehicle travel. The TBARTA is involved with the efforts of the School Transportation Safety Committee to better serve the transportation needs of students.

According to state law, students are only provided school bus transportation when their home address is greater than two miles away from the school they are attending. Consequently, there is a need to provide transportation assistance to students living within two miles of their school. The TBARTA School Pool Program has helped to serve this need by providing ride share services to parents of students who are unable to ride the school bus. Pinellas County schools currently participating in the School Pool Program include Osceola High School, Clearwater Middle School, Forest Lakes Elementary School and Madiera Beach Elementary/Middle School. The MPO will continue to work with TBARTA and the STSC to support and promote these types of efforts.

In 2010, the Pinellas County Health Department received \$4.85 million in grant funds from the Prevention and Public Health Fund under the Health and Human Services Communities Putting Prevention to Work (CPPW) Program. The program is an outcome



of the Affordable Care Act. The purpose of the program is to reduce obesity, increase physical activity and improve nutrition through environmental changes. The program targets physical activity, consumption of fruits and vegetables, breast feeding initiatives, and decreased consumption of sugar, nutrient deficient foods and television viewing.

The Pinellas County Health Department and the MPO have been working together to implement the program locally through efforts to increase use of the Pinellas Trail and County parks and support to initiatives that further CPPW objectives such as Safe Kids and Community Transportation Safety Team activities, the Pinellas Trails Inc. Auxiliary Rangers Program and efforts to distribute safety education information to the public. The MPO has also facilitated partnerships between the Health Department and local governments to assist them in acquiring recreational equipment, developing recreational facilities and installing pedestrian safety devices. The MPO will continue support of CPPW efforts for the duration of the two-year grant period.

In 2011, the MPO actively supported the implementation of the federal Safe Routes to School (SRTS) Program in Pinellas County largely through promotional efforts working with local schools. The SRTS Program is designed to facilitate “sustained efforts by parents, schools, community leaders and local, state, and federal governments to improve the health and well-being of children by enabling and encouraging them to walk and bicycle to school.” An example of an SRTS funded project in Pinellas County has been the organization of walking school buses. These are walking assemblies of students in school zones under the supervision of school principals, teachers or “parent champions.” This an activity the MPO will continue to support in FY 2012/13 and 2013/14.

### **Transportation Disadvantaged Planning and Tri-County Access Plan**

The Pinellas County Transportation Disadvantaged (TD) Program provides low cost transportation to citizens who are economically disadvantaged or physically or mentally impaired. The program was established following the amendment of Chapter 427, F.S., in 1989 which was intended to coordinate and extend local transportation services to the “transportation disadvantaged” population. Through the establishment of the TD Trust Fund, a funding source was provided for the transportation of disadvantaged citizens who did not already have a sponsoring agency providing their transportation.

Pursuant to the Chapter 427, F.S., amendments, the MPO was designated as the Community Transportation Coordinator (CTC) and Designated Official Planning Agency (DOPA). The primary responsibility of CTCs is to purchase or provide transportation disadvantaged services to non-sponsored individuals and to ensure these services are provided in the most cost-effective manner possible without duplicating services already being provided in the area. The main function of DOPAs is to develop and maintain a plan for the provision of transportation services to the transportation disadvantaged population within their service areas.



Major changes to the MPO's role in the TD Program occurred in FY 2011/12. This included transition of the responsibility for coordinating Medicaid Non-Emergency Transportation (NET) service from the MPO to the Florida Commission for the Transportation Disadvantaged in December and transferring responsibility for managing transportation services for TD Program "non-sponsored" users to PSTA. In addition, PSTA will replace the MPO as the County's designated CTC beginning July 1, 2012. The MPO will continue to operate as the DOPA for all TD Program services in Pinellas County.

Regarding the Tri-County Access Plan (TCAP), any agency applying for funding through the Job Access and Reverse Commute (JARC) Program (49 U.S.C. 5316), the New Freedom Program (49 U.S.C. 5317), and the Special Needs for Elderly Individuals and Individuals with Disabilities Program (49 U.S.C. 5310) must be part of a locally developed, coordinated public transit human services transportation plan. Through a coordinated effort involving the region's MPOs, the TCAP was developed in FY 2006/07 and updated in FY 2009/10. The Pinellas County MPO is the designated recipient for the urbanized JARC and New Freedom funds for the Tampa/St. Petersburg Transportation Management Area (TMA), which includes the Pinellas, Hillsborough and Pasco County MPOs. The FDOT continues to administer the Section 5310 program.

Activities carried out by the MPO in FY 2011/12 included preparation of a PSTA/MPO and coordination agency contracts, the Annual Operating Report (AOR), the annual Trip Equipment and planning grant applications, the Annual Budget Expenditure (ABE) Report, major update of the Transportation Disadvantaged Program Service Plan, the annual CTC evaluation and administering the JARC and New Freedom grant programs. In FYs 2012/13 and 2013/14, the MPO will continue to implement recommendations from TCAP, manage the JARC and New Freedom grants and carry out its DOPA functions.

## **Management and Operations Planning**

The MPO's system management and operations planning efforts have included the development of access management standards, the study of signal timing patterns and the review of intersection geometrics, proposed signal installations and median openings. The MPO also provides staff support to the ITS Advisory Committee, which oversees the implementation and planning of ITS installations and CMP and reviews requests for signal installations and median openings.

In FYs 2010/11 and 2011/12, the MPO continued to work with FDOT and local governments to implement strategies set forth in the Advanced Transportation Management System (ATMS)/ITS Master Plan, ITS/ATMS Implementation Plan and the LRTP. Measurable objectives for the CMP as well as the five "hot spot" segments identified in the 2008 Congestion Management Process have also been developed by MPO staff and reviewed by the TCC as well as the ITS Advisory Committee. The MPO will continue to implement and monitor strategies set forth in the four CMP corridor



studies completed prior to 2008. In 2010, the MPO identified performance measures and objectives for five “hot spot” locations identified and studied in 2008 and performance and crash data on those locations were reviewed in 2011.

### **Congestion Management Process**

A major component of the Congestion Management Process (CMP) is the MPO corridor strategy plan concept and local area studies intended to develop transportation solutions based on local traffic conditions and concerns. In 2011, the MPO completed the update of the biennial State of the System Report the CMP project priority list in the TIP. The MPO was also involved during this time in the implementation of recommendations from corridor strategy plans.

In FY 2012/13, the MPO will produce its State of the System Report, which will provide an assessment of the performance of the County’s transportation system. Road segments operating below locally adopted level of service standards will be identified for potential follow on studies and analysis. The effectiveness of previous CMP strategies will also be assessed and the MPO will continue to integrate strategies identified through its CMP process into the TIP and other MPO planning activities.

The MPO will continue to implement the findings and recommendations of the countywide Goods Movement Study. The MPO will also continue to evaluate all proposed road projects for freight impacts and recommend the consideration of the study recommendations for each project as appropriate. In addition, the MPO will continue to participate on the Regional Goods Movement Advisory Committee while monitoring and implementing the results of the updated Regional Goods Movement Study.

### **Public Participation**

As prescribed in the Public Participation Plan, the MPO carries out ongoing public participation efforts with the publication and distribution of informational materials (e.g., MPO brochures, maps, newsletters), maintenance and administration of the MPO and CCC websites, public speaking appearances and presentations before local civic groups and through support of the CAC and Joint CAC. In addition, public participation occurs through the regular processes of developing the UPWP, TIP, LRTP and related projects through the review of these documents by the CAC and other interested citizens who review them on the MPO website.

In FY 2010/11 and 2011/12, most of the MPO’s public involvement activity revolved around the Pinellas AA study. An extensive outreach effort associated with that project included public speaking appearances by MPO staff, etown hall meetings, citizen surveys and discussions by MPO advisory committees on the study findings and conclusions. In 2010, an evaluation of the MPO Public Participation Plan (PPP) was completed and in 2011 the PPP was amended in incorporate recommendations



resulting from the evaluation. Among the recommendations were for the MPO to utilize social media to further its public outreach efforts. The MPO adopted a social media policy, which was used to guide the administration of its Facebook page which was launched later that year. Development also continued on the MPO's web-based interactive TIP application. In FY 2012/13 and 2013/14, public involvement activity will focus on encouraging and facilitating public dialogue on the draft Locally Preferred Alternative and on gathering public input on topics and issues related to the LRTP as part of the next update, which is scheduled for adoption in 2014. Outreach activity will also continue in the areas of bicycle and pedestrian safety, regional coordination and reaching the traditionally underserved in accordance with Title VI and Title VIII, U.S.C.

Lastly, the MPO will continue to implement its Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance to persons who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. A key element of the LEP Plan contains public outreach methods on how to identify a person who might need language assistance and ways in which assistance may be provided. These methods may include having the Census Bureau's "I Speak" cards available where persons can indicate what language they speak, having meeting notices and various brochures published in alternative languages and making provision for a staff interpreter or service to be available for public meetings.

### **Transportation System Surveillance**

The MPO maintains a transportation system database used to produce the annual Level of Service Report and biennial State of the System Report. In FY 2011/12, the MPO monitored transit activities in coordination with the PSTA, produced its annual Traffic Count Map, continued to develop a countywide sidewalk inventory and provided data for the Regional and County Congestion Management Process. In addition, staff reported on and monitored vehicular accident information throughout Pinellas County. These efforts will continue in FYs 2012/13 and 2013/14 along with the further development of transportation database applications in the Pinellas County GIS and the development of transportation performance data such as duration of congestion and indicators for pedestrian and bicycle travel conditions.

### **Local Government Assistance**

The objective of the MPO's local government assistance efforts is to achieve consistency between local government comprehensive plans and land development regulations with the MPO Long Range Transportation Plan. The Level of Service Report plays a key role in this effort by providing local governments with a standardized set of transportation data they can utilize for their comprehensive plans and concurrency management systems. The MPO also provides local governments with population and employment data developed through the LRTP Update process for their individual comprehensive plans.



In addition, the MPO provides local governments with information on transit routes, crash data, functional classification designations, future roadway level of service conditions and transportation forecast modeling output. The MPO also assists local governments in the application of the countywide Transportation Impact Fee Ordinance. These activities occur on an ongoing basis.

Regarding crash data, the MPO currently receives the Florida Crash Reports for Pinellas County from the Department of Highway Safety and Motor Vehicles and provides local governments and other agencies access to web based crash information. This allows these local governments and agencies to review and utilize crash data independently. MPO will continue to manage this program and coordinate with the State to acquire crash report data in FY 2012/13 and 2013/14.

The MPO approved a set of model comprehensive plan policies in 2007 and model land development codes in 2008 designed to provide local governments with the tools to incorporate “livable community” features in the design and construction of streetscape improvements and land development projects. The model comprehensive plan policies provide local governments in the County with a policy framework necessary to implement livable community site and building design codes through their local site plan review processes. The model land development codes are intended to provide a resource for the development of these local codes. In FY 2012/13 and 2013/14, the MPO will continue assisting local governments in their efforts to develop livable community comprehensive plan policies and code language.

Another major effort in the area of local government assistance is the development of a countywide mobility plan pursuant to House Bill 7207 that was passed into State Law in 2011. The landmark legislation removed State mandated transportation concurrency requirements. This allows local governments the flexibility to make substantial changes to their concurrency management programs or to eliminate them altogether. This increased flexibility afforded to local governments prompted the need for the MPO to authorize a multi-jurisdictional task force to develop a countywide mobility plan that meets the transportation planning needs of the local governments while providing a viable alternative to concurrency management in accordance with House Bill 7207. The task force began meeting in January, 2010 and will continue to meet and work on the project in FY 2012/13 until a mobility plan draft is completed for MPO consideration and approval.



## **BUDGET ALLOCATION METHODOLOGY**

The process of allocating budgetary funds in the UPWP for the next two fiscal years begins with an assessment of the status of each task included in the current year UPWP. This assessment involves determining the extent of the work completed, unfinished projects and activities that need to take place in the upcoming fiscal year. Together, the work left to be done from the current fiscal year and planned activity for the next fiscal year comprise the basis from which available funds are allocated.

Determining the amount of funds to allocate to the different tasks is based on the priority of the activities involved and the percentage of MPO staff member time and/or consultant work necessary to complete the tasks. Priorities are generally set forth by the MPO Board and by federal and state mandates in the form of legislative acts or rules. Assigning percentages of individual staff member time needed to complete a task activity is based on their job responsibilities. These responsibilities are fairly constant so it is standard practice to assume percentages of staff member time that will be spent on a given task. In reviewing the tasks, activities are sometimes identified that require consultant services. Staff derives an estimate of what the consultant activity will cost and reflects those costs in the UPWP.

## **ORGANIZATION AND MANAGEMENT**

The organizational structure of the MPO's planning program is also known as the Pinellas Area Transportation Study (PATs). The MPO is the primary agency responsible for transportation planning in Pinellas County. Decision-making by the MPO relies extensively on the efforts of its advisory committees. In addition to providing a forum for discussion and input from local planners, engineers, citizens, law enforcement, and school board officials along with other community representatives, these committees include regional and state transportation agency officials among their membership which helps to ensure that the MPO's planning efforts comply and are coordinated with regional and state requirements and initiatives.

### **Advisory Committees**

The major participants involved in the MPO planning program are the agency's advisory committees, which review and deliberate issues related to their areas of interest and forward recommendations to the MPO for action based on their findings. Local governments and key agencies, such as FDOT, the Pinellas County School Board and PSTA, are active participants in the development, review and implementation of MPO plans and programs through their involvement with these committees. A description of the MPO's advisory committees is provided below.

- 1) *Technical Coordinating Committee (TCC)* – Consists of planners, engineers and environmental protection staff representing Pinellas County local governments, the Pinellas County Department of Environment and Infrastructure, the Tampa



Bay Regional Planning Council, TBARTA, FDOT, Pinellas Planning Council, PSTA and the Pinellas County School Board. The TCC makes recommendations on a variety of planning issues based on their technical merit.

- 2) *Citizens Advisory Committee (CAC)* – Consists of private citizens representing different areas of the County. They review and make recommendations on all areas of the MPO's planning program.
- 3) *Joint CAC* – Consists of CAC members from all of the Chairs Coordinating Committee MPOs and the Citrus County TPO. The Joint CAC reviews MPO planning issues from a regional perspective and provides input to the Chairs Coordinating Committee.
- 4) *Bicycle Advisory Committee (BAC)* – A committee of local government and law enforcement officials, citizens and PSTA and FDOT staff representatives that address bicycle planning issues.
- 5) *Pedestrian Transportation Advisory Committee (PTAC)* - Comprised of local government, law enforcement, Safe Kids Coalition, Suncoast Safety Council, and School Board representatives, private citizens, and PSTA, TBARTA and FDOT staff members. The PTAC reviews and makes recommendations on pedestrian transportation issues.
- 6) *Intelligent Transportation Systems (ITS) Advisory Committee* - Comprised of local and FDOT planners, traffic engineers, and professionals with expertise in traffic management, emergency management (including fire and rescue), law enforcement, transit and communications. The Committee also includes MPO board members and a CAC representative. The purpose of the ITS Advisory Committee is to coordinate ITS planning and implementation and oversee the congestion management process (CMP) in Pinellas County. The Committee also reviews proposals for traffic signal removals/installations and median modifications.
- 7) *School Transportation Safety Committee (STSC)* - Comprised of elected officials from the School Board and local governments and a citizen representative, the STSC addresses issues concerning the safe movement of students traveling to and from school.
- 8) *Project Advisory Committee (PAC)* - Consists of elected officials representing the MPO, PSTA, TBARTA, Hillsborough Area Regional Transit (HART), Hillsborough County MPO and a representative from FDOT. The PAC has been overseeing the Pinellas AA study and the development of the Locally Preferred Alternative (LPA).



- 9) *Local Coordinating Board (LCB)* - Membership includes PSTA, FDOT, social service agency and transportation provider representatives and others representing interests served by the Transportation Disadvantaged Program. The LCB oversees and directs the administrative, operational and planning activity associated with the Transportation Disadvantaged Program in accordance with Chapter 427, F.S. and Rule 41-2, F.A.C.
- 10) *Trail Security Task Force (TSTF)* - Includes law enforcement and representatives of the Pinellas County Parks and Conservation Resources Department among its members. The TSTF addresses issues concerning the safety of trail users.

A list of the MPO committee meeting schedule and respective agendas is available on the MPO website.

### **Staff Support**

Through a Staff Services Agreement, staffing for the aforementioned committees as well as the MPO is provided through the Pinellas County Planning Department. The Planning Department personnel assigned to the MPO includes the Transportation Division Administrator and 12 professional and technical support staff members from the Transportation Division. In addition to their involvement in the MPO's advisory committees, PSTA is directly involved in carrying out activities in Task 4.3, Transit Operations Planning, along with the MPO.

### **Agreements**

There are four core agreements that provide the statutory framework for the operations of the MPO. These include the following:

- *Interlocal Agreement for the Creation of the Metropolitan Planning Organization.* The parties in this agreement include the MPO member governments (i.e., cities of Tarpon Springs, Oldsmar, Safety Harbor, St. Petersburg, Clearwater, Largo, Dunedin and Pinellas Park and Pinellas County), FDOT and PSTA. The agreement sets forth the MPO's functions, composition and membership, and responsibilities in accordance with federal and state law. The agreement was last executed in March, 2004 and will be updated following the release of the 2010 census data;
- *Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement.* The parties to this agreement include FDOT, the MPO, PSTA and the Tampa Bay Regional Planning Council. This agreement addresses the coordination and review of MPO planning documents and local comprehensive plans and includes a conflict and dispute resolution process. The agreement was executed in November, 2009 and will be reviewed and updated every five years; and



- *Planning Grant (PL) JPA.* This JPA was last executed in February, 2009 and provides funds from the State of Florida for transportation planning activities. The agreement must be reviewed and updated every three years in accordance with FHWA requirements.
- *Chairs Coordinating Committee Interlocal Agreement.* The CCC is made up of the chairs from the six member MPOs for the counties of Hernando, Hillsborough, Pasco, Pinellas, Polk, and Sarasota-Manatee. Citrus County created a Transportation Planning Organization under Chapter 163, F.S., and is now a full voting member.

## **Operational Procedures and Bylaws**

The Pinellas County MPO's role and responsibilities are established by Title 23 U.S. Code and Chapter 339, F.S. The MPO conducts its operational activities based upon these rules.

The MPO is comprised of 11 members including elected officials from the major cities of Pinellas County, the Board of County Commissioners and the PSTA. The MPO elects three officers each year, including a chairman, vice chairman and treasurer. Meetings are held the second Wednesday of every month at 1:00 PM on the 5<sup>th</sup> floor of the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida. All meetings are open to the public and are broadcast live on Pinellas County cable channels Brighthouse 622, Knology 18 and Verizon 44 and on the Pinellas County Website at [www.pinellascounty.org](http://www.pinellascounty.org). Past MPO meeting videos are also available on the website.

MPO meeting agendas consist of items requiring MPO action such as approving a proposed Transportation Improvement Program amendment and others that are for information only such as status reports on various projects addressed under "other business." The agendas may also include public hearing items such as proposed amendments to the Long Range Transportation Plan to allow for public comment. Public hearing items are advertised in the *St. Petersburg Times* and/or on the MPO website at least seven days in advance of the meeting. The MPO maintains e-mail and regular postal mailing lists consisting of various public agency officials, citizens, advisory committee members and business representatives that receive MPO agenda packages usually up to seven days before the meeting. Notice of MPO meetings and agendas are also posted on the MPO website at [www.pinellascounty.org/mpo](http://www.pinellascounty.org/mpo).

It should be noted that plans are underway for the MPO and PPC to merge into a single agency. House Bill 869, which would enable the unification of the two agencies, passed the Florida House and Senate in the 2012 session and is awaiting approval by the Governor. The next step involves completing the MPO reapportionment plan process. Existing MPOs in Florida are required to review the 2010 U.S. Census data in consultation with FDOT and the Governor's Office to determine if changes to the Board



membership are required. This process occurs concurrently with the designation of new MPOs and the expansion of existing MPO boundaries. During this period, FDOT also works with the MPOs to revise population-based formulas used to allocate funds to MPOs. This reapportionment plan process is anticipated to conclude with the Governor's approval in early 2013.

In the interim, the MPO and PPC will work together to coordinate the LRTP Update with the PPC's Countywide Plan. In addition, the MPO will be moving its offices to 310 Court Street in Clearwater, second floor, in May, 2012. This office space will be shared with the PPC, which is expected to move there from its current location later in the year. Under this consolidated arrangement, the MPO/PCC would be an independent agency and MPO staff would no longer be affiliated with the Pinellas County Planning Department.



## **ADMINISTRATION**



**UPWP TASK NUMBER: 1.1      *General Administration & Program Development***

**OBJECTIVE:**

Provide administrative support necessary to carry out MPO plans and programs.

**PREVIOUS WORK:**

During FY 2011/12, except where noted otherwise, the following activities took place:

1. Held monthly meetings, took appropriate actions, received recommendations from MPO advisory committees, and addressed any related issues in a timely manner.
2. All grant reimbursement packages were submitted quarterly in accordance with established procedures and agreements on an ongoing basis.
3. All funds received were accounted for and appropriated in accordance with established procedures and agreements.
4. Coordinated activities with surrounding counties and MPOs through the Chairs Coordinating Committee and the MPO Staff Directors Committee.
5. The FY 2010/11 and FY 2011/12 UPWP was amended in July, 2011.
6. The FY 2012/13 and FY 2013/14 UPWP was adopted in May, 2012.
7. Program development and review activities were accomplished in accordance with their objectives.
8. Appropriate task definitions were established in the UPWP for receipt of federal and state financial assistance.
9. General planning consultant (GPC) tasks were monitored on an ongoing basis to ensure contract provisions were met.
10. Programs and processes to incorporate SAFETEA-LU planning provisions were reviewed.
11. Maintained grants, contracts and other fiscal resource management programs.
12. Billings were prepared on a monthly or quarterly basis, as necessary.
13. An independent firm conducted an audit of the MPO's program in December/January, 2011/12.

**METHODOLOGY: The following activities are ongoing unless noted otherwise:**

1. Provision of staff assistance, including graphics production, to the MPO and its advisory committees through the Pinellas County Planning Department.
2. Completion of MPO Administrative Tasks, including:
  - a. Staff management;
  - b. Meeting notification and attendance;
  - e. Other appropriate tasks identified within the broad subject of general administration and program management.
3. Carry out activities necessary to maintain the annual Disadvantaged Business Enterprise requirement, and monitor progress toward these goals, as well as the fulfillment of the Americans with Disabilities Act, Title VI and Title VIII requirements in support of federal procedures.
4. Execute all applicable administrative and technical procedures in support of MPO programs.
5. Prepare and update the FY 2012/13 5303 application and associated certification documents.
6. Prepare FY 2012/13 and 2013/14 UPWP.
7. Monitor GPC contracts.
8. Review GPC rates and amend GPC contracts in December, 2012.
9. Review existing programs and reports to adequately portray current policy direction.
10. Ensure that all programs are current and fully coordinated with the existing objectives of the planning process.

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**UPWP TASK NUMBER: 1.1 - ...Continued**

11. Carry out activities associated with MPO certification as required by SAFETEA-LU and in accordance with federal and state requirements.
12. Update three-year DBE program requirements by June 2013 for August 1, 2013 approval.
13. Update four-year Title VI program requirements by March 2013 for April 13, 2013 submission.
14. Address FHWA and FDOT annual certification comments.
15. Participate in Quadrennial FTA, FHWA, FDOT Joint Certification due February 2014.
16. Annual audit to be conducted by an independent accounting firm under contract with the MPO in accordance with professionally accepted and Government Auditing Standards.
17. Maintain records of receipts and expenditures for all MPO planning funds.
18. Carry out work associated with assisting the audit process, including gathering appropriate documentation and periodic meetings with the auditors.
19. Conduct competitive selection for MPO auditor April 2013.
20. Carry out activities related to the facilitation of MPO/PPC board integration.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Continuance of a comprehensive and coordinated transportation planning process and the management of a viable transportation planning program for the MPO's urbanized area.
2. FY 2012/13 Section 5303 application and certifications updated in May, 2012.
3. Production of monthly MPO Board and advisory committee agenda packages.
4. Published meeting notices.
5. Properly maintained grant funding accounts.
6. PATS/MPO Planning Program that is conducted efficiently and that is consistent with the goals of the Pinellas County MPO and the requirements of SAFETEA-LU and Chapter 339, F.S.
7. Adopted FY 2014/15 - 2015/16 UPWP in May, 2014.
8. Completion of GPC tasks as set forth in their contract(s).
9. Enhancement of the technical capacity of the planning process.
10. Incorporation of SAFETEA-LU planning provisions.
11. Updated DBE Program requirement by June 2013.
12. Updated Title VI Program by March 2013.
13. Competitive procured professional audit services by April 2013.
14. FHWA and FDOT annual certification comments addressed.
15. Annual audit report adopted by March, 2013 and 2014 that accurately reflects MPO accounts and ensures expenditures are consistent with federal, state and local requirements.
16. Integrated PPC/MPO boards and associated functions

<b>FUNDING SOURCES – YEAR 1 – FY 2012-13</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	115,612				115,612
<b>Consultant/Auditor</b>	22,950				22,950
<b>Total</b>					\$138,562

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	115,612				115,612
<b>Consultant/Auditor</b>	22,950				22,950
<b>Total</b>					\$138,562



## **PUBLIC PARTICIPATION**



## **UPWP TASK NUMBER: 2.1     *Public Participation Program Development and Maintenance***

### **OBJECTIVE:**

Develop and implement public participation strategies for MPO plans and programs, consistent with the requirements of SAFETEA-LU and the laws of the State of Florida.

### **PREVIOUS WORK:**

Activities carried out under this task in FY 2011/12 are listed below.

1. Publication of public information documents.
2. Development of public information power point presentations and display boards set up at the sites of various events and public buildings.
3. Updated the Pinellas County MPO website (ongoing).
4. Conducted evaluation of Public Participation Plan performance.
5. Updated the MPO Public Participation Plan.
6. Further development, update and maintenance of the CCC website on the Internet.
7. Participated in public speaking appearances before the press, civic, neighborhood and professional organizations to discuss transportation issues germane to the MPO planning program.
8. Adopted TIP in May that reflects public input and was presented in a manner that can be easily understood by the general public.
9. Placed TIP federally funded project information on MPO web site.
10. Produced citizen advisory committee agenda packages (ongoing).
11. Engaged MPO advisory committees to review MPO plans, including the LRTP, UPWP and TIP.
12. Updated the MPO's database that tracks public involvement activities including speaking engagements and media events (ongoing).
13. Participated in annual bicycle/pedestrian events such as Walk to School Day, Pedestrian Safety Awareness Day, Bike Month and the Bike Florida Tour.
14. Adopted MPO social media policy.
15. Developed public involvement plan for the LRTP update

### **METHODOLOGY: The following activities are ongoing unless noted otherwise:**

The methodologies for implementation of the public participation strategies identified in the MPO's Public Participation Plan will vary depending on the program. These strategies will be implemented in coordination with the state, other MPOs and local transit agencies and governments, where feasible. It should also be noted that these strategies include consideration of the traditionally under-served communities of Pinellas County and ensure compliance with Americans with Disabilities Act, Title VI and Title VIII requirements. General planning consultant services will be utilized to assist with this task.

1. Public meetings and workshops to address community concerns regarding transportation projects.
2. Employment of MPO advisory committees to review MPO plans and documents including the LRTP, UPWP and TIP.
3. Public speaking engagements to community and business organizations.
4. Preparation and distribution of public information literature and graphics.
5. Continued staff support to the Citizen's Advisory Committee and the Joint Citizen's Advisory Committee through preparation of agenda materials and documents.
6. Monitoring implementation of MPO Public Participation Plan.
7. Review, evaluation and update of Public Participation Plan.
8. Respond to public correspondence regarding TIP and LRTP projects.
9. Develop and update Pinellas Trail informational brochure and fold out map for trail users.

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**UPWP TASK NUMBER: 2.1 - Continued**

10. Develop and maintain web-based interactive map identifying location of bicycle and pedestrian facilities.
11. Maintain and enhance MPO and CCC internet websites and publications.
12. Conduct public outreach activity directed toward traditionally under-served communities in Pinellas County consistent with FTA and FHWA Title VI requirements.
13. Update and distribute the Transportation Disadvantaged Program brochure.
14. Participate in annual bicycle pedestrian events including Walk to School Day, Pedestrian Safety Awareness Day and Bike Month.
15. Update and maintain web-based TIP application
16. Continued development and implementation of public involvement plan for the LRTP update

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. A TIP update to incorporate local projects in the fall that reflects public input and is presented in a manner that can be easily understood by the general public.
2. A TIP adopted in May, 2013 and 2014 that reflects public input and is presented in a manner that can be easily understood by the general public.
3. Ongoing public involvement process that meets the requirements of applicable laws and the objectives of the MPO Public Participation Plan.
4. Participation in annual bicycle pedestrian events, such as Walk to School Day, Pedestrian Safety Awareness Day, Bike Month and the Bike Florida Tour.
5. Updated MPO and CCC web sites on an ongoing basis.
6. MPO advisory committees involved in the review of MPO plans and documents, including the LRTP, UPWP and TIP.
7. Production of Citizen Advisory Committee and MPO Board agenda packages.
8. Updates to Public Participation Plan as needed.
9. Pinellas Trail informational brochure and fold out map for trail users in 2013.
10. Web-based interactive map identifying location of bicycle and pedestrian facilities in 2013.
11. Updated web-based TIP application.
12. Public involvement plan for LRTP update

<b>FUNDING SOURCES - YEAR 1 – FY 2012/13</b>						
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	95,000			7,500	7,500	110,000
<b>Consultant(s)</b>	55,000	20,000	60,000			135,000
<b>Total</b>						\$245,000

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>						
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	120,000			7,500	7,500	135,000
<b>Consultant(s)</b>	38,000	20,000	60,000			118,000
<b>Total</b>						\$253,000



## **SURVEILLANCE ACTIVITIES**



**UPWP TASK NUMBER: 3.1     Land Use and SE Data****OBJECTIVE:**

Update the transportation-related socioeconomic and land use variables used as input to the regional traffic demand model to project validation year and future travel demand.

**PREVIOUS WORK:**

Activities carried out in FY 2011/12 are listed below:

1. Amendments to the Pinellas County Future Land Use Plan (FLUP) were monitored.
2. Participated in the update of Census tract boundaries and traffic analysis zones to support the Census Bureau's data requirements for the 2010 decennial Census.
3. Began activities to update the socioeconomic data for the LRTP update and for traffic demand model inputs

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

1. Assist FDOT in the development of the Tampa Bay Urban Land Use Allocation Model to create a dynamic linkage between land use and transportation planning.
2. Assist FDOT in the development of Phase II of the Tampa Bay Regional Goods Movement Study.
3. Collaborate with local governments and Pinellas Planning Council to continue development of socioeconomic data for LRTP update

Note: These efforts will be coordinated with work performed under Task 6.1. They will also be coordinated with FDOT District 7 activity involved with maintaining the Regional Transportation Analysis (RTA) Process. General planning consultant services will be utilized to assist with this task.

**END PRODUCT:**

1. Updated traffic analysis zone (TAZ) boundaries in coordination with the US Census Bureau for data compilation purposes and in conjunction with the RTA for future Long Range Plan updates and land use planning activities in 2013.
2. New set of socioeconomic data for input to the regional traffic demand model in 2013.

FUNDING SOURCES - YEAR 1 – FY 2012/13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	10,000					10,000
Consultant(s)		50,000				50,000
Total						\$60,000

FUNDING SOURCES – YEAR 2 – FY 2013-14						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	25,000					25,000
Consultant(s)						
Total						\$25,000



## **UPWP TASK NUMBER: 3.2     *Transportation System Surveillance and Database Management***

### **OBJECTIVE:**

Monitor transportation system conditions and planned improvements associated with all travel modes to support the long-range and ongoing planning efforts of the MPO, local governments, the state and the region.

### **PREVIOUS WORK:**

The activities listed below were carried out in FY 2011/12.

1. Ongoing data collection, including highway, crash records, transit and pedestrian safety statistics associated with monitoring the transportation system.
2. Prepared the Average Annual Daily Traffic Count Map for print and website publication.
3. Maintained MPO Transportation System Database which encompasses information on existing and planned multi-modal routes, facilities and conditions.
4. Provided data to Pinellas Suncoast Transit Authority (PSTA) for their marketing, certification, grant applications and other needs.
5. Monitored transit activities in cooperation with PSTA.
6. Conducted ongoing quality control activity associated with verifying and correcting, as necessary, Transportation System Database records and attribute data, including highway performance measures, regression analysis, vehicle classification and truck volume reporting.
7. Assisted in the development of transportation planning applications in Pinellas County GIS (ongoing).
8. Increased use of real time data for Intelligent Transportation System applications (ongoing).
9. Provided access to crash data to law enforcement agencies for their certificate grant applications and other ongoing efforts to improve safety on the roadways.
10. Assisted other agencies with their transportation data needs.

### **METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

In addition to supporting the ongoing and long range planning efforts of the MPO and local, regional and state agencies, this task supports those activities carried out under other UPWP tasks including Congestion Management Process, Transit Operations Planning, Bicycle and Pedestrian Planning, Management and Operations Planning, Local Government Comprehensive Plan Coordination and Technical Assistance, Long Range Plan Maintenance and Update and Regional Planning. General planning consultant services will be utilized to assist with this task.

1. Continue to monitor and collect relevant data on the Pinellas County transportation system. This will be done in coordination with the FDOT District 7 and the local governments to the extent necessary to avoid duplicating efforts.
2. Prepare annual traffic count map.
3. Conduct trail commuter surveys and analyze results regarding trail usage. These surveys are conducted on an as-needed basis rather than annually.
4. Maintain and further develop the countywide sidewalk inventory.
5. Review master plans and planning documents produced by various intermodal agencies.
6. Collect data in support of pedestrian and bicycle safety studies conducted under the Bicycle and Pedestrian Planning Task.
7. Continue Transportation System Database quality control activity and enhancements.
8. Expand and enhance the crash records database to provide for electronic data transfer from law enforcement and provide query access to end users.
9. Collect real time data for Intelligent Transportation System applications.
10. Maintain MPO Transportation System Database which encompasses information on existing and planned multi-modal routes, facilities and conditions.

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**UPWP TASK NUMBER: 3.2 - Continued**

11. Work with Pinellas County staff to develop transportation planning applications in County GIS.
12. Provide access to crash data system to law enforcement and other agencies for their certificate grant applications and other ongoing needs that would improve safety on the roadways.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

In addition to supporting the activities listed in the Methodology Section, the end products resulting for the aforementioned activities are supplied upon request to public agencies and to citizens for general information purposes.

1. Updated data file of highway and transit statistics.
2. Annual traffic count map in August, 2012 and 2013.
3. Updated Transportation System Database.
4. Updated database for trail system, bike lanes and sidewalks.
5. Greater consistency in transportation data utilized by local governments in Pinellas County.
6. Updated data file on pedestrian and bicycle safety statistics.
7. Transportation planning applications in Pinellas County GIS.
8. Updated crash records database.
9. Increased use of real time data for Intelligent Transportation System applications.
10. Truck Route map.
11. Annual Level of Service Report in September, 2012 and 2013.
12. Bi-annual State of the System Report in 2012.

FUNDING SOURCES - YEAR 1 – FY 2012/13					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	92,245	10,000	1,250	1,250	104,745
Consultant(s)	20,000				20,000
Total					\$124,745

FUNDING SOURCES – YEAR 2 – FY 2013-14					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	81,195	10,000	1,250	1,250	93,695
Consultant(s)	20,000				20,000
Total					\$113,695



**UPWP TASK NUMBER: 3.3     Financial Resource and Legislation Monitoring****OBJECTIVE:**

Ensure availability of funds necessary for the development and implementation of transportation programs and compliance with all applicable local, state and federal laws and regulations governing or impacting the metropolitan planning process.

**PREVIOUS WORK:**

During FY 2011/12, the activities listed below were conducted.

1. Developed funding source alternatives and area needs for the legislature.
2. Routine review of current and proposed legislative matters at all levels of government to determine the impact on the MPO's planning program.
3. For their policy direction, provided input to the MPO Board on pending legislative matters
4. Identified funding deficiencies concerning needed transportation improvements.
5. Participated in forums on funding information through the MPO Advisory Council and the FDOT.
6. Incorporated SAFETEA-LU requirements and programs.
7. Participated in development of financial guidelines for MPO long range plans.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

1. Identify existing and anticipated funding sources for the implementation of the TIP and LRTP.
2. Review of local, state and federal legislative and regulatory matters to determine the relevance to the MPO's transportation planning responsibilities.
3. Prepare periodic reports to the MPO including the development of position statements.
4. Correspond with state and federal legislators and regulatory officials regarding legislative proposals.
5. Modify MPO procedures, plans and programs, as needed, to comply with applicable laws and regulations.
6. Seek local government support for existing and proposed funding sources necessary to implement the LRTP.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Planning program that responds to and complies with applicable laws and regulations.
2. Recommendations to MPO policy board and other elected officials regarding federal and state legislation on an ongoing basis during the legislative session.

FUNDING SOURCES - YEAR 1 – FY 2012/13					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	12,000				12,000
Consultant(s)					
Total					\$12,000

FUNDING SOURCES – YEAR 2 – FY 2013-14					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	12,000				12,000
Consultant(s)					
Total					\$12,000



## **SYSTEMS PLANNING**



## **UPWP TASK NUMBER: 4.1     *Congestion Management Process***

### **OBJECTIVE:**

Address mobility needs through the implementation of a congestion management process (CMP) that is consistent with the requirements of the SAFETEA-LU, metropolitan planning requirements and the requirements of the Florida Department of Transportation.

### **PREVIOUS WORK:**

The activities listed below took place during FY 2011/12.

1. Prepared CMP priority list for inclusion in the TIP.
2. Provided a State of the System Report for the CMP.
3. Assessed status of improvements identified in CMP studies.
4. Produced annual roadway level of service report in September, 2011.
5. Developed CMP policy and procedure manual.
6. Incorporated FDOT's high crash locations into CMP prioritization process.

### **METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

General planning consultant services will be utilized to assist with this task.

1. Participate in statewide initiatives addressing CMP development.
2. Continue to develop and implement the Pinellas County CMP.
3. Conduct a review of previously studied CMP corridors using transportation demand management and ITS strategies.
4. Ensure coordination of the Pinellas County CMP with Regional and other MPO CMPs.
5. Identify congested roadways from the State of the System Report.
6. Update CMP projects in the TIP.
7. Produce State of the System Report.
8. Conduct assessment of high crash intersections.
9. Carry out activities associated with the implementation of the recommendations of corridor strategy plans.
10. Identify congested roadways to be considered for study if patterns persist.
11. Reevaluate existing strategies, performance measures and goals.
12. Identify performance measures to be used to evaluate the effectiveness of congestion management strategies.
13. Develop plan for CMP projects to be included in LRTP update

### **END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Updated list of Congestion Management Process projects in the TIP in November, 2012 and 2013.
2. Identified congested roadways from the State of the System Report.
3. Consistency in application of congestion management and/or transportation management plan initiatives among affected jurisdictions.
4. Detailed analysis of hot spots and corridors selected through CMP.
5. Implemented strategies from corridor strategy plans.
6. Integration of CMP into all MPO planning processes including the LRTP and TIP, as required by SAFETEA-LU.
7. State of the System Report in 2012.
8. Congestion management performance measures evaluated by June 30, 2013 and 2014.

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UPWP TASK NUMBER: 4.1 - *Continued*

FUNDING SOURCES - YEAR 1 – FY 2012/13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	52,000		20,000	2,500	2,500	77,000
Consultant(s)	50,000	30,000				80,000
Total						\$157,000

FUNDING SOURCES – YEAR 2 – FY 2013-14						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	72,000		20,000	2,500	2,500	97,000
Consultant(s)	10,000	20,000				30,000
Total						\$127,000



**UPWP TASK NUMBER: 4.2      *Miscellaneous Technical Studies*****OBJECTIVE:**

Respond to MPO planning needs requiring the allocation of resources for tasks not identified during process of preparing biennial UPWP.

**PREVIOUS WORK:**

Conducted safety evaluations of corridors where bicycle and pedestrian crashes occur. Participated in planning and public participation activities relating to Communities Putting Prevention to Work, which promoted healthy alternatives to driving such as bicycling and walking.

**METHODOLOGY:**

This task will include work associated with technical studies that are prompted on short notice as a result of a special need identified during the course of carrying out UPWP tasks or studies that only occur every few years. An example of an assignment under this task would be an evaluation of trip generation rate data contained in the Transportation Impact Fee Ordinance based on the results of an independent study. General planning consultant services will be utilized to assist with this task as necessary.

**END PRODUCT:**

End products for studies or activities will vary depending on the nature of the work involved. All planning studies will result in the completion of some type of final report and all reviews and analyses will result in reports of findings.

FUNDING SOURCES - YEAR 1 – FY 2012/13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	5,659			1,250	1,250	8,159
Consultant(s)	10,000		10,000			20,000
Total						\$28,159

FUNDING SOURCES – YEAR 2 – FY 2013-14						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	10,659			1,250	1,250	13,159
Consultant(s)	10,000		10,000			20,000
Total						\$33,159



### **UPWP TASK NUMBER: 4.3     *Transit Operations Planning***

#### **OBJECTIVE:**

Support the operations of the Pinellas Suncoast Transit Authority (PSTA) to provide efficient and cost effective services that provide for the existing and future needs of Pinellas County residents and visitors.

Note: The Federal Transit Administration (FTA) allocates Section 5307 formula funding to the Tampa/St. Petersburg/Clearwater urbanized area to share between two designated recipients, the Hillsborough Area Regional Transit Authority and the Pinellas County MPO. The MPO does not administer its share of the Section 5307 funds but rather “passes through” the funds to the Pasco County Public Transportation (PCPT) and the PSTA for transit planning, capital purchases and preventive maintenance.

#### **PREVIOUS WORK:**

The activities list below took place during FY 2011/12.

1. Completed and adopted the Major Ten-Year Transit Development Plan (TDP) update.
2. Programmed “Flex” Service improvements for selected areas in north Pinellas County.
3. Monitored DBE participation in FTA funded projects.
4. Adopted Program of Projects for FTA Section 5307 formula funds.
5. Continue programming bus stop pad/curb retrofits and accessibility improvements along major route corridors serving PSTA’s most productive routes.
6. Conducted/facilitated workshop sessions with the Transit Advisory Committee and PSTA Board.
7. Provided technical support on PSTA planning projects and studies, including development of updated capital and operating budget projections, alternative revenue sources, underlying network concepts, and cross-bay express service enhancements.
8. Performed staff liaison duties between the MPO, municipalities, PSTA and other transit agencies in the region.
9. Provided consistency in local transit plans and the MPO LRTP.
10. Implemented new automatic vehicle location (AVL) and real-time passenger information technologies system wide.
11. Coordinated with MPO, FDOT and TBARTA on an Alternatives Analysis (AA) study for intra-county corridors connecting St. Petersburg and Clearwater, with an opportunity for inter-county connectivity with Hillsborough County.
12. Continued to review and evaluate transit funding sources to replace property tax revenue.

**METHODOLOGY:** The activities listed below are ongoing unless noted otherwise. General planning consultant services may be needed to assist with this task.

1. Update TDP annually to incorporate and document existing and planned transit service improvements and input from public involvement activity, focusing in particular on development activity and ridership trends. PSTA uses automatic passenger counting (APC) information to identify and target high volume bus stops for installation of passenger amenities.
2. Continue to analyze changes in fare revenue and average fare by specific fare categories.
3. Continue to integrate ITS technologies such as AVL, APC and real-time bus arrival information, as appropriate, to improve transit operations efficiency, safety and security.
4. Utilize findings from Market Research Study to support strategic and service planning efforts.
5. Develop the Program of Projects for Section 5307 funding for new buses, bus parts, shop equipment, preventive maintenance planning studies and passenger amenities.
6. Evaluate the use of new community shelter designs.
7. Expand the use of Automatic Passenger Counters.
8. Provide more solar powered security lighting at passenger shelters and stand-alone bus stops.
9. Schedule replacement of older buses and update capital replacement schedules.

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**UPWP TASK NUMBER: 4.3 - Continued**

10. Continue efforts to support the application of local proportionate share requirements relating to transit improvements.
11. Carry out activities to improve bus stop accessibility, facilitate public participation activities and workshops and provide miscellaneous technical support.
12. Continue MPO liaison activities with FDOT, municipalities, PSTA and other regional transit agencies.
13. Compile and verify transit data for Regional Transportation Analysis (RTA) model validation.
14. Participate in the development of corridor strategy and Multi-Modal District plans.
15. Carry out tasks associated with bicycle/pedestrian bus stop and shelter access needs.
16. Conduct market research to solicit information concerning proposed transit service or an upcoming service enhancement project or specific area of concern.
17. Review and monitor local transit plans for consistency with the LRTP.
18. Carry out work associated with the development of ITS for transit.
19. Carry out work associated with the purchase of new buses, passenger amenities, and other grant-funded procurements.
20. Coordination among PSTA, MPO, FDOT and TBARTA on Pinellas AA study follow-up work.
21. Coordination among PSTA, MPO, FDOT and TBARTA on Howard Frankland Bridge preliminary design and environment study.

**END PRODUCT: The end products listed below occur annually unless noted otherwise.**

1. Adopted TDP, reflecting public input in 2012 and 2013
2. Analysis of average fare by fare category (ongoing).
3. Integration of ITS technologies (ongoing).
4. Incorporated findings from the 2010 Market Research Study (ongoing).
5. Final Section 5307 Program of Projects in April, 2013 and 2014.
6. Evaluations of new community design shelters and transit centers (ongoing).
7. New bus orders in 2013 and 2014.
8. Improved consistency in local transit plans and the MPO LRTP (ongoing).
9. Annual Program of Projects for Section 5307 and Bus Replacement Schedule in June, 2013 and 2014.
10. Quarterly progress reports on FDOT funded projects submitted with each invoice sent to FDOT for reimbursement on an ongoing basis.

<b>FUNDING SOURCES - YEAR 1 – FY 2012/13</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>		36,827	14,603	14,603	66,033
<b>Consultant(s)</b>					
<b>PSTA</b>		80,000			80,000
<b>Total</b>					\$146,033

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>		36,827	14,603	14,603	66,033
<b>Consultant(s)</b>					
<b>PSTA</b>		80,000			80,000
<b>Total</b>					\$146,033



**UPWP TASK NUMBER: 4.4     *Transportation Disadvantaged Program Planning***

**OBJECTIVE:**

Provide for the cost effective delivery of transportation services to the disadvantaged community in Pinellas County.

**PREVIOUS WORK:**

The activities listed below took place during FY 2011/12.

1. Participated in State TD Commission meetings concerning the TD Program and Medicaid transportation.
2. Completed trip/equipment and planning grant applications in May.
3. Distributed the MPO Transportation Disadvantaged Program Brochure at public outreach events.
4. Prepared Transportation Disadvantaged Element of the Transportation Improvement Program in April.
5. Completed Community Transportation Coordinator (CTC) annual evaluation in June.
6. Participated in public involvement activities including meetings and presentations to MPO committees, senior citizen organizations, local human service agencies and Medicaid recipients.
7. Updated the TD Program user application form to implement policy/procedural changes.
8. Expanded transportation services to disadvantaged community (ongoing).
9. Improved coordination of TD services (ongoing).
10. Conducted a public hearing for the TD Program in August.
11. Produced planning documents/reports for LCB review (ongoing).
12. Provided staff services to the Community Transportation Coordinator (CTC) (ongoing).
13. Provided disaster/emergency procedural information to TD Program consumers in June.
14. Staff services were provided to support the operations of Greater Pinellas Transportation Management Services (GPTMS), the firm responsible for providing call-intake and ride-scheduling services through December, 2011. Staff services were provided to PSTA after they assumed management responsibilities for the program in January, 2012.
15. Service contracts were reviewed, updated, renewed, where necessary, and processed in accordance with applicable policies and laws.
16. FTA subgrantee JARC and New Freedom grant program agreements were prepared.
17. Requests for reimbursement from transportation providers were reviewed and processed.
18. Ensured the provision of coordinated transportation services to the transportation disadvantaged community of Pinellas County on an ongoing basis.
19. Prepared Annual Operating Report, Annual TD Program Actual Expenditure Report in September.
20. Prepared FTA JARC and New Freedom grant applications in October.
21. Issued a request for JARC and New Freedom applications in June.
22. Updated/amended the Transportation Disadvantaged Program Service Plan in June, October and December.
23. Implemented recommendations from the state evaluation of the CTC and TD Program (ongoing).
24. Implemented change in policy concerning moving TD Program users from 31-day to 10-day bus passes, as appropriate.
25. Worked with PSTA to prepare agreement for PSTA to assume management of TD Program.
26. Worked with PSTA on effort to have them designated by State as CTC.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise. General planning consultant services may be needed to assist with this task.**

1. Prepare the Transportation Disadvantaged element of the Transportation Improvement Program.
2. Provide staff support to the Transportation Disadvantaged Local Coordinating Board (LCB).
3. Provide staff assistance to PSTA in their duties as the CTC.

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**UPWP TASK NUMBER: 4.4 - ...Continued**

4. Evaluate services to the TD population to ensure adequacy of service and compliance with applicable federal and state policies.
5. Activities associated with participating in the annual statewide transportation disadvantaged conference or other CTD sponsored training.
6. Monitor unmet needs of TD community and provide informational materials to individuals or groups eligible for TD Program services.
7. Provide disaster/emergency procedural information to TD Program consumers in June.
8. Activities associated with evaluation of the CTC and TD Program services.
9. Annual updates to the TD Service Plan.
10. Implement recommendations of the Coordinated Public Transit Human Services Transportation Plan.
11. Coordinate with Hillsborough and Pasco counties public outreach efforts for the JARC and New Freedom grant programs.
12. Carry out public involvement activity associated with Annual Program of Projects for the JARC and New Freedom grants.
13. Administration of activities associated with the JARC/New Freedom grant projects.
14. Provide oversight to FTA subgrantees in administration of their FTA grant programs.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Annual Transportation Disadvantaged Element of the Transportation Improvement Program in April, 2013 and 2014.
2. More efficient and cost-effective transportation disadvantaged services.
3. Annual CTC Evaluation Report in June, 2013 and 2014.
4. Production of planning documents and reports for LCB review.
5. Completed planning grant applications in April/May, 2013 and 2014.
6. Implemented recommendations of the Coordinated Public Transit Human Services Transportation Plan.
7. Updated TD Service Plan in 2013 and 2014.
8. Disaster/emergency procedural information to TD Program consumers in June, 2013 and 2014.
9. Annual Operating Report in September, 2012 and 2013.
10. JARC/New Freedom grant projects administration.
11. Oversight of FTA JARC and NF grant programs.
12. Public involvement activity associated with Annual Program of Projects for the JARC and New Freedom grants.

<b>FUNDING SOURCES – YEAR 1 – FY 2012-13</b>								
<b>AGENCY/ RECIPIENT</b>	<b>TD</b>	<b>FTA 5316</b>	<b>FTA 5317</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	36,211	27,674	6,579		50,194	6,274	6,274	133,207
<b>Consultant(s)</b>								
<b>Total</b>								\$133,207

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>								
<b>AGENCY/ RECIPIENT</b>	<b>TD</b>	<b>FTA 5316</b>	<b>FTA 5317</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	36,211				50,194	6,274	6,274	98,954
<b>Consultant(s)</b>								
<b>Total</b>								\$98,954



**UPWP TASK NUMBER: 4.5     Public Transportation Planning****OBJECTIVE:**

Implement public transportation plans and initiatives intended to provide long range mobility solutions in Pinellas County and the region.

**PREVIOUS WORK:**

The activities listed below were carried out in FY 2011/12.

1. Provided project oversight for the Downtown Clearwater to Clearwater Beach projects.
2. Developed plan for bus rapid transit from Downtown Clearwater to Clearwater Beach
3. Developed transit component, including transit networks, for the 2035 LRTP.
4. In coordination with TBARTA, FDOT and PSTA, the MPO began evaluation of transit alternatives along the Downtown Clearwater, Downtown St. Petersburg and Gateway corridors as identified in the 2035 LRTP and TBARTA's adopted Regional Transit Master Plan with connection into Hillsborough County via the Howard Frankland Bridge.
5. Analysis of transit alternatives for connecting Downtown Clearwater to Downtown St. Petersburg and the Gateway Area.
6. Evaluation of transit alternatives on the Howard Frankland Bridge connecting Pinellas County to Hillsborough County.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

These activities will be carried out in support of the FHWA/FTA planning emphasis areas. General planning consultant services will be utilized to assist with this task.

1. Continue coordination with FTA on New Starts, Small Starts and Very Small Starts grant submittals as appropriate, based upon funding needs.
2. Continue public outreach efforts on PMI funding options.
3. Continue development of detailed implementation plans for PMI projects, including prioritization of guideway and bus rapid transit segments or routes and activities necessary to move forward with preliminary engineering and project implementation.
4. Update cost/revenue information as necessary.
5. Continue to coordinate project planning with appropriate local, regional and state agencies.
6. Continue to evaluate transit alternatives for connecting Downtown Clearwater to Downtown St. Petersburg and the Gateway Area.
7. Continue to evaluate transit alternatives on the Howard Frankland Bridge in conjunction with FDOT's PD&E/Regional Transit Corridor Evaluation.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Implementation plans associated with premium transit projects and services.
2. Continued public outreach efforts for funding options needed for implementation of long range transit plans.

FUNDING SOURCES – YEAR 1 – FY 2012-13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff		25,000	50,000	6,250	6,250	87,500
Consultant(s)		55,000				55,000
Total						\$142,500

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**UPWP TASK NUMBER: 4.5 - ...Continued**

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>						
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>		55,000		6,250	6,250	67,500
<b>Consultant(s)</b>			50,000			50,000
<b>Total</b>						\$117,500



**TASK NUMBER: 4.6      *Bicycle and Pedestrian Planning***

**OBJECTIVE:**

Expand opportunities for bicycle and pedestrian travel for commuting and recreational purposes.

**PREVIOUS WORK:**

Activities carried out for this task in FY 2011/12 are listed below. All of the activities were ongoing unless noted otherwise.

1. Staff continued efforts associated with implementing the pedestrian and bicycle plan components of the Long Range Transportation Plan, including the development and maintenance of a countywide sidewalk, bicycle and trail inventory.
2. Conducted educational programs for school children on bicycle and pedestrian safety.
3. Provided staff services to the Bicycle and Pedestrian Transportation Advisory committees, and the Pinellas Trail Security Task Force.
4. Engaged in planning activity pursuing the implementation of bicycle and sidewalk facilities.
5. Provided technical support to the School Transportation Safety Committee.
6. Continued planning activity related to the planned Progress Energy Trail.
7. Continued planning activity related to design plans of US Highway 19 in coordination with FDOT.
8. Implemented Bicycle and Pedestrian Master Plan recommendations and policies.
9. Began work on updating the Bicycle and Pedestrian Master Plan.
10. Produced documents/reports regarding proposed trail facilities and crossings.
11. Participated in regional trail planning activities.
12. Coordinated bicycle and pedestrian capital improvement projects included in the adopted TIP.
13. Assisted the Courtney-Campbell Scenic Highway Corridor Advocacy group.
14. Participated in the Safety Awareness Day and Walk to School Day in the fall and Bike Month and Bike to Work Day in May, 2012.
15. Conducted crosswalk and safety evaluations/improvements along the beaches.
16. Assisted with development of Annual Bicycle and Pedestrian Crash Map.
17. Updated the Pinellas Trail Loop Plan.
18. Developed bicycle/trail facility brochure and foldout map.
19. Coordinated efforts between FDOT and BIG-C on Gulf Boulevard crosswalk safety initiatives.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise. General planning consultant services will be utilized to assist with this task.**

1. Implement bicycle and pedestrian planning strategies and policies of the LRTP.
2. Update and further develop the bicycle and pedestrian components of the LRTP through the coordinated efforts of the MPO, FDOT and local government staffs.
3. Sponsor and conduct educational and informational programs and elementary school safety training.
4. Provide staff support to the Bicycle Advisory Committee (BAC) and Pedestrian Transportation Advisory Committee (PTAC), Pinellas Trail Security Task Force, and the School Transportation Safety Committee.
5. Continue planning efforts relative to inter/intra-county transportation activities, bike amenities, cross streets, sidewalk and pedestrian improvements and enhanced bicycle facilities.
6. Monitor implementation of bicycle and pedestrian facilities, Pinellas Trail projects and connecting bicycle/pedestrian trails. This involves tracking TIP projects designed to implement bicycle, pedestrian and trail facilities as identified in the LRTP.
7. Carry out activities associated with the Pinellas Trail Loop Plan.
8. Provide staff support for the development of the Regional Multi-Use Trail Element for the CCC.
9. Analyze and report on pedestrian and bicycle accident data. This refers to data provided periodically by outside agencies that is analyzed and discussed before the BAC and PTAC and is utilized in local comprehensive plans and the LRTP.

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**UPWP TASK NUMBER: 4.6 - ...Continued**

10. Evaluate trail crossings at intersections for needed improvements.
11. Develop bicycle lane provisions and priority projects for marking and designating bicycle lanes on county roadways.
12. Monitor bicycle and pedestrian crashes to identify problem locations and areas where improvements are needed.
13. Integrate ITS technologies, as appropriate, to improve bicycle and pedestrian safety and access.
14. Carry out activities associated with the Progress Energy Trail.
15. Implement recommended actions of the Bicycle and Pedestrian Master Plan.
16. Develop and maintain data on bicycle and pedestrian crashes and produce an annual map in June.
17. Identify gaps in sidewalk network and facilitate implementation of projects necessary to close them.
18. As part of safety and education public outreach efforts, participate in the Safety Awareness Day, Walk to School Day and Bike Month activities.
19. Update Bicycle and Pedestrian Master Plan.

**END PRODUCT:** The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Implementation of Bicycle and Pedestrian Master Plan recommended actions.
2. Planning activities associated with the installation of bicycle lanes on county roads.
3. Bicycle and pedestrian strategies consistent with the LRTP.
4. Improved public awareness of pedestrian and bicycle safety laws and practices.
5. Production of agenda packets for the BAC, PTAC and Pinellas Trail Security Task Force.
6. Production of documents/reports regarding proposed trail facilities and crossings.
7. Presentations at county schools and public events regarding pedestrian/bicycle facility plans and safety education.
8. Consistency between Enhancement Program project applications and the LRTP.
9. Annual update of bicycle and pedestrian capital improvement projects included in the TIP.
10. Coordination of the planned trail facilities with intersecting roadway projects.
11. Implementation of transportation safety and access improvements through the School Transportation Safety Committee.
12. Implementation of projects to close gaps in Pinellas County's sidewalk network along major roadways.
13. Participation in the Safety Awareness Day and Walk to School Day and Bike Month each year.
14. Continued update of bicycle and pedestrian crash data.
15. Updated Bicycle and Pedestrian Master Plan in September, 2012.

FUNDING SOURCES - YEAR 1 – FY 2012/13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	95,000					95,000
Consultant(s)		50,000				50,000
<b>Total</b>						<b>\$145,000</b>

FUNDING SOURCES – YEAR 2 – FY 2013-14						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	109,436	25,000				134,436
Consultant(s)						
<b>Total</b>						<b>\$134,436</b>



## **UPWP TASK NUMBER: 4.7 Operations and Demand Management Planning**

### **OBJECTIVE:**

Improve the operating efficiency and safety of existing and future transportation facilities while reducing demand for single occupant vehicle travel in Pinellas County.

### **PREVIOUS WORK:**

Activities carried out for this task in FY 2011/12 are listed below. All of the activities were ongoing unless noted otherwise.

1. Continued to participate in the activities of the Community Traffic Safety Team (CTST).
2. Provided staff services and technical support to ITS Advisory Committee.
3. Updated inventory of countywide ITS infrastructure.
4. Provided agency coordination and oversight during design of ATMS project.
5. Provided coordination of signal system integration project.
6. Implemented recommendations of the ATMS Master Plan (signal system only) which included corridor priority determinations for adaptive continual implementation.
7. Continued maintenance and management of countywide crash data in the MPO's Crash Data System.
8. Provided ongoing technical support to transportation demand management (TDM) programs and initiatives.
9. Participated in liaison activities (i.e., representation on various boards of directors and technical advisory committees) with PSTA, TBARTA and other transportation agencies.
10. Assisted TBARTA with the FTA One Stop Center grant application for veterans.
11. Facilitated and encouraged ride sharing and transit use as cost effective alternatives in the delivery of transportation services through the Transportation Disadvantaged Program.
12. Facilitated and encouraged bicycling and pedestrian commute options through implementation of bicycle and pedestrian planning activities.

**METHODOLOGY:** The activities listed below are ongoing unless noted otherwise. General planning consultant services may be utilized to assist with this task.

1. Participate in CTST traffic incident management (TIM) activities, including education programs.
2. Develop short-range transportation system management strategies for inclusion in the MPO's Congestion Management Process, which will be utilized in developing priorities for programming projects in the TIP.
3. Carry out activities associated with the review of traffic calming/management plans to the extent they affect the functionally-classified road network.
4. Review the TIP and identify ITS projects funded for implementation. Determine whether funded ITS projects are compatible with the Tampa Bay Regional Architecture and consistent with the National ITS Architecture.
5. Implement process to ensure compliance with FHWA/FTA Rule 940.
6. Provide staff services and technical support to ITS Advisory Committee.
7. Update inventory of the countywide ITS infrastructure.
8. Coordinate with FDOT on the maintenance and update of the regional ITS architecture.
9. Monitor implementation of ATMS projects.
10. Facilitate development and execution of inter-agency agreements of integrated signal system.
11. Carry out recommendations and actions of the ATMS Master Plan.
12. Provide technical support to TBARTA and governmental agencies working on TDM initiatives.

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**UPWP TASK NUMBER: 4.7 - ...Continued**

13. Work with TDM agencies to integrate strategies of MPO and Regional Congestion Management Process (CMP) Plan.
14. Provide technical support to local government and regional efforts seeking to incorporate TDM strategies.
15. Assist TBARTA efforts to implement ride sharing and School Pool Program to address school transportation needs.
16. Continue to facilitate and encourage ride sharing and transit use options for Transportation Disadvantaged Program users.
17. Continue to facilitate and encourage bicycling and pedestrian activity as alternative commute options through bicycle and pedestrian planning activities.

**END PRODUCT:** The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Coordination with local and state governments in the implementation of Transportation System Management proposals and in the sharing of signal timing study data.
2. Assistance to local governments in updating and maintaining their inventories of ITS infrastructure and in developing their projects for compatibility with the District 7 ITS Strategic Plan and for consistency with the regional and national architecture.
3. Unified or integrated signal system operations consistent with Omnibus Plan.
4. Implemented ATMS Master Plan recommendations.
5. Development of short-range transportation system management strategies.
6. TDM plans and activities coordinated and consistent with MPO planning efforts and policies.
7. Operational TDM programs (e.g., Regional Vanpool, ride sharing programs, School Pool, Guaranteed Ride Home) as adopted in the TIP.

FUNDING SOURCES - YEAR 1 – FY 2012/13						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	60,000					60,000
Consultant(s)						
Total						\$60,000

FUNDING SOURCES – YEAR 2 – FY 2013-14						
AGENCY/ RECIPIENT	FEDERAL (PL)	STP	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	60,320					60,320
Consultant(s)						
Total						\$60,320



**UPWP TASK NUMBER: 4.8     *Local Government Technical Assistance***

**OBJECTIVE:**

Ensure consistency of local government comprehensive plans, concurrency management systems and land development regulations affecting transportation, to the extent feasible, with MPO plans and programs.

**PREVIOUS WORK:**

The activities listed below took place during FY 2011/12.

1. Provided ongoing review of local government comprehensive plans and plan amendments to determine consistency and compatibility with the MPO Long Range Transportation Plan.
2. Provided technical support to local governments in the implementation of concurrency management systems on an ongoing basis.
3. Provided technical assistance to local governments regarding the application of the Pinellas County Transportation Impact Fee Ordinance (TIFO) on an ongoing basis.
4. Carried out activities in association with the Livable Communities Task Force relating to the development of model livable community comprehensive plan policies and land development codes.
5. Began work on the development of a countywide mobility plan in January, 2010.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise. General planning consultant services will be utilized to assist with this task.**

1. Review Transportation and Capital Improvement element amendments of the local comprehensive plans to determine consistency with the MPO's Long Range Transportation Plan and the TIP.
2. Provide data and technical assistance to local governments in meeting their comprehensive planning requirements.
3. Work with the local governments in the implementation and administration of a consistent concurrency management process in accordance with adopted MPO countywide standards.
4. Continue to support local government efforts to administer the Pinellas County TIFO in a manner consistent with standard approaches.
5. Provide technical support relating to the consistent application of land development codes regarding transportation-related regulations.
6. Consult or coordinate with planning officials responsible for other types of planning activities affected by transportation, including planned growth, economic development, environmental protection, airport operations and freight movement.
7. Carry out activities in association with the Livable Communities Task Force relating to the development of local land development codes and policies designed to improve the quality of the urban environment in Pinellas County.
8. Continue development of countywide mobility plan.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. Coordination of local government comprehensive plans.
2. Coordination of concurrency management systems and land development policies.
3. Consistent approach to the application of the Pinellas County TIFO among local governments.
4. Assist local governments in the implementation and administration of a consistent concurrency management process in accordance with MPO adopted countywide standards.
5. Countywide Mobility Plan in 2013.

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**UPWP TASK NUMBER: 4.8 - ...Continued**

<b>FUNDING SOURCES - YEAR 1 – FY 2012/13</b>						
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	44,000			3,750	3,750	51,500
<b>Consultant(s)</b>	30,000		30,000			60,000
<b>Total</b>						\$111,500

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>						
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	44,000		10,000	1,250	1,250	56,500
<b>Consultant(s)</b>						
<b>Total</b>						\$56,500



## **TRANSPORTATION IMPROVEMENT PROGRAM**



**UPWP TASK NUMBER: 5.1     *TIP Development and Maintenance*****OBJECTIVE:**

Develop and maintain the Transportation Improvement Program (TIP) pursuant to federal and state requirements while ensuring its consistency with the LRTP and local comprehensive plans.

**PREVIOUS WORK:**

The activities listed below took place during FY 2011/12.

1. Prepared, reviewed and updated the TIP (ongoing)
2. Included Pinellas County, municipal and airport work programs in fall update, 2011.
3. Adopted TIP in June, 2011.
4. Updated TIP in November, 2011
5. Processed TIP amendments (ongoing).
6. Maintained web-based TIP application.
7. Developed methodology for showing total cost in TIP.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

1. Develop the TIP in coordination with information collected from FDOT, local governments, citizens and transportation providers within Pinellas County for print and web based publication.
2. Annual review and submittal to FDOT of funding priorities for federal programs.
3. Identify transportation improvement projects and their specific phases for implementation of the LRTP and its various intermodal components.
4. Incorporate congestion management provisions into the TIP document as part of the MPO's Congestion Management Process.
5. Continue to coordinate with FDOT District 7 in the development of their Five-Year Work Program.
6. Participate in workshops and training seminars associated with capital improvement planning.
7. Ensure consistency between the TIP and LRTP.
8. Publish listing of previously funded federal aid projects in the TIP.
9. Continue maintenance of the web-based TIP application.

**END PRODUCT:**

1. Adopted TIP, July, 2012 and 2013, consistent with the MPO's LRTP.
2. Updated TIP, November, 2012 and 2013, reflecting new County and municipal work programs.
3. Updated web-based TIP application (ongoing).
4. Coordination of TIP with LRTP regarding identification of transportation improvement projects.

FUNDING SOURCES - YEAR 1 – FY 2012/13					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	40,000				40,000
Consultant(s)					
Total					\$40,000

FUNDING SOURCES – YEAR 2 – FY 2013-14					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	40,000				40,000
Consultant(s)					
Total					\$40,000



## **LONG RANGE PLANNING**



**UPWP TASK NUMBER: 6.1     *Long Range Plan and Air Quality***

**OBJECTIVE:**

Develop and maintain a long-range transportation plan in accordance with SAFETEA-LU requirements, the State Implementation Plan and Clear Air Act Amendments that provides for a safe, secure and energy efficient multi-modal and intermodal transportation system.

**PREVIOUS WORK:**

Activities carried out for this task in FY 2011/12 are listed below. All of the activities were ongoing unless noted otherwise.

1. Provided travel demand modeling support for project development and environmental (PD&E) studies and monitored mobile source emission trends in the Pinellas/Hillsborough County air shed.
2. Monitored Vehicle Miles of Travel (VMT), mobile source emissions, trends on vehicle type, fuel usage, and air toxics.
3. Reviewed cost feasibility of proposed LRTP amendments.
4. Maintained consistency between the LRTP and local government comprehensive plans.
5. Updated TAZ boundary network for decennial Census data.
6. Ensured compliance with FHWA comments resulting from the MPO certification process.
7. Ensured LRTP compliance with FHWA and FTA rules to implement requirements of SAFETEA-LU and/or subsequent legislation and the 1990 Clean Air Act Amendments.
8. Processed LRTP amendments.
9. Reviewed the application of policy or technical decisions, concerning transportation and land use policies that impact the economic development of the county.
10. Conducted agency surveys, interviews and a comprehensive document review to develop planning assumptions to guide the update of the LRTP.
11. Began review and update of the LRTP goals, objectives and policies.
12. Began development of system-wide performance measures for LRTP.
13. Began development of socioeconomic data for input into the transportation model.
14. Developed and began implementation of public involvement plan for the LRTP.

**METHODOLOGY: The activities listed below are ongoing unless noted otherwise. General planning consultant services will be utilized to assist with this task.**

1. Review existing long range multi-modal components of the LRTP through the generation of data supplied by the PATS surveillance program.
2. Conduct limited small area traffic evaluations.
3. Assess changing conditions within the urban area concerning transportation facility improvements and public transportation services through testing alternatives, if necessary, to the adopted LRTP.
4. Identify and evaluate transportation improvements that may be necessary to meet the county's changing transportation needs.
5. Participate in the review of the Pinellas County Emissions Inventory for ozone precursors and greenhouse gases in coordination with the Pinellas County Air Quality Division, DEM and the Florida Department of Environmental Protection.
6. Monitor VMT and mobile source emissions; trends on vehicle type, fuel usage, and air toxics in coordination with the Pinellas County Division of Air Quality.
7. Evaluate the impact of policy decisions to determine whether the long range highway and transit components of the LRTP should be amended.
8. Adopt and implement ITS Deployment Analysis System (IDAS), in conjunction with the Regional Travel Demand Model, for consideration of alternative ITS solutions. The consideration of alternative ITS solution activities associated with this task will be carried out under Task 4.7.

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**UPWP TASK NUMBER: 6.1 - ...Continued**

9. Carry out activities necessary to address the comments of FHWA resulting from the MPO certification process and on the value of integrated ITS solutions and goods movement/freight planning needs in the overall transportation system.
10. Implement 2035 LRTP Update projects through the TIP.
11. Develop goals, objectives and policies for LRTP.
12. Develop socioeconomic data for LRTP.
13. Implement public involvement plan for LRTP.
14. Update various components of LRTP, including transit, safety, security, system operations, and sustainability and climate change elements.
15. Coordinate with Pinellas Planning Council on integration of LRTP with Countywide Land Use Plan.
16. Develop revenue and cost estimates of LRTP projects.
17. Develop project prioritization and phasing plan for LRTP update.
18. Conduct scenario planning for LRTP.

Note: Public participation activities associated with this task will be carried out under tasks 2.1 and 7.1.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise. Consultant services will be utilized on the end products 8, 9, 11, 12, 14, 16-19.**

1. Amendments to the LRTP that are necessary to accommodate projected travel needs and demands based on analysis conducted on an ongoing basis.
2. Maintenance of the updated LRTP.
3. Updated input data files on travel demand characteristics and projections to be used in the travel demand and land use allocation model's validation and update.
4. Consistency between the LRTP and local government comprehensive plans.
5. LRTP that is compliant with FHWA and FTA rules to implement requirements of SAFETEA-LU and/or subsequent legislation and the 1990 Clean Air Act Amendments.
6. Compliance with FHWA comments resulting from the MPO certification process.
7. Updated TAZ boundary network.
8. Planning assumptions technical memorandum.
9. Updated socioeconomic data sets for LRTP.
10. Updated goals, objectives and policies for LRTP.
11. System-wide performance measures for LRTP.
12. Revenue and cost estimates for LRTP projects.
13. Prioritization and phasing plan for LRTP projects.
14. Public Involvement Plan (PIP) Report documenting outreach activities and comments collected for inclusion in the LRTP in 2014.
15. Coordination of TIP with LRTP regarding identification of transportation improvement projects.
16. Public involvement events including scenario planning, e-town halls, community workshops, focus group meetings and staff presentations at civic and business group meetings in 2013 and 2014.
17. Public outreach materials including newsletters, fact sheets, surveys and web-based communications in 2013 and 2014.
18. Public Involvement Plan (PIP) Performance Measures Matrix comparing PIP strategies to MPO goals in 2014.
19. Report on base year and forecasted socioeconomic conditions addressing population, school enrollment, employment and hotel/motels in 2013.

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**UPWP TASK NUMBER: 6.1 - ...Continued**

	<b>FUNDING SOURCES - YEAR 1 – FY 2012/13</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	124,002			4,518	4,518	133,038
<b>Consultant(s)</b>	50,000	140,000	36,147			226,147
<b>Total</b>						\$359,185

	<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>STP</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	188,682			7,018	7,018	202,718
<b>Consultant(s)</b>		230,000	56,147			286,147
<b>Total</b>						\$488,865



## **REGIONAL PLANNING**



**UPWP TASK NUMBER: 7.1     *West Central Florida MPOs Chairs Coordinating Committee***

**OBJECTIVE:**

Participate in other regional and statewide activities and organizations that have an impact on the regional multimodal transportation system.

**PREVIOUS WORK:**

1. Participated in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transportation Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Commission (Ongoing).
2. Coordinated the CCC program with regional transportation initiatives (Ongoing).
3. Maintained the Tri-County Access Plan (a Job Access Reverse Commute/New Freedom Locally Coordinated Human Services Transportation Plan for FTA Section 5310, 5316 and 5317 programs). Reviewed and ranked applications for funding (Annually). Produced a Regional Ride Guide for Pasco, Pinellas and Hillsborough Counties.
4. Participated in the FDOT Phase II District Seven Tampa Bay Regional Goods Movement Study (2010-2011).
5. Participated in the One Bay Program conducted by the Tampa Bay Partnership (Ongoing).

**METHODOLOGY:** The activities listed below are ongoing unless noted otherwise. General planning consultant services may be utilized to assist with this task.

1. Continue to coordinate the air quality planning process and to monitor mobile source emissions.
2. Participate in the Florida MPO Advisory Council activities and meetings.
3. Coordinate Rideshare and Vanpool Program planning with TBARTA and Transportation Management Organizations.
4. Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area.
5. Assist with the implementation of the Phase II District Seven Tampa Bay Regional Goods Movement Study.
6. Provide input on the Florida SIS and the Florida Transportation Plan.
7. Continue to coordinate the CCC program with regional transportation initiatives.
8. Support the Tampa Bay Area Regional Transportation Authority's (TBARTA's) corridor study activities as necessary.
9. Coordinate with TBARTA on its Master Plan update to support the regional planning responsibilities of TBARTA and the MPOs and to realize any cost saving opportunities through collaboration. Travel to necessary workshops and meetings.
10. Participate in Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and the Suncoast Parkway.
11. Update and prioritize projects under the Tri-County Access Plan (Annually).
12. Consultants may assist with these tasks.
13. STP and/or PL funds may be used to assist with tasks.
14. Assist PSTA, HART and TBARTA, as necessary, to complete the feasibility study and report mandated by House Bill 599 in 2012 regarding consolidation/merger of the transit agencies.

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**UPWP TASK NUMBER: 7.1 - ...Continued**

**END PRODUCT:** The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Participation in other regional and statewide organizations' planning activities to provide the West Central Florida regional needs and perspective.
2. Reports provided to CCC and member MPOs regarding regional and statewide planning activities that may impact the West Central Florida area.
3. Local plan consistency with regional and state plans.
4. Cross-county continuity in transportation facilities.
5. District-wide travel demand model.
6. Comments on proposed regional and state plans and DRI's.

FUNDING SOURCES - YEAR 1 – FY 2012/13					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO staff	40,000	28,856	3,607	3,607	76,070
Consultant(s)					
Total					\$76,070

FUNDING SOURCES – YEAR 2 – FY 2013-14					
AGENCY/ RECIPIENT	FEDERAL (PL)	FTA 5303	STATE MATCH	LOCAL MATCH	TOTAL
MPO	40,000	28,856	3,607	3,607	76,070
Consultant(s)					
Total					\$76,070

To support CCC administrative and organizational activities, \$5,000 will be transferred in each year to the Hillsborough MPO for FY 12/13 and 13/14.



## **UPWP TASK NUMBER: 7.2     *Participation in Other Statewide and Regional Activities***

### **OBJECTIVE:**

Maintain and strengthen the ongoing CCC process for coordinating regional plans and programs.

### **PREVIOUS WORK:**

1. Updated the Regional LRTP, to the 2035 horizon year, including highway, transit, and multi-use trail elements, and prepared amendments in coordination with local plans (2010 and 2011).
2. Updated and amended the regional roadway network (2011)
3. Reviewed and updated the technical prioritization of candidate projects for Transportation Regional Incentive Program (TRIP) and Transportation Enhancement funding (On-going). Advertised/held a public hearing on these priorities for consideration in the FDOT Tentative Work Program (Annually)
4. Produced and distributed and updated as needed a Regional Long Range Transportation Plan brochure and a Regional Multi-Use Trails brochure (2010 and 2011).
5. Continued to participate with the FDOT in the development of an activity-based Regional Travel Demand Model (On-going).
6. Reviewed the existing UPWP tasks structure and developed regional UPWP tasks (biennially)
7. Participated in the federal Certification of the Tampa Bay Transportation Management Area (2009)
8. Held quarterly CCC meetings, Joint CAC public meetings with satellite locations around the region for wider public access, Regional Multi-Use Trails Committee meetings, staff director biweekly meetings, and TRT biweekly meetings (Ongoing). Updated Interlocal Agreement, Bylaws and Procedures to fully include the Citrus TPO in the CCC, to clarify quorum and to allow contracting for CCC staff support (2011). Produced a Joint CAC Orientation Manual (2011).
9. Produced an evaluation of the effectiveness of the regional Public Participation Plan (PPP) (2010). Updated the PPP, including policies for Limited English Proficiency (LEP) and compliance with Title VI of the Civil Rights Act (2010)
10. Continued to implement strategies for engaging the public in accordance with the regional PPP. Provided information on the CCC programs and products to the public and elected officials. Distributed a survey of Joint CAC members (2010) and implemented recommendations. Updated and refined the CCC website, including on-line, public-involvement activities; audio/video links for Joint CAC meetings; link to the Regional GIS; access to CCC documents; and information regarding regional events. Integrated regional perspectives within MPO presentations to the local community (Ongoing)
11. Supported the activities of Tampa Bay Area Regional Transportation Authority, provided input and review for developing the TBARTA Master Plan, and incorporated the TBARTA Master Plan into the transit component of the Regional LRTP (2009).
12. Held a joint coordination meeting with the Central Florida MPO Alliance (Annually).
13. Monitored the implementation of ITS projects on regional roadways (Ongoing)
14. Maintained the Regional GIS transportation database (Ongoing)
15. Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the Regional LRTP (Annually)
16. Coordinated the development of the individual MPO's TIPs that ensured progress toward the implementation of projects in the Regional LRTP (6/08)
17. Reviewed the highway component of SIS Ten-Year Plan, which includes funding for improvements to the highest priority projects in FDOT's Districts One and Seven (6/08)

### **METHODOLOGY: The activities listed below are ongoing unless noted otherwise.**

1. Annually review Transportation Regional Incentive Program (TRIP) funding applications to ensure they meet the growth management criteria and prioritize the applications accordingly.

*Continued on following page...*



**UPWP TASK NUMBER: 7.2 - ...Continued**

2. Participate in the FDOT District Seven Transportation Providers Advisory Group for freight and intermodal planning.
3. Review the existing UPWP tasks structure and develop regional UPWP tasks.
4. Participate in the enhancement activities for the updated Regional Travel Demand Model.
5. Provide administrative and staff support for quarterly meetings of the Joint CAC and the CCC board. Prepare agendas and meeting packets, maintain up-to-date distribution lists, arrange meeting equipment and venues rotating among the member MPO counties, prepare minutes and follow-up correspondence, post all materials on-line.
6. Provide staff support for biweekly, staff directors meetings. Arrange for venues and conference calls, prepare and distribute agendas and attachments, follow up on agenda items as needed/directed including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents.
7. Follow-up and implementation activities associated with the update of the regional Congestion Management Process (CMP) Performance Report.
8. Support and assist with the planning efforts of TBARTA.
9. Seek opportunities for statewide enhancement funding for Regional Multi-Use Trails.
10. Review and update the Regional Multi-Use Trails Plan Projects and Priorities (as needed).
11. Continue to implement strategies for engaging the public in accordance with the Regional PPP. Continue to collaborate with TBARTA to maximize visibility and minimize confusion (ongoing). Update the PPP to reflect unified regional messaging with TBARTA about long range plans and projects.
12. Review the effectiveness of the regional public-involvement process and modify the Regional PPP accordingly. Update the LEP and Title VI policies as needed.
13. Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP (annually). Develop/ refine regional priority lists as needed and required.
14. Support and coordinate toll feasibility studies to expand the capacity of the regional multimodal transportation network consistent with the Regional LRTP.
15. Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs (ongoing).
16. Coordinate the development of corridor studies and action plans that may affect the regional transportation system and resolve regional issues that may emerge from these studies.
17. Coordinate regional ITS strategies with the FDOT, Districts One and Seven.
18. Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s).
19. Monitor development of laws and rules concerning greenhouse gas emissions and determine appropriate regional coordinative mechanism(s).
20. Refine and update regional GIS layers and databases for the eight counties, convening the Regional GIS Committee as needed.
21. Travel to necessary workshops and meetings.
22. Integrate regional perspectives within MPO presentations to the local community.
23. Produce printed and electronic newsletters with overviews of current regional programs and initiatives.
24. Provide information on the CCC programs and products to the public and elected officials. Explore opportunities for joint products with TBARTA.
25. Update the CCC website.
26. Monitor the effectiveness of visualization techniques on the regional website (ongoing).
27. Update the online toolbox for use by local programs at [www.regionaltransportation.org/file](http://www.regionaltransportation.org/file) (ongoing).
28. Provide web pages and technical support to the Regional GIS.

*Continued on following page...*



**UPWP TASK NUMBER: 7.2 - ...Continued**

29. Revise the CCC's brochures, such as the Regional LRTP summary brochure and Regional Multi-Use Trails brochure, as needed to include updated information and text.
30. Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives.
31. Participate and coordinate with regional partners on activities related to the HUD-DOT-EPA Interagency Partnership for Sustainable Communities Initiatives.
  - General planning consultant services may be needed to assist with this task.
  - One member agency of the CCC may take the lead on a portion of this work and be reimbursed by another member agency or agencies of the CCC, including this MPO, to accomplish the Methodology or deliver the End Products described in this Task.
  - STP and/or PL funds may be used to assist with tasks.

**END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.**

1. An update to the Regional LRTP Needs Assessment & Priority Corridors in collaboration with the TBARTA Master Plan update (2014, Summer)
2. An update to the Regional Public Participation Plan in collaboration with the TBARTA Master Plan Public Outreach Program (2013, Summer)
3. An evaluation of the Public Participation Plan (2012)
4. Publicly noticed meetings of the CCC and the Joint CAC (Quarterly)
5. Updated Joint CAC Member Survey and Orientation Manual (2014)
6. Coordinate the TIPs and FDOT Tentative Work Programs in the West Central Florida area ( 2012 & 2013, Fall)
7. Updated list of regional highway and multi-use trails priorities (FY 2013 & 2014, Sept.)
8. Regional task sheets in UPWPs (FY 2013 & 2014, Spring)
9. A comprehensive, up-to-date, and easily accessible regional transportation website
10. Publicly noticed annual joint coordination meetings with the Central Florida MPO Alliance (FY 2013 and FY 2014, Summer)
11. Regional LRTP summary brochures in coordination with TBARTA Master Plan (As Needed)

<b>FUNDING SOURCES - YEAR 1 – FY 2012/13</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	20,000				20,000
<b>Consultant(s)</b>					
<b>Total</b>					\$20,000

<b>FUNDING SOURCES – YEAR 2 – FY 2013-14</b>					
<b>AGENCY/ RECIPIENT</b>	<b>FEDERAL (PL)</b>	<b>FTA 5303</b>	<b>STATE MATCH</b>	<b>LOCAL MATCH</b>	<b>TOTAL</b>
<b>MPO staff</b>	23,050				23,050
<b>Consultant(s)</b>					
<b>Total</b>					\$23,050



## **SUMMARY BUDGET TABLES**



## **AGENCY PARTICIPATION TABLE**



**Table 8.1 A**  
**Agency Participation**  
**Unified Planning Work Program, FY 2012/13**

	Other Agency	Estimated* Consultant \$\$	MPO STAFF SERVICES	TOTAL ELEMENT
<b>ADMINISTRATION</b>				
1.1 General Admin. and Program Development		22950	\$115,612.00	\$138,562.00
<b>Subtotal</b>		<b>22950</b>	<b>\$115,612.00</b>	<b>\$138,562.00</b>
<b>PUBLIC PARTICIPATION</b>				
2.1 Public Participation Program Dev. and Maint.		135000	\$110,000.00	\$245,000.00
<b>Subtotal</b>		<b>135000</b>	<b>\$110,000.00</b>	<b>\$245,000.00</b>
<b>SURVEILLANCE ACTIVITIES</b>				
3.1 Land Use and SE Data Activities		50000	\$10,000.00	\$60,000.00
3.2 Trans. Sys. Surveillance & Database Mangmt.		20000	\$104,745.00	\$124,745.00
3.3 Financial Res. and Legislation Monitoring		0	\$12,000.00	\$12,000.00
<b>Subtotal</b>		<b>70000</b>	<b>\$126,745.00</b>	<b>\$196,745.00</b>
<b>SYSTEMS PLANNING</b>				
4.1 Congestion Management Process		80000	\$77,000.00	\$157,000.00
4.2 Miscellaneous Technical Studies		20000	\$8,159.00	\$28,159.00
4.3 Transit Operations Planning	\$80,000.00	0	\$66,033.00	\$146,033.00
4.4 Transportation Disadvantaged Planning		0	\$133,207.00	\$133,207.00
4.5 Public Transportation Planning		55000	\$87,500.00	\$142,500.00
4.6 Bicycle and Pedestrian Planning		50000	\$95,000.00	\$145,000.00
4.7 Operations and Demand Management Planning		0	\$60,000.00	\$60,000.00
4.8 Local Government Technical Assistance		60000	\$51,500.00	\$111,500.00
<b>Subtotal</b>	<b>\$80,000.00</b>	<b>265000</b>	<b>\$578,399.00</b>	<b>\$923,399.00</b>
<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>				
5.1 TIP Development and Maintenance		0	\$40,000.00	\$40,000.00
<b>Subtotal</b>		<b>0</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>
<b>LONG RANGE PLANNING</b>				
6.1 Long Range Plan and Air Quality		226147	\$133,038.00	\$359,185.00
<b>Subtotal</b>		<b>226147</b>	<b>\$133,038.00</b>	<b>\$359,185.00</b>
<b>REGIONAL PLANNING</b>				
7.1 W. Cent. Fla. MPOs' Chair's Coord. Com. (CCC)		0	\$76,070.00	\$76,070.00
7.2 Participation in Other Reg. & St.wide Activities		0	\$20,000.00	\$20,000.00
<b>Subtotal</b>		<b>0</b>	<b>\$96,070.00</b>	<b>\$96,070.00</b>
<b>Grand Total</b>	<b>\$80,000.00</b>	<b>\$719,097.00</b>	<b>\$1,199,864.00</b>	<b>\$1,998,960.00</b>

\*The MPO has three general planning consultants under contract to assist the MPO staff in carrying out the work described in this Unified Planning Work Program for Fiscal Years 2012/13 and 2013/14.



**Table 8.1 B**  
**Agency Participation**  
**Unified Planning Work Program, FY 2013/14**

	Other Agency	Estimated* Consultant \$\$	MPO STAFF SERVICES	TOTAL ELEMENT
<b>ADMINISTRATION</b>				
1.1 General Admin. and Program Development		\$22,950	\$115,612	\$138,562
<b>Subtotal</b>		<b>\$22,950</b>	<b>\$115,612</b>	<b>\$138,562</b>
<b>PUBLIC PARTICIPATION</b>				
2.1 Public Participation Program Dev. and Maint.		\$118,000	\$135,000	\$253,000
<b>Subtotal</b>		<b>\$118,000</b>	<b>\$135,000</b>	<b>\$253,000</b>
<b>SURVEILLANCE ACTIVITIES</b>				
3.1 Land Use and SE Data Activities		\$0	\$25,000	\$25,000
3.2 Trans. Sys. Surveillance & Database Mangmt.		\$20,000	\$93,695	\$113,695
3.3 Financial Res. and Legislation Monitoring		\$0	\$12,000	\$12,000
<b>Subtotal</b>		<b>\$20,000</b>	<b>\$130,695</b>	<b>\$150,695</b>
<b>SYSTEMS PLANNING</b>				
4.1 Congestion Management Process		\$30,000	\$97,000	\$127,000
4.2 Miscellaneous Technical Studies		\$20,000	\$13,159	\$33,159
4.3 Transit Operations Planning	\$80,000	\$0	\$66,033	\$146,033
4.4 Transportation Disadvantaged Planning		\$0	\$98,954	\$98,954
4.5 Public Transportation Planning		\$50,000	\$67,500	\$117,500
4.6 Bicycle and Pedestrian Planning		\$25,000	\$109,436	\$134,436
4.7 Operations and Demand Management Planning		\$0	\$60,320	\$60,320
4.8 Local Government Technical Assistance		\$0	\$56,500	\$56,500
<b>Subtotal</b>	<b>\$80,000</b>	<b>\$125,000</b>	<b>\$568,901</b>	<b>\$773,901</b>
<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>				
5.1 TIP Development and Maintenance		\$0	\$40,000	\$40,000
<b>Subtotal</b>		<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>LONG RANGE PLANNING</b>				
6.1 Long Range Plan and Air Quality		\$286,147	\$202,718	\$488,865
<b>Subtotal</b>		<b>\$286,147</b>	<b>\$202,718</b>	<b>\$488,865</b>
<b>REGIONAL PLANNING</b>				
7.1 W. Cent. Fla. MPOs' Chair's Coord. Com. (CCC)		\$0	\$76,070	\$76,070
7.2 Participation in Other Reg. & St.wide Activities		\$0	\$23,050	\$23,050
<b>Subtotal</b>		<b>\$0</b>	<b>\$99,120</b>	<b>\$99,120</b>
<b>Grand Total</b>	<b>\$80,000</b>	<b>\$572,097</b>	<b>\$1,292,046</b>	<b>\$1,944,143</b>

\*The MPO has three general planning consultants under contract to assist the MPO staff in carrying out the work described in this Unified Planning Work Program for Fiscal Years 2012/13 and 2013/14.



## **FUNDING SOURCE TABLES**



	FHWA			FTA				5316**	5317**	CTD				
	FHWA (PL)	STP	Proposed	5303	5303	5303	Proposed			TRUST FUND	TOTAL	TOTAL	TOTAL	TOTAL
	FEDERAL*	FEDERAL	Consultant \$\$	FEDERAL	STATE	LOCAL	Consultant \$\$	JARC	NF	STATE	FEDERAL	STATE	LOCAL	ELEMENT
<b>ADMINISTRATION</b>														
1.1 General Admin. and Program Development	138562		22950	0	0	0	0				138562	0	0	138562
<b>Subtotal</b>	<b>138562</b>		<b>22950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>138562</b>	<b>0</b>	<b>0</b>	<b>138562</b>
<b>PUBLIC PARTICIPATION</b>											0	0	0	0
2.1 Public Participation Program Dev. and Maint.	150000	20000	75000	60000	7500	7500	60000				230000	7500	7500	245000
<b>Subtotal</b>	<b>150000</b>	<b>20000</b>	<b>75000</b>	<b>60000</b>	<b>7500</b>	<b>7500</b>	<b>60000</b>				<b>230000</b>	<b>7500</b>	<b>7500</b>	<b>245000</b>
<b>SURVEILLANCE ACTIVITIES</b>														
3.1 Land Use and SE Data Activities	10000	50000	50000	0	0	0	0				60000	0	0	60000
3.2 Transportation Sys. Surv. and Database Management	112245		20000	10000	1250	1250	0				122245	1250	1250	124745
3.3 Financial Resource and Legislation Monitoring	12000		0	0	0	0	0				12000	0	0	12000
<b>Subtotal</b>	<b>134245</b>	<b>50000</b>	<b>70000</b>	<b>10000</b>	<b>1250</b>	<b>1250</b>	<b>0</b>				<b>194245</b>	<b>1250</b>	<b>1250</b>	<b>196745</b>
<b>SYSTEMS PLANNING</b>														
4.1 Congestion Management Process	102000	30000	80000	20000	2500	2500	0				152000	2500	2500	157000
4.2 Miscellaneous Technical Studies	15659		10000	10000	1250	1250	10000				25659	1250	1250	28159
4.3 Transit Operations Planning			0	116826	14603	14603	80000				116826	14603	14603	146033
4.4 Transportation Disadvantaged Planning	0		0	50194	6274	6274	0	27674	6579	36211	84447	42485	6274	133207
4.5 Public Transportation Planning	0	80000	55000	50000	6250	6250	0				130000	6250	6250	142500
4.6 Bicycle and Pedestrian Planning	95000	50000	50000	0	0	0	0				145000	0	0	145000
4.7 Operations and Demand Management Planning	60000		0	0	0	0	0				60000	0	0	60000
4.8 Local Government Technical Assistance	74000		30000	30000	3750	3750	30000				104000	3750	3750	111500
<b>Subtotal</b>	<b>346659</b>	<b>160000</b>	<b>225000</b>	<b>277020</b>	<b>34628</b>	<b>34628</b>	<b>120000</b>	<b>27674</b>	<b>6579</b>	<b>36211</b>	<b>817932</b>	<b>70839</b>	<b>34628</b>	<b>923398</b>
<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>														
5.1 TIP Development and Maintenance	40000		0	0	0	0	0				40000	0	0	40000
<b>Subtotal</b>	<b>40000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>40000</b>	<b>0</b>	<b>0</b>	<b>40000</b>
<b>LONG RANGE PLANNING</b>														
6.1 Long Range Plan and Air Quality	174001	140000	190000	36147	4518	4518	36147				350148	4518	4518	359185
<b>Subtotal</b>	<b>174001</b>	<b>140000</b>	<b>190000</b>	<b>36147</b>	<b>4518</b>	<b>4518</b>	<b>36147</b>				<b>350148</b>	<b>4518</b>	<b>4518</b>	<b>359185</b>
<b>REGIONAL PLANNING</b>														
7.1 West Central Fla. MPOs***	40000			28856	3607	3607	0				68856	3607	3607	76070
7.2 Participation in Other Regional & Statewide Activities	20000		0	0	0	0	0				20000	0	0	20000
<b>Subtotal</b>	<b>60000</b>		<b>0</b>	<b>28856</b>	<b>3607</b>	<b>3607</b>	<b>0</b>				<b>88856</b>	<b>3607</b>	<b>3607</b>	<b>96070</b>
<b>Grand Total</b>	<b>\$1,043,467</b>	<b>\$370,000</b>	<b>\$582,950</b>	<b>\$412,023</b>	<b>\$51,503</b>	<b>\$51,503</b>	<b>\$216,147</b>	<b>\$27,674</b>	<b>\$6,579</b>	<b>\$36,211</b>	<b>\$1,859,743</b>	<b>\$87,714</b>	<b>\$51,503</b>	<b>\$1,998,960</b>
Budget allocations are illustrative and subject to authorization by the Legislature.														
*For FY 2012/13, the non-federal (state) share of the PL 1008 funds is "soft-matched" by \$188,554 toll revenue credits.														
**JARC and NF - Pinellas County MPO administration allowance. No match is required.														
***To support CCC administrative and organizational activities, \$5,000 of PL funds will be transferred to FPN: 432439-1-14-90 for FY 12/13 and 13/14. Pinellas County MPO required minimum percentage of PL allocation to regional planning is 5.82% (\$34,936).														
Key:														
FHWA=Federal Highway Administration														
PL=Planning Grant														
FTA=Federal Transit Administration. Grant source from Sections 5303, 5316 and 5317 of Federal Code.														
JARC =Jobs Access Reverse Commute Program														
NF = New Freedom Program														
CTD=State Commission for the Transportation Disadvantaged														



Table 8.2 B

**PINELLAS AREA TRANSPORTATION STUDY**  
**FY 2013/14 UNIFIED PLANNING WORK PROGRAM PROPOSED FUNDING SOURCES AND TASK COSTS**

	FHWA			FTA						CTD				
	FHWA (PL) FEDERAL*	STP FEDERAL	Proposed Consultant \$\$	5303 FEDERAL	5303 STATE	5303 LOCAL	Proposed Consultant \$\$	5316** JARC	5317** NF	TRUST FUND STATE	TOTAL FEDERAL	TOTAL STATE	TOTAL LOCAL	TOTAL ELEMENT
<b>ADMINISTRATION</b>														
1.1 General Admin. and Program Development	138562		22950	0	0	0	0				138562	0	0	138562
<b>Subtotal</b>	<b>138562</b>	<b>0</b>	<b>22950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>138562</b>	<b>0</b>	<b>0</b>	<b>138562</b>
<b>PUBLIC PARTICIPATION</b>														0
2.1 Public Participation Program Dev. and Maint.	158000	20000	58000	60000	7500	7500	60000				238000	7500	7500	253000
<b>Subtotal</b>	<b>158000</b>	<b>20000</b>	<b>58000</b>	<b>60000</b>	<b>7500</b>	<b>7500</b>	<b>60000</b>				<b>238000</b>	<b>7500</b>	<b>7500</b>	<b>253000</b>
<b>SURVEILLANCE ACTIVITIES</b>														
3.1 Land Use and SE Data Activities	25000			0	0	0	0				25000	0	0	25000
3.2 Transportation Sys. Surv. and Database Management	101195		20000	10000	1250	1250	0				111195	1250	1250	113695
3.3 Financial Resource and Legislation Monitoring	12000		0	0	0	0	0				12000	0	0	12000
<b>Subtotal</b>	<b>138195</b>	<b>0</b>	<b>20000</b>	<b>10000</b>	<b>1250</b>	<b>1250</b>	<b>0</b>				<b>148195</b>	<b>1250</b>	<b>1250</b>	<b>150695</b>
<b>SYSTEMS PLANNING</b>														
4.1 Congestion Management Process	82000	20000	30000	20000	2500	2500	0				122000	2500	2500	127000
4.2 Miscellaneous Technical Studies	20659		10000	10000	1250	1250	10000				30659	1250	1250	33159
4.3 Transit Operations Planning			0	116826	14603	14603	80000				116826	14603	14603	146033
4.4 Transportation Disadvantaged Planning	0		0	50194	6274	6274	0			36211	50194	42485	6274	98954
4.5 Public Transportation Planning	0	55000	0	50000	6250	6250	50000				105000	6250	6250	117500
4.6 Bicycle and Pedestrian Planning	109436	25000	25000	0	0	0	0				134436	0	0	134436
4.7 Operations and Demand Management Planning	60320		0	0	0	0	0				60320	0	0	60320
4.8 Local Government Technical Assistance	44000		0	10000	1250	1250	0				54000	1250	1250	56500
<b>Subtotal</b>	<b>316415</b>	<b>100000</b>	<b>65000</b>	<b>257020</b>	<b>32128</b>	<b>32128</b>	<b>140000</b>	<b>0</b>	<b>0</b>	<b>36211</b>	<b>673435</b>	<b>68339</b>	<b>32128</b>	<b>773901</b>
<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>														
5.1 TIP Development and Maintenance	40000		0	0	0	0	0				40000	0	0	40000
<b>Subtotal</b>	<b>40000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>40000</b>	<b>0</b>	<b>0</b>	<b>40000</b>
<b>LONG RANGE PLANNING</b>														
6.1 Long Range Plan and Air Quality	188681	230000	230000	56147	7018	7018	56147				474828	7018	7018	488865
<b>Subtotal</b>	<b>188681</b>	<b>230000</b>	<b>230000</b>	<b>56147</b>	<b>7018</b>	<b>7018</b>	<b>56147</b>				<b>474828</b>	<b>7018</b>	<b>7018</b>	<b>488865</b>
<b>REGIONAL PLANNING</b>														
7.1 West Central Fla. MPOs**	40000			28856	3607	3607	0				68856	3607	3607	76070
7.2 Participation in Other Regional & Statewide Activities	23050		0	0	0	0	0				23050	0	0	23050
<b>Subtotal</b>	<b>63050</b>		<b>0</b>	<b>28856</b>	<b>3607</b>	<b>3607</b>	<b>0</b>				<b>91906</b>	<b>3607</b>	<b>3607</b>	<b>99120</b>
<b>Grand Total</b>	<b>\$1,042,903</b>	<b>\$350,000</b>	<b>\$395,950</b>	<b>\$412,023</b>	<b>\$51,503</b>	<b>\$51,503</b>	<b>\$256,147</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,211</b>	<b>\$1,804,926</b>	<b>\$87,714</b>	<b>\$51,503</b>	<b>\$1,944,143</b>

Budget allocations are illustrative and subject to authorization by the Legislature.

\*For FY 2013/14, the non-federal (state) share of the PL 1008 funds is "soft-matched" by \$188,453 toll revenue credits.

\*\*To support CCC administrative and organizational activities, \$5,000 of PL funds will be transferred to FPN: 432439-1-14-90 for FY 12/13 and 13/14. Pinellas County MPO required minimum percentage of PL allocation to regional planning is 5.62% (\$34,936).

Key:

FHWA=Federal Highway Administration

PL=Planning Grant

FTA=Federal Transit Administration. Grant source from Sections 5303, 5316 and 5317 of Federal Code.

JARC =Jobs Access Reverse Commute Program

NF = New Freedom Program

CTD=State Commission for the Transportation Disadvantaged



**ESTIMATE OF EXPENDITURES FOR PRIOR FISCAL YEAR**



**Table 8.2 C**  
**PINELLAS AREA TRANSPORTATION STUDY**  
**FY 2011/12 UNIFIED PLANNING WORK PROGRAM PROPOSED FUNDING SOURCES AND TASK COSTS**  
**Amended May 11, 2011, rev. June 22, 2011, rev. July 27, 2011**

	FHWA (PL)	Proposed	FHWA (PL)	STP	FTA 5303	FTA 5303	FTA 5303	Proposed	FTA	FTA		TOTAL	TOTAL	TOTAL	TOTAL
	FEDERAL*	Consultant \$\$	STATE+	FEDERAL	FEDERAL	STATE	LOCAL	Consultant \$\$	5316***	5317****	CTD	FEDERAL	STATE	LOCAL	ELEMENT
<b>ADMINISTRATION</b>															
1.1 Administration and Program Development	135512	22950			0	0	0	0				135512	0	0	135512
<b>Subtotal</b>	<b>135512</b>	<b>22950</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>135512</b>	<b>0</b>	<b>0</b>	<b>135512</b>
<b>PUBLIC PARTICIPATION</b>															
2.1 Public Participation	145000	0			57047	7131	7131					0	0	0	0
<b>Subtotal</b>	<b>145000</b>	<b>0</b>		<b>0</b>	<b>57047</b>	<b>7131</b>	<b>7131</b>	<b>0</b>				<b>202047</b>	<b>7131</b>	<b>7131</b>	<b>216309</b>
<b>SURVEILLANCE ACTIVITIES</b>															
3.1 Land Use and SE Data Activities	10000	0		10000	0	0	0	0				110000	0	0	110000
3.2 Transportation System Surv. and Database Management	122146	20000			5000	625	625	0				127146	625	625	128396
3.3 Financial Resource and Legislation Monitoring	12000	0			0	0	0	0				12000	0	0	12000
<b>Subtotal</b>	<b>144146</b>	<b>20000</b>		<b>10000</b>	<b>5000</b>	<b>625</b>	<b>625</b>	<b>0</b>				<b>249146</b>	<b>625</b>	<b>625</b>	<b>250396</b>
<b>SYSTEMS PLANNING</b>															
4.1 Congestion Management Process	112000	0		50000	5000	625	625	0				167000	625	625	168250
4.2 Miscellaneous Technical Studies	22808	0		25000	5000	625	625					52808	625	625	54058
4.3 Transit Operations Planning	0	0			121826	15228	15228	80000				121826	15228	15228	152283
4.4 Transportation Disadvantaged Planning	0	0			60194	7524	7524	35000	30000	30000	36211	120194	43735	7524	171454
4.5 Pinellas Mobility Initiative	0	0			50000	6250	6250	25000				50000	6250	6250	62500
4.6 Bicycle and Pedestrian Planning	100000	0		50000	0	0	0	0				150000	0	0	150000
4.7 Management and Operations Planning	120000	0			0	0	0	0				120000	0	0	120000
4.8 Transportation Demand Management Planning	5000	0			0	0	0	0				5000	0	0	5000
4.9 Local Govt. Comp. Plan, Tech. Assis., Livable Comm.	40000	0			5000	625	625	0				45000	625	625	46250
<b>Subtotal</b>	<b>399808</b>	<b>0</b>		<b>125000</b>	<b>247020</b>	<b>30878</b>	<b>30878</b>	<b>140000</b>	<b>30000</b>	<b>30000</b>	<b>36211</b>	<b>831828</b>	<b>67089</b>	<b>30878</b>	<b>929794</b>
<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>															
5.1 TIP Development and Maintenance	40000	0			0	0	0	0				40000	0	0	40000
<b>Subtotal</b>	<b>40000</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>40000</b>	<b>0</b>	<b>0</b>	<b>40000</b>
<b>LONG RANGE PLANNING</b>															
6.1 Long Range Plan Maintenance and Update, Air Quality	133681	20000		125000	17392	2174	2174	0				276073	2174	2174	280421
<b>Subtotal</b>	<b>133681</b>	<b>20000</b>		<b>125000</b>	<b>17392</b>	<b>2174</b>	<b>2174</b>	<b>0</b>				<b>276073</b>	<b>2174</b>	<b>2174</b>	<b>280421</b>
<b>REGIONAL PLANNING</b>															
7.1 West Central Fla. MPOs	40000****	5000			8556	1070	1070	0				48556	1070	1070	50696
7.2 Participation in Other Regional & Statewide Activities	20000	0			0	0	0	0				20000	0	0	20000
<b>Subtotal</b>	<b>60000</b>	<b>5000</b>		<b>0</b>	<b>8556</b>	<b>1070</b>	<b>1070</b>					<b>68556</b>	<b>1070</b>	<b>1070</b>	<b>70696</b>
<b>Grand Total</b>	<b>\$1,058,147</b>	<b>\$67,950</b>		<b>\$350,000</b>	<b>335015</b>	<b>\$41,877</b>	<b>\$41,877</b>	<b>\$140,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$36,211</b>	<b>\$1,803,162</b>	<b>\$78,089</b>	<b>\$41,877</b>	<b>\$1,923,128</b>

Budget allocations are illustrative and subject to authorization by the Legislature.

\*For FY 2011/12, the Pinellas County Board of County Commissioners will provide a local match of \$105,814 for the PL 1107 funds.

For FY 2011/12, the non-federal (state) share of the PL 1008 funds is "soft-matched" by \$191,207 toll revenue credits.

\*\*\*JARC and New Freedoms program Pinellas County MPO administration allowance. No match is required.

\*\*\*\*The Pinellas MPO will transfer \$5,000 to the Hillsborough MPO for CCC staff expenses under Task 7.1.

Key:

FHWA=Federal Highway Administration

PL=Planning Grant

FTA=Federal Transit Administration. Grant source from Sections 5303, 5316 and 5317 of Federal Code.

CTD=State Commission for the Transportation Disadvantaged



## **APPENDIX A**

### **FDOT DISTRICT SEVEN PLANNING ACTIVITIES**



## **District Seven Planning Activities**

### **Air Quality Analysis**

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

### **Bicycle and Pedestrian Activities**

Develop a comprehensive database of bicycle and pedestrian facilities on the State Road system. Review, identify and prioritize possible opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Develop and submit priority bicycle and pedestrian needs for future funding under various state and federal grant programs.

### **Community/Government Liaison**

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District 7 MPO staffs, MPO Boards, local governments and community, including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet state and federal requirements, and to promote coordination, cooperation and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Enhancement Program.

### **Corridor Planning Studies**

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

On the Strategic Intermodal System/Florida Intrastate Highway System (SIS/FIHS), these studies include the development of strategies and plans for implementing and maintaining SIS/FIHS standards such as those for Level-of-Service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.



## **Design Traffic Forecast**

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

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

The ETDM process was designed to accomplish the streamlining objectives that were identified in Section 1309 of the Transportation Efficiency Act for the 21st Century and continued in the Safe, Accountable, Flexible, Efficient, Transportation Equity Act – Legacy for Users. The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

## **Growth Management**

The District will review amendments made to local government comprehensive plans and comment on their potential impact to the Strategic Intermodal System (SIS), the Florida Intrastate Highway System (FIHS) and the State Highway System (SHS). The District will review developments of regional impact (DRIs) and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

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

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

## **Joint Participation Agreements**

Develop, coordinate and review Joint Participation Agreements with MPOs and local government staff.



## **Level of Service**

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

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

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

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

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

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

## **Mapping/Database Development**

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program, showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District



in the District, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District.

### **Multi-modal Systems**

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

### **Multi-modal Transportation Studies**

Conduct or provide technical assistance for Multi-modal transportation studies and other special transportation analysis needed to identify regional and local travel patterns and multi-modal transportation needs and to evaluate and recommend improvements to meet those needs. The specific studies will be identified as needs arise.

### **Regional Goods Movement Study**

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

### **Regional Transportation Planning Coordination**

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



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

Maintain a database of existing (2000) socioeconomic and travel characteristics for District MPOs and Citrus County, including information on population, dwelling units, hotel/motel units, employment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

### **Travel Characteristics**

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

- 
- Consultants will perform some tasks listed.
  - Federal funds for 2012-2013 SPR-PL-1 (49): \$1,213,301  
2013-2014 SPR-PL-1 (50):\$1,237,567



## **APPENDIX B**

### **GLOSSARY**



## **Glossary**

**ACCESS MANAGEMENT** – The regulation and control of vehicular access to public roads to insure the safe and efficient operation of the roadway system.

**ADVANCED TRAFFIC MANAGEMENT SYSTEM (ATMS)** – An Intelligent Transportation System process that employs a variety of detectors, cameras, and communication systems to monitor traffic, optimize signal timings on major arterials, and control the flow of traffic.

**AMERICANS WITH DISABILITIES ACT (ADA)** – Federal legislation outlining specific rights of persons with disabilities, and providing that publicly funded mass transit agencies must provide complementary paratransit service within the fixed-route service area to those persons unable to use fixed-route service because of a disability.

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

**BACKLOGGED** – A term applied to roads that are not designated as constrained, are operating below locally adopted level of service standards, and are not scheduled for construction in the first three years of either the FDOT's Adopted Work Program or the Six-Year Schedule of Improvements within the Pinellas County Capital Improvements Element.

**BICYCLE ADVISORY COMMITTEE (BAC)** – An MPO appointed committee comprised of representatives of various government agencies, law enforcement officials and private citizens interested in bicycle issues. The BAC advises the MPO in the process of planning and developing bicycle facilities and promoting bicycle use in Pinellas County.

**BICYCLE FACILITIES** – A general term denoting improvements and provisions made by public agencies to accommodate or encourage bicycling, including parking and storage facilities, and shared roadways not specifically designated for bicycle use.

**BIKE LANE** – An undivided, paved, signed and marked portion of a roadway, sharing the same right-of-way with motorized vehicles, but designated for the preferential or exclusive use of bicyclists.

**BIKEWAY** – A generic term for any road, street, path that is specifically designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.

**BUS RAPID TRANSIT (BRT)** – A flexible high performance form of rapid transit that combines features of rail systems with those of over-the-road vehicles, and is characterized by being able to operate in special purpose lanes or on city streets. BRT stations are used as a link between the community and the transit system. Service is frequent enough that passengers do not need a schedule. Moreover, service is integrated with other regional transportation systems, enhancing mobility and promoting intermodal connectivity. ITS technology keeps track of vehicles, provides passengers with updated travel information, and improves safety.

**CITIZENS ADVISORY COMMITTEE (CAC)** – Private citizens representing municipal area and at-large membership appointed by the MPO to review transportation issues and topics that will



be considered by the MPO. The CAC forwards recommendations to the MPO regarding these issues and topics.

**CHAIRS COORDINATING COMMITTEE (CCC)** – A regional coordinating committee that oversees transportation planning activities in the West Central Florida region. The CCC is made up of the chairs from six member MPOs for the counties of Hernando, Hillsborough, Pasco, Pinellas, Polk, and Sarasota-Manatee. Citrus County is represented on the CCC with limited voting. In addition, the Region's FDOT District Secretaries, TBARTA and the Regional Planning Councils are represented on the CCC in a non-voting capacity. The CCC meets quarterly to develop regional solutions to transportation problems and to ensure a consistent planning approach among the six MPOs.

**COMMUNITY TRAIL** – A local, community based, paved, bicycle/pedestrian corridor designated and restricted to non-motorized traffic and designed to be built to a width less than 15 feet, and to standards that provide a high degree of safety, efficiency, and comfort for the user while reflecting the unique circumstances of the trail's location.

**COMMUNITY TRAFFIC SAFETY TEAM (CTST)** - The Pinellas Community Traffic Safety Team meets monthly with the primary goal to reduce the number of traffic fatalities, crashes, and injuries on all roadways in Pinellas County. The Team membership includes representatives from Education, Enforcement, Engineering and Emergency Response agencies.

**COMMUNITY TRANSPORTATION COORDINATOR (CTC)** – Transportation entity responsible for ensuring that coordinated transportation services are provided to the transportation disadvantaged population in the designated service area. In Pinellas County, the Pinellas County MPO is the community transportation coordinator.

**COMMUTER ASSISTANCE PROGRAM** – Program designed to encourage commuters to participate in transportation demand management initiatives, including vanpooling, telecommuting, and guaranteed ride home programs.

**CONCURRENCY** – As used in growth management and in accordance with Rule 9J-5, F.A.C., the requirement that public facilities and services needed to support development shall be available at the time the impacts of such development will occur.

**CONCURRENCY MANAGEMENT SYSTEM** – The process Pinellas County and local government jurisdictions use to ensure that development orders and permits issued do not result in an unacceptable degradation of the adopted levels of service in their Comprehensive Plans.

**CONGESTION MANAGEMENT PROCESS (CMP)** – A systematic process designed to emphasize effective management of existing transportation facilities through the use of travel demand and operational strategies.

**CONGESTION MITIGATION AND AIR QUALITY (CMAQ)** – A program under SAFETEA-LU which provides funding for projects that contribute to the attainment of the National Ambient Air Quality Standards (NAAQS). Eligible projects include intersection improvements, transit projects, and Transportation Management Organizations/Initiatives.

**COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN** – A unified, comprehensive strategy for public transportation services delivery that identifies the



transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, lays out strategies for meeting these needs, and prioritizes services.

COUNTYWIDE TRUCK ROUTE PLAN – A plan adopted by the MPO that designates roads suitable for travel by heavy trucks and vehicles carrying hazardous materials.

DEMAND MANAGEMENT – A set of strategies that promote increased efficiency of the transportation system by reducing the incidence of single occupant vehicle travel.

DESIGNATED OFFICIAL PLANNING AGENCY (DOPA)– Agency designated by the state Commission for the Transportation Disadvantaged to provide planning services to the local transportation disadvantaged service area. In Pinellas County, the Pinellas County MPO is the designated official planning agency.

DEVELOPMENT OF REGIONAL IMPACT (DRI) – Any development which, because of its character, magnitude, or location, would have a substantial effect on the health, safety or welfare of citizens in more than one county. This includes the traffic generation of developments above a certain size.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM – A U.S. Department of Transportation Program that helps small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, to participate in contracting opportunities for federally funded capital improvement projects.

EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) – An FDOT initiative intended to improve and streamline the environmental review and permitting process by involving resource protection agencies and concerned communities from the first step of planning. Agency interaction continues throughout the life of the project, leading to better quality decisions and an improved linkage of transportation decisions with social, land use and ecosystem preservation decisions.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) METROPOLITAN PLANNING (PL) FUNDS – Source of planning funds allocated in UPWP in accordance with 23 U.S.C., Section 134.

FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5303 – Source of transit planning funds allocated in Pinellas County UPWP in accordance with SAFETEA-LU and 49 U.S.C., Chapter 53.

FUNCTIONAL CLASSIFICATION – The assignment of roads into categories according to the character of service they provide in relation to the total road network to assist in determining appropriate regulatory controls and roadway design criteria.

HEADWAY – The amount of time between successive arrivals of a bus on a fixed bus route.

HIGH OCCUPANCY VEHICLE (HOV) – Any vehicle carrying two or more passengers. The term usually refers to private vehicles.

HIGHWAY BEAUTIFICATION ACT - Federal legislation passed in 1965 providing for the cleanup and beautification of federal highways.



**INCIDENT MANAGEMENT SYSTEM** – An Intelligent Transportation System monitoring process that provides traffic operators with the tools to allow quick and efficient response to accidents, hazardous spills, and other emergencies. Redundant communications systems are used to link data collection points, transportation operations centers, and travel information portals.

**INTELLIGENT TRANSPORTATION SYSTEMS (ITS)** – Encompass a broad range of communications based information, control and electronics technologies. When integrated into the transportation system infrastructure, and in vehicles themselves, these technologies help monitor and manage traffic flow, reduce congestion, provide alternate routes to travelers, enhance productivity, respond to incidents, adverse weather or other road capacity constricting events.

**INTELLIGENT TRANSPORTATION SYSTEMS COMMITTEE** - Intelligent Transportation Systems (ITS) were introduced in January, 1996 by the United States DOT with a goal of saving every American up to 15 percent in travel time. In 2001, the Pinellas ITS Committee was founded to develop a countywide strategic ITS plan. The 38-member committee consists of law enforcement officers, emergency medical service representatives, convention and visitor representatives, transit representatives, elected public officials, FDOT representatives and traffic engineers.

**INTERMODAL** – Denotes the seamless movement of people or cargo between transport modes (e.g., rail to heavy truck).

**INTERMODAL FACILITIES** – Transportation facilities that provide for linkages between travel modes, such as rail or bus stations at airports.

**JOB ACCESS REVERSE COMMUTE (JARC)** – 49 USC Section 5316 a FTA grant program to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low income individuals.

**JOINT CITIZENS ADVISORY COMMITTEE (CAC)** – Hillsborough, Pasco, Hernando, Sarasota-Manatee, Polk and Pinellas county CAC representatives who meet to discuss and review transportation issues of regional significance.

**JOINT PARTICIPATION AGREEMENT (JPA)** – A general agreement on the terms of legal joint participation between two or more government agencies and/or public partnerships in planning or implementing a process or capital project, which is subject to the legal terms and constraints agreed upon in the executed document.

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

**LIMITED ENGLISH PROFICIENCY (LEP) PLAN** – A strategy developed by the MPO to help recognize and assist a person who does not speak, read, write or understand English very well.

**LOCAL COORDINATING BOARD (LCB)** – A 15 member board comprised of representatives of the MPO Board, social service agencies, PSTA, private transportation providers, School Board, FDOT and citizens responsible for governing the Pinellas County Transportation Disadvantaged Program.



**LONG RANGE TRANSPORTATION PLAN (LRTP)** – A long-range (20 to 25-year) strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities that takes into account all modes of transportation including automobile, bicycle, air, rail, surface freight, and pedestrian travel. In air quality maintenance areas, the plan is updated every three years and may be amended as a result of changes in federal, state and local funding, socioeconomic conditions, major improvement studies, congestion management process plans, interchange justification studies and environmental impact studies.

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

**MPO LEVEL OF SERVICE REPORT** – Annual report containing transportation performance and operations data such as average annual daily traffic counts, level of service grades, volume-to-capacity ratios and speed limits.

**MPO PUBLIC PARTICIPATION PLAN** – Sets forth strategies for generating meaningful public involvement in the course of preparing, developing and implementing MPO plans, programs and projects.

**MPO LONG RANGE TRANSPORTATION PLAN (LRTP)** - Plan adopted by the Pinellas County MPO which sets forth the future transportation system of Pinellas County, and takes into account all modes of transportation, including automobile, bicycle, air, transit, surface freight, and pedestrian travel.

**MPO LONG RANGE TRANSPORTATION PLAN UPDATE** – A process of updating the MPO LRTP to account for and analyze changes in transportation patterns, socioeconomic conditions, technology, and policies since the most recent adoption date.

**MULTIMODAL** – Any planning process, capital improvement, or transportation system which takes into account all available modes of travel including vehicle, mass transit, rail, aviation, bicycle, and pedestrian activity.

**NATIONAL AMBIENT AIR QUALITY STANDARDS (NAAQS)** – Minimum air quality standards established by the Clean Air Act Amendments of 1990.

**NEW FREEDOM** – 49 USC Section 5317 a FTA formula grant program to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation in society.

**PARATRANSIT SERVICE** – Demand response transportation provided in lieu of fixed-route bus service, including taxi and wheelchair van transportation.

**PEDESTRIAN TRANSPORTATION ADVISORY COMMITTEE (PTAC)** – MPO appointed committee comprised of representatives of state and local governments and the National Safety Council as well as private citizens. The PTAC assists the MPO in its efforts to serve the needs of pedestrians in Pinellas County.



PINELLAS AREA TRANSPORTATION STUDY (PATS) – Refers to Pinellas County as the area for which the MPO is responsible.

PINELLAS COUNTY ALTERNATIVES ANALYSIS (AA) - The AA study was launched in 2010 to evaluate rail and other premium transit modes and route alignments connecting major residential, employment and activity centers within Pinellas County and to Hillsborough County via the Howard Frankland Bridge. The study concluded in 2011 with the identification of a locally preferred alternative route alignment for a rail system in Pinellas County.

PINELLAS COUNTY GEOGRAPHIC INFORMATION SYSTEM (GIS) – Socioeconomic and land use data utilized for the MPO Long Range Transportation Plan is derived from this GIS which is administered by the Pinellas County Board of County Commissioners Business Technology Services Department.

PINELLAS SUNCOAST TRANSIT AUTHORITY (PSTA) – The Pinellas County transit agency.

REGIONAL TRANSPORTATION ANALYSIS (RTA) TRAFFIC DEMAND MODEL – State-sponsored modeling program used to forecast traffic volumes and to simulate future travel conditions for personal and commercial vehicles and public transit in FDOT District Seven.

SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS (SAFETEA-LU) – An Act of the US Congress authorizing federal highway and transit programs for fiscal years 2005 through 2009. SAFETEA-LU establishes numerous new transportation programs and reauthorizes many of the programs created under ISTEA and TEA-21.

SCHOOL TRANSPORTATION SAFETY COMMITTEE - The School Transportation Safety Committee (STSC) was established by the MPO in 1998. The STSC is made up of representatives of the School Board, Board of County Commissioners and local municipalities. The STSC was formed to consider transportation and safety matters that involve both the School Board and local jurisdictions.

ST. PETERSBURG DOWNTOWN TRANSPORTATION MANAGEMENT ORGANIZATION - Organization formed in 1996 to develop parking management strategies, promote transit services, and assist with and promote ride-share programs in downtown St. Petersburg.

STATE IMPLEMENTATION PLAN (SIP) – A federally approved State Plan that documents emission control strategies for criteria pollutants (such as carbon monoxide, nitrogen dioxide, ozone, lead, particulate matter, and sulfur dioxide), which are applicable in air quality nonattainment and attainment/maintenance areas to protect the air quality in the air shed. State Implementation Plans can be extensive, containing state regulations or other enforceable documents and supporting information such as emission inventories, monitoring networks, and modeling demonstrations.

STRATEGIC INTERMODAL SYSTEM (SIS) – A transportation system comprised of facilities and services of statewide and interregional significance, including appropriate components of all modes.



**SURFACE TRANSPORTATION PROGRAM (STP)** – One of the key federal funding programs in SAFETEA-LU. It provides flexibility in expenditure of "road" funds for non-motorized and transit modes and for a category of activities known as transportation enhancements. It also broadens the definition of eligible transportation activities to include pedestrian and bicycle facilities and enhancement of community and environmental quality with ten categories of activities. The STP provides flexible funding that may be used by states and localities for projects on any Federal-aid highway, including the National Highway System, bridge projects on any public road, transit capital projects, and intra-city and intercity bus terminals and facilities.

**TAMPA BAY AREA REGIONAL TRANSPORTATION AUTHORITY (TBARTA)** – An authority formed by the legislature in 2007 to study regional transportation opportunities in the Tampa Bay Region.

**TAMPA BAY REGION** - Area served by the Tampa Bay Regional Planning Council, comprised of Pinellas, Pasco, Hillsborough, Manatee, and Sarasota counties.

**TECHNICAL COORDINATING COMMITTEE (TCC)** – Over 30 member committee representing local governments, the School Board, PSTA and the Pinellas County Department of Environmental Management that assists the MPO by reviewing transportation plans and programs and making recommendations based on their technical adequacy.

**TELECOMMUTING** - An arrangement whereby employees work at a location other than the conventional office site, usually from home or an office close to home, which results in the electronic transfer of information rather than movement of people to and from the workplace.

**TRAFFIC ANALYSIS ZONE (TAZ)** — A traffic analysis zone is a special area delineated by state and/or metropolitan planning organizations for compiling and tabulating traffic-related land use and socioeconomic data- used as planning assumptions to forecast travel demand. Traffic analysis zones are also used as the origin and/or destination for trip making. A TAZ usually consists of one or more Census blocks, block groups, or Census tracts.

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

**TRANSPORTATION DEMAND MANAGEMENT (TDM)** – Using various techniques, such as vanpooling, increasing transit use, and telecommuting, to reduce the demand for SOV travel and vehicle-miles traveled (VMT).

**TRANSPORTATION DISADVANTAGED (TD)**– Those persons who, because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities. These persons also include children who are handicapped or high risk or at risk as defined in Ch. 411, F.S.

**TRANSPORTATION DISADVANTAGED (TD) PROGRAM** – Program created by Ch. 427, F.S., to coordinate and provide funding for transportation services to transportation disadvantaged persons.



TRANSPORTATION ENHANCEMENT FUNDING PROGRAM – A federal funding program under SAFETEA-LU Sections 1113, 1122 and 6003 that apportions a 10% set-aside of the Surface Transportation Funding Program to transportation enhancements such as provision of bicycle and pedestrian facilities, provision of safety and educational activities for pedestrian and bicyclists, acquisition of scenic easements and scenic or historic sites, scenic or historic highway programs, land rehabilitation and operation of historic transportation buildings, preservation of abandoned railway corridors, control and removal of outdoor advertisement, archeological planning and research, environmental mitigation, and environmental museums.

TRANSPORTATION EQUITY ACT FOR THE 21<sup>ST</sup> CENTURY (TEA 21) - Federal legislation that provided funding for transportation improvements, including roads, bicycle/pedestrian facilities, and mass transit systems and that set forth requirements for MPOs and other agencies utilizing these funds for planning or construction activities. TEA 21 replaced the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). TEA-21 was replaced with the Safe, Accountable, Flexible, Efficient Transportation Equity Act-A Legacy for Users (SAFETEA-LU) in 2005.

TRANSPORTATION IMPACT FEE – An assessment levied by local governments against land development activity to help mitigate its impact to the existing transportation infrastructure by funding transportation improvements required to provide for public services and facilities needed to service the proposed new growth in land development.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – A five-year program of transportation improvements adopted annually by the MPO that incorporates state and federal work programs along with the capital improvement programs/elements of local governments within the MPO's jurisdiction.

TRANSPORTATION MANAGEMENT AREA (TMA) – Areas subject to special requirements under SAFETEA-LU that benefit from preferential treatment with regard to air quality needs and local authority to select transportation projects. Any urban area over 200,000 in population is automatically a TMA, which subjects it to additional planning requirements but also entitles it to funds earmarked for large urbanized areas under the Surface Transportation Program.

TRANSPORTATION MANAGEMENT INITIATIVE (TMI) – Organization formed to encourage and coordinate the participation of local businesses in transportation demand management activities. These agencies are also known as transportation management organizations (TMO).

TRANSPORTATION SYSTEM MANAGEMENT (TSM) – A program involving the implementation of traffic control measures, such as high occupancy vehicle (HOV) lanes, signal timing adjustments, median closings, and access management strategies to increase the operating efficiency of the traffic circulation system.

TRI COUNTY ACCESS PLAN (TCAP) – The locally coordinated public transit human service transportation plan for the urban area which includes Pinellas, Pasco and Hillsborough counties. Projects selected for JARC and New Freedom funding must be derived from this plan.

TRIP ATTRACTION VARIABLES - Based on employment conditions, trip attraction variables are used by the Regional Transportation Analysis traffic demand model to simulate the attraction of vehicle trips to destination points in Pinellas County.



TRIP PRODUCTION VARIABLES - Based on land use conditions and population statistics, trip production variables are used by the Regional Transportation Analysis traffic demand model to simulate the generation of vehicle trips from points of origin in Pinellas County.

VANPOOL – A group of six or more passengers sharing a prearranged ride to and from work in a van.

WEST CENTRAL FLORIDA AIR QUALITY COMMITTEE (WCFAQCC) – Formed to provide a continuing forum for the many public and private agencies of the region that deal with air quality.

ZONAL DATA – Trip simulation data that is organized according to individual traffic analysis zones for the Regional Transportation Analysis traffic demand model.



## **APPENDIX C**

### **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**



# **PINELLAS COUNTY MPO DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

## **Definitions of Terms**

The terms used in this program have the meanings defined in 49 CFR 26.5.

## **Objectives/Policy Statement (26.1, 26.3)**

The Pinellas County Metropolitan Planning Organization (MPO) FTA recipient ID number 1038 has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation (DOT), 49 CFR Part 26. The MPO anticipates that it will receive Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the MPO has signed an assurance that it will comply with 49 CFR Part 26.

The policy of the Pinellas County MPO regarding DBEs, as defined in Part 26, includes the following:

1. To ensure equal opportunity to receive and participate in DOT-assisted contracts.
2. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
3. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
4. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
5. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
6. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Once the policy statement is signed, the MPO will disseminate this policy statement to its Board and staff members within the organization, individuals on the MPO mailing list and it will be placed on the MPO website. The MPO will also distribute this statement to all DBE and non-DBE businesses that perform work for on DOT-assisted contracts, and to all DBE and non-DBE firms via advertisement and mailings to designated organizations.



Sarah Ward, Interim **Executive** Director, Pinellas County MPO

5/9/12

Date



**Nondiscrimination (26.7)**

The Pinellas County MPO, recipient ID number 1038, will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex or national origin.

In administering its DBE program, the MPO will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

**DBE Program Updates (26.21)**

The MPO will continue to carry out this program until all funds from DOT financial assistance have been expended. The MPO will provide to DOT updates representing significant changes in the program.

**Quotas (26.43)**

The MPO does not use quotas in the administration of this DBE program.

**DBE Liaison Officer (DBELO) (26.25)**

The DBELO is responsible for implementing all aspects of the DBE program and ensuring that the MPO complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the MPO Executive Director, concerning DBE program matters. The DBELO will be the sole staff member assigned to the DBE program. All DBE related correspondence should be directed to the attention of the DBELO. The DBELO will perform these responsibilities in addition to other grant management projects. An organization chart displaying the DBELO's position is found in Attachment D to this program.

The DBELO is responsible for developing and monitoring the DBE program, in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gather and report statistical and other information as required by DOT;
2. Review third party contracts and purchase requisitions for compliance with this program;
3. Work with all concerned to set overall annual goals;
4. Ensure that bid notices and requests for proposals are available to DBEs in a timely manner;



5. Identify contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitor results;
6. Analyze MPO's progress toward goal attainment and identify ways to improve progress;
7. Participate in pre-bid meetings;
8. Advise the CEO/governing body on DBE matters and achievement;
9. Participate with the legal counsel and project director to determine consultant compliance with good faith efforts;
10. Participate in DBE training seminars;
11. Verify that firms applying for a project are currently eligible as a DBE to do business with DOT;
12. Act as liaison to the Uniform Certification Process in Florida; and
13. Provide DBE related announcements to community organizations.

All correspondence intended for the DBELO should be directed to the Pinellas County MPO, 600 Cleveland Street, Suite 750, Clearwater, FL 33755; Phone: (727) 464-8200; Fax: (727) 464-8201; mpo@pinellascounty.org.

#### **Federal Financial Assistance Agreement Assurance (26.13)**

The MPO has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

The MPO shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26 as approved by DOT, as incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the MPO of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C.1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

#### **DBE Financial Institutions (26.27)**

It is the policy of the MPO to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime consultants on DOT-assisted contracts to make use of these institutions.



## **Directory (26.31)**

The MPO does not maintain its own list of DBEs. The MPO accepts firms who have indicated that they will conduct business in Pinellas County listed in the DBE directory of Florida's Uniform Certification Program (UCP), maintained by the Florida Department of Transportation (FDOT).

The FDOT maintains a DBE Directory through its UCP. It is updated every 24 hours. The directory lists a firm's name, address, phone number, date of most recent certification, and the type of work the firm has been certified to perform as a DBE. For DBE requirement calculating purposes, the directory was last viewed May 7, 2010. It is available online at the web link below.

<https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>

The directory does not subdivide firms into subspecialties, such as prime contractors for specific types of transportation projects and studies. It should therefore be assumed that the number of available firms, represented by the base number in 26.45, Step 1-B, will be higher than the actual number of ready and available firms appropriate for this MPO's projects.

The MPO defines appropriate specialties to include those listed below. Parentheses indicate North American Industry Classification System Code (NAICS):

- (54133) Consultants - Selected firms with transportation engineering, land acquisition, environmental consulting and engineering specialties
- (54182 & 54191) Public Relations and Marketing Services
- (54199) All Other Professional, Scientific and Technical Services
- (485991) Special Needs Transportation
- (485113) Bus and Other Motor Vehicle Transit Systems
- (48599) Other Transit and Ground Passenger Transportation
- (517212) Cellular and Other Wireless Telecommunications

Recipients of DOT assisted contracts in the State of Florida have engaged in establishing a statewide UCP agreement, which has potential for expanding the number of DBE listings for this geographic area. Information concerning UCP may be found at the web link below:

[http://www.dot.state.fl.us/equalopportunityoffice/New\\_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf](http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf)

Upon request, the MPO will reproduce and mail copies of the form, or interested parties may phone the FDOT Equal Opportunity Office at (850) 414-4747.

The MPO supports the UCP directory through advertisement in three sources: Invitation to bidders on the MPO website; newspaper advertisements; and direct distribution to professional associations and organizations that work with individuals who may be



eligible for DBE status. In advertisements, the MPO instructs potential DBE firms to download the appropriate forms from the Internet at the FDOT's website. The MPO also offers to send the same form via US Mail. The name, address and phone number of the MPO is provided in MPO advertisements. When an applicant receives a form from the MPO – via US Mail or email – they are instructed to return the completed form directly to the FDOT.

### **Overconcentration (26.33)**

The MPO has not identified overconcentration as a problem in this county.

### **Business Development Programs (26.35)**

The MPO does not have a Business Development Program.

### **Required Contract Clauses (26.13, 26.29)**

The MPO ensures that the following clauses are placed in every DOT-assisted contract and subcontract:

*The consultant, subconsultant or subgrantee shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant or subgrantee shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the consultant or subgrantee to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.*

### **Prompt Payment**

*The prime consultant or subgrantee agrees to pay each subconsultant under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime consultant or subgrantee receives from the Pinellas County MPO. The prime consultant or subgrantee agrees further to return retainage payments to each subconsultant within 30 days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Pinellas County MPO. This clause applies to both DBE and non-DBE subconsultants.*

### **Monitoring and Enforcement Mechanisms (26.37)**

The MPO will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. The MPO also will consider similar action



under its own legal authorities, including responsibility determinations in future contracts.

#### Sanctions for Non-Compliance

In the event of the consultant's or subgrantee's non-compliance with FDOT's policy or failure to meet the prescribed DBE goal or expectancy set forth in this contract, or to establish a good faith effort to do so, contract sanctions may be enforced as deemed appropriate by the MPO and/or the FTA. These sanctions could include one or more of the following:

- a. Withholding of payments to the consultant under the contract until the consultant or subgrantee complies;
- b. Cancellation, termination or suspension of the contract in whole or in part; and
- c. Suspension or debarment of consultant or subgrantee from eligibility to contract with the Pinellas County MPO in the future or to receive bid packages or request for proposal (RFP) packages.

#### Small Business Element (26.39)

The MPO has incorporated this nondiscriminatory element in its DBE program in order to facilitate participation by small businesses concerns in MPO projects. Under this element of the DBE program, the MPO will consider all actions and will avoid unnecessary and unjustified bundling of contract requirements that preclude small business participation in procurements as contractors.

A small business is independently owned and operated and not dominant in its field of operation. "Bundling of contract requirements" means consolidating two or more procurement requirements for goods or services previously provided or performed under separate smaller contracts into a solicitation of offers for a single contract that is likely to be unsuitable for award to a small-business concern due to the following:

- 1) Diversity, size, or specialized nature of the elements of the performance specified;
- 2) Aggregate dollar value of the anticipated award;
- 3) Geographical dispersion of the contract performance sites; or
- 4) Any combination of the factors described above.

On prime contracts not having DBE contract goals, the MPO will require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform. In addition, the MPO will ensure that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.



## **Overall Goals (26.45)**

The MPO's overall goal for FY 2011-2013 is 2.12% of the Federal financial assistance that will be expended in DOT-assisted (service) contracts.

Regarding the history for the overall goal determination, the Pinellas County MPO received a two-year FTA award in the amount of \$2,452,697.00 for its Pinellas Mobility Initiative (PMI) in January, 2002. This was the MPO's first experience with managing this type of FTA award. The grant expired October 20, 2004. During the entire 22-month period allocated for this project, Pinellas County expected to reach a DBE goal of expending \$245,269.70 (10%) during FY 2002-2003 with DBE firms. However, during that year only \$115,174.20 (6.8%) was expended with DBEs. As a result, FY2003-2004 DBE goal was adjusted to 5%, based on actual experience and data.

During FYs 2003-2004 and 2004-2005 no funds were expended with DBEs because no new contracts were let. The MPO continued its goal of 5% to provide for any new unforeseen contracts that may become available. This did not occur.

The MPO continued its 5% goal throughout FYs 2005-2006 and 2006-2007. In FY 2005-2006 the MPO received funding from a Congressional earmark totaling \$3,976,000 to continue the development of the PMI, incorporating Bus Rapid Transit concepts. The MPO requested that the FTA directly pass through \$2.3 million to the county's transit provider, PSTA (which has its own DBE program). The MPO is administered the remaining \$1,649,495 in federal funds with the project ending December 2009. No DBE expenditures occurred. In 2006, the MPO also received a 4-year Section 5309 Bus and Bus Facilities Congressional Earmark totaling \$997,710, of which \$464,710 was obligated in July 2008 for planning activities associated with the Downtown Clearwater to Clearwater Beach Transit Alternatives Study. \$1,957.50 in DBE expenditures occurred on that contract in 2010 resulting in a .09% contract goal achievement. There is \$533,000 to be rolled forward for use in FY 2011.

In FY 2007-2008, while the MPO did not receive direct funds for MPO planning activities, as an FTA designated recipient, it did receive funds to administer on behalf of other eligible recipients and subgrantees. This includes a \$485,888 FY 2006 Section 5309 Congressional Earmark for the City of St. Petersburg, \$997,533 in FYs 2006 and 2007 New Freedom funding for subgrantees Hillsborough Area Regional Transit (HART) and two non-profit agencies, and \$1,841,927 in FYs 2006 and 2007 Job Access Reverse Commute (JARC) funding for HART, Hillsborough County Department of Health and Social Services and one non-profit agency. The City of St. Petersburg has had \$34,329.85 in DBE expenditures, \$54,432 on the New Freedom contract and \$5,000 on the JARC contract resulting in a 2.81% contract goal achievement. In FY 2007-2008, the MPO's goal was 4.5%.

In FYs 2008-2009, the MPO received \$1,485,397 in New Freedom funding for subgrantees Hillsborough Area Regional Transit (HART) and three non-profit agencies, and \$2,400,786 in Job Access Reverse Commute (JARC) funding for HART,



Hillsborough County Department of Health and Social Services and one non-profit agency. The MPO has \$194,021 in JARC funds and \$647,441 in New Freedom funds available to roll forward to the next fiscal year. There were no DBE expenditures on the JARC and New Freedom contracts. The MPO's FY 2009 was 1.7%.

## **Methodology**

This section includes a summary of the methods used to calculate the MPO's 2.12% goal:

The MPO will implement a DBE program that uses a combination of race-neutral and race-conscious participation, as defined in the appropriate section of this document. The MPO will continue the process that it began in June 1, 2001.

### Developing a Rationale, Including Assessment of Impediments

As a recipient of federal funding from FTA, the MPO is required to establish project-specific goals for public transportation-related contracting with DBEs. In effect, the goal becomes a performance standard of measuring progress toward achieving the anticipated level of DBE participation, and a partial means of assessing compliance with FTA, DBE regulations.

The Pinellas County MPO has a strong commitment to minority inclusion in all contracts. However, it is difficult to use standard formulas to arrive at a basis for MPO DBEs for these reasons:

1. Past experience on FTA awards has not provided adequate historical precedence for calculations.
2. MPOs in the Tampa Bay area do not have FTA DBE Programs and therefore cannot provide a historical basis for calculations.
3. Currently, the MPO's own needs are for transportation planning consultants only. Unlike transit organizations, the MPO does not build or purchase, lease or maintain equipment, terminals or garages. In addition, this MPO does not directly contract for staff to perform operations/ maintenance.
4. The Pinellas County MPO uses only a small number of transportation planning consulting firms each year for all contracts, including non-FTA assisted contracts.
5. The MPO's consulting needs are highly specialized. As a result, the pool of qualified consulting firms is limited. Of the three transportation planning consulting firms that indicated they would conduct business in Pinellas County, none are registered with the FDOT to conduct "major" (those over \$250,000) types of consultant work.
6. With the inclusion of the JARC/New Freedom projects, the MPO found that since the non-profit and local governmental subgrantees are not DBEs, it is difficult to include their operational and administrative expenditures toward the MPO's overall goal.



For the above reasons it is extremely difficult to obtain a clear idea of the number of qualified ready, willing and able DBEs from FDOT or transit agency lists, or to obtain an accurate idea of available firms from the US Census. (Census data does not breakdown firms by subspecialties.)

Assumptions: The MPO applies the assumptions listed below in defining the criteria for MPO DBEs.

- The MPO defines the term "Local Market Area" to include DBEs registered with the State of Florida.
- The MPO defines appropriate specialties to include those listed below. Numbers in parentheses indicate North American Industry Classification System Code (NAICS):
  - (54133) Consultants - Selected firms with transportation engineering, land acquisition, environmental consulting and engineering specialties;
  - (54182 & 54191) Public Relations and Marketing Services;
  - (54199) All Other Professional, Scientific and Technical Services;
  - (485991) Special Needs Transportation;
  - (485113) Bus and Other Motor Vehicle Transit Systems;
  - (48599) Other Transit and Ground Passenger Transportation; and
  - (517212) Cellular and Other Wireless Telecommunications.

Calculating a Percentage:

The Pinellas County MPO declares its Fiscal Years 2011-2013 goal of 2.12% for the DBE program. This figure is based on a denominator of 347 (287 "Engineering Services" firms, 5 Special Needs Transportation firms, 14 "Marketing Research & Public Opinion" firms", 25 "Other Professional, Scientific and Technical Services" firms, 3 "Bus and Other Motor Vehicle Transit Systems" firms, 6 "Other Transit and Ground Passenger Transportation" firms and 3 "Cellular and Other Wireless Telecommunications" firms drawn from the FDOT Bidders Lists. Of those firms, 29 DBEs have indicated that they will conduct business in Pinellas County. It should be noted that as a result of decreasing property tax revenues major statewide governmental budget reductions occurred since 2008. This has greatly impacted DBE contracting opportunities and many firms have not recertified or have opted out of the DBE program.

DBEs:

$$\frac{29 \text{ ready, willing and able DBEs}}{347 \text{ all firms from Local Market Area}} = 8.3 \%$$

Therefore, the MPO has determined its non-adjusted base figure to be approximately 8.3 %.



### Weighting

The MPO does not consider this process to be necessary.

### Making Adjustments

The MPO examined past DBE activity and future contracting opportunities and determined that an adjustment should be made. The following factors were considered in setting the MPO's goal at 2.12% for the 2011-2013 fiscal years:

The MPO reviewed its DBE activity for the past seven years and found that the highest goal was 6.8% attained in FY 2002/2003 and 1.03% was the average for the years the MPO had active contracts. The MPO then examined the current available grant funds and individual DBE contract goal balances. The MPO currently has \$4,600,019 of FTA funds available in six grant contracts. Subgrantees and subconsultants have committed to contracting \$97,639 of those available funds to DBEs.

The MPO then examined future funding opportunities. The MPO anticipates additional JARC and New Freedom funding allocations. As the designated recipient for these grant programs, the MPO will administer these funds on behalf of several eligible subgrantees. With the JARC and New Freedom funds, the DBE contracting opportunities will be minimal considering most of the potential subrecipients will be non-profit agencies (which are not DBEs). These agencies will use the funds primarily for personnel/operating expenses or vehicle purchases. Additionally, over the next several fiscal years the MPO will administer or pass through an additional \$1,008,000 in new grant funds. These funds will be used for consultant work, which is similar to the nature of non JARC/New Freedom work currently under contract, therefore DBE consulting opportunities will be similar. At this time, no additional Congressional Earmarks or grant awards are known.

Based upon this examination of current and similar future contracting opportunities, the MPO believes that a 2.12% goal is achievable.

In addition to relying on DBE lists, the MPO encourages potential DBE providers to apply for contracts. Since 2001, the MPO has performed outreach efforts in order to encourage additional firms to apply for FDOT certification. The MPO publishes advertisements on its website, [www.pinellascounty.org/mpo](http://www.pinellascounty.org/mpo), and posts DBE information in its main lobby. In addition, the MPO ran an advertisement in the *St. Petersburg Times* on April 18, 2001, September 3, 2001, on April 30, 2002, July 4, 2003, and in the county wide weekly publication *Pinellas News* on August 30, 2004, August 24, 2005, May 5, 2006 and May 25, 2007, June 6, 2008 and May 22, 2009. The FYs 2011-2013 legal advertisement was run in the *St. Petersburg Times* on May 21, 2010. Legal and government announcements are posted in this publication and it is a resource for consultants and contractors. There is no minority-focused



newspaper that is widely circulated throughout this county. The MPO encouraged DBE participants to respond to the most recent RFPs for the MPO's JARC/New Freedom subgrantees. All firms and subgrantees under contract with the MPO are made contractually aware of the MPO's DBE commitment. The MPO also mailed announcements to the following:

- Resource Center for Women, 1301 Seminole Blvd., Suite 137, Plaza Center, Largo, FL 33770, phone 727-586-1110;
- Pinellas County Urban League, 333 31<sup>st</sup> Street N., St. Petersburg, FL 33713, phone 727-327-2081; and
- Tampa Bay Builders Association, 2918 West Kennedy Boulevard, Tampa, FL 33609, phone 813-873-1000.

Throughout the year, MPO staff members participate in a host of public involvement activities that provide excellent opportunities to educate the public and business communities about the MPO's DBE program.

In 2001-2002, the MPO located a disparity study appropriate for consideration. The MPO has not uncovered any new disparity studies since that time. Agencies contacted include: Pinellas County Government; Minority Business Advocacy and Assistance Office of the State of Florida; Minority Business Office in Hillsborough County, and the City of St. Petersburg Economic Development and Property Management Business Assistance Division. The Minority Business Office in Hillsborough completed a disparity study, but said the category of work included in this plan was not addressed in this study. The City of St. Petersburg completed disparity studies in 1990 and 1999. While the specific category of work included in this plan was not represented in their study, statistical analysis showed that during FY 1989-1999 no statistically significant disparity in awarding prime contracts to M/WBEs was exhibited in twelve (12) major procurement categories analyzed. Altogether, during the period studied (1989 to 1999), M/WBEs supplied 8.83 percent of the total number of prime bids and received 9.12 percent of the total number of prime contracts awarded by the City of St. Petersburg. Meanwhile, M/WBEs submitted 6.5 percent of the total dollar value of bids and received 6.58 percent of the total dollars awarded by the City. Therefore, when M/WBEs bid on the City of St. Petersburg contracts, the outcomes are proportional.

### Process

The MPO will submit its overall goal to DOT by August 1, 2013. Before establishing the overall goal, the MPO will consult with community organizations, minority and women's groups, as well as general consultant groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Pinellas County MPO's efforts to establish a level playing field for the participation of DBEs.



The MPO will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at its office for 30 days following the date of the notice, and informing the public that the MPO and DOT will accept comments on the goals for 45 days from the date of this notice. The notice was posted in the *St. Petersburg Times* on May 21, 2010. The notice included addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

The MPO's overall goal submission to DOT will include a summary of information and comments received during this public participation process and responses.

The MPO has consulted with the appropriate agencies concerning the availability of disadvantaged and non-disadvantaged businesses, and have concluded that the goal of 2.12% is reasonable. The MPO will adopt this goal unless it receives other instructions from DOT.

#### Breakout of Estimated Race-Neutral and Race-Conscious Participation

Race neutral under the consultant or professional program would be defined as not assigning race or gender-specific goals on individual projects, but counting all participation of DBE subconsultants utilized by consultants on projects.

Examples of race-neutral means of facilitating DBE participation include:

- 1) Arranging solicitations, times for the presentation of bids, quantities, specifications and delivery schedules in ways that facilitate DBE and other small business participation.
- 2) Requiring consultants to subcontract portions of work that they might otherwise perform with their own staff or an outside consulting firm;
- 3) Providing the name, phone number and email address for additional information concerning a contract.

To date, DBE participation during FY 2010 has been .71%. All of the MPO's general planning consultants have partnered with DBE qualified subconsultants. Of these firm's subconsultants, one was acquired through race neutral means and one through race conscious measures. Assuming this represents a reasonable expectation for the future, the MPO predicts that of the 2.07% overall DBE goal for the 2011-2013 fiscal years, approximately less than half (.05%) will be acquired from race-neutral participation and the remainder through race-conscious measures.

The MPO will adjust the estimated breakout of race-neutral and race conscious participation as needed to reflect actual DBE participation (see 26.51 (f)) and will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: 1) DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; 2) DBE participation



through a subcontract on a prime contract that does not carry a DBE goal; 3) DBE participation on a prime contract exceeding a contract goal; and 4) DBE participation through a subcontract from a prime consultant that did not consider a firm's DBE status in making the award.

### **Contract Goals (26.51)**

The MPO will use contract goals to meet any portion of the overall DBE goal the MPO does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the MPO's overall DBE goal that is not projected to be met through the use of race-neutral means.

The MPO will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The MPO will express its contract goals as a percentage of 2.12% of the Federal share of DOT assisted contracts.

### **Good Faith Efforts (26.53)**

The MPO treats bidder/offeror's compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information, at the discretion of the MPO, at least 24 hours before commitment to the performance of the contract by the bidder/offeror.

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm;
4. Written and signed documentation of commitment to use a DBE subconsultant whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime consultant's commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

#### **Demonstration of Good Faith Efforts**

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. The MPO will utilize the following criteria to



determine the consultant's "good faith effort" to subcontract and negotiate with DBEs:

1. Whether the consultant attended any presolicitation or prebid meetings that were scheduled by the MPO to inform DBEs of consulting and subconsulting opportunities;
2. Whether the consultant or supplier provided notice in general circulation, trade association, and minority and female focus media concerning the subconsulting opportunities;
3. Whether the consultant provided written notice to a reasonable number of specific DBEs that their interest in the contract was solicited in sufficient time to allow the DBEs to effectively participate;
4. Whether the consultant followed up the initial solicitation of interest by contacting DBEs to determine with certainty whether the DBEs were interested;
5. Whether the consultant selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal including, where appropriate, segmenting contracts into economically feasible units to facilitate DBE participation;
6. Whether the consultant provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;
7. Whether the consultant negotiated in "good faith" with interested DBEs and not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities;
8. Whether the consultant made efforts to assist interested DBEs in obtaining bonding, lines of credit or insurance required by MPO or the consultant;
9. Whether the consultant effectively used the services of available minority and female community organizations, minority and female professional groups, local, state and federal minority and female business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBEs.

The MPO may, upon written notice to the consultant, meet with its officials to discuss or provide written evidence of "good faith effort" to subcontract and negotiate with DBEs and joint ventures involving DBEs and its ability to achieve the established goal. Failure of a consultant to meet or provide the requested written information at a stipulated time and place, without a demonstration of good cause, shall be cause for rejection.

#### Administrative Reconsideration

Within two days of being informed by the MPO that it is not responsive because it has not documented sufficient good faith efforts, a bidder may request administrative reconsideration. The bidder should make this request in writing to the following reconsideration official: Sarah Ward, Interim MPO Executive Director, 600 Cleveland Street, Suite 750, Clearwater, FL 33755 phone 727.464.8200. The reconsideration official will not have played any role in the original determination that the bidder did not document sufficient good faith efforts.



As part of this reconsideration, the bidder will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The MPO will send the bidder a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process cannot be administratively appealed to the Department of Transportation.

#### Good Faith Efforts When a DBE is replaced on a Contract

Where goal or preference points have been assigned to projects, the MPO will require a consultant to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The MPO will require the prime consultant to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the MPO will require the prime consultant to obtain prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the consultant fails or refuses to comply in the time specified, the MPO or the office of the prime consultant will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the consultant still fails to comply, the contracting officer may issue a termination for default proceeding.

#### **Counting DBE Participation (26.55)**

The MPO will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

#### **Certification (26.61 - 26.91)**

The MPO will accept as accurate and current the certification status of all DBE firms listed on Florida's Uniform Certification Program/ Department of Transportation website.

#### Process

The MPO certification application form and documentation requirements are those defined by the Florida's Uniform Certification Program. Interested persons are instructed to download DBE documents from the web at [http://www.dot.state.fl.us/equalopportunityoffice/New\\_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf](http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf). A paper copy can be mailed upon request. Requests



may be directed to the Pinellas County MPO, 600 Cleveland Street, Suite 750, Clearwater, FL 33755; phone 727-464-8200; email mpo@pinellascounty.org.

The MPO will yield to the Unified Certification Program's decisions and practices concerning decertification and appeal of decertification status.

#### Uniform Certification Program

The State of Florida is currently using a certification process for DBE providers. Forms, procedures, and a list of certified DBE firms are listed on the website, [http://www.dot.state.fl.us/equalopportunityoffice/New\\_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf](http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf).

#### Certification Appeals

Any firm or complainant may appeal the MPO's decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation  
Federal Transit Administration, Office of Civil Rights Certification Appeals  
1200 New Jersey Avenue, SE E54-427  
Washington, DC 20590

Phone 202.366.4018

The MPO will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for the MPO's DOT-assisted contracts.

#### "Recertifications"

FDOT administers the recertification process as well as the annual affidavit process.

#### "No Change" Affidavits and Notices of Change

The MPO require all potential DBE firms to comply with the DBE certification requirements of their issuing authority. For example, DBE firms must inform FDOT, in a written affidavit, of any change in their circumstances affecting the DBE's ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided.

The MPO also require all owners of all DBEs to comply with their issuing authorities' annual recertification requirements, meeting the requirements of 26.83 (j). (FDOT notifies DBE firms concerning recertification requirements, etc.)



### Personal Net Worth

The MPO require all disadvantaged owners of applicants and of currently-certified DBEs to comply with their issuing authorities' Personal Worth requirement.

The personal net worth form and documentation used by FDOT may be found at [http://www.dot.state.fl.us/equalopportunityoffice/New\\_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf](http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf).

## **Information Collecting and Reporting**

### Bidders List

The MPO does not maintain its own bidders list. In order to permit DBE firms to have maximum opportunities throughout the region, to support the development of one unified list, and to eliminate redundancy in application filing requirements, the MPO encourages all applicants to become DBE certified with Florida's Uniform Certification Program. The website, <http://www.dot.state.fl.us/equalopportunityoffice/> provides all forms and associated procedures.

### Monitoring Payments to DBEs

The MPO requires prime consultants to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Pinellas County MPO or the DOT. This reporting requirement also extends to any certified DBE subconsultant.

The MPO keeps a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

The MPO shall perform interim audits of contract payments to DBEs. The audit will review payments to DBE subconsultants to ensure that the actual amount paid to DBE subconsultants equals or exceeds the dollar amounts stated in the schedule of DBE participation.

### Reporting to DOT

The MPO will report DBE participation as follows:

The MPO will report DBE participation on June 1 and December 1 using the "Uniform Report of DBE Awards or Commitments and Payments" form. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.



### Confidentiality

The MPO will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state and local law. The MPO will require all DBE firms to complete the *Release of Confidential Information* form that is a component of the FDOT's Unified Certification Application at the web link below. Notwithstanding any contrary provisions of state or local law, the MPO will not release personal financial information submitted in response to the personal net worth requirement of a third party (other than DOT) without the written consent of the submitter.

([http://www.dot.state.fl.us/equalopportunityoffice/New\\_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf](http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf)).

### **Attachments List**

- A. DBE Advertisement
- B. Title VI Update
- C. MPO Organizational Chart



## **Attachment A**

### **PUBLIC NOTICE CONCERNING THE PINELLAS COUNTY MPO DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

In accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, the Pinellas County Metropolitan Planning Organization (MPO) hereby notifies the public that it is recommending a Disadvantaged Business Enterprise (DBE) goal, whereby 2.12% of all applicable professional services and procurement contracts during Fiscal Years 2011-2013, beginning October 1, 2010 and ending September 30, 2013 involve DBE firms. The DBE Program is a Federal Program designed for business owners deemed socially and economically disadvantaged. Information pertaining to this goal and a description of how it was selected is available for inspection from 8:00 a.m. to 4:30 p.m. (Eastern time) at the Pinellas County MPO, 600 Cleveland Street, Suite 750, Clearwater, FL 33755, for 30 days (through June 21, 2010) following the date of this notice. It is also available online at [www.pinellascounty.org/mpo](http://www.pinellascounty.org/mpo). Written comments on this goal will be accepted for 45 days) from the date of this notice. The comments are for informational purposes only and may be sent to the MPO's DBE Officer or to the Regional Civil Rights Officer, Federal Transit Administration, Region IV, 230 Peachtree Street NE, Suite 800, Atlanta, GA 30303.

*St. Petersburg Times, May 21, 2010*

#### **DBE Comment Period**

The Pinellas County MPO DBE document and public comment period notification was made available at the following:

MPO committee meetings:

#### **DBE Comment Period**

The Pinellas County MPO DBE document and public comment period notification was made available at the following:

MPO committee and public meetings:

- Pedestrian Transportation Advisory Committee, May 26, 2010 – 14 attended
- Technical Coordinating Committee, May 26, 2010 – 17 attended
- Pinellas Suncoast Transit Authority public meeting, June 16, 2010 – 14 attended

The MPO Lobby:

From May 21, 2009 through June 21, 2010



Bid opportunity notice and DBE information emailed to 111 potential bidders on June 11, 2010.

A legal advertisement was placed in the *St. Petersburg Times*, May 21, 2010.

The MPO website is [www.pinellascounty.org/mpo](http://www.pinellascounty.org/mpo). The website also provides information on how to become a DBE.



**Attachment B**

**TITLE VI UPDATE**

**FEDERAL TRANSPORTATION ADMINISTRATION FUNDS**

**The Pinellas County  
Metropolitan Planning Organization**

**Title VI Plan  
Related to Transportation Planning Activities  
(Revised March 1, 2012)**



## **Recipient Information**

**Recipient:**

**The Pinellas County Metropolitan Planning Organization  
FTA ID 1038**

**Submittal Date:**

**April 14, 2009**

**Title VI Expiration:**

**May 14, 2013**

**Contact Information:**

**Sarah E. Ward  
MPO Interim Executive Director  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755**

**Email: [sward@pinellascounty.org](mailto:sward@pinellascounty.org)**

**Phone: (727) 464-8200**

**Fax: (727) 464-8201**

**Al Bartolotta  
Planning Section Manager  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755**

**Email: [abartolotta@pinellascounty.org](mailto:abartolotta@pinellascounty.org)**

**Phone: (727) 464-8200**

**Fax: (727) 464-8201**



## **Introduction**

As a direct recipient of Federal Transit Administration (FTA) funds, the Pinellas County Metropolitan Planning Organization (MPO) is required to submit a Title VI compliance report to the FTA Region 4 office every four years. This document highlights the MPO's efforts with regards to Title VI compliance.

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. To address these federal requirements, the MPO has developed a Title VI Plan, a Limited English Proficiency Plan (LEP) and an Environmental Justice Plan. The following sections provide a summary of the MPO activities relating to those requirements.

## **Title VI Program**

The MPO, as the countywide transportation planning agency and FTA designated recipient, has a policy not to discriminate against any person with respect to an MPO program, activity or service. To ensure compliance with this policy, the MPO developed a Title VI Program pursuant to Title VI of the Civil Rights Act of 1964 as amended. The MPO's Title VI program defines what Title VI is, includes a written process on how to file a Title VI complaint should one arise, and describes the complaint investigation process.

## **Public Notification Process**

The MPO's policy is not to discriminate against any person with respect to an MPO program or service. This commitment is incorporated into all public outreach efforts to engage all segments of the population in the transportation planning process. The MPO actively provides information regarding its Title VI obligations to the public using a variety of methods. Information, such as reference to the FTA circulars and the MPO Title VI and LEP programs and complaint procedure, is available, upon request at the MPO office, on the MPO website and is provided to staff, citizens, consultants, subgrantees and contracted transportation providers. Notice of non-discrimination policy is included in all MPO contracts, public meeting and bid advertisements. The MPO requires of itself and each subgrantee and transportation provider to certify each year that there have been no Title VI complaints or lawsuits.

As a policy, MPO staff is educated on the Title VI requirements including how to assist a person who is limited English proficient. The entire FTA non-discrimination clauses (See Appendix A) are included in all consultant contracts and subgrantee agreements.

The following statement is posted in the MPO office:



**The Pinellas County Metropolitan Planning Organization does not discriminate on the basis of race, color or national origin in administration of its programs, activities or services.**

**To find out more, visit:**

**<http://www.pinellascounty.org/mpo/Library.htm#dbe>**

**Or contact:**

**Pinellas County MPO**

**600 Cleveland Street, Suite 750**

**Clearwater, FL 33755**

**Phone (727) 464-8200**

**Email: [mpo@pinellascounty.org](mailto:mpo@pinellascounty.org)**

### **Inclusive Public Participation**

The MPO seeks out and considers viewpoints of low-income, minority, elderly, disabled, LEP, ethnic and religious groups in the course of conducting public outreach and involvement activities in regards to transportation planning activities. The MPO has in place a Public Participation Plan which includes an objective to involve the traditionally underserved in transportation planning issues.

#### **Public Outreach Activities:**

- **MPO Website and Publications:** The MPO has developed a website that includes a host of information on MPO planning activities the Title VI and LEP programs. The Title VI complaint procedure and complaint forms are accessible on the website. MPO board meetings are broadcast live and are video archived on the website also. The MPO can supply most documents, upon request, in a variety of alternative formats. Documents that have a wide distribution such as the MPO brochure and Transportation Disadvantaged (TD) Program brochure have been translated to Spanish. When conducting public meetings and workshops, staff tries to anticipate the targeted audience and have translators and suitable materials in alternative formats available.
- **Public Meetings:** MPO staff hosts and participates in many public meetings and workshops to share information about the MPO programs, activities and services and to collect information from users of the programs. The primary means of public outreach to low-income, minority, elderly, disabled, ethnic and religious groups and their concerns is exercised by the TD Program. As an example, in 2007 and 2008, the MPO participated in events such as the Lifetime Community Forum at the Department of Elder Affairs, a workshop of the Human Services Coalition of Pinellas County, the National Alliance for Mental Health Conference in Tampa, Senior Day at the Gulfport Senior Center, a TD Program Service Plan workshop in Largo and the Information and Provider Fair for Developmentally Disabled Persons in Clearwater. Also, in conjunction with the Hillsborough and Pasco county MPOs, the Pinellas MPO participated in nine public workshops for the development of the locally developed coordinated human services transportation plan. The MPO also participated in the local transit agency's Transit Development Plan update workshops. At many of these events, MPO staff received input from disadvantaged citizens, including senior citizens, minorities, low-income and persons with physical or mental disabilities regarding transportation issues and concerns. All MPO sponsored meetings or workshops are conducted in ADA accessible locations and have readily available access to transit. Availability of language assistance stated in English and Spanish is included in each meeting and workshop notice.



- **Public Hearings:** The MPO conducts formal public hearings to provide opportunities for citizen input on MPO programs and transportation planning activities. Public hearings are conducted annually for the TD Program review, adoption of the Transportation Improvement Program, and the FTA Annual Program of Projects. Public hearings are also conducted for the Long Range Transportation Plan Updates and the Transportation Disadvantaged Program Service Plan Update. Public hearing notices are placed in the local general and minority newspapers, are mailed and emailed to the MPO's mailing list, posted in the MPO office and on the website. Availability of language assistance in English and Spanish is included in each notice.
- **Surveys:** MPO staff utilizes survey instruments on its website, distributed through email and direct mail and at various workshops to collect public input. Direct mail surveys have been used to collect information from disadvantaged citizens receiving transportation service from the TD Program. Surveys are also used for the Long Range Transportation Plan updates. They are often tailored to garner information from targeted populations such as transit riders, the elderly or minority persons. Staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent's comments. Surveys have also been made available in alternative formats such as in large type, Braille and Spanish.

### **Record of Title VI Activities and General Reporting Requirements**

- a. A list of all-active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

Pinellas County MPO's legal counsel states that the MPO has no active lawsuits on the basis of race, color or national origin at this time. He is not aware of any complaints.

- b. A description of all pending applications for financial assistance currently provided by other Federal agencies to the grantee.

The MPO has no pending grant applications.

- c. A summary of all civil rights compliance reviews conducted by other local, state or federal agencies in the last 3 years.

Civil rights compliance review was included in quadrennial MPO certification in February, 2009. Reviewing agencies included the Florida Department of Transportation, FHWA and FTA. The MPO was found to be in compliance.

### **The most recent date of the grantees signed Annual Certifications and Assurances.**

The federal fiscal year 2009 FTA Certifications and Assurances for the Pinellas County MPO were electronically pinned in TEAM on October 22, 2009, MPO staff.



### **Record of Title VI Investigations Complaints or Lawsuits**

The MPO maintains a file for Title VI complaints, investigations and lawsuits. To date, no complaints have been received.



## Title VI Nondiscrimination Policy Statement

The Pinellas County MPO assures the U.S. Department of Transportation and Florida Department of Transportation 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 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. In addition, the Pinellas County MPO assures the Florida Department of Transportation that no person shall be discriminated on the basis of sexual orientation, in accordance with Pinellas County Code Chapter 70, as amended.

The Pinellas County MPO further agrees to the following responsibilities 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 Executive Director;
2. Issue a policy statement signed by the Executive Director, which expresses a commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public;
3. Such information shall be published where appropriate in languages other than English;
4. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations ;
5. 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 VII Title VI Coordinator;
6. Participate in training offered on Title VI and other nondiscrimination requirements;
7. 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; and
8. 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.

Dated 5/9/12

by Sarah E. Ward

Sarah E. Ward, Interim Executive Director, Pinellas County MPO



## Title VI Nondiscrimination Policy Statement Instructions-

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.

(6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) 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.

## **Title VI Program Specific Requirements in Administration of the FTA JARC and New Freedom Grant Programs**

### **Summary of Competitive JARC & NF Project Selection Process**

The SAFETEA-LU transportation legislation changed the Job Access and Reverse Commute (JARC) Program (Section 5316) to a formula funded program and created the New Freedom (NF) Program (Section 5317). Under SAFETEA-LU, funding for these programs is allocated to urbanized areas such as the Tampa-St. Petersburg urbanized area that includes parts of Hillsborough County, Pasco County and Pinellas County. SAFETEA-LU requires that a locally developed, coordinated public transit human services transportation plan be in place prior to funding being allocated. Projects selected for funding under the JARC and NF programs must be derived from this plan. To meet this requirement, the Hillsborough, Pasco and Pinellas MPOs agreed to develop one plan, the Tri-County Access Plan (TCAP) for the urbanized area. Two sets of public workshops were held in each county (5 total in October/November, 2006 and 4 total in February 2007) to develop the plan and establish priorities for funding projects under the JARC and NF Programs.

On January 31, 2007, the Florida Department of Transportation, as the Governor's designee, officially designated the Pinellas County MPO as the designated recipient for JARC and the NF Program awarded by formula to the Tampa-St. Petersburg urbanized



area. Prior to this designation, the Pinellas, Pasco and Hillsborough MPOs each agreed that the Pinellas MPO should serve as the designated recipient for the area.

On April 30, 2007, a Request for Proposals (RFP) for FYs 2006 and 2007 JARC and NF Program funding was issued, with a deadline for responses of May 30, 2007. During this time period, a number of questions about the RFP were received in writing as required. Answers were contained in a Q&A document that was posted to the Pinellas MPO website. Four applicants submitted proposals for five projects (3 New Freedom and 2 JARC). The applicants were:

- Hillsborough Area Regional Transit (HART) - JARC project to provide late weekday service to connect low income workers to employment-\$700,000;
- Hillsborough County Sunshine Line/Department of Health and Social Services Department - JARC project to provide transportation for low income residents to work and work-related activities-\$941,029;
- Pinellas County MPO - administration of JARC projects - \$200,898;
- Center for Independence - NF project to provide transportation services for the developmentally disabled-\$282,718;
- HART - NF project to build ADA compliant bus pads and connecting sidewalks along routes that serve the disabled - \$300,000;
- Neighborly Care Network - NF project to provide a volunteer based transportation program for elderly and disabled populations to access community services-\$322,950; and
- Pinellas County MPO - administration of NF projects-\$91,865.

The responses were reviewed for compliance with the RFP minimum requirements and distributed to members of the review committee, which included one staff member for each of the MPOs and one staff person each from the FDOT District Seven office and the Tampa Bay Regional Planning Council (TBRPC). The committee met on June 15, 2007 to review, score, and rank the applications based on the pre-established and published criteria.

The final ranking was presented to the Local Coordinating boards, other MPO committees, and MPOs of each county for review and comment. Each of the MPOs approved the priority ranking. A Program of Projects listing the 3 New Freedom and 2 JARC applications was developed and submitted to the committees and MPO Boards for approval. Final approval by the Pinellas MPO, as the designated recipient, occurred on September 12, 2007. The Program of Projects was attached to the Transportation Electronic Award and Management (TEAM) JARC and New Freedom applications and submitted to the FTA in early November, 2007 for approval and funding of individual projects.

#### Summary of Competitive JARC & NF 2008-2009 Project Selection Process

On December 14, 2007, a Request for Proposals (RFP) for JARC and NF Program funding was issued for FY 2008 and 2009, with a February 29, 2008, deadline for



responses. During this time period, a number of questions about the RFP were received in writing as required. Answers were contained in a Q&A document that was posted to the Pinellas MPO website. Seven applicants submitted proposals (3 New Freedom and 4 JARC). The responses were reviewed for compliance with the RFP minimum requirements. One application was deemed ineligible and the applicant notified. The eligible applications were distributed to members of the review committee. The committee met on March 14, 2008 to review, score, and rank the applications based on the pre-established and published criteria.

The final ranking was presented to the Local Coordinating boards, other MPO committees and MPOs of each county for review and comment. Each MPO approved the priority ranking. A Program of Projects listing was developed and submitted to the committees and MPO Boards for approval. Final public hearing and approval by the Pinellas MPO occurred at their July 9, 2008 meeting. The 2008 Program of Projects was submitted to the Federal Transit Administration (FTA) in August, 2008 for approval and funding of individual projects.

The FY 2008 and FY 2009 applicants and projects were:

- HART (Public Body, Transit Agency) – JARC - Provide late night weekday and weekend service on eight routes and weekend only service on four routes that connect low income workers to employment \$476,131
- Hillsborough County Sunshine Line (Public Body) – JARC - Provide transportation for low-income residents to work and work related activities such as job training and interviews \$460,754
- Family Service Centers (Non-Profit) – JARC- Provide small loans through the Ways to Work Program to low-income working parents specifically for car purchases or repairs. \$199,257
- Pinellas County MPO (Public Body) – JARC – Program Administration \$84,772
- Center for Independence (Non-Profit) - NF -Continue and expand a combination fixed route and on-demand bus service that links existing public transportation and developmentally disabled service providers. This service will also allow for connections to public transportation services in Pinellas and Hillsborough Counties. \$174,401
- HART (Public Body) - NF -Construct twenty ADA compliant bus pads and sidewalk improvements each year at sites that meet a combination of high ridership usage, key destinations including employment, and a need for ADA compatible improvement. \$200,000
- Neighborly Care Network (Non-Profit) - NF -Expand the EZride program which is a pre-paid fee for service, volunteer-based transportation program that enhances the quality of life for the elderly and disabled populations by providing more transportation options to community activities.\$131,032
- Pinellas County MPO (Public Body) - NF –Program Administration \$60,895

The 2009 Program of Projects was submitted to the FTA.



## Summary of Competitive NF Project Selection Process for Remaining 2009 Funds

On December 15, 2008, a Request for Proposals was issued with a competitive grant application for New Freedom Funding for the 2009 Fiscal Year. In 2008, an RFP was also issued for FY2009 New Freedom funding; however, funds remained from that process prompting the MPO to issue another RFP for the remaining FY2009 funds. The deadline for responses was January 30, 2009. The request for proposals was advertised in the local newspaper and announced at local coordinating board meetings. Notices were also sent via email to persons included on MPO contact lists. These lists consisted of LCB members, TD Program providers, and persons who attended the TCAP workshops and requested to be emailed future information pertaining to the TCAP, JARC and New Freedom programs. In Pinellas County, the email contact list consists of more than 135 people, including citizens, elected officials, advocates for the elderly and/or disabled, representatives from state and local agencies such as FDOT, Department of Children and Families, Agency on Health Care Administration, and WorkNet, human service agencies, and transportation providers.

No formal questions about the RFP were received in writing from the applicants by the required deadline. Three applicants submitted proposals for New Freedom projects. The responses were reviewed for compliance with the RFP minimum requirements. One application was deemed ineligible. The eligible applications were distributed to members of the review committee. The committee met on February 13, 2009 to review, score, and rank the applications based on the pre-established and published criteria.

The scores for the proposals were presented to the Local Coordinating boards, select other MPO committees, and MPOs of each county for review and comment. Once each MPO approves the projects for inclusion in the 2009 Program of Projects listing, the 2009 Program of Projects developed 2008 was amended and brought to the Pinellas County MPO in May, 2009 for final approval. The amended 2009 Program of Projects was then submitted to the FTA for approval and funding of individual projects.

### New Freedom Projects for FY09

- Center for Independence (Non-Profit) Continue and expand a combination fixed route and on-demand bus service that links existing public transportation and developmentally disabled service providers. This service will also allow for connections to public transportation services in Pinellas and Hillsborough Counties. \$110,818
- BayCare Behavioral Health, Inc. (Non-Profit) Provide a comprehensive educational, training and information transportation program for persons with disabilities, older adults and low income individuals. \$211,365

## Sub Recipient Title VI Assistance and Guidance

The MPO has approximately 40 agreements in place and actively assists its subrecipients/subgrantees in complying with the general Title VI reporting requirements in two ways:



#### Education:

- Each subrecipient/subgrantee is provided with plan documents and/or internet links to the MPO's Title VI plan. The plan includes information on informing their beneficiaries of their rights under Title VI and procedures on how to file a complaint.
- All JARC and New Freedom subgrantees are provided a binder with all applicable FTA circulars including Title VI C 4702.1A.

#### Enforcement:

- Each MPO subrecipient/subgrantee contract or agreement includes the Civil Rights clauses (see Appendix A) and the internet link to the MPO's Title VI plan.
- Each subgrantee is required to certify annually that their organization has not had any Title VI complaints or active lawsuits with respect to service or other transit benefits.
- The MPO Title VI Officer monitors the flow down of Title VI requirements associated with the subrecipient/subgrantee's third party contracts.



**PINELLAS COUNTY MPO DISCRIMINATION COMPLAINT PROCEDURE**  
(revised January 26, 2010)

**Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As a sub-recipient of the Florida Department of Transportation, the Pinellas County Metropolitan Planning Organization (MPO) has in place a Title VI complaint procedure.**

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by any Pinellas County Metropolitan Planning Organization's (MPO) programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. (Note: If you believe you have been discriminated against by another branch of the Pinellas County Government, please contact the Pinellas County Office of Human Rights at 727.464.4880). All written complaints received by the MPO shall be referred immediately by the MPO Title VI Specialist to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.

**Written complaints may be sent to:**

**Pinellas County MPO**  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755

2. Verbal and non-written complaints received by the MPO shall be resolved informally by the MPO's Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant(s) request(s) to file a formal written complaint, the Complainant shall be referred by the MPO's Title VI Specialist to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.
3. The MPO's Title VI Specialist will advise the FDOT's District Seven Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Seven Title VI Coordinator:
  - (a) Name, address, and phone number of the Complainant.
  - (b) Name (s) and address(es) of the 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 complaint received by the MPO.
  - (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 MPO has taken or proposed to resolve the allegation(s) raised in the complaint.



4. Within ten (10) Calendar days, the MPO's Title VI Specialist 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 FDOT's Equal Opportunity Office (EOO).
5. Within sixty (60) calendar days, the MPO's Title VI Specialist 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 MPO Executive Director.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Executive Director 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 FDOT's EEO, if they are dissatisfied with the final decision rendered by the MPO. The MPO's Title VI Specialist will also provide the FDOT's District Seven Title VI Coordinator with a copy of this decision and summary of findings.
7. The MPO's Title VI Specialist will maintain a log of all verbal and nonwritten complaints received by the MPO. 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 MPO.
  - (e) Date MPO notified the FDOT's District Seven Title VI Coordinator of the verbal or non-written complaint.
  - (f) Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint.



**FORMULARIO DE QUEJA**  
(Condado de Pinellas)

Nombre de la persona discriminada	Número de teléfono (Residencia)	Número de teléfono (Trabajo)
Dirección de residencia (Número y calle, número de departamento)	Ciudad, estado, y código postal de residencia	
Nombre de la persona que discriminó contra usted, y nombre de la dependencia (si los sabe)		
Dirección de la persona o dependencia que discriminó contra usted	Ciudad, estado y código postal de la persona o dependencia que discriminó contra usted	
Fecha del incidente discriminatorio.		
Causa de la discriminación:		
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad (Idioma)	<input type="checkbox"/> Edad
<input type="checkbox"/> Estado Civil		<input type="checkbox"/> Religión
<input type="checkbox"/> Impedimento Físico o Impedimento Mental		<input type="checkbox"/> Otro
<p>Explique claramente como sucedió la discriminación y quienes participaron en ella. Incluya en su explicación cualquier conocimiento que tenga de tratamiento diferente a otras personas. Adjunte cual quier otro escrito relacionado con su caso.</p>		
<b>Firma</b>	<b>Fecha</b>	



**TITLE VI AND RELATED STATUTES**  
**DISCRIMINATION COMPLAINT AGAINST THE PINELLAS COUNTY MPO**

Name	Telephone (home)	Telephone (work)
Address:	City, State, Zip Code	
Name of MPO Staff Person that You Believe Discriminated Against You:		
Address:	City, State, ZIP Code	
Date of Alleged Incident:		
You were discriminated because of:		
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex
<input type="checkbox"/> Color	<input type="checkbox"/> <b>National Origin (Language)</b>	<input type="checkbox"/> Age
<input type="checkbox"/> Familial Status		<input type="checkbox"/> Religion
<input type="checkbox"/> Disability		<input type="checkbox"/> Other
<b>Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:</b>		
<b>Signature</b>	<b>Date</b>	



## **Access for LEP Persons**

To provide meaningful access to MPO programs and services to persons who are limited English proficient, the MPO developed a Limited English Proficiency Plan (LEP) in 2006. The LEP Plan serves as a training tool and guide for MPO staff on how to recognize a person who may need language assistance and how to provide that assistance. Using the 2005 Census Bureau's American Community Survey data, the MPO identified that there was potentially a need to provide language assistance especially in the Hispanic/Latino community.

## **Sub Recipient LEP Assistance and Guidance**

The MPO actively assists its subrecipients/subgrantees in complying with the general LEP requirements through:

### **Education:**

- Each subrecipient/subgrantee is provided with the plan and/or the internet link to the MPO's LEP plan. The LEP plan also includes information on informing their beneficiaries of their rights under Title VI and procedures on how to file a complaint.
- The MPO posts a sign in the lobby area or at the reception desk indicating the availability of language assistance to agencies where in-person contact with beneficiaries is likely.

### **Enforcement:**

- Each MPO subrecipient/subgrantee contract or agreement includes the Civil Rights clauses (see Appendix A) and internet link to the MPO's LEP plan.
- The MPO Title VI Officer monitors the flow down of LEP requirements associated with the subrecipient/subgrantee's third party contracts.

## **Record of Language Assistance**

The MPO maintains a file for language assistance requests. To date, eight requests have been received and fulfilled:

11/9/06 Two persons requested American Sign Language interpretation

2/2/07 LRTP Survey in Braille

2/27/08 Transportation Disadvantaged Program to be translated to Spanish

3/19/08 Telephone caller needed Spanish Translation

10/08/08 Three requests for staff to read LRTP survey and record responses. Persons indicated they could not read or write.



## **Environmental Justice**

### **Principles**

The MPO seeks to achieve environmental justice by addressing three principles:

1. To avoid, minimize or mitigate the disproportionately high and adverse health, social and economic effects on minority and low-income populations;
2. To ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. To collect and analyze data relating to environmental justice.

### **Goals**

The MPO conducted a countywide EJ demographic analysis in 2004 to identify the locations of minority and low income populations. This analysis has been a useful tool in examining the distribution of transportation planning impacts on the traditionally underserved populations. Using this tool the MPO has developed strategies to address environmental justice which are integrated throughout its numerous planning processes, programs and activities. The following plans contain significant elements that support environmental justice goals:

- The *Long Range Transportation Plan* (LRTP) – Elements of the plan address the MPO's commitments to a safe and efficient multi-modal system and to keeping communities intact and to provide information and opportunities for input from the traditionally underserved.
- The *Public Participation Plan* (PPP) complies with the public participation requirements of SAFETEA-LU. It addresses how the MPO will provide information and opportunity for input to the traditionally underserved. The plan also includes considerations such as the use of visualization techniques and simple language.
- The *Title VI Complaint Process* provides a procedure for individuals who believe they were subjected to discrimination or retaliation through the MPO's programs or activities. The MPO recognizes that the Spanish-speaking population of this county has increased dramatically since the 2000 census was completed. To this end, a Spanish language complaint form is provided.
- The *Limited English Proficiency (LEP) Plan* describes the MPO's commitment to provide language assistance for LEP persons seeking meaningful access to MPO programs, as required by *Executive Order 13166*.
- The *Tri-County Access Plan* (TCAP) was a response to *Executive Order 13330*, in compliance with SAFETEA-LU legislation. The plan seeks to reduce duplication among federally funded human service transportation services, increase the efficient



service delivery of such services and expand transportation access for older individuals,

### **Qualitative and Quantitative Data Gathering**

The MPO engages in periodic EJ studies. Information drawn from the results of these studies is useful in developing subsequent MPO plans.

- The *Demographic Analysis for Environmental Justice* performed in December, 2004 used 2000 census data to determine the broad geographic location, total number and percentage of population groups addressed by the *U.S. Department of Transportation Order on Environmental Justice and Executive Order 12898*.
- Studies consisting of interviews of representatives of health and social service organizations in the community have been performed to obtain a clearer picture of where minority groups and low-income persons can be found and what types of barriers they face in gaining access to transportation services. Effective methods for distributing information and obtaining input were addressed in a 2004 study. An additional study using these groups was performed prior to developing the Tri-County Access Plan in 2008. This study involved both service providers and their clients. Another study involving service providers was performed in January, 2009 to obtain input for the Long Range Transportation Plan (LRTP). Additionally, one-on-one interviews have been performed with the Hispanic Outreach Center in Pinellas County to achieve a better understanding of the transportation and language related problems faced by Mexican workers and their families.

### **(DBE) Appendix A**

#### **Required Consultant and Subgrantee Title VI Contract Clauses**

As a policy, the following civil rights clauses regarding non-discrimination are included in all MPO contracts and subgrantee agreements:

1. CIVIL RIGHTS - The following requirements apply to this AGREEMENT:
  - a. Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:  
  
“The CONSULTANT or SUBGRANTEE shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The CONSULTANT or SUBGRANTEE shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of



DOT assisted contracts. Failure by the CONSULTANT or SUBGRANTEE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the MPO deems appropriate."

Each subcontract the CONSULTANT or SUBGRANTEE signs in regards to this federal aid PROJECT must include the assurance in this paragraph (see 49 CFR 26.13(b)). The CONSULTANT or SUBGRANTEE agrees to comply with applicable federal implementing regulations and other implementing requirements FTA may issue. In addition to the above assurance, the CONSULTANT or SUBGRANTEE shall not discriminate on the basis of sexual orientation, in accordance with Pinellas County Code Chapter 70 as amended.

b. Equal Employment Opportunity - The following equal employment opportunity requirements apply to this AGREEMENT:

(1). Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONSULTANT or SUBGRANTEE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(2). Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the CONSULTANT or

SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(3). Disabilities – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the CONSULTANT or



SUBGRANTEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(4). Access to Services for Persons with Limited English Proficiency – To the extent applicable and except to the extent that FTA determines otherwise in writing, the CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001. The MPO's LEP Plan is available at the MPO office or may be viewed on-line at:

<http://www.pinellascounty.org/mpo/PDFs/DBETitleIV/lep.pdf>.

(5). Environmental Justice – The CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

(6). Drug or Alcohol Abuse-Confidentiality and Other Civil Rights Protections – To the extent applicable, the CONSULTANT or SUBGRANTEE agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

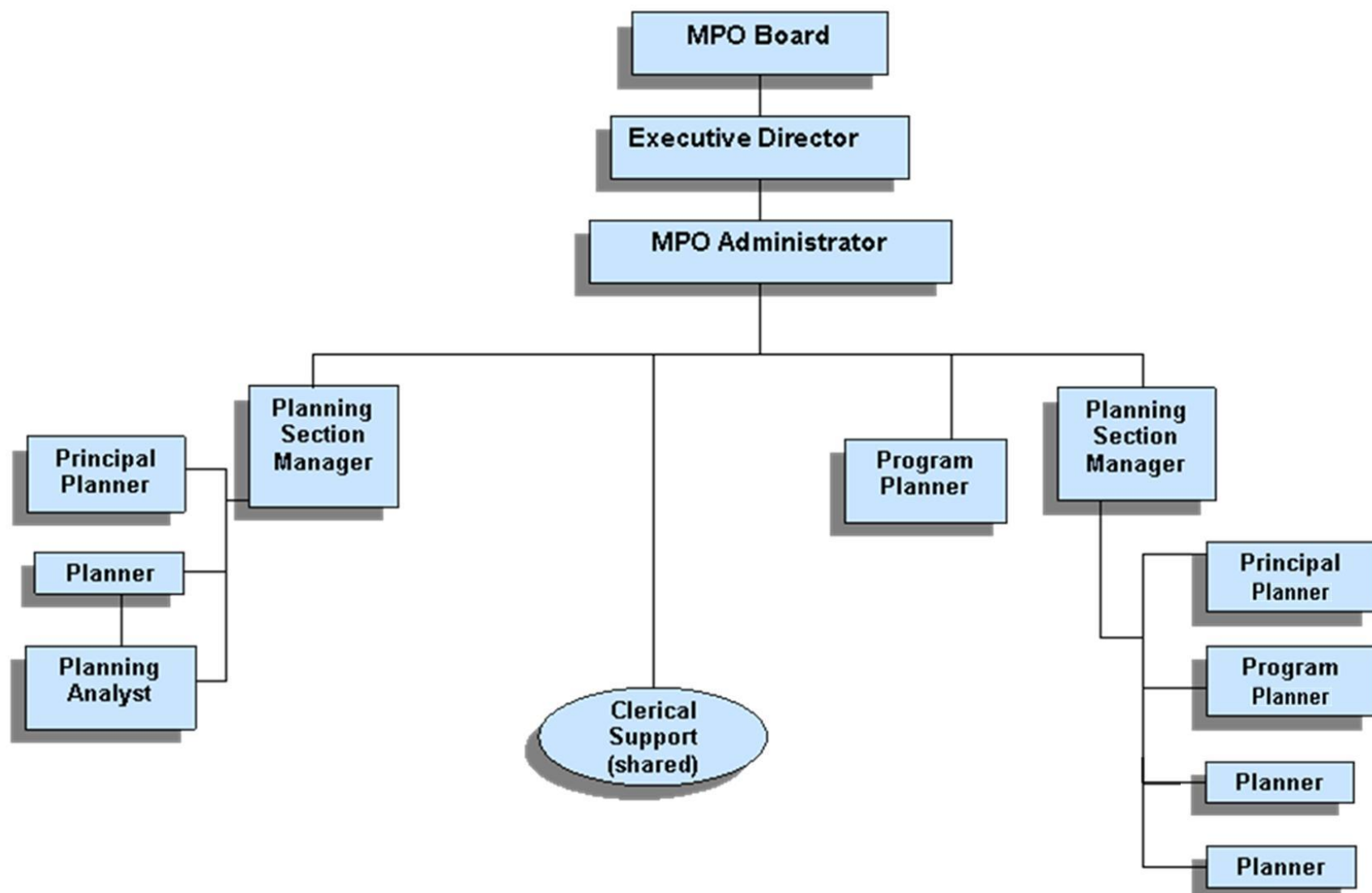
(7). Other Nondiscrimination Laws – The CONSULTANT or SUBGRANTEE agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The

CONSULTANT or SUBGRANTEE also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.



**METROPOLITAN PLANNING ORGANIZATION**  
**PINELLAS COUNTY, FLORIDA**  
**Staff Organizational Chart**

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## **APPENDIX D**

### **LIMITED ENGLISH PROFICIENCY POLICY STATEMENT**



**Pinellas County Metropolitan Planning Organization  
Limited English Proficiency (LEP)  
Policy Statement**

Executive Order 13166 and Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP).

All recipients and sub-recipients of federal funding are required to take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: **(1)** the number or proportion of LEP persons in the eligible service population; **(2)** the frequency with which LEP individuals come into contact with the program or activity; **(3)** the importance of the service provided by the program; **(4)** the resources available to the recipient.

It is important to ensure that written materials routinely provided in English also are provided in regularly encountered languages other than English. It is particularly important to ensure that vital documents are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining the federal services and/or benefits, or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; notices advertising LEP persons of the availability of free language assistance; and written tests that do not assess English language competency, but rather competency for a particular license, job or skill for which English competency is not required; and letters or notices that require a response from the beneficiary or client.

Vital documents must be translated when 1000 people or 5% of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.

It may sometimes be difficult to draw a distinction between vital and non-vital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. It is impossible from a practical and cost effective perspective to translate every piece of outreach material into every language; and Title VI and E.O. 13166 do not require this of their recipients. However, in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access. It is important for recipients, sub-recipients and contractors to continually survey/assess the needs of eligible service



populations in order to determine whether certain critical outreach materials should be translated into other languages.

The obligation to provide meaningful opportunity to individuals who are LEP is not limited to written translations. Oral communications between recipients and beneficiaries often is a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons “effectively to be informed of or to participate in the program”.

There are several steps which can assist recipients in providing such oral assistance. They range from hiring bilingual staff or staff interpreters competent in the skill of interpreting, to contracting qualified outside in-person or telephonic interpreter services, to arranging formally for the services of qualified voluntary community interpreters who are bound by confidentiality agreements. Generally, it is not acceptable for agencies or recipients to rely upon an LEP individual’s family members or friends to provide the interpreter services. The agency or recipient should meet its obligations under EO 13166 and Title VI by supplying competent language service free of cost.

**The MPO will comply with this federal requirement by:**

- **Complying with the Four Factors Test**

- (1) the number or proportion of LEP persons in the eligible service population;
- (2) the frequency with which LEP individuals come into contact with the program or activity;
- (3) the importance of the service provided by the program;
- (4) the resources available to the recipient.

- **Public Meetings / Workshops**

All ads for a public meeting will contain the following language

“Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact xxxxx at xxxxx at least 10 working days in advance of the Public Meeting.

Identify and locate the translation and interpreter resources that are needed to provide the language assistance.

As covered under Title VI requirements for nondiscrimination, at each meeting it is necessary to provide the Title VI material and include this material in an alternate language when applicable.

- **Maintaining Files**

Maintain LEP status for certain communities in files to assure consistent communication in the appropriate language.

- **Review Process**

Review delivery processes to determine whether any program process denies or limits participation by LEP persons.



**APPENDIX E**

**LIMITED ENGLISH PROFICIENCY PLAN**



# **Pinellas County MPO Limited English Proficiency Plan**

**Prepared by the:  
Pinellas County Metropolitan Planning Organization  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755  
February 14, 2007  
(Revised March 2012)**



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## **Introduction**

The purpose of this limited English proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq.**, and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

## **Executive Order 13166**

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments such as the MPO, private and non-profit entities and subrecipients.

## **Plan Summary**

The Pinellas County Metropolitan Planning Organization (MPO) has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to MPO programs as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available and information for future plan updates.

In developing the plan while determining the MPO's extent of obligation to provide LEP services, the MPO undertook a U.S. Department of Transportation four factor LEP



analysis which considers the following: 1) The number or proportion of LEP persons eligible in the county to be served or likely to encounter an MPO program, activity or service; 2) the frequency with which LEP individuals come in contact with an MPO program; 3) the nature and importance of the program, activity or service provided by the MPO to the LEP population; and 4) the resources available to the MPO and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

## **Four Factor Analysis**

### **1. The number or proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity or service**

The MPO examined the US Census Bureau's 2006-2010 American Community Survey data and was able to determine that approximately 12.8%, or 112,361, of the Pinellas County population age 5 and older spoke a language other than English at home and 5.5%, or 48,164, reported that they speak English "less than very well". Hispanics comprised the largest non-English speaking language group. There were 48,697 Hispanic/Latinos or 5.5% who spoke a language other than English at home and 2.6%, or 22,675, said that they speak English less than very well.

### **2. The frequency with which LEP individuals come in contact with an MPO program, activity or service**

The MPO assesses the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and surveying public meeting attendees. From January 1, 2006 to Dec 31, 2011, the MPO recorded 14 requests for language assistance: two for informal Spanish speaking interpretation, one for informal Spanish translation of an MPO document, two requests for American Sign Language, one for Braille translation of an MPO document and eight requests for staff to read a document because the persons were unable to read. All requests received were fulfilled.

### **3. The nature and importance of the program, activity or service provided by the MPO to LEP community**

Since there is a large geographic concentration of Hispanics in Clearwater, the MPO contacted the YWCA Hispanic Outreach Operation (Centro de Apoyo Hispano de YWCA) in Clearwater, for help in identifying which MPO programs would be of importance to a Hispanic LEP person. The Hispanic Outreach Operation identified transportation as a major concern for their clients stating many do not drive and rely on public transit, walking or biking. To help accommodate the Hispanic population, the county's transit operator, the Pinellas Suncoast Transit Authority (PSTA), has translated its system route map and many brochures and the MPO has also translated several bicycle and pedestrian safety brochures into Spanish.



Many Hispanic Outreach Operation clients are economically disadvantaged and are eligible to receive low cost transportation services through the MPO's Transportation Disadvantaged Program (TD) Program. PSTA, as the TD Program's management entity, and its taxi cab and wheelchair provider subcontractors, has Spanish speaking staff readily available to provide language assistance. The TD Program was identified as a potential provider of important services for the Hispanic LEP.

#### **4. The resources available to the MPO and overall costs**

The MPO assessed its available resources that could be used for providing LEP assistance. This included identifying what staff and volunteer language interpreters (see Appendix B) are readily available, how much a professional interpreter and translation service would cost, which documents should be translated, taking an inventory of available organizations that the MPO could partner with for outreach and translation efforts, examining which financial and in-kind sources could be used to provide assistance and what level of staff training is needed.

After analyzing the four factors the MPO developed the plan outlined in the following section for assisting persons of Limited English Proficiency.

#### **How to Identify an LEP Person who Needs Language Assistance**

Below are tools to help identify persons who may need language assistance:

- Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
- When MPO sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table. While staff may not be able to provide translation assistance at this meeting, the cards are an excellent tool to identify language needs for future meetings. Also, have the cards available at the MPO office reception area; and
- Post a notice of available language assistance at MPO and GPTMS reception area.



## **Language Assistance Measures**

When an interpreter is needed, in person or on the telephone, the MPO shall first determine what language is required. Staff can provide Farsi, Hungarian, German, and American Sign Language informal verbal interpretation. Spanish V/TDD service is available through the Pinellas County Office of Human Rights. The phone number is 727-464-4062 (V/TDD).

Staff may be able to assist with written communications and small MPO document translation requests from LEP persons.

The following MPO documents are currently available in Spanish: Bicycle Safety Poster, MPO brochure, Transportation Disadvantaged Program brochure, application survey and the Title VI complaint form.

## **MPO Staff Training**

All MPO staff is provided with the LEP Plan and educated on procedures and services available. This information will also be part of the MPO staff orientation process for new hires. Training topics are listed below:

- Understanding the Title VI LEP responsibilities;
- What language assistance services the MPO offers;
- Use of LEP “I Speak Cards”;
- How to access a staff interpreter;
- Documentation of language assistance requests;
- How to handle a complaint; and
- The importance of educating subrecipients on the MPO’s LEP program responsibilities and their obligation to provide language assistance.

## **Providing Notice of Available Language Service to LEP Persons**

- Post signs that language assistance is available in public.



## Outreach Techniques

- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements and agendas will be printed in an alternative language, such as Spanish.
- When placing a general public meeting notice, staff will insert “**Un traductor del idioma español estará disponible**” This means “A Spanish translator will be available”. Or if not sure of the need, staff should insert, “**Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la** (insert staff name) **al teléfono (727) 464-8200, cuando menos 48 horas antes de la junta**” which asks persons who need Spanish language assistance to make arrangements with the MPO within two days of the publication notice.
- Spanish speaking staff or a hired interpreter should be on hand at public meetings intended for gathering public input.

## Monitoring and Updating the LEP Plan

At a minimum, the MPO will follow the Title VI Program update schedule for the LEP Plan. The next required Title VI Program update must be forwarded to the FTA by May 14, 2013. The questions listed below will be considered in updating the LEP Plan.

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in Pinellas County?
- Has there been a change in the types of languages where translation services are needed?
- Is there still a need for continued language assistance for previously identified MPO programs and are there other programs that should be included?
- Have the MPO’s available resources, such as technology, staff and financial costs changed?
- Has the MPO fulfilled the goals of the LEP Plan?
- Were any complaints received?



## **Dissemination of the MPO Limited English Proficiency Plan**

The MPO posts the LEP Plan on its website at [www.pinellascounty.org/mpo](http://www.pinellascounty.org/mpo).

Any person, including social service, non-profit and law enforcement agencies and other community partners with internet access will be able to access the plan. For those without personal internet service, all Pinellas County libraries offer free internet access. Copies of the LEP Plan are provided to the Pinellas County Office of Human Rights, the Florida Department of Transportation, Federal Highway Administration, the Federal Transit Administration and any person or agency requesting a copy. Each MPO subrecipient is provided a copy and informed of the importance of providing language assistance. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to MPO staff at 727-464-8200 or [mpo@pinellascounty.org](mailto:mpo@pinellascounty.org).



## LEP APPENDIX A

<b>2010 PINELLAS COUNTY POPULATION</b>		
<b>General Characteristics</b>	<b>Estimate</b>	<b>Percent</b>
Total Pinellas County Population	916,542	
Male	440,009	48.0
Female	476,533	52.0
Median age (years)	46.2	(X)
Under 5 years	42,349	4.6
18 years and over	753,654	82.2
65 years and over	194,099	21.2
One race	896,526	97.8
White	752,892	82.1
Black or African American	94,745	10.3
Hispanic or Latino (of any race)	73,241	8.0
American Indian and Alaska Native	2,892	0.3
Asian	27,229	3.0
Native Hawaiian and Other Pacific Islander	810	0.1
Some other race	18,039	2.0
Two or more races	20,016	2.2
Disability status (population 5 years and over)	N/A	

Source: US Census Bureau 2010 Census

An '(X)' means that the estimate is not applicable or not available from the US Census Bureau

<b>Economic Characteristics</b>	<b>Estimate</b>	<b>Percent</b>
In labor force (population 16 years and over)	463,533	60
Mean travel time to work in minutes (workers 16 years and over)	23	(X)
Median household income (in 2010 inflation-adjusted dollars)	62,977	(X)
Median family income (in 2010 inflation-adjusted dollars)	45,258	(X)
Per capita income (in 2010 inflation-adjusted dollars)	28,742	(X)
Families below poverty level	(X)	8.1
Individuals below poverty level	(X)	12.1

Source: US Census Bureau 2006-2010 American Community Survey

An '(X)' means that the estimate is not applicable or not available from the US Census Bureau



<b>2006-2010 LANGUAGES SPOKEN AT HOME</b>		
<b>Pinellas County Population 5 years and over</b>	<b>875,432</b>	
Speak English only	763,071	87.2%
Language other than English spoken at home	112,361	12.8%
Speak English less than "very well"*	48,164	5.5%
<b>Hispanic/Latino</b>		
Hispanic/Latino's 5 years and over who speak Spanish at home	48,697	5.6%
Speak English less than "very well"*	22,675	2.6%
<b>Asian and Pacific Islander languages</b>		
Persons 5 years and over who speak Asian and Pacific Islander languages at home	18,072	2.1%
Speak English less than "very well"*	10,070	1.2%
<b>Other Languages</b>		
Persons 5 years and over who speak other languages at home	3,240	0.4%
Speak English less than "very well"*	829	0.1%

Source: US Census Bureau 2006-2010 American Community Survey

\*Of total population



## **LEP APPENDIX B**

### **Pinellas County MPO Discrimination Complaint Procedure**

#### **PINELLAS COUNTY MPO DISCRIMINATION COMPLAINT PROCEDURE**

**Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As a sub-recipient of the Florida Department of Transportation, the Pinellas County Metropolitan Planning Organization (MPO) has in place a Title VI complaint procedure.**

8. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by any Pinellas County Metropolitan Planning Organization's (MPO) programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. (Note: If you believe you have been discriminated against by another branch of the Pinellas County Government, please contact the Pinellas County Office of Human Rights at 727.464.4880). All written complaints received by the MPO shall be referred immediately to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.

**Written complaints may be sent to:**

**Pinellas County MPO**

600 Cleveland Street, Suite 750  
Clearwater, FL 33755

9. Verbal and non-written complaints received by the MPO shall be resolved informally by the MPO. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant(s) request(s) to file a formal written complaint, the Complainant shall be referred by the MPO to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.
10. The MPO will advise the FDOT's District Seven Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Seven Title VI Coordinator:
  - (a) Name, address, and phone number of the Complainant;
  - (b) Name (s) and address(es) of the 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 complaint received by the MPO;
  - (f) A statement of the complaint;
  - (g) Other agencies (state, local or Federal) where the complaint has been filed;  
and
  - (h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
11. Within ten (10) Calendar days, the MPO 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 FDOT's Equal Opportunity Office (EOO).
12. Within sixty (60) calendar days, the MPO 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 MPO Executive Director.
13. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Executive Director 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 FDOT's EEO, if they are dissatisfied with the final decision rendered by the MPO. The MPO will also provide the FDOT's District Seven Title VI Coordinator with a copy of this decision and summary of findings.
14. The MPO will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information listed below.
- (g) Name of Complainant.
  - (h) Name of Respondent.
  - (i) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (j) Date verbal or non-written complaint was received by the MPO.
  - (k) Date MPO notified the FDOT's District Seven Title VI Coordinator of the verbal or non-written complaint.
  - (l) Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint.



## FORMULARIO DE QUEJA (Condado de Pinellas)

Nombre de la persona discriminada	Número de teléfono (Residencia)	Número de teléfono (Trabajo)
Dirección de residencia (Número y calle, número de departamento)	Ciudad, estado, y código postal de residencia	
Nombre de la persona que discriminó contra usted, y nombre de la dependencia (si los sabe)		
Dirección de la persona o dependencia que discriminó contra usted	Ciudad, estado y código postal de la persona o dependencia que discriminó contra usted	
Fecha del incidente discriminatorio.		
Causa de la discriminación:		
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad (Idioma)	<input type="checkbox"/> Estado Civil
		<input type="checkbox"/> Religión
	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Impedimento Mental
		<input type="checkbox"/> Otro
<p>Explique claramente como sucedió la discriminación y quienes participaron en ella. Incluya en su explicación cualquier conocimiento que tenga de tratamiento diferente a otras personas. Adjunte cualquier otro escrito relacionado con su caso.</p>		
Firma	Fecha	



**TITLE VI AND RELATED STATUTES**  
**DISCRIMINATION COMPLAINT AGAINST THE PINELLAS COUNTY MPO**

Name	Telephone (home)	Telephone (work)
Address:	City, State, Zip Code	
Name of MPO Staff Person that You Believe Discriminated Against You:		
Address:	City, State, ZIP Code	
Date of Alleged Incident:		
You were discriminated because of:		
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex
<input type="checkbox"/> Color	<input type="checkbox"/> <b>National Origin (Language)</b>	<input type="checkbox"/> Age
<input type="checkbox"/> Familial Status		<input type="checkbox"/> Religion
<input type="checkbox"/> Disability		<input type="checkbox"/> Other
<b>Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:</b>		
<b>Signature</b>	<b>Date</b>	



**LEP APPENDIX C**  
**NOTICE TO MPO GRANT AND PROGRAM SUBRECIPIENTS**

All programs and operations of entities that receive assistance from the federal government including the MPO and its subrecipients must comply to the fullest reasonable extent for improving access to services for LEP persons.

Subrecipients are encouraged to have in place written policies on the provision of interpreter and translation services.

I acknowledge that a copy of the MPO Limited English Proficiency Plan has been provided to our organization and I have read the contents and fully understand the LEP Plan obligations and responsibilities.

Shirley E. Ward  
Signature

5/9/12  
Date

Pinellas County MPO  
Organization



## **APPENDIX F**

### **AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURE**



**PINELLAS COUNTY MPO  
AMERICANS WITH DISABILITIES ACT  
COMPLAINT PROCEDURE**

**Prepared by the:  
Pinellas County Metropolitan Planning Organization  
600 Cleveland Street, Suite 750  
Clearwater, FL 33755**

**February 13, 2008 (Revised March 1, 2012)**



## **Notice for Complaints of Discrimination Based on Disability**

The Pinellas County MPO has established a process for investigating and resolving complaints alleging disability discrimination related to MPO services, programs and its office. Regulations implementing provisions of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990 can be found at 49 C.F.R. Parts 27 and 37, and 28 C.F.R. Part 35. This Notice is adopted pursuant to 28 CFR 35.107 and 49 C.F.R. 27.13. The MPO shall review this process on an as needed basis or at a minimum once every three years.

The MPO's Title VI/ADA specialist or MPO designee shall be responsible for overseeing investigations and responses to complaints of discrimination based on disability.

Required Complaint Information Includes:

### **COMPLAINANT'S INFORMATION**

Name, mailing address and daytime phone number.

### **INCIDENT INFORMATION**

Date, time, location, how person was discriminated based upon disability and relating details.

Complaints with incomplete information may result in delayed investigations and responses. The MPO cannot respond to complaints without the complainant's mailing address.

### **How to File a Complaint**

Complaints regarding prohibited discrimination based on disability may be submitted to the MPO as follows:

- By telephone to MPO office, 727.464.8200, 727.464.4062 (V/TDD). MPO staff will conduct an interview obtaining detailed information relating to the complaint. The information will be recorded in writing. Before concluding the interview, the staff member will ask if the complainant wishes to have the information reviewed for accuracy and will make any requested corrections.
- In writing to the Pinellas County MPO, 600 Cleveland Street, Suite 750, Clearwater, FL 33755. Complaints may also be faxed to 727.464.8201 or e-mailed to [mpo@pinellascounty.org](mailto:mpo@pinellascounty.org).
- In person at the MPO office, 600 Cleveland Street, Suite 750, 8 a.m. to 4 p.m., Monday through Friday. It is advisable to call the MPO in advance at 727.464.8200 to schedule an appointment.



Persons with a disability who need any accommodation or require language assistance, are entitled at no cost, to certain assistance. Such requests should be directed to the MPO at 727.464.8200 or [mpo@pinellascounty.org](mailto:mpo@pinellascounty.org).

### **Acknowledgement of Complaint Receipt**

Within three business days after receipt of the complaint, a letter will be sent to the complainant that includes all of the following:

1. Acknowledgement that the complaint has been received and is pending investigation.
2. The estimated date by which a response will be sent to the complainant.
3. How to contact the MPO if the complainant does not receive a response by that date.

### **Investigation of Complaint**

The MPO Title VI/ADA specialist will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from receipt of the complaint. The response will provide information concerning resolution of the complaint.

### **Records Retention**

The MPO shall maintain record of any ADA complaint for a minimum of five years. The record is to include the name and address of the complainant, nature of the complaint, problems identified, resolution of complaint and any resulting modifications made to an MPO program, service or its office facility.



## **APPENDIX G**

### **CERTIFICATE OF INDIRECT COSTS**



## CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this proposal dated December 29, 2011, and revised March 19, 2012, to establish billing or final indirect costs rates for January 1, 2012 through December 31, 2012, are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." 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.

I declare that the foregoing is true and correct.

Governmental Unit: Pinellas County Metropolitan Planning Organization

Signature: 

Name of Official: Sarah E. Ward

Title: Interim MPO Executive Director

Date of Execution: March 19, 2012



## **APPENDIX H**

### **JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS**



## JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

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

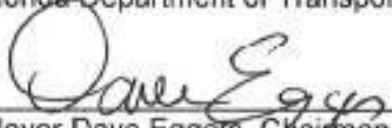
1. 23 U.S.C. 134 and 49 U.S.C. 5303; Title 23 C.F.R. Part 450;
2. Clean Air Act, as amended, (42 U.S.C. 7504 and 7506 (c) and (d)); **[Currently not applicable to Florida MPOs]**
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
4. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts; **[Currently not applicable to Florida MPOs]**
7. 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;
8. 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;
9. 23 U.S.C., Section 324 regarding the prohibition of discrimination on the basis of gender; and
10. 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 joint certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and 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 January 31, 2012.

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

  
Donald J. Skelton, P.E.  
District Seven Secretary (or designee)  
Florida Department of Transportation

6/8/12  
Date

  
Mayor Dave Eggers, Chairman  
Pinellas County MPO (or designee)

5/16/12  
Date



## **APPENDIX I**

### **2012 JOINT FDOT/MPO CERTIFICATION SUMMARY OF THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION**



**2012 JOINT FDOT/MPO CERTIFICATION SUMMARY**  
**of the**  
**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)**

The Annual Joint FDOT/MPO Certification review meeting was held on February 17, 2012, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The following is a summary of the Department's review findings.

Notable Achievements:

- The MPO is commended for its multilevel approach to improving bicycle and pedestrian safety. Beginning with its extensive public outreach via school road safety audits and participation in the Community Traffic Safety Team. Continuing with its project reviews and focused input through the Bicycle Advisory, Pedestrian Transportation, and School Transportation Safety Committees. Leading to the implementation of safety improvements by strong partnerships with the local government implementers facilitated by Technical Coordinating and ITS Advisory Committees, the Barrier Island Government Council, and its own Transportation Enhancement Program—*plans( projects!*
- Pinellas County's population density is very high, but also hosts significant pockets of industrial and freight activities, and some of the regions largest work centers. The MPO's balanced approach to the efficient movement of people and goods while striving for the development of livable communities is commendable.
- Since the last Joint Certification Review, the MPO has achieved much success in bolstering the membership of the Citizens Advisory Committee (CAC). The MPO makes ever effort to seek participation on the CAC by traditionally underserved citizens such as its targeted outreach of the Hispanic/Latino population and continual evaluation of its outreach strategies toward the goal of engaging all segments of the community in the transportation planning process.
- The MPO is commended for developing Congestion Management Process improvements. They are: 1) Data analysis process model called SWEEP that stands for Screen, Weigh, Evaluate, Eliminate, Prioritize a quantitative based filter of data to identify congested road segments 2) Prioritization and project selection decision making matrix, qualitative based to help implementing agencies make wise use of limited resources.

Recommended Actions:

- Continue to focus on the goal of economic vitality through participation in the Regional Goods Movement Advisory Committee.
- Continue to employ the principles of context sensitive solutions to the planning process to ensure the early and continuous engagement of relevant stakeholders to minimize impacts to the environment and affected community.
- Continue your efforts to forecast and analyze transportation impacts resulting from "climate change" and develop policy as deemed appropriate.
- The MPO has assumed a leadership role regarding regional transportation solutions such as through its work on the Pinellas Alternatives Analysis and selection of the locally preferred alternative. We encourage the MPO to continue pursuit of regional perspectives in the transportation planning process.

Corrective Actions:      None.



## **APPENDIX J**

### **OTHER NON-FEDERAL LOCAL AGENCY AND MUNICIPAL PLANNING PROJECTS**



**Local and Municipal Governmental Transportation Planning, Research, Development, and Technology Transfer-Related Activities Funded with Local, State, or Federal Funds other than those authorized under Title 23 [23, C.F.R., 420.111(e)] for FY 2012/13 – FY 2013/14.**

South Pasadena – Redevelopment plan for Pasadena Avenue (SR 693) from north city limits to Corey Causeway. Phase I examined existing roadway, land use, and market conditions and recommends an overall concept plan for redevelopment. The \$34,750 cost of this initial phase was paid for by the City of South Pasadena. It is anticipated that additional phases of work will be pursued between July 1, 2012 and June 30, 2014 as follow-up to phase I, but no project has been scheduled or funded at this time.



## **APPENDIX K**

### **REVIEW AGENCY COMMENTS AND STAFF RESPONSES**



## FEDERAL AGENCY COMMENTS ON DRAFT FY 2012/13 AND 2013/14 UPWP

Agency	Section	Page	Comment	MPO Response
FHWA	Status of Conditions That Justify Level of Planning Effort	5	The MPO staff is commended for the increased emphasis placed on the relationship between transportation improvements and land use.	None
FHWA	Same as above.	8	The MPO staff is commended for the launch of "Etown Hall Meetings" as an increased effort to engage the public in the transportation planning process.	None
FHWA	Same as above.	8	It is recommended that MPO staff spell out the term Pinellas AA study since this is the first introduction of the term and perhaps include its definition in the glossary.	Spelled out term on page 8 and added Pinellas AA to glossary.
FHWA	Same as above	10	The text reads that the MPO is scheduled for its quadrennial review in 2012. Please note that the MPO is not scheduled for its quadrennial review until June 2013.	Revised text accordingly.
FHWA	Same as above	10	The MPO staff is commended for its intent to develop MPO policies aimed at energy conservation and the reduction of fuel consumption and greenhouse gas emissions attributable to transportation.	None
FHWA	Same as above	11	Are the thirty Socio-cultural Effects (SCE) reports referenced in this section related to passenger rail the same reports referenced in the prior UPWP or are these additional reports? Is there a new study for passenger rail being conducted?	They are the same. The text was revised to indicate that the SCE reports were generated in 2009 for the LRTP. There is not a new SCE study being conducted.
FHWA	Same as above	14	Has the SIS Multi-Modal Unfunded Needs Plan (MMNP) been updated?	It was updated in 2011. The text has been revised accordingly.
FHWA	Comprehensive Planning Activities	18	The MPO staff is commended for their partnership with the Pinellas County Health Department. This partnership allows them to utilize grant funds from the Prevention and Public Health fund to increase use of the Pinellas Trail and County parks and support other Communities Putting Prevention to Work (CPPW) Program initiatives.	None



Agency	Section	Page	Comment	MPO Response
FHWA	Public Participation	32	Identifies a TIP adopted in May, 2012 and 2013 that reflects public input and is presented in a manner that can be easily understood by the general public. Should this be May, 2013 and 2014?	Yes. Text was corrected accordingly.
FHWA	Surveillance Activities	32	When will the new set of socioeconomic data for input to the regional traffic demand model be completed?	That effort is expected to be completed by early 2013. The anticipated completion date was added to the text.
FHWA	General Comment	n/a	Please check the page numbers. It appears that some numbers repeat themselves.	Page numbers have been corrected.
FHWA	General Comment	n/a	Does the MPO staff anticipate including information from the most recent FDOT Annual Certification (e.g., comments, recommendations, corrective actions, noteworthy practices) in this plan?	Appendix J has been added to include this information.
FHWA	General Comment	n/a	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title IV Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	Included in final draft.
FTA	General Comment	n/a	We appreciate the considerable detail and comprehensive discussion of the various multi-modal planning initiatives, opportunities and challenges and the agency cooperation that is evident in the UPWP.	None
FTA	General Comment	n/a	As a reminder, if the transit agency (PSTA, Pasco, etc.) desires to use FTA 5307 funds for specific planning or corridor studies, or if the MPO or transit agency plans to use/or is using FTA 5339 funds for Alternatives Analyses along a proposed transit corridor, than these funds should be listed within the UPWP and the funding tables. This may avoid the need for a subsequent amendment to the UPWP by the transit agency at a later date.	So noted.
FTA	General Comment	n/a	We hope to work with FHWA-FL on concurrence with the transit portion of the UPWP sent forward by the MPO, as funds are available for the various tasks, when the UPWP is final.	None



## FDOT COMMENTS ON DRAFT FY 2012/13 AND 2013/14 UPWP

Section	Page	Comment	MPO Response
Cover		Financial Project Number is 259397-1-14-90 (recent change by Fed-Aid Office)	Change made.
Cover		Federal Air Project Number should be 0057 (49)	Corrected.
FTA Certification & Assurance	v	Does this document reflect shift in CTC & TD to PSTA?	No. However, PSTA will be following same requirements as CTC for the Transportation Disadvantaged Program.
Section 5303 Application	viii - xii	Suggest you insert Resolution allowing the MPO Director to approve modification of the application upon posting of the Section 5303 allocations in the Federal Register.	Resolution inserted on (new) page XII.
Introduction or Background	1 or 3	Consider adding information of the upcoming relocation of MPO offices and the anticipated changes coming with the PPC/MPO consolidation, i.e. MPO will become independent of county government.	Pages 28 and 29 were revised to include discussion of PPC/MPO consolidation.
Background	4	change: "With the implementation of red light <b>enforcement</b> cameras..."	Change made.
Federal Requirement	9	Ensure the 10 points of law match exactly as worded on the revised Joint Certification Statement that was provided at kick-off meeting.	Revised page to refer to Joint Certification Statement on page H1 in appendix.
Federal Requirement	10	1st paragraph, 1st sentence: needs re-writing to say that FHWA and FTA certify the MPO is compliant with the federal transportation planning process--they don't certify the process as it reads now.	Corrected.
Federal Requirement	10	1st paragraph, next to last sentence has wrong year of next TMA Cert. (2013).	Corrected.
Public Transportation	11 & 12	1st para.- can you add more clarity as to how the MPO "works closely with PSTA". 4th para. - See no mention of the 2012 legislative mandate for PSTA and HART with assistance from TBARTA to study merger feasibility and report to 2013 Legislature.	First paragraph added, "The MPO provides planning and technical assistance to PSTA in the development of their Transit Development Plan (TDP), coordination with local governments in their efforts to increase transit use in their communities and in the delivery of transit service to the



Section	Page	Comment	MPO Response
			transportation disadvantaged community. The MPO also allocates FTA Section 5303 grant funding for PSTA planning activities on an ongoing basis." Added paragraph on page 13 regarding feasibility study/report.
Status of Conditions... - Comprehensive Planning... - Current Planning Activities		Having separate elements that all describe planning activities is duplicate. Recommend consolidating all activities under the required heading "Comprehensive Transp. Plng Activities". "Plng Priorities" should remain separate item and focus on the coming two-year period.	Sections revised accordingly on pages 3-22.
Regional Coordination	13	For clarity the MPOs coordination with FDOT on the SIS is every 2 years in development of the 10-Year SIS Plan, and as needed in development of the SIS MMUN Plan.	Included this clarification on page 17.
Bicycle & Pedestrian Planning	17	1st sentence, correct date to read FY 2012/13	Corrected in second paragraph, page 15.
Coord. of Human Service	18	precede JARC/NF funds with qualifier "urbanized" when first mentioned in the 1st sentence. Is the 2nd para. still accurate or should PSTA be referenced?	Inserted "urbanized". Revisions made to Transportation Disadvantaged Program section regarding PSTA's new role as CTC.
	20	paragraph 3: "...and reviewed by the TCC <u>as</u> well as the ITS...."	Correction made. Last paragraph on page 19.
	21	paragraph 3: "The TBARTA completed an update to its Master Plan in June, 2011. During the development <u>of</u> the plan...."	Correction made. Second paragraph on page 16.
Regional/Interagency Coord.	21	Recommend consolidation of this information with the Regional Coordination sub-heading, page 13. The consolidation suggestions here and above enhance organization and readability.	Change made. Regional discussion consolidated under "Regional Coordination" heading on pages 15-17.
Local Gov't Assistance	24	Ref. Level of service assistance, add discussion of the change in law eliminating concurrency req. and the resulting changes to the process.	Changes made on page 22.
Local Gov't Assistance	24	The reference to crash data assistance could be fleshed out to describe the major CDMS efforts.	Added information regarding CDMS.



Section	Page	Comment	MPO Response
Agreements	28	Update language to reflect the FHWA requirement that agreements involving expenditure of federal funds will be re-executed every 3 years.	Change made on page 26.
General Comment - Methodology	All tasks	Where it is known that a consultant will be tasked to complete a certain activity, this needs to be stated.	Added text to task sheets indicating where work will or may be carried out by a general planning consultant.
General Comment - End Product	All tasks	Some End Product sections contain Methodologies. Many end products are vague. End products typically can be tracked by percent completed and completion dates. FHWA is focused on transparency of what the taxpayer is getting for their money.	Where production of end products is not ongoing, completion dates have been provided.
General Comment - Funding Source per Task	All tasks	Format the task table exactly the same throughout UPWP. Clarify Pass Thru/Consultant, be specific. Not transparent why some totals with asterisks are Not Included in Total.	Tables were re-formatted to look the same. "Pass-thru", "other agency" and asterisks were removed. Funding shown for MPO was modified, where necessary, to reflect difference between consultant amount and task total.
	30	Item 11: What were the FHWA and FDOT annual certification comments?	This item was deleted as it was inadvertently left over from prior UPWP.
	31	Funding Sources—Year 1 Table: Should the figure of 20,950 in the Total column match that in the Federal (PL) column (22,950)?	Figures were corrected.
	34	Funding Sources—Year 1 Table: Should the Total be 114,745 instead of 114,795?	Figures were corrected.
	35	End Product: "The end products listed below are produced on an ongoing <u>basis</u> unless...."	Corrected.
	38	Funding Sources—Year 1 Table: Should 80,000 appear in the Total column for Pass Thru/Consultant?	Table was corrected.
Task 4.3	40	Methodology #1 - add reference to public involvement.	Inserted public involvement reference.
	41	Funding Sources—Year 1 Table: Should the Total column reflect 146,032?	Table was corrected.



Section	Page	Comment	MPO Response
Task 4.3	41	End Product - Add new end products 1) Provide FDOT with the Annual Program of Projects for Section 5307 and Bus Replacement Schedule, 2) Prepare and provide to FDOT a bi-annual Progress Report on Program of Projects for all state road corridors.	Inserted end product on Section 5307 and bus replacement projects. Regarding the other item, PSTA indicated they don't submit a Progress Report on Program of Projects for all state road corridors. They indicated that they provide quarterly progress reports on all FDOT funded projects, which are submitted with each invoice that is sent to FDOT for reimbursement. This was added as an end product.
Task 4.4	44	Funding Sources—Year 1 Table: Should the Total column reflect 133,206?	Table was corrected.
Task 4.4	44	Funding Sources—Year 2 Table: Should the Total column reflect 98,953?	Table was corrected.
Task 4.4	52	Please ensure this task reflects the recent changes in responsibilities, i.e. PSTA/CTC/TD	Changes made to reflect PSTA as the CTC beginning July 1, 2012.
Task 4.9	54	Objective - Verify accuracy of statement given change in concurrency laws.	It's accurate at this time. This is expected to be the case until 2013.
Task 5.1	56	Previous Work - The web-based TIP may also be described as interactive, correct? Same comment for End Product.	Yes
Task 6.1	57	Item 2 under Previous Work: "Monitored of Vehicle Miles of Travel...."	Corrected.
Task 6.1	58	Methodology #10 change to "2040".	That is correct as is.
Task 6.1	58	End Product items need more descriptive language, i.e. instead of recommendations of amendments, the output is analyze and prepare amendments... I see no mention of the public involvement element update or the QC needed to continuously ensure project descriptions match exactly with TIP. It is important that end products are reflective of the increased funding level for this task. *Identify the work to be done by consultant.	End product section expanded to add more LRTP update tasks and explanation.
	58	Funding Sources—Year 1 Table: Should the Total column reflect 278,864?	Task sheet table was modified and figures corrected.



Section	Page	Comment	MPO Response
	58	Funding Sources—Year 2 Table: The 113,681 does not match that found in Table 8.2B on page	Task sheet table was modified and figures corrected.
	58	Table 8.2 B: The figure of 133681 under line item 6.1 for Federal dollars does not match that figure found on Page 58.	Task sheet table was modified and figures corrected.
	59	Item 6 under Methodology: Does the Florida High Speed Rail Plan need to be included?	Deleted reference to Florida High Speed Rail.
Task 7.1 * All CCC MPOs	59	Methodology - Remove reference to High Speed Rail Plan. *Coordinate this correction with partner MPOs!	Deleted reference to Florida High Speed Rail. Will correspond with other MPOs on this change.
	61	Item 11 under Previous Work: “Supported the activities of the <del>newly formed</del> Tampa Bay <u>Area</u> Regional Transportation Authority....”	Corrections made.
Task 7.2 *All CCC MPOs	62	Methodology #19 - Isn't this activity n/a in attainment? #21 - Identify the responsible agency.	#19 is n/a and was removed. Regarding #21, the responsible agency would be each MPO for their own data, but Hillsborough takes the lead in producing the final maps for the Plan.
Table 8.1A & B	65 & 66	Please include in footnote the minimum amount of (PL) required to be spent for regional planning.	Done.
Table 8.2A & B	67 & 68	(PL) Grand Total shown is less than amount programmed, explain?	Corrected.
Table 8.2A & B	67 & 68	Recurring transfer of (PL) to TBARTA for staff support needs to be shown in footnote.	No agreement has been reached as of yet regarding transfer of funding to TBARTA.
Prior Year Table	69	Is identified as 8.2B, same as previous table, pg 68.	Changed to “8.2C”.
	A1	paragraph 1: “...Transportation Improvements Programs....”	Corrected.
	C13	Item 5: “...provided in the [delete extra spaces] prime consultant’s....”	Corrected.
	C14	paragraph 1: “...official: <del>Brian K. Smith</del> <u>Sarah E. Ward, Interim</u> MPO Executive Director....”	Corrected.
	C15	Process: Mr. Bartolotta’s name is listed but the email address refers to Imanoleros.	Corrected.
	C45	paragraph 5: “ <del>The MPO</del> The following statement is posted in the MPO office.”	Corrected.



Section	Page	Comment	MPO Response
	C46	paragraph 1: "...minority, elderly disabled, LEP, ethnic and religious.... The MPO's has in place...."	Corrections made.
	C47	Public Meetings paragraph: "As an example, in 2007 and 2008 the MPO [delete extra spaces] participated in events.... Also in conjunction with the Hillsborough and Pasco eCounty MPOs...."	Corrections made.
	C49	Should Ms. Ward be referred to as "Interim"?	Yes, corrected.
	C51	Selection Process paragraph: "SAFETEA-LU requires that a locally developed, coordinated public transit human services transportation plans be in place...."	Corrected.
	C56	paragraph 1: "...shall be referred immediately by Al_Bartolotta to the...."	Changed to "shall be referred immediately by the MPO's Title VI Specialist."
	E-A3	second bulleted paragraph: "To informally gauge the attendee's ability...."	Corrected.
Certificate of Indirect Cost	G1	Indirect costs were revised again after the date certification shown. Incl. the most recent.	Correction made.
Joint Cert. Statement	H1	Replace form shown with the revised version provided in kick-off pkg.	Done.