



## REGULAR BOARD MEETING

Wednesday, April 6, 2016, 2:00 pm

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### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
  - *February 3, 2016 Regular Board Meeting*
5. **Comments from the Public**
6. **Comments from Advisory Committee Members (TAC/CAC/BPAC)**
7. **Approval of Agenda**
8. **Consent Agenda**
  - 8a. **Federal Transit Administration (FTA) Metropolitan Planning Grant Application:** Adoption of Resolution 16-01 authorizing the execution of a FTA Metropolitan Planning Grant Section 5305(d) Application for FY 2016/17.  
  
*Action: Adopt or do not adopt.*
  - 8b. **Metropolitan Planning Organization (MPO) Agreement:** Adoption of Resolution 16-02 authorizing the execution of a MPO Agreement and an amendment to the current Joint Participation Agreement for the receipt of Federal Highway Administration Transportation Planning (PL) funds.  
  
*Action: Adopt or do not adopt.*
9. **Action Items**
  - 9a. **Amendment to the FY 2015/16 – FY 2019/20 Transportation Improvement Program (TIP):** Review and adoption of an amendment to the FY 2015/16 – FY 2019/20 TIP to add a utility phase to the McCarty Road Bridge Project.  
  
*Action: Adopt the TIP amendment for the McCarty Road Bridge Project, adopt with conditions, or do not adopt.*

- 9b. Draft FY 2016/17 – FY 2017/18 Unified Planning Work Program (UPWP) and Budget:** Review and adoption of the draft FY 2016/17 – FY 2017/18 UPWP and budget.

**Action:** *Adopt the draft FY 2016/17 – FY 2017/18 UPWP and budget, adopt with conditions, or do not adopt.*

- 9c. Title VI Program Update:** Review and adoption of a draft update to the TPO's Title VI Program.

**Action:** *Adopt the draft update to the TPO's Title VI Program, adopt with conditions, or do not adopt.*

- 9d. Transportation Regional Incentive Program (TRIP) Grant Application for 2016:** Review and endorsement of the TRIP grant application for the 2016 grant cycle.

**Action:** *Endorse the TRIP grant application for the 2016 grant cycle, endorse with conditions, or do not endorse.*

**10. FDOT Comments**

**11. Recommendations/Comments by Members**

**12. TPO Staff Comments**

- 13. Next Meeting:** The next St. Lucie TPO Board Meeting is a regular meeting scheduled for 2:00 pm on Wednesday, June 1, 2016.

**14. Adjourn**

**NOTICES**

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access. If any person decides to appeal any decision made by the St. Lucie TPO with respect to any matter considered at this meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



## REGULAR BOARD MEETING

**DATE:** Wednesday February 3, 2016

**TIME:** 2:00 pm

**LOCATION:** St. Lucie TPO  
Coco Vista Centre  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida

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### MINUTES

#### 1. **Call to Order**

Chairwoman Hensley called the February 3, 2016, regular meeting of the St. Lucie Transportation Planning Organization (TPO) Board to order at 2:02 pm.

#### 2. **Pledge of Allegiance**

Vice Chairwoman Hensley led the Pledge of Allegiance.

#### 3. **Roll Call**

The roll was called. A quorum was confirmed with 10 members present.

#### Members present:

Kathryn Hensley, Chairwoman  
Mayor Linda Hudson, Vice Chair  
Councilwoman Michelle Berger  
Councilman Ron Bowen  
Darrell Drummond  
Commissioner Chris Dzadovsky  
Commissioner Frannie Hutchinson  
Councilwoman Shannon Martin

#### Representing:

St. Lucie Co. School Board  
City of Fort Pierce  
City of Port St. Lucie  
City of Port St. Lucie  
Community Transit  
St. Lucie County  
St. Lucie County  
City of Port St. Lucie

Mayor Greg Oravec  
Commissioner Reginald Sessions

City of Port St. Lucie  
City of Fort Pierce

**Others present:**

Peter Buchwald  
Ed DeFini  
Yi Ding  
Mary Holleran  
Crystal Wilson  
Heather Young  
Craig Hauschild  
Leslie Olson  
Roxanne Chesser  
Etieene Bourgeois  
Yanique Kelly  
Alice Bojanowski  
Bob Wallace  
Selena Griffett

**Representing:**

St. Lucie TPO  
St. Lucie TPO  
St. Lucie TPO  
Recording Specialist  
Placevision, Inc.  
St. Lucie County Attorney  
St. Lucie County  
St. Lucie County  
City of Port St. Lucie  
FDOT District 4  
FDOT District 4  
Martin MPO  
Tindale-Oliver  
St. Lucie County

**4. Approval of Minutes - \* December 16, 2015 – Rescheduled Regular Meeting**

\* **MOTION – MOVED** by Councilwoman Berger to approve the Minutes of the December 16, 2015 Rescheduled Regular Board meeting.

\*\* **SECONDED** by Councilwoman Martin Carried **UNANIMOUSLY**

**5. Comments from the Public – None**

**6. Comments from Advisory Committee Members (TAC/CAC/BPAC) - None**

**7. Approval of Agenda**

\* **MOTION – MOVED** by Commissioner Hutchinson to approve the agenda.

\*\* **SECONDED** by Councilwoman Martin Carried **UNANIMOUSLY**

## 8. **Consent Agenda**

Chairwoman Hensley confirmed no items were requested to be removed from the Consent Agenda.

\* **MOTION – MOVED** by Mayor Hudson to approve the Consent Agenda.

\*\* **SECONDED** by Councilwoman Martin Carried **UNANIMOUSLY**

## 9. **Action Items**

**9a. Go2040 Long Range Transportation Plan (Go2040 LRTP):**  
Review and adoption of the Go2040 LRTP

Mr. Buchwald introduced Bob Wallace to provide highlights of the elements comprising the Go2040 LRTP for the Board's review.

After Mr. Wallace summarized the draft, it was identified that based on the TPO Advisory Committees comments being incorporated into the draft, the GO2040 RL RTP complying with State and Federal requirements and addressing the needs of the TPO area, the Go2040 LRTP is recommended by the staff for adoption by the Board.

Commissioner Dzadoovsky thanked Mr. Wallace and staff for their work and effort providing a detailed comprehensive draft. He was concerned with having to read all the way through Chapter 5 in order to reach the Board's selection of Alternative "A". He addressed language that was confusing indicating Alternatives "A" and "C" were refined. He noted that new local funds were not yet approved by any Boards or jurisdictions, and that the language describing the selection process should be understood.

Commissioner Hutchinson agreed with Commissioner Dzadoovsky's comments.

Chairwoman Hensley asked Mr. Wallace to add notes either in the beginning or end of Section 5 in order to address the comments.

\* **MOTION – MOVED** by Mayor Hudson to adopt the Go2040 Long Range Transportation Plan.

\*\* **SECONDED** by Councilman Bowen.

**DRAFT**

**\*\* A Roll Call Vote was taken:**

Councilwoman Berger-yes; Councilman Bowen-yes; Commissioner Dzadvosky-yes; Commissioner Hutchinson-yes; Councilwoman – Martin-yes; Mayor Oravec-yes; Commissioner Sessions-yes; Mr. Drummond-yes; Vice Chairwoman Hudson-yes; Chairwoman Hensley-yes;

**\*\* The MOTION Carried UNANIMOUSLY.**

**9b. Memorandum of Understanding (MOU) for the Development of a Regional Long Range Transportation Plan (RLRTP):** Approval of a MOU with the Indian River Metropolitan Planning Organization (MPO) and Martin MPO for the development of a RLRTP.

Mr. Buchwald reviewed the MOU for the Development of a RLRTP among the Indian River and Martin County MPOs and the St. Lucie TPO. The cost of developing a Scope of Services is not to exceed \$60,000 with the three agencies funding contribution to be \$20,000 each.

\* **MOTION – MOVED** by Mr. Drummond to approve the MOU with the Indian River and Martin MPOs for development of a RLRTP Scope of Services.

\*\* **SECONDED** by Commissioner Dzadovsky.

Commissioner Dzadovsky questioned whether the plan had taken into consideration any changes or reductions in regulations on the Developments of Regional Impact in the regions approved. He said the Legislature indicated there may be items coming through for which we are not prepared and to be aware of how that may affect our future growth.

Mr. Buchwald explained it would only impact the just-adopted Go2040 LRTP to the extent of the growth projections of the individual plans. The adopted plans would be amended along with the regional plan to reflect any changes in their long range growth projections.

Mayor Hudson asked how long the process would take and what the work product would look like.

Mr. Buchwald explained they hoped to streamline the development of the RLRTP, identify the regional transportation network, develop a network map, and a prioritized list of projects that can be used for

**DRAFT**

regional transportation incentive grant funding. The RL RTP is expected to be completed in six months.

**\*\* MOTION – carried UNANIMOUSLY**

**9c. By-Laws, Rules and Procedures Update:** Review and adoption of proposed revisions to update the TPO's By-Laws, Rules, and Procedures.

Mr. Buchwald reviewed proposed revisions to update the By-Laws, Rules and Procedures, summarized the significant changes, and identified that the proposed revisions have been reviewed by the TPO Attorney for legal form and correctness. In addition, comments from the TPO Advisory Committees were incorporated into the draft.

Commissioner Hutchinson indicated that in the Operating Procedures the request for public records in Section 3.2 needs to be copied to the County Attorney, as well as the TPO. If the request is an e-mail, it should be copied/sent to the County Attorney's Office. She noted that the County has one person in charge to filter any and all public records requested, and there is a check and balance in place.

Mr. Buchwald confirmed the records request could be submitted to the St. Lucie TPO's current address or via e-mail to the TPO website and copied by TPO staff and sent to the TPO County Attorney's Office.

Mayor Oravec requested clarification for the record that everything in the By-Laws now and in the future will comply with public meeting laws and notice thereof with the TPO fully complying with all noticing requirements.

Mr. Buchwald assured the Board that the TPO would be in compliance with all applicable requirements regarding public notice meeting laws with the adopting of the revised By-Laws, Rules and Procedures.

**\* MOTION – MOVED** by Commissioner Dzadoovsky to adopt the proposed revisions to update the TPO's By-Laws, Rules and Procedures as amended.

**\*\* SECONDED** by Councilman Bowen                      Carried **UNANIMOUSLY**

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**10. FDOT Comments**

Lisa Dykstra, FDOT District 4, provided a Strategic Intermodal Systems update. She reviewed policy elements of the Florida Transportation Plan that have been published.

Any questions about the Statewide network can be accessed on [www.FloridaTransportationPlan.com](http://www.FloridaTransportationPlan.com) and Mr. Buchwald agreed to provide that access information to the Board members.

- 11. Recommendations/Comments by Members** – Chairwoman Hensley recognized Peter Buchwald for being re-elected as Chairman of the MPOAC Staff Directors Committee. At the recent MPOAC meeting there was dialogue and requests to accommodate and improve meetings, improve the website, change the meeting dates, and move a meeting location from Tallahassee to Orlando.
- 12. TPO Staff Comments** - Mr. Buchwald commented on the MPOAC meeting and discussed one of the bigger issues coming before the MPOs is the State Department of Financial Services audit, and FDOT's administration of its Federal funding grants which are subject to all state requirements. A new agreement is being worked on which will change the terms and relationship the TPO formally had by Statute with FDOT. The new agreement is expected to come before the Board by the end of the fiscal year.
- Ms. Marceia Lathou, the TPO Transit Program Manager, was recently in Washington, DC to exhibit the TPO's Plein Air Workshops at the 2016 Transportation Research Board Annual Meeting. The TPO's Walk-Bike Network has also been recognized in a national report as a best practice.
- 13. Next Meeting:** The next St. Lucie TPO Board meeting is a regular meeting scheduled for 2:00 pm on Wednesday, April 6, 2016.
- 14. Adjourn** – The meeting was adjourned at 2:49 pm.

Respectfully submitted:

Approved by:

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Mary F. Holleran  
Recording Specialist

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Kathryn Hensley, Chairwoman

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Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 www.stlucietpo.org

## AGENDA ITEM SUMMARY

**Board/Committee:** St. Lucie TPO Board

**Meeting Date:** April 6, 2016

**Item Number:** 8a

**Item Title:** Federal Transit Administration (FTA)  
Metropolitan Planning Grant Application

**Item Origination:** Unified Planning Work Program (UPWP)

**UPWP Reference:** Task 3.2 – Transit Planning

**Requested Action:** Adopt or do not adopt

**Staff Recommendation:** It is recommended that Resolution No. 16-01 be adopted to authorize the TPO Executive Director to apply for FTA Section 5305(d) Metropolitan Planning Grant funds for FY 2016/17 and execute any agreements and documents associated with the grant.

### **Attachments**

- Staff Report
- FTA Section 5305(d) Grant Application
- Resolution 16-01



Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 www.stlucietpo.org

## **MEMORANDUM**

**TO:** St. Lucie TPO Board

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 28, 2016

**SUBJECT: Federal Transit Administration (FTA) Metropolitan Planning Grant Application**

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### **BACKGROUND**

The Federal Transit Administration (FTA) Section 5305(d) grant program provides funding to support multimodal transportation planning in metropolitan areas. Metropolitan Planning Organizations (MPOs), such as the St. Lucie Transportation Planning Organization (St. Lucie TPO), are eligible recipients of these funds which are administered by state Departments of Transportation. The federal share is 80 percent with a required 20 percent non-federal match.

The annual grant cycle administered by the Florida Department of Transportation (FDOT) includes the submittal of an application and execution of associated certifications and grant agreements. An application and resolution for adoption by the TPO Board have been completed to facilitate the TPO's grant submittal for FY 2016/17.

### **ANALYSIS**

The FTA Section 5305(d) grant allocation to the St. Lucie TPO for FY 2016/17 is \$117,099. FDOT and St. Lucie County historically provide a matching share for these funds. The grant supports a portion of the multimodal transportation planning activities contained in the Unified Planning Work Program (UPWP) that are conducted by the St. Lucie TPO including:

- Provision of technical assistance to the transit providers
- Regional Bus Route Map Update

- Transit Development Plan (TDP) Annual Progress Reports
- Initiation of the TDP Major Update
- Promotion of intermodal planning, travel demand management, and transit planning coordination
- Park and ride lot program planning
- Passenger rail service program planning

The grant application and Resolution 16-01 authorizing the TPO Executive Director to apply for the grant funds for FY 2016/17 and to execute any agreements and documents associated with the grant are attached. The TPO Attorney has reviewed and approved the resolution for form and correctness.

### **RECOMMENDATION**

It is recommended that Resolution No. 16-01 be adopted to authorize the TPO Executive Director to apply for FTA Section 5305(d) Metropolitan Planning Grant funds for FY 2016/17 and execute any agreements and documents associated with the grant.

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5303(d)

**\* 12. Funding Opportunity Number:**

FL-80-0009

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Long and short range transportation planning in support of the FY 2016-17 - 2017-18 Unified Planning Work Program.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="93,600.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="11,700.00"/>
* d. Local	<input type="text" value="11,700.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="117,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**Section 5305(d)**  
**Approved Project Budget for FFY16**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ <u>44,000</u>
44.22.00	General Development and Comprehensive Planning	<u>                    </u>
44.23.01	Long Range Transportation Planning: System Level	<u>                    </u>
44.23.02	Long Range Transportation Planning: Project Level	<u>                    </u>
44.24.00	Short Range Transportation Planning	<u>73,000</u>
44.25.00	Transportation Improvement Program	<u>                    </u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>                    </u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>                    </u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>                    </u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>                    </u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>                    </u>
44.27.00	Other Activities	<u>                    </u>
Total Net Project Cost		\$ <u>117,000</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>57,106</u>
44.30.02	Fringe Benefits	<u>24,474</u>
44.30.03	Travel	<u>                    </u>
44.30.04	Equipment	<u>                    </u>
44.30.05	Supplies	<u>600</u>
44.30.06	Contractual	<u>1,320</u>
44.30.07	Other	<u>33,500</u>
44.30.08	Indirect Charges	<u>                    </u>
Total Net Project Cost		\$ <u>117,000</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>117,000</u>
44.40.02	Transit Operator Activities	<u>                    </u>
44.40.03	State and/or Local Agency Activities	<u>                    </u>
Total Net Project Cost		\$ <u>117,000</u>
Federal Share (80%)		\$ <u>93,600</u>
Local Share (20%)		\$ <u>23,400</u>

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ <u>117,000</u>

**Section 5305(d)**  
**GMIS Planning Line Item Codes – FFY16**  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 35,200
44.22.00	General Development and Comprehensive Planning	_____
44.23.01	Long Range Transportation Planning: System Level	_____
44.23.02	Long Range Transportation Planning: Project Level	_____
44.24.00	Short Range Transportation Planning	58,400
44.25.00	Transportation Improvement Program	_____
44.26.12	Coordination of Non-Emergency Human Service Transportation	_____
44.26.13	Participation of Transit Operators in Metropolitan Planning	_____
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	_____
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	_____
44.26.16	Incorporating Safety & Security in Transportation Planning	_____
44.27.00	Other Activities	_____
	Total Net Project Cost	\$ 93,600

Accounting Classifications

44.30.01	Personnel	\$ 45,685
44.30.02	Fringe Benefits	19,579
44.30.03	Travel	_____
44.30.04	Equipment	480
44.30.05	Supplies	1,056
44.30.06	Contractual	_____
44.30.07	Other	26,800
44.30.08	Indirect Charges	_____
	Total Net Project Cost	\$ 93,600

Fund Allocations

44.40.01	MPO Activities	\$ 93,600
44.40.02	Transit Operator Activities	_____
44.40.03	State and/or Local Agency Activities	_____
	Total Net Project Cost	\$ 93,600





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## RESOLUTION NO. 16-01

### **A RESOLUTION OF THE BOARD OF THE ST. LUCIE TRANSPORTATION PLANNING ORGANIZATION, HEREINAFTER "BOARD", AUTHORIZING THE APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) METROPOLITAN PLANNING GRANT SECTION 5305(D) FUNDS FOR FISCAL YEAR 2016/17.**

**WHEREAS**, the BOARD is eligible to apply for and receive FTA Section 5305(d) funds and to undertake metropolitan planning activities as authorized by U.S. Department of Transportation regulations.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:**

1. The BOARD has the authority to apply for Section 5305(d) funds and to execute associated grant agreements.
2. The BOARD authorizes the TPO Executive Director to apply for Section 5305(d) funds.
3. The BOARD's Registered Agent in Florida is the TPO Executive Director. The Registered Agent's address is 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida, 34953.
4. The BOARD authorizes the TPO Executive Director to execute any and all agreements or contracts which are required in connection with the grant.
5. The BOARD authorizes the TPO Executive Director to execute any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application, grant agreement, or subsequent agreements.

**PASSED AND DULY ADOPTED** this 6th day of April, 2016.

#### **ST. LUCIE TRANSPORTATION PLANNING ORGANIZATION**

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Kathryn Hensley, TPO Chair

ATTEST:

APPROVED AS TO FORM AND  
CORRECTNESS:

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Marceia Lathou  
Transit Program Manager

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Heather Young  
St. Lucie TPO/Asst. County Attorney

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie TPO Board
<b>Meeting Date:</b>	April 6, 2016
<b>Item Number:</b>	8b
<b>Item Title:</b>	Metropolitan Planning Organization (MPO) Agreement
<b>Item Origination:</b>	Florida Department of Transportation
<b>UPWP Reference:</b>	Task 1.1 – Program Management
<b>Requested Action:</b>	Adopt or do not adopt
<b>Staff Recommendation:</b>	Based on the legal reviews of the MPO Agreement and the Joint Participation Agreement (JPA) Amendment, it is recommended that Resolution No. 16-02 be adopted to authorize the TPO Executive Director to execute the MPO Agreement, the JPA Amendment, and subsequent agreements and documents associated with the receipt of Federal Highway Administration Transportation Planning (PL) funds.

### **Attachments**

- Staff Report
- Legal Summary by Florida MPO Advisory Council Attorney
- MPO Agreement
- JPA Amendment
- Resolution 16-02



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772-462-1593 www.stlucietpo.org

## **MEMORANDUM**

**TO:** St. Lucie TPO Board

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 28, 2016

**SUBJECT: Metropolitan Planning Organization (MPO)  
Agreement**

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### **BACKGROUND**

The St. Lucie Transportation Planning Organization (St. Lucie TPO) and the Florida Department of Transportation (FDOT) entered into a Transportation Planning Funds Joint Participation Agreement (JPA) on January 20, 2009. The purpose of the JPA was to pass through Federal Highway Administration (FHWA) Transportation Planning (PL) funds to the TPO to support the transportation planning activities identified in the TPO's Unified Planning Work Program (UPWP).

Last year, the Florida Department of Financial Services (DFS), also known as the State Comptroller, embarked on a project to tighten various grant agreements for internal auditing reasons and compliance with State requirements. DFS audited the FDOT's statewide administration of the Metropolitan Planning Organization (MPO) PL grant program and identified revisions to the program that are necessary for compliance with State regulations. As the Federal PL funds flow through the State Treasury, DFS maintains that the administration of these funds are subject to State regulations. The revisions to the PL grant program are captured in the new MPO Agreement that FDOT is requesting to be executed by all of the Florida MPOs with DFS requiring it to be implemented by the start of the next fiscal year on July 1st. The MPO Agreement then is expected to be executed every two years concurrently with the adoption of the UPWP.

### **ANALYSIS**

Since the initial version of the MPO Agreement was submitted to the MPOs late last year, the Florida MPO Advisory Council (MPOAC) Executive Director,

the MPOAC Attorney, and the St. Lucie TPO Executive Director have been negotiating with the FDOT General Counsel and staff over the terms of the MPO Agreement. As identified in the attached legal summary by the MPOAC Attorney, both sides of the negotiating team would probably agree that the MPO Agreement is not perfect from their respective perspectives which indicates that significant compromises were made by both sides. The attached version of the MPO Agreement represents the MPOAC's best efforts at making it viable for the MPOs.

As FDOT's hands were constrained by the requirements of DFS, the historically cooperative and collaborative relationship between FDOT and the MPOs appears to have been changed to a relationship of grantor and grantee with the MPOs being treated similar to a department of the State. However, in addition to several provisions being deleted in the MPO Agreement that the MPOs found to be unacceptable as summarized by the MPOAC Attorney, a conflict dispute and resolution provision is included to accommodate the MPO's standing as a federally-funded entity.

It also was identified by the MPOAC Attorney that the MPOAC could reopen negotiations with regard to the MPO Agreement in the future if there were problematic provisions. Both sides of the negotiating team felt that a point had been reached that discussions should be ended so that the final version of the MPO Agreement could be forwarded to each MPO and allow time for its adoption by each of the MPO's Governing Boards by July 1st.

In addition to the execution of the MPO Agreement, FDOT is requesting the execution of the attached amendment to the JPA to terminate the JPA on June 30th and transfer any remaining services within the UPWP that have not been completed prior to June 30, 2016, to the MPO Agreement.

Resolution 16-02 authorizing the TPO Executive Director to execute the MPO Agreement, the JPA Amendment, and subsequent agreements and documents associated with the receipt of FHWA PL funds is attached. The TPO Attorney has reviewed and approved the MPO Agreement, the JPA Amendment, and the resolution for form and correctness.

## **RECOMMENDATION**

Based on the legal reviews of the MPO Agreement and the JPA Amendment, it is recommended that Resolution No. 16-02 be adopted to authorize the TPO Executive Director to execute the MPO Agreement, the JPA Amendment, and subsequent agreements and documents associated with the receipt of FHWA PL funds.

# Memo

To: MPO/TPO Staff/Executive Directors

From: Paul Gougelman, General Counsel

Date: March 13, 2016

Re: Review Revisions to FDOT/MPO PL Agreement

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A few days ago MPOAC Executive Director Carl Mikyska sent you the revised FDOT/MPO PL Agreement (the “Agreement”). Before highlighting a few of the revisions and important provisions, I want to thank the FDOT<sup>1</sup> and MPOAC<sup>2</sup> negotiating teams for efforts.<sup>3</sup> Both teams would probably agree that the Agreement is not perfect from their respective perspectives. This probably means that some good compromises were made.

With regard to the Agreement, it is helpful to know that the Agreement was brought about by the Department of Financial Services (“DFS”), known to many as the State Comptroller. DFS has embarked on a project to gradually tighten various grant agreements for internal auditing reasons. Thus, although there has been historically a cooperative and collaborative relationship between FDOT and the MPOs, FDOT’s hands were constrained by requirements of DFS.

After the FDOT sent the Agreement to various MPOs for comment, the MPOAC negotiating team also forwarded review comments to FDOT. Two sets of comments, consisting of 10 pages each,<sup>4</sup> were forwarded to the FDOT negotiating team. The version of the Agreement sent to you a few days ago represents the MPOAC’s best efforts at making the Agreement more viable.

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<sup>1</sup> Matt Childs, FDOT Asst. General Counsel; Yvonne Arens, Public Transportation Manager; and Sean Santalla, Senior Policy Analyst – MPO Coordinator.

<sup>2</sup> Peter Buchwald, St. Lucie TPO Executive Director and Chairman of the MPOAC Staff Directors’ Advisory Committee; Carl Mikyska, MPOAC Executive Director; and Paul Gougelman, MPOAC General Counsel.

<sup>3</sup> I would also like to acknowledge support from Cameron Clark, Hillsborough MPO attorney and Laura Carter, Space Coast TPO Operations Manager.

<sup>4</sup> Comments of February 25, 2016 and March 1, 2016.

I would like to review some of the key revisions and draw your attention to other provisions in the Agreement.

1) Section 3. provides that the scope of work under the grant is set forth in the UPWP which is attached to the Agreement. That section needs to be read together with Sub-sections 9.B., E., and G. Sub-sections 9.B. and 9.E. are based on Section 287.058(1)(e), Florida Statutes.<sup>5</sup> The UPWP specifies the scope of services which are based on levels of service and quantifiable deliverables. It is extremely important, given the possibility of future performance audits, that you frame your future UPWPs with the requirements of these provisions and Section 287.058(1)(e) in mind. I would suggest providing carefully defined and specific goals in the UPWP. Note also that Section 9.G. provides that the Chief Financial Officer will not make a payment until the CFO has approved the delivery of the goods and services.

2) Section 8.A. of the original version of the Agreement<sup>6</sup> arguably made MPO/TPO Staff Directors personally responsible for the operation of the grant program. The MPOAC negotiating team was successful in obtaining the removal of this language.

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<sup>5</sup> Section 287.058(1)(e) provides:

(1) Every procurement of contractual services in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO, . . . , shall be evidenced by a written agreement embodying all provisions and conditions of the procurement of such services, which shall, where applicable, include, but not be limited to, a provision:

\* \* \*

(d) Specifying a scope of work that clearly establishes all tasks the contractor is required to perform.

(e) Dividing the contract into quantifiable, measurable, and verifiable units of deliverables that must be received and accepted in writing by the contract manager before payment. Each deliverable must be directly related to the scope of work and specify a performance measure. As used in this paragraph, the term "performance measure" means the required minimum acceptable level of service to be performed and criteria for evaluating the successful completion of each deliverable.

<sup>6</sup> Section 8.A. of the original version of the Agreement provided:

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's MPO Program Management Handbook. **The Staff Director of the MPO or their designee must ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement and shall be in responsible charge of the Project. The Staff Director of the MPO or their designee should be able to perform the following duties and functions:**

3) Sections 8.B. and 9.D. provide that in administering the Agreement, FDOT will apply applicable federal *and* state law. Because the grant funds are merely pass-through monies, the MPOAC negotiating team argued strongly that only federal law should be applied. The FDOT negotiating team felt strongly that state law would have to be applied, and this provision remains in the Agreement.

4) Section 12. of the original version of the Agreement included a provision requiring the MPO/TPO to indemnify FDOT with regard to any matters relating to the Agreement.<sup>7</sup> This indemnification was open-ended without any cap on federally-related financial liability. This indemnification included not only program operation but damages and lawsuit liability. After much discussion, the FDOT negotiating team agreed to remove this provision.

5) The Agreement now includes a conflict dispute and resolution provision in Section 14. While the MPOAC negotiating team believes that this provision will be seldom utilized, it is vital that some process for resolving major disputes be provided. Language has also been added in Sections 8.B., 9.D., 9.N., and 12. specifically referencing the conflict dispute and resolution

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- i. **Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, and scope of Federal-aid projects;**
  - ii. **Maintain familiarity of day to day Project operations;**
  - iii. **Review financial processes, transactions, and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;**
  - iv. **Direct Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation; and**
  - v. **Is aware of the qualifications, assignments, and on-the-job performance of consultant staff at all stages of the Project.**

(emphasis added).

<sup>7</sup> Section 12. of the original version of the Agreement provided:

**Indemnification:** To the extent permitted by Section 768.28, F.S., the MPO shall indemnify and hold harmless the Department, its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the MPO and persons employed or utilized by the MPO in the performance of this Agreement. Nothing in this Agreement shall be construed as a waiver by the MPO of any sovereign immunity protections that may be provided by Section 768.28, F.S.

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

provision in Section 14. One point that I would draw your attention to is that if the performance of a MPO was so poor, for example verging on fraud, a significant level of non-performance, or corruption, the conflict dispute and resolution process would not delay the termination or suspension of the Agreement by FDOT. However, Section 12. of the current version of the Agreement provides that at least ninety (90) days notice of termination must be given, which still allows time for dispute resolution. In the interim, suspension could occur.

6) Note that in the last sentence of Section 16.D., there is a sentence that provides that “[n]o funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.” This provision is required by Section 216.347, Florida Statutes.<sup>8</sup> While the prohibition against lobbying seems straight forward, it is not. For state law purposes, the statute does not define what constitutes lobbying. Section 11.045(1)(e), Florida Statutes,<sup>9</sup> provides some guidance, but its sweep is not as broad as Section 216.347’s command.

7) The FDOT negotiating team advised us that funds existing at the end of fiscal year could be carried over. The MPOAC negotiating team requested that provision to be added to the Agreement. FDOT demurred, leaving the provision out of the Agreement. They advised that regulations could change that would prevent a carry-over of grant monies. Consequently, it is extremely important that you coordinate with FDOT before the end of each fiscal year and obtain written confirmation of the ability to carry-over funds.

8) In Section 11.B.v., you will note that in the event of noncompliance that the FDOT determines can not be remedied by a MPO/TPO, the FDOT may take action such as withholding

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<sup>8</sup> Section 216.347 provides:

216.347 Disbursement of grants and aids appropriations for lobbying prohibited.—A state agency, a water management district, or the judicial branch may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062 and any other law prohibiting the use of state funds for lobbying purposes. However, for the purposes of this section and s. 11.062, the payment of funds for the purpose of registering as a lobbyist shall not be considered a lobbying purpose.

<sup>9</sup> Section 11.045 provides:

11.045 Lobbying before the Legislature; registration and reporting; exemptions; penalties.—

(1) As used in this section, unless the context otherwise requires:

\* \* \*

(e) “Lobbying” means influencing or attempting to influence legislative action or nonaction [*sic*] through oral or written communication or an attempt to obtain the goodwill of a member or employee of the Legislature.



MPO/TPO Staff/Executive Directors  
March 13, 2016  
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cash payments, suspending the Agreement, or in the worst case, “take other remedies legally available.” This would apparently include an immediate suspension of the Agreement followed by termination. *See* Section 12. of the Agreement. The MPOAC negotiating team attempted to have this provision modified. However, it is verbatim as provided in 2 CFR §200.338. 2 CFR §200.339 permits a pass-through entity<sup>10</sup> to terminate a grant award for cause.

9) The MPOAC negotiating team and the FDOT negotiating team agreed that the MPOAC could re-open negotiations with regard to the Agreement in the future, if there were problematic provisions. Both teams felt that we had reach a point that discussions should be ended so that the final version of the Agreement could be forwarded to each MPO/TPO, leaving time for adoption of the Agreement by the MPO/TPO Governing Board.

PRG/ns

pc: Peter Buchwald, AICP  
Executive Director, St. Lucie TPO  
Carl Mikyska, MPOAC Executive Director  
Matt Childs, Asst. General Counsel, FDOT

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<sup>10</sup> A *pass-through entity* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program. *See* 2 CFR §200.74.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: _____ _____ (item-segment-phase-sequence)	Fund: _____ Function: _____ Federal Award Identification No. (FAIN): _____ MPO DUNS No.: _____	FLAIR Approp.: _____ FLAIR Obj.: _____ Org. Code: _____ Vendor No.: _____
CFDA Number & Title: _____		

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this [enter date] day of [enter month] [enter year], by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, [enter address] and the [enter name of Metropolitan Planning Organization] (MPO), whose address is [enter address], and whose Data Universal Numbering System (DUNS) Number is: [enter DUNS No.] (collectively the "parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$\_\_\_\_\_. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, [enter year] or the date the Agreement is fully executed, whichever is later and expire on June 30, [enter year]. If the Agreement is fully executed after July 1, [enter year], then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, [enter year]. Expiration of this Agreement will be

considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

6. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
7. **Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
  - A. **Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.
8. **General Requirements:**
  - A. The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
  - B. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
  - C. The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
    - i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
    - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
    - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
    - iv. Effective control over, and accountability for, all funds, property, and other assets.
    - v. Comparison of expenditures with budget amounts for each Federal award.
    - vi. Written procedures to implement the requirements of §200.305 Payment.

- vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

**9. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit “A”. Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit “A”.
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit “A”. Deliverables must be received and accepted in writing by the Department’s Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit “A”, was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department’s Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department’s Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement’s term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds (“PL

funds”) is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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

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

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

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

#### **10. Procurement and Contracts of the MPO**

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

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

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

200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

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

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

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

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

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

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

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

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

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

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

**14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.



- A. Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the [enter name of MPO] - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

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

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

**16. Compliance with Federal Conditions and Laws:**

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the

language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

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

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

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

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

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

## **18. Miscellaneous Provisions**

### **A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction

with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

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

MPO

Florida Department of Transportation

\_\_\_\_\_  
MPO Name

\_\_\_\_\_  
Signatory (Printed or Typed)

\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Review  
MPO

\_\_\_\_\_  
Legal Review  
Department of Transportation

**AMENDMENT TO THE TRANSPORTATION PLANNING FUNDS  
JOINT PARTICIPATION AGREEMENT**

Financial Project No.: _____ (item-segment-phase-sequence)	Fund: _____ Function: _____ Federal No.: _____ DUNS No.: _____	FLAIR Approp.: _____ FLAIR Obj.: _____ Org. Code: _____ Vendor No.: _____
Contract No.: _____	CFDA Number & Title: _____	CSFA Number & Title: _____

THIS AMENDMENT TO THE JOINT PARTICIPATION AGREEMENT (Amendment) made and entered into on this [enter date] day of [enter month] [enter year], by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, [enter address] and the [enter name of Metropolitan Planning Organization (MPO)], whose address is [enter address].

**RECITALS**

WHEREAS, the Department and the MPO on [enter date] entered into a Transportation Planning Funds Joint Participation Agreement, hereinafter called the "Agreement", whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. The duration of the Agreement is modified. The Agreement will expire on June 30, 2016.
2. Any remaining services within the UPWP for the Agreement that have not been completed prior to June 30, 2016, will be included in the UPWP for the forthcoming Metropolitan Planning Agreement between the Department and the MPO that is expected to commence on July 1, 2016.
3. The total amount for services performed under the Agreement must be decreased by \$ \_\_\_\_\_.
4. The final invoice for the Agreement must be submitted by the MPO to the Department no later than August 31, 2016.
5. Other than as expressly set forth above, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on behalf of the referenced legal entities.

*The remainder of this page intentionally left blank.*

Signed, Sealed and Delivered in the presence of:

MPO

Florida Department of Transportation

---

MPO Name

---

Signatory (Printed or Typed)

---

Department of Transportation

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Signature

---

Signature

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Title

---

Title

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Witness

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Witness

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Signature

---

Signature

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Legal Review  
Department of Transportation



Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 www.stlucietpo.org

## RESOLUTION NO. 16-02

**A RESOLUTION OF THE BOARD OF THE ST. LUCIE TRANSPORTATION PLANNING ORGANIZATION, HEREINAFTER "BOARD", AUTHORIZING THE EXECUTION OF A METROPOLITAN PLANNING ORGANIZATION (MPO) AGREEMENT AND AN AMENDMENT TO THE CURRENT JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION, HEREINAFTER "FDOT", FOR THE RECEIPT OF FEDERAL HIGHWAY ADMINISTRATION (FHWA) TRANSPORTATION PLANNING (PL) FUNDS.**

**WHEREAS**, the BOARD is eligible to receive FHWA PL funds to undertake metropolitan planning activities in the St. Lucie County portion of the Port St. Lucie Urbanized Area as authorized by U.S. Department of Transportation regulations; and,

**WHEREAS**, the BOARD and FDOT have authority to enter into an agreement pursuant to 23 United States Code (USC) 134, 23 Code of Federal Regulations (CFR) 450, and Section 339.175, Florida Statutes (FS) which identifies the responsibilities for cooperatively carrying out the FHWA-funded portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of State and Federal law; and,

**WHEREAS**, the BOARD and FDOT on January 20, 2009, entered into a JPA whereby the Department passed through Federal funds to the BOARD to assist the BOARD in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP); and,

**WHEREAS**, FDOT requests the BOARD enter into a MPO Agreement to replace the JPA and to continue to pass through financial assistance through the FDOT in the form of FHWA PL funds to the BOARD for the completion of transportation related planning activities set forth in the UPWP of the BOARD, state the terms and conditions upon which FHWA PL funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:**

1. The BOARD's Registered Agent in Florida is the TPO Executive Director. The Registered Agent's address is 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida, 34953.
2. The BOARD authorizes the TPO Executive Director to apply for FHWA PL funds.
3. The BOARD authorizes the TPO Executive Director to execute a MPO agreement and an amendment to the current JPA with FDOT for the receipt of FHWA PL funds
4. The BOARD authorizes the TPO Executive Director to execute any and all subsequent agreements or contracts which are required in connection with the application for and receipt of FHWA PL funds.
5. The BOARD authorizes the TPO Executive Director to execute any and all assurances, reimbursement invoices, warranties, certifications, and any other documents which may be required in connection with the application for and receipt of FHWA PL funds.

**PASSED AND DULY ADOPTED** this 6th day of April, 2016.

**ST. LUCIE TRANSPORTATION  
PLANNING ORGANIZATION**

\_\_\_\_\_  
Kathryn Hensley, TPO Chair

ATTEST:

APPROVED AS TO FORM AND  
CORRECTNESS:

\_\_\_\_\_  
Marceia Lathou  
Transit Program Manager

\_\_\_\_\_  
Heather Young  
St. Lucie TPO/Asst. County Attorney



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie TPO Board
<b>Meeting Date:</b>	April 6, 2016
<b>Item Number:</b>	9a
<b>Item Title:</b>	Amendment to the FY 2015/16 – FY 2019/20 Transportation Improvement Program (TIP)
<b>Item Origination:</b>	Florida Department of Transportation (FDOT)
<b>UPWP Reference:</b>	Task 3.3–Transportation Improvement Program (TIP)
<b>Requested Action:</b>	Adopt the TIP amendment for the McCarty Road Bridge Project, adopt with conditions, or do not adopt.
<b>Staff Recommendation:</b>	Based on the recommendations of the TPO Advisory Committees and because the proposed TIP amendment is consistent with the Go2040 Long Range Transportation Plan and does not impact the fiscal constraint of the TIP, it is recommended that the proposed TIP amendment to add a utilities phase to the McCarty Road Bridge Project be adopted.

### **Attachments**

- Staff Report
- TIP Amendment Request
- TIP Amendment Form

## MEMORANDUM

**TO:** St. Lucie TPO Board

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 29, 2016

**SUBJECT:** **Amendment to the FY 2015/16 – FY 2019/20  
Transportation Improvement Program (TIP)**

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### BACKGROUND

The FY 2015/16 – FY 2019/20 TIP was adopted by the St. Lucie TPO on June 3, 2015, and includes the replacement of the McCarty Road Bridge over Ten Mile Creek. Subsequent to the adoption of the TIP, it was determined by the Florida Department of Transportation (FDOT) that a utilities phase needs to be added to the project because of the presence of utilities. FDOT is requesting that the TIP be amended to add this phase to the McCarty Road Bridge Project.

### ANALYSIS

The proposed TIP amendment will add a utilities phase in the current fiscal year to the McCarty Road Bridge Project. The phase will cost a total of \$60,000 which will be funded by a Federal Advance Construction source that will not impact the fiscal constraint of the TIP.

The project is identified in the Go2040 Long Range Transportation Plan (LRTP). Therefore, the TIP amendment is consistent with the LRTP.

At their meetings during the week of March 7th, the TPO Advisory Committees reviewed the proposed TIP amendment and recommended its adoption.

**RECOMMENDATION**

Based on the recommendations of the TPO Advisory Committees and because the proposed TIP amendment is consistent with the LRTP and does not impact the fiscal constraint of the TIP, it is recommended that the proposed TIP amendment to add a utilities phase to the McCarty Road Bridge Project be adopted.



*Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

**JIM BOXOLD**  
SECRETARY

February 26, 2016

Mr. Peter Buchwald, Director  
St. Lucie Transportation Planning Organization  
Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953

**SUBJECT: St. Lucie Transportation Planning Organization (TPO)  
TIP Amendment Request FY 2015/16 – 2019/20  
FM No. 434360-1 CR-712A/McCarty Road Bridge #940031 over Ten Mile Creek,  
Replacement**

Dear Mr. Buchwald:

Pursuant to Title 23 and Title 49, the Florida Department of Transportation requests your processing and approval of the attached amendment to the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP). This amendment is required because a new phase has been added to the FDOT project and needs to be reflected in the TIP. This Transportation Improvement Program Amendment is consistent with the Adopted 2040 Long Range Transportation Plan and the adopted TIP remains financially constrained.

Please contact Arlene Tanis at (954) 777-4651 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Arlene Tanis". The signature is written in a cursive, flowing style.

Arlene Tanis  
Intergovernmental Coordinator  
District Four

AT:yk

CC: Lisa Dykstra, P.E.  
James Ford, P.E.

**Transportation Improvement Program (TIP) Amendment  
FY 2015/16 - FY 2019/20**



TIP Amendment Number: 3  
 Current TIP Page Number: C8-2  
 New TIP Page Number (if applicable): \_\_\_\_\_

**YES** Is a STIP amendment needed for this TIP Amendment? (check if yes)

STIP Page Number (if applicable): \_\_\_\_\_

On June 3rd, 2015, the St. Lucie Transportation Planning Organization (St. Lucie TPO) authorized the Executive Director to amend the St. Lucie TPO TIP that was developed and adopted in compliance with U.S.C. Title 23 and Title 49 in a continuing, cooperative, and comprehensive transportation planning process, as a condition to the receipt of federal assistance, and to approve the associated STIP amendments.

This TIP Amendment is consistent with the Go2040 Long Range Transportation Plan (LRTP) and does not change financial constraints.

LRTP Page Number (if applicable): 6-2

TIP Amendment Criteria:

- A The change adds new individual projects to the current TIP
- B The change adversely impacts financial constraint
- C The change results in major scope changes
- D The change removes or deletes an individually listed project from the TIP
- E The change results in a cost increase that is greater than 20 percent and greater than \$2 million.

----- **PROJECT INFORMATION** -----

**Project Name:** CR-712A/McCarty Rd. Brdg #940031 over Ten Mile Creek, Replacement

**TIP Amendment Criteria:** C

**Reason for Change/Notes:** A new phase has been added to the FDOT project and needs to be reflected in the TIP.

Status	FPN	Limits	Description	Phase	Fund	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
Current	434360-1	Brdg #940031 over Ten Mile Creek	CR-712A/McCarty Rd. Brdg #940031 over Ten Mile Creek, Replacement	ENV	ACSB	\$30,000				
				CST	SA		\$105,300			
				CST	ACSB		\$1,908,279			
				CST	SU		\$306,038			
Proposed	434360-1	Brdg #940031 over Ten Mile Creek	CR-712A/McCarty Rd. Brdg #940031 over Ten Mile Creek, Replacement	ENV	ACSB	\$30,000				
				CST	SA		\$105,300			
				CST	ACSB		\$1,908,279			
				CST	SU		\$306,038			
				RRU	ACSB	\$20,000				
				RRU	ACSB	\$40,000				
<b>Net Change</b>						\$60,000	\$0	-	-	-

This TIP Amendment has been prepared in accordance with Sections 5.13 and 5.14 of the FDOT *Metropolitan Planning Organization Program Management Handbook*.

**Authorized Signatures:**

\_\_\_\_\_  
 St. Lucie TPO Chairperson or Executive Director

\_\_\_\_\_  
 FDOT District 4 Representative

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie TPO Board
<b>Meeting Date:</b>	April 6, 2016
<b>Item Number:</b>	9b
<b>Item Title:</b>	Draft FY 2016/17 – FY 2017/18 Unified Planning Work Program (UPWP) and Budget
<b>Item Origination:</b>	Federal/State requirements and FY 2014/15 – FY 2015/16 UPWP
<b>UPWP Reference:</b>	Task 1.2 – UPWP Development
<b>Requested Action:</b>	Adopt the draft FY 2016/17 – FY 2017/18 UPWP and budget, adopt with conditions, or do not adopt
<b>Staff Recommendation:</b>	Based on the comments from the Call for UPWP Projects being incorporated into the draft UPWP, the recommendations of the TPO Advisory Committees, and that the proposed budget fiscally supports the draft UPWP, it is recommended that the draft FY 2016/17 – FY 2017/18 UPWP and budget be adopted.

### **Attachments**

- Staff Report
- Draft FY 2016/17 – FY 2017/18 UPWP
- FY 2016/17 - FY 2017/18 Budget, Historical Budgets, and Actual Expenses

## **MEMORANDUM**

**TO:** St. Lucie TPO Board

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 29, 2016

**SUBJECT:** **Draft FY 2016/17 – FY 2017/18 Unified Planning Work Program (UPWP) and Budget**

---

### **BACKGROUND**

The Unified Planning Work Program (UPWP) is the two-year program of State and Federally-funded transportation planning activities undertaken by the TPO. The UPWP includes a description of the activities and resulting products, who will perform the work, timeframes for completion, costs, and funding sources. The UPWP serves as the foundation for carrying out the continuing, cooperative, and comprehensive (3-C) transportation planning process within the TPO area. The UPWP allows the TPO to receive funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Commission for the Transportation Disadvantaged (FCTD), and Florida Department of Transportation (FDOT).

The UPWP is developed based upon State and Federal regulations, TPO priorities, and local needs. Projects may involve any aspect of surface transportation including safety, roadways, transit service, bicycle/pedestrian uses, and the needs of the transportation disadvantaged.

The current UPWP for FY 2014/15 – FY 2015/16 ends on June 30, 2016. Therefore, it is necessary to adopt a UPWP for FY 2016/17 – FY 2017/18 which will cover the period between July 1, 2016 and June 30, 2018.

The tasks and activities of the UPWP primarily are funded by FHWA Transportation Planning (PL) funds. As was summarized in the staff report for the TPO Board's consideration of Resolution 16-02 authorizing the execution of a new Metropolitan Planning Organization (MPO) Agreement with FDOT for the receipt of FHWA PL funds, revisions to the statewide PL

grant program are being implemented that include revisions to the content and format of the UPWP. The revisions to the UPWP include it serving as an exhibit and the project scope of work for the MPO Agreement. The UPWP revisions also include the addition of detailed budgets and the replacement of narrative descriptions with summary tables for each task of the UPWP.

## **ANALYSIS**

A Call for UPWP Projects was initiated in November 2015. At that time, an initial discussion of the FY 2016/17 – FY 2017/18 UPWP was requested of the TPO Advisory Committees at their November meetings. The discussion consisted of the identification and discussion of the planning priorities, tasks, projects, and activities that should comprise the proposed UPWP.

The Call for Projects was announced to the public through social media, discussions at meetings such as the Local Coordinating Board for the Transportation Disadvantaged (LCB) and the Safe Kids Coalition, and through community outreach.

The comments received in response to the Call for UPWP Projects are summarized in Appendix G of the UPWP and resulted in the following project ideas that are incorporated into the draft UPWP which is attached:

- St. Lucie West Boulevard Mid-Day Traffic Analysis
- Transportation Connectivity Study
- Sportsman's Park Traffic Safety Analysis
- Port St. Lucie Multi-Use Trail System
- Indian River Estates Connectivity Analysis
- Complete Streets Study

At their meetings during the week of March 7th, the TPO advisory committees reviewed and recommended adoption of the draft UPWP. Subsequent to the advisory committee reviews, the draft UPWP was submitted to the FDOT, FHWA, and FTA for their review and comment, and a public comment period was initiated.

The attached budget has been prepared to fiscally support the draft UPWP. The attachment also includes the budgeted and actual expenses of the last two UPWPs for reference. Significant changes in the proposed budget from previous fiscal years are summarized as follows:

**Staff Salaries and Benefits:** These expenses are increased to support the potential filling of a previously-approved vacant staff position that will be enhanced to incorporate the expansion of the Safe Routes to School (SRTS)



program that is requested by FDOT. The budget also includes overall salary and benefit increases of three percent in each of the fiscal years subject to TPO Board approval.

**Professional Services/Consultants:** These expenses are significantly decreased as a result of the completion of the Go2040 Long Range Transportation Plan which accounted for a large percentage of the consultant expenses in the previous fiscal years. In addition, the continuing growth of the staff's knowledge and expertise has reduced the need for consultant services to complete the UPWP activities.

**Equipment < 1,000:** These expenses are significantly decreased because of the reduction, due to changes in the scope of the program, in the purchase of school traffic safety equipment that was paid through the SRTS grant.

**Equipment > 1,000:** These expenses have been eliminated as no purchases of capital equipment, including computers, over \$1,000 in cost are anticipated in the next two fiscal years as the installation of the audio-visual equipment in the TPO Boardroom has been completed.

**Communications and Utilities:** These expenses formerly were included in the Office Rent & Associated Expenses Category until this fiscal year. In order to better align the expense categories of the TPO budget with the FDOT/FHWA expense categories of the UPWP and St. Lucie County's expense categories, these expense are now separated into dedicated categories.

**Building Rent:** These expenses formerly were identified as "Office Rent & Associated Expenses". In order to better align the expense categories of the TPO budget with the FDOT/FHWA expense categories of the UPWP and St. Lucie County's expense categories, Communications and Utilities Expenses are now separated into dedicated categories and HVAC, Janitorial, and Security Services expenses are now included in the Professional Services/Consultants Category.

The revenues projected for both fiscal years of the UPWP are detailed in Tables 2 and 3 in the UPWP. The budgeted expenses for both fiscal years are less the projected revenues in the fiscal years. The budgeted expenses in FY 2016/17 are approximately \$65,000 less than the projected revenues in FY 2016/17, and the budgeted expenses in FY 2017/18 are approximately \$43,000 less than the projected revenues in FY 2017/18.

**RECOMMENDATION**

Based on the comments from the Call for UPWP Projects being incorporated into the draft UPWP, the recommendations of the TPO Advisory Committees, and that the proposed budget fiscally supports the draft UPWP, it is recommended that the draft FY 2016/17 – FY 2017/18 UPWP and budget be adopted.



St. Lucie Transportation  
Planning  
Organization

Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 www.stlucietpo.org

# Unified Planning Work Program (UPWP)

FY 2016/17 – FY 2017/18  
(July 1, 2016 - June 30, 2018)

**Catalog of Federal Domestic Assistance (CFDA) Numbers:**

20.205: Highway Planning and Construction  
20.505: Federal Transit Administration Technical Studies Grant

**Funding for this Planning Work Program Provided By:**

Federal Highway Administration  
Federal Transit Administration  
Florida Department of Transportation  
Florida Commission for the Transportation Disadvantaged  
St. Lucie County

**Federal Aid Project Number:** PL-0311 (054)

**Financial Project Number:** 439326-1-14-01

Adopted on April 6, 2016

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Kathryn Hensley, Chairwoman

**ACKNOWLEDGMENT:** The preparation of the UPWP has been funded in part through grants from the Federal Highway Administration and Federal Transit Administration of the U.S. Department of Transportation (USDOT), under the Metropolitan Planning Program of the U.S. Code (Title 23, Section 104f). The contents of this report do not necessarily reflect the official views or policy of the USDOT.

**TITLE VI STATEMENT:** The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

**Kreyol Ayisyen:** Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo (772) 462-1593.

**Español:** Si usted desea recibir esta información en español, por favor llame al 772-462-1593.

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- APPENDIX G – CALL FOR PROJECTS SUMMARY OF UPWP COMMENTS

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA  
STATUTES:

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

---

District TPO Liaison (Grant Manager) Name:

---

Signature:

Date:

## I. INTRODUCTION

### Definition of the Unified Planning Work Program (UPWP)

In accordance with Federal Regulations 23 CFR 450 and Florida Statute 339.175(9), the UPWP for the St. Lucie Transportation Planning Organization (TPO) identifies the transportation planning budget, the priorities to be carried out, and the activities to be undertaken in the Metropolitan Planning Area (MPA) in fiscal years 2016/17 and 2017/18. The UPWP is developed based upon state and federal regulations, Chapter 3 of the Florida Department of Transportation (FDOT) Metropolitan Planning Organization (MPO) Program Management Handbook, local needs, public input, and those activities required to ensure that a continuing, cooperative and comprehensive (3-C) approach to transportation planning is conducted.

The document is required for the TPO to receive Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Commission for the Transportation Disadvantaged (FCTD), and FDOT funds. At a minimum, the UPWP is required to include a description of the planning work and resulting products, the entities that will perform the work, time frames for completing the work, the cost of the work, and the sources of funds to support the work.

### UPWP Format

The format of the UPWP is in general accordance with the format specified in Section 3.11 of the FDOT MPO Program Management Handbook. The UPWP sections are further described as follows:

- I. INTRODUCTION: Provides an overview of the UPWP and current planning activities, identifies the planning priorities, describes the agency and public involvement in the UPWP development, and identifies planning emphasis areas and planning factors.
- II. ORGANIZATION AND MANAGEMENT: Provides an overview of the St. Lucie TPO including the organizational structure, participants, management and staff, agreements, operational procedures and bylaws, and certifications, statements, and assurances.
- III. WORK PROGRAM ELEMENTS AND TASKS: Describes the work program major elements, the specific work tasks within each major element, and the previous work, activities, end products, target dates, responsible agencies, potential consultant expenses, and funding sources with regard to each task.
- IV. SUMMARY TABLES: Summarizes the work program elements and tasks, agency participation, sources of revenue, and the allocation of the funds among the elements and tasks.

An Acronym List is provided in Appendix A.

### Overview of FY 2014/15 - FY 2015/16 Activities

The following transportation planning priorities were identified in the UPWP for FY 2014/15 - FY 2015/16:

- **2040 LRTP:** Develop and adopt a 2040 LRTP for the St. Lucie TPO and support the development of a Treasure Coast 2040 RL RTP
- **Previous Planning Efforts:** Build upon and/or implement the results of previous UPWP planning efforts
- **Safety and Security:** Provide for the consideration and implementation of projects, strategies, and services that increase the safety and security of the transportation system
- **Multimodal Planning:** Continue to perform multimodal planning which increases mobility options
- **Alternative Transportation Facilities:** Support the provision of alternative transportation facilities including sidewalks, bike paths/lanes, and transit and airport infrastructure
- **Regional Efforts:** Build upon previous efforts and identify new opportunities for regional coordination and collaboration
- **Public Involvement and Education:** Continue to enhance public involvement and education
- **Livability and Sustainability:** Enhance the livability and sustainability of the local communities
- **Transportation Demand Management:** Support efficient travel behaviors

In addressing the above-listed planning priorities, a sampling of the activities conducted, the efforts performed, and the end products accomplished by the St. Lucie TPO during FY 2014/15 – FY 2015/16 includes the following:

#### **Program Administration**

- Legislative Priorities for 2015 and 2016
- Financial Audits
- National Transportation Policy Development

#### **Travel Demand Modeling**

- Treasure Coast Regional Planning Model Version 4

#### **Data Collection and Monitoring**

- GIS and Data Monitoring, Updates, Maintenance, and Coordination

#### **Traffic Count Program Management**

- LOSAS (Level of Service Analysis System) Update
- Traffic Counts for 2014 and 2015
- Traffic Count Program and Data Management System Management

#### **Regional Long Range Transportation Plan (RL RTP)**

- Go2040 LRTP Development
- 2040 Regional LRTP Development
- 2035 RL RTP Performance Measures

#### **Transit Planning**

- Planning and Technical Support to St. Lucie County and Community Transit
- Regional Bus Route Map
- Development and Designation of Park & Ride Lots
- Water Taxi Feasibility Study
- Transit Design Guidelines
- Transit Development Plan Annual Progress Reports

### **Transportation Improvement Program (TIP)**

- Interactive TIP
- List of Priority Projects (LOPP)
- FDOT Work Program

### **Congestion Management Process (CMP)**

- CMP Annual Reports

### **Bicycle/Pedestrian/Greenway Planning**

- Transportation Alternatives (TA) Grant Program
- East Coast Greenway
- Treasure Coast Loop Trail
- Bicycle Rack Plan

### **Safety and Security Planning**

- Crash Data Management System
- Continuity of Operations Plan (COOP)
- COOP Activation Exercise
- Safe Routes to School 5-E Program
- Security and Safety Issue Identification
- Martin-St. Lucie Community Traffic Safety Team

### **Transportation Disadvantaged (TD) Program**

- Local Coordinating Board for the Transportation Disadvantaged (LCB)
- TD Service Plan Minor Update

### **Walton Road Multimodal Improvements**

- Walton Road Improvements Feasibility Study

### **US-1 Corridor Retrofit Project**

- US-1 Corridor Retrofit Study Coordination

### **Regional Planning and Coordination**

- Treasure Coast Transportation Council
- Transportation Regional Incentive Program
- Treasure Coast Traffic Incident Management Team

### **Intergovernmental Planning and Coordination**

- Treasure Coast Research Park Support
- Fort Pierce Technical Review Committee
- Transportation Grant Support

### **Public Involvement, Education & Outreach**

- Public Involvement Plan (PIP) Implementation
- PIP Annual Evaluation of Effectiveness and Update
- Title VI/Nondiscrimination Policy and Plan
- Limited English Proficiency (LEP) Plan
- Social Media Campaign
- Transportation Research Board (TRB) Presentation
- Public Involvement Gallery



Additional activities conducted during FY 2014/15 – FY 2015/16 are summarized within the individual works tasks in Section III of the UPWP.

### **Planning Priorities for FY 2016/17 – FY 2017/18**

The planning priorities to be addressed in FY 2016/17 and FY 2017/18 include:

- **Go2040 LRTP:** Continue to implement the policies to meet the goals and objectives of the Go2040 LRTP and the Treasure Coast 2040 RL RTP
- **Previous Planning Efforts:** Build upon and/or implement the results of previous UPWP planning efforts
- **Safety and Security:** Provide for the consideration and implementation of projects, strategies, and services that increase the safety and security of the transportation system
- **Multimodal Planning:** Continue to perform multimodal planning which increases mobility options
- **Alternative Transportation Facilities:** Support the provision of alternative transportation facilities including sidewalks, bike paths/lanes, and transit and airport infrastructure
- **Regional Efforts:** Build upon previous efforts and identify new opportunities for regional coordination and collaboration
- **Public Involvement and Education:** Continue to enhance public involvement and education
- **Livability and Sustainability:** Enhance the livability and sustainability of the local communities
- **Transportation Demand Management:** Support efficient travel behaviors

With historically a high growth rate and identified as “Economically Distressed”, the MPA has experienced a greater need for mobility options. Through the tasks and activities represented in this UPWP, the TPO will continue to apply its priorities in a 3-C manner to assist in addressing this need.

### **Planning Tasks to be Funded Under Titles 23 and 49 Federal Transit Act**

Portions of the following planning tasks are to be funded under Titles 23 and 49 of the Federal Transit Act (FTA Section 5305d funding):

- Task 1.1      Program Management
- Task 3.2      Transit Planning

These planning tasks are summarized in Section III of the UPWP.

### **State Support/Match for PL Planning Funds – Soft Match**

As the match to receive Federal PL Planning funds for transportation planning, FDOT will provide funding, technical assistance, and training on transportation issues and administrative procedures to the TPO. FDOT provides a percentage (18.07 percent) matching share for FHWA PL funds utilized by the TPO. The match involves the use of Florida toll revenue credits as a “soft-match”, also known as a non-cash match, toward the non-federal matching share of all programs that use PL planning funds. Support services provided by FDOT to the TPO include technical guidance and assistance and regular attendance at TPO Board, TAC, BPAC, and LCB meetings.

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available.

The "soft match" amounts being utilized to match the FHWA PL funding in the UPWP are calculated by dividing the total FHWA PL participation (also known as the total PL expenses) for each fiscal year by 4.534 and are identified as follows:

FY 2016/17	\$110,847
FY 2017/18	\$115,394

**State Support/Match for Section 5305(d) Planning Funds**

To receive FTA Section 5305(d) grants, FDOT and St. Lucie County provide a matching share for those funds. FDOT will provide cash and technical support services as the state's matching share of FTA Section 5305(d) funds. Support services will include guidance and technical assistance to the TPO staff and attendance at meetings.

FY 2016/17	\$11,710 (allocated to Tasks 1.1 and 3.2)
FY 2017/18	\$11,710 (allocated to Tasks 1.1 and 3.2)

**Agency Involvement in the Development of the UPWP**

The UPWP is developed in cooperation with the member agencies of the TPO (Fort Pierce, Port St. Lucie, St. Lucie County, St. Lucie County School District, and Community Transit). In addition, the UPWP is developed in consultation with FHWA, FTA, FDOT, FCTD, and the Federal Aviation Administration (FAA). The UPWP is approved by the TPO Board and the appropriate state and federal agencies. In addition, the St. Lucie TPO coordinated the UPWP with the Martin and Indian River MPOs.

**Public Involvement in the Development of the UPWP**

The TPO uses the principles of environmental justice in the preparation of the UPWP and is responsive to Title VI of the Civil Rights Act of 1964 as well as the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act. The draft UPWP is made readily available for public review through the St. Lucie TPO PIP, the TPO website, the CAC and BPAC members, an open public comment period, social media, and other means. An Example Public Comment Notice is provided in Appendix E.

The TAC, CAC, BPAC and LCB responded to a Call for UPWP projects at their respective meetings in November and December 2015. The TAC, CAC and BPAC reviewed the Draft UPWP at their meetings in March 2016. Recommendations regarding UPWP projects, activities, and priorities from the TAC, CAC, BPAC, LCB and the general public are provided to the TPO Board. The broad range of input is reflected in the UPWP and other planning documents to be developed through the UPWP. A summary of UPWP Call for Projects comments and their incorporation into the UPWP is found in Appendix G.

In addition, TPO staff coordinate with local government media specialists to continue taping and airing TPO meetings, where the UPWP is discussed and considered, on local government and public access television channels. TPO meeting broadcasts are available for viewing via a link from the TPO website and are closed-captioned for the hearing impaired.

### **Consistency with Other Plans**

The UPWP is developed to be consistent with all applicable plans, including the growth management plans of the local governments within the MPA. The UPWP work products and tasks are designed to assist local governments by providing resources, such as data and maps that can be utilized in the comprehensive planning process. The TPO staff will contribute to and support local and state government planning efforts through the individual work tasks included in the UPWP. In addition, coordination and support will be continued through the TAC, CAC, BPAC and LCB.

### **Planning Factors and Task Matrix**

MAP-21 identifies the metropolitan planning process for a metropolitan planning area shall provide for consideration of projects and strategies that will:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

The recently-enacted FAST Act carries forward the above-listed planning factors and also provides for consideration of projects and strategies that will:

9. Improve the resiliency and reliability of the transportation system.
10. Reduce or mitigate stormwater impacts of surface transportation.
11. Enhance travel and tourism.

The inclusion of MAP-21 and FAST Act planning factors in the UPWP and in the metropolitan planning process is demonstrated through the use of the following matrix:

Work Element Tasks	MAP-21 & FAST Act Planning Factors										
	1	2	3	4	5	6	7	8	9	10	11
1.1 Program Management	X	X	X	X	X	X	X	X	X	X	X
1.2 UPWP Development	X	X	X	X	X	X	X	X	X	X	X
2.1 Travel Demand Modeling		X	X	X	X		X		X		
2.2 Data Collection and Monitoring		X	X	X	X		X		X		
2.3 Traffic Count Program Management	X	X		X	X		X		X		
3.1 Long Range Transportation Planning, MAP-21 and FAST Act Implementation	X	X	X	X	X	X	X	X	X	X	X
3.2 Transit Planning	X	X	X	X	X	X	X	X	X	X	X
3.3 Transportation Improvement Program (TIP)	X	X	X	X	X	X	X	X	X	X	X
3.4 Congestion Management Process (CMP)	X	X	X	X	X		X	X	X	X	X
3.5 Bicycle/Pedestrian/Greenway Planning	X	X		X	X	X	X	X	X	X	X
3.6 Freight Planning	X	X	X	X	X	X	X	X	X	X	
3.7 Safety/Security Planning		X	X						X		X
3.8 Transportation Disadvantaged (TD) Program	X	X		X	X	X	X		X		X
3.9 Ladders of Opportunity	X	X	X	X	X	X	X	X	X	X	X
4.1 Complete Streets Study	X	X	X	X	X	X	X	X	X	X	X
5.1 Models of Regional Planning Cooperation	X	X	X	X	X	X	X	X	X	X	X
5.2 Intergovernmental Planning and Coordination	X	X	X	X	X	X	X	X	X	X	X
6.1 Public Involvement, Education & Outreach	X	X	X	X	X	X	X	X	X	X	X

(Note: An "x" in the box indicates that the UPWP task addresses the planning factor.)

### USDOT Planning Emphasis Areas, FDOT Statewide Planning Emphasis Areas, and FDOT District 4 Planning Activities

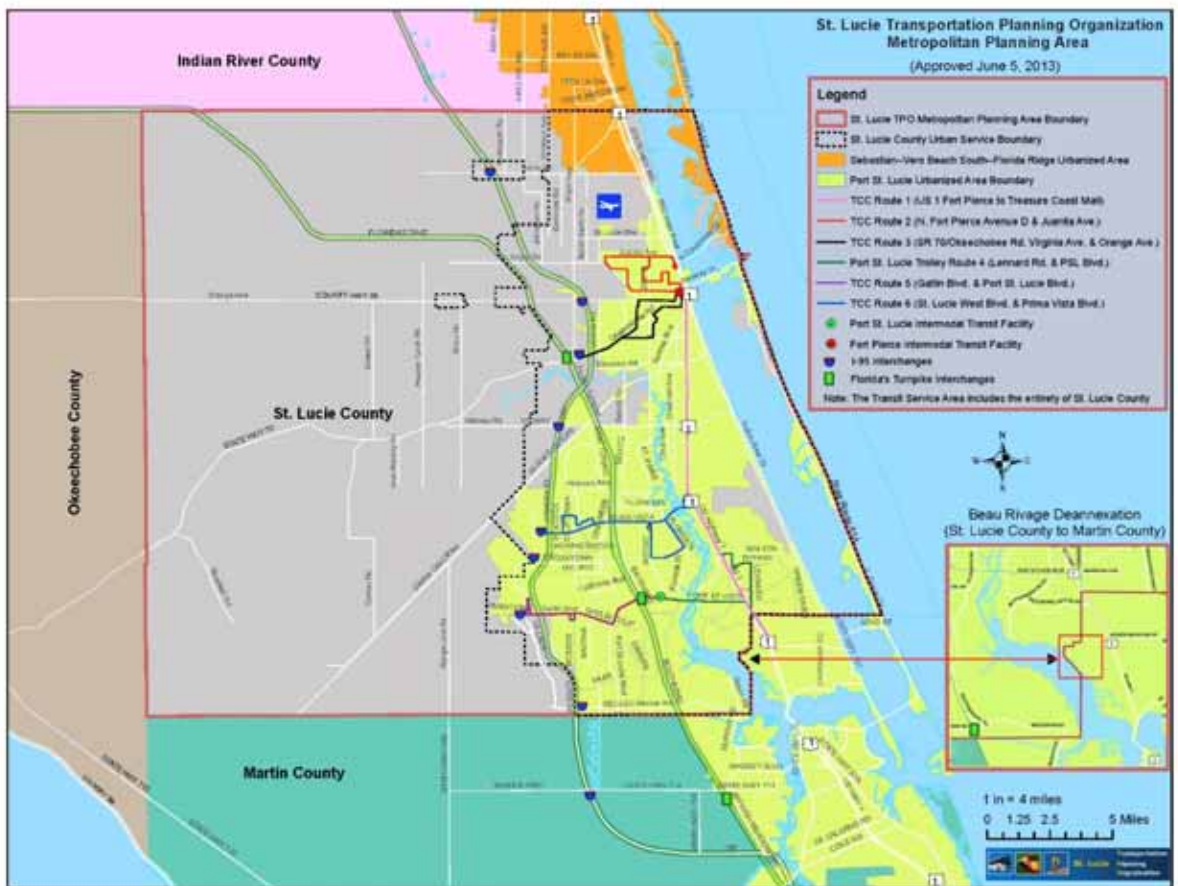
An updated version of the USDOT planning emphasis areas, FDOT statewide planning emphasis areas, and FDOT District 4 planning activities provided by FDOT are included as Appendix D in this document.

## II. ORGANIZATION AND MANAGEMENT

The St. Lucie TPO is the primary agency responsible for transportation planning for the MPA depicted below and was established under the federal requirements of 23 USC 134 for the utilization of federal transportation funds. The Board consists of ten (10) voting members representing the local governments within the MPA, one (1) voting member who represents the transit agency in the MPA, one (1) voting member who represents the school board, and a non-voting advisor from FDOT. The voting membership of the Board is apportioned as follows:

- Four (4) St. Lucie County Board of County Commissioners\*
- Four (4) City of Port St. Lucie Councilmembers
- Two (2) City of Fort Pierce Commissioners
- One (1) St. Lucie County School Board member
- One (1) Community Transit representative

\*The District 5 St. Lucie County Commissioner also represents St. Lucie Village



### **Technical Advisory Committee (TAC)**

The St. Lucie TPO has established a broad-based TAC composed of planners, engineers, and other appropriate professionals. The TAC was established for the purpose of advising and providing technical expertise to the St. Lucie TPO decision-making process for adopting and maintaining area-wide transportation plans, policies, and programs. The current TAC voting membership includes representation from municipal transportation, engineering, public safety, and land use agencies. In addition, the TAC includes representation from all modes of transportation and various levels of government and provides the opportunity for necessary staff coordination to achieve a unified transportation planning effort. The TAC consists of the following voting members:

- St. Lucie County Planning and Development Services Department
- Fort Pierce Planning Department
- Port St. Lucie Planning Department
- St. Lucie County Public Works Department
- Fort Pierce Engineering Department
- Port St. Lucie Public Works Department
- Treasure Coast International Airport
- St. Lucie County School District
- Community Transit
- St. Lucie County Fire District
- St. Lucie TPO Area Freight Representative
- St. Lucie County Sheriff's Office
- St. Lucie County Transit Management

In addition, the TAC includes a non-voting advisor who is a representative of the FDOT.

### **Citizens Advisory Committee (CAC)**

The St. Lucie TPO also has established a CAC designed to facilitate a broad range of citizen involvement in the transportation planning process. The purpose of the CAC is to seek citizen and community participation in the St. Lucie TPO decision-making process for adopting and maintaining area-wide transportation plans, policies, and programs; provide comment with respect to the concerns of various segments of the population; and recommend projects and funding allocations for consideration by the TPO Board. The CAC plays a significant role in implementing public involvement activities in the planning process. The St. Lucie TPO's CAC consists of the following voting members:

- Two (2) City of Fort Pierce Residents
- Two (2) City of Port St. Lucie Residents
- Two (2) Unincorporated St. Lucie County Residents
- Two (2) Minority Residents of St. Lucie County
- Two (2) At-Large Residents of St. Lucie County
- One (1) Disabled Resident of St. Lucie County

### **Bicycle-Pedestrian Advisory Committee (BPAC)**

The St. Lucie TPO has established a BPAC to provide recommendations regarding the bicycle and pedestrian planning and programming activities for the St. Lucie TPO and to work with local and State government agencies to coordinate bicycle and pedestrian planning and programming activities. The St. Lucie TPO's BPAC consists of the following voting members:

- St. Lucie County Parks and Recreation Department
- City of Port St. Lucie Parks and Recreation Department
- City of Fort Pierce Public Works Department
- St. Lucie County Environmental Resources Department
- One (1) Resident of St. Lucie County Experiencing or Representing a Disability
- Two (2) Resident Bicycling Representatives
- Two (2) Resident Running/Hiking Representatives

In addition, the BPAC includes a non-voting advisor who is a representative of the FDOT.

### **Local Coordinating Board for the Transportation Disadvantaged (LCB)**

The Local Coordinating Board for the Transportation Disadvantaged (LCB) is appointed by the TPO, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The purpose of the LCB is to implement the duties described in Rule 41-2 as a part of the Florida Transportation Disadvantaged (TD) service delivery program which is incorporated into Task 3.8 of the UPWP. The LCB is made up of representatives from various State and local agencies as well as citizen representatives. A member of the TPO Board is appointed annually to serve as the LCB Chair.

### **Treasure Coast Transportation Council (TCTC)**

In 2006, the Treasure Coast Transportation Council (TCTC), consisting of two members each from the TPO, Indian River MPO, and Martin MPO, was created through an Interlocal Agreement. The Interlocal Agreement identifies the parties' "desire to create a formal mechanism to coordinate regional transportation planning activities" and "desire to participate cooperatively in identifying and selecting regional projects and programs for funding available for regional facilities including those funds that may be available through the State of Florida Transportation Regional Incentive Program (TRIP). A Treasure Coast Technical Advisory Committee (TCTAC) consisting of representatives from the TACs of the Martin MPO, St. Lucie TPO, and Indian River MPO was formed to provide technical and advisory support for the TCTC.

### **Metropolitan Planning Organization Advisory Council (MPOAC)**

The St. Lucie TPO participates with the other Florida TPOs/MPOs in the statewide Metropolitan Planning Organization Advisory Council (MPOAC) which was established by state statute to allow TPOs/MPOs to advise on statewide plans and policies affecting MPOs. The MPOAC is responsible for providing input and recommendations to FDOT on transportation plans, programs, policies, and issues. In addition, the MPOAC also serves as a forum for the discussion and formulation of recommendations to other appropriate bodies on statewide transportation-related issues.

### **TPO Staff**

St. Lucie TPO staff is the designated professional staff of the St. Lucie TPO and performs the work effort required to support the administration and management of a continuing, cooperative, and comprehensive transportation planning process that results in the development of plans and programs which comply with MAP-21 and FAST Act requirements. The TPO is an autonomous legal entity. Federal assistance and coordination are provided primarily through FHWA and FTA. State assistance and coordination are provided through FDOT District 4.

## Agreements

The TPO has executed the following agreements with State agencies and local governments to administer and facilitate the transportation planning process:

### Interlocal Agreement for Creation of the Metropolitan Planning Organization

This agreement among FDOT and member agencies was executed in September 2006 to establish the St. Lucie TPO to implement and ensure a continuing, cooperative, and comprehensive metropolitan transportation planning process throughout the MPA and to assure eligibility for the receipt of federal transportation funds.

### Interlocal Agreement for Administrative Support Services

This agreement between the TPO and St. Lucie County was executed in October 2009 for the provision by St. Lucie County of administrative support services to assist the TPO staff in managing the continuing, cooperative and comprehensive metropolitan transportation planning process.

### Transportation Planning (PL) Funds Joint Participation Agreement

This agreement between FDOT and the TPO was executed in April 2016 for the undertaking of the PL-funded portion of the UPWP and identifies the responsibilities for cooperatively carrying out transportation planning and programming pursuant to Federal regulations and the terms and conditions upon which PL funding will be provided.

### Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement

This agreement among the TPO, St. Lucie County (public transit provider), FDOT, and the Treasure Coast Regional Planning Council (TCRPC) was executed in March 2007 and describes the means by which activities will be coordinated, specifies how transportation planning and programming will be part of the comprehensively planned development of the MPA, and identifies the mutual responsibilities of the parties in carrying out the metropolitan transportation planning process.

### Public Transportation Joint Participation Agreement

This agreement between the FDOT and the TPO was executed in October 2015 to provide FTA Section 5303 funding to the TPO for the undertaking of technical studies and to implement specific tasks and activities of the UPWP as described in Tasks 1.1 and 3.2.

### Interlocal Agreement Creating the Treasure Coast Transportation Council

This agreement among the St. Lucie TPO, Indian River MPO, and Martin MPO was executed in April 2006 to create and provide a separate administrative entity to coordinate regional transportation planning activities and to participate cooperatively in identifying and selecting regional facilities for funding available through TRIP.

### St. Lucie TPO Safe Routes to School 5-E Program Subcontract

This agreement between the TPO and the University of Florida was executed in July 2015 to provide SRTS funding to the TPO for the implementation of the SRTS 5-E Program in public schools in the MPA as described in Task 3.7.



## **Operational Procedures & Bylaws**

The TPO operates under a set of bylaws adopted in October 2009 and most-recently amended in February 2016. While St. Lucie County provides administrative support services such as legal, financial, purchasing, and other services to the TPO, the TPO is a separate legal entity and autonomous from St. Lucie County. The TPO operates under rules and procedures consistent with State and Federal rules and law. The TPO operational procedures fully comply with the Public Records Laws and the Sunshine Laws of the State of Florida and the federal government. The TPO's official records are maintained in the TPO Offices located at 466 SW Port St. Lucie Blvd, Suite 111, Port St. Lucie, FL 34953. The TPO records are available for public inspection during normal business hours.

## **Statements, Certifications and Assurances**

On an annual basis, the State and the TPO are required to certify to the FHWA and FTA that the planning process is addressing the major issues facing the MPA and that it is being conducted in accordance with the following applicable requirements:

- Title 23 USC Section 134 (Metropolitan Planning)
- Section 5305(d) of the Federal Transit Act
- Title 23 Section 450.334 of the Code of Federal Regulations (Certification)
- Sections 174 and 176 (c) & (d) of the Clean Air Act,
- Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State,
- Provisions of MAP-21, the FAST Act, and corresponding federal regulations, and
- Current provisions of the Americans with Disabilities Act (ADA) of 1990 and the US DOT regulations.

On a quadrennial basis, FHWA and FTA conduct federal certification reviews of TPOs designated for census urbanized areas that also are TMAs. Such reviews for the St. Lucie TPO and Martin MPO, both designated for the Port St. Lucie TMA, were last completed in September 2013 and ultimately resulted in Federal certification for the St. Lucie TPO with no Corrective Actions and six Noteworthy Practices being identified for the St. Lucie TPO.

A statement from the certification review conducted jointly with the FDOT for 2016 is included in Appendix B. Appendix C contains the Statements and Assurances of the St. Lucie TPO including the Debarment and Suspension Certification, Disadvantaged Business Enterprise (DBE) Utilization Statement, Lobbying Certification, and the Title VI Nondiscrimination Policy Statement.

### **III. WORK PROGRAM ELEMENTS AND TASKS**

The work program is divided into the following major elements and specific work tasks are discussed in detail within each major element.

- ELEMENT 1: PROGRAM ADMINISTRATION
- ELEMENT 2: MODELING AND DATA COLLECTION, MONITORING, & MANAGEMENT
- ELEMENT 3: RECURRING AND SYSTEMS PLANNING
- ELEMENT 4: SPECIAL PROJECT PLANNING
- ELEMENT 5: REGIONAL AND INTERGOVERNMENTAL PLANNING AND COORDINATION
- ELEMENT 6: PUBLIC INVOLVEMENT, EDUCATION & OUTREACH

**ELEMENT 1: PROGRAM ADMINISTRATION**

Element 1 includes the work tasks necessary to manage the transportation planning process on a continuing, comprehensive, and cooperative basis including program management, office rent and operations, meeting facilitation and support, grants and contracts administration, quarterly reporting, certification and auditing, staff education, training, and travel, UPWP development and review, development of legislative priorities, legal services, and State support. Specific work tasks are listed below and described on the following pages.

Task 1.1 Program Management

Task 1.2 UPWP Development

### Task 1.1 Program Management

**Purpose:**

To coordinate, administer, and manage a continuing, comprehensive, and cooperative transportation planning process for the MPA of the St. Lucie TPO.

**Previous Work Completed:**

The TPO staff provided technical and administrative support to and facilitated the meetings for the TPO Board and TAC. The staff coordinated, administered, and managed the planning activities to meet the requirements of TPO agreements and other rules and regulations to ensure a continuing, cooperative and comprehensive transportation planning process. The operations included personnel administration and the filling of any staff vacancies and continually reviewing staff organization in order to assure implementation of the UPWP. In addition, work files, computers, and other office equipment were maintained. The TPO Audio-Visual Production System was installed in the TPO Boardroom.

The staff also prepared the various documents including quarterly progress reports and financial records needed to assure State and Federal transportation funding, and maintained liaison with the appropriate agencies. TPO Agreements and By-laws were updated as needed and legislative priorities were developed and adopted annually by the TPO Board. Staff participated in the FHWA/MPO/FDOT Statewide Video Conferences and performed the Annual Joint Certification Process with FDOT. TPO representatives attended meetings of the MPOAC, National Association of Regional Councils (NARC), Association of MPOs (AMPOO, and associated subcommittees. Workshops and training sessions were attended to facilitate the above activities and to support addressing the planning priorities in a variety of technical areas including scenario planning, freight planning, travel demand management, transportation data management and modeling, and community livability/sustainability.

**Required Activities:**

- Provide technical assistance and support to the TPO Board and TAC including the preparation of meeting agendas, minutes, notices, etc.
- Provide grants and contracts administration, update interlocal agreements as necessary, and maintain financial records including an annual financial audit as required by State and Federal regulations which may be conducted concurrently with St. Lucie County's annual financial audit
- Prepare quarterly progress reports and invoices for the FDOT
- Participate in the annual joint certification review process with the FDOT
- Participate in the federal certification review process with the FDOT and the FHWA
- Participate in FHWA/MPO/FDOT Statewide Conferences which may include travel
- Attend meetings, which may include travel, of the MPOAC, NARC, AMPO, associated subcommittees, and other related or relevant organizations and agencies
- Prepare legislative priorities annually for consideration by the TPO Board
- Attend professional workshops and training programs, which may include travel, with regard to professional trade associations, geographic information systems, transportation planning, congestion management, public involvement, FDOT/FHWA requirements, freight planning, travel demand management and modeling, community livability/sustainability, and other relevant subjects
- Maintain computer stations and work files and other office equipment
- Manage payments of office rent and associated office expenses

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b> TPO  <b>Participating Agencies:</b> FHWA, FDOT, St. Lucie County
2017 Legislative Priorities	December 2016	
2018 Legislative Priorities	December 2017	
2017 Annual Joint Certification Review	May 2016	
2018 Annual Joint Certification Review	May 2017	
Federal Certification Review	September 2017	
Financial Audits	Annually	
Board and TAC Meetings and Support	Ongoing	
Meeting of MPOAC, NARC, AMPO, Subcommittees, etc.	Ongoing	
Grants and Contract Administration Including Reports and Billings	Ongoing	
Advertising, Office Equipment, and Supplies	Ongoing	
Office Rent, Operations, Legal Services and Travel	Ongoing	
Professional Workshops, Training, and Education	Ongoing	

Task 1.1 Program Management Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$78,831			\$6,864	\$858	\$858	\$87,411
	<b>Subtotal:</b>	<b>\$87,411</b>			<b>\$6,864</b>	<b>\$858</b>	<b>\$858</b>	<b>\$87,411</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$15,000			\$0	\$0	\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$7,700			\$0	\$0	\$0	\$7,700
	<b>Subtotal:</b>	<b>\$7,700</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,700</b>
<b>D. Other Direct Expenses:</b>								
	Advertising	\$4,450			\$0	\$0	\$0	\$4,450
	Building Rental	\$55,100			\$24,320	\$3,040	\$3,040	\$85,500
	Books & Subscriptions	\$225			\$0	\$0	\$0	\$225
	Communications	\$900			\$480	\$60	\$60	\$1,500
	Equipment < \$1000	\$2,000			\$0	\$0	\$0	\$2,000
	Equipment Rental	\$1,650			\$480	\$60	\$60	\$2,250
	General & Administrative Charges	\$46,250			\$0	\$0	\$0	\$46,250
	Office Supplies	\$2,400			\$0	\$0	\$0	\$2,400
	Operating Supplies	\$800			\$960	\$120	\$120	\$2,000
	Postage & Freight	\$80			\$96	\$12	\$12	\$200
	Supplies-Computer	\$750			\$0	\$0	\$0	\$750
	Training & Seminars	\$750			\$0	\$0	\$0	\$750
	Utilities	\$2,500			\$2,000	\$250	\$250	\$5,000
	<b>Subtotal:</b>	<b>\$117,855</b>			<b>\$28,336</b>	<b>\$3,542</b>	<b>\$3,542</b>	<b>\$153,275</b>
	<b>Total:</b>	<b>\$219,386</b>			<b>\$35,200</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$263,386</b>

Task 1.1 Program Management Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$98,349			\$6,864	\$858	\$858	\$106,929
	<b>Subtotal:</b>	<b>\$98,349</b>			<b>\$6,864</b>	<b>\$858</b>	<b>\$858</b>	<b>\$106,929</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$15,000			\$0	\$0	\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>C. Travel and Seminar Registration:</b>								
	Travel Expenses	\$7,700			\$0	\$0	\$0	\$7,700
	<b>Subtotal:</b>	<b>\$7,700</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,700</b>
<b>D. Other Direct Expenses:</b>								
	Advertising	\$4,450			\$0	\$0	\$0	\$4,450
	Building Rental	\$57,700			\$24,320	\$3,040	\$3,040	\$88,100
	Books & Subscriptions	\$225			\$0	\$0	\$0	\$225
	Communications	\$900			\$480	\$60	\$60	\$1,500
	Equipment < \$1000	\$2,000			\$0	\$0	\$0	\$2,000
	Equipment Rental	\$1,650			\$480	\$60	\$60	\$2,250
	General & Administrative Charges	\$48,750			\$0	\$0	\$0	\$48,750
	Office Supplies	\$2,400			\$0	\$0	\$0	\$2,400
	Operating Supplies	\$800			\$960	\$120	\$120	\$2,000
	Postage & Freight	\$80			\$96	\$12	\$12	\$200
	Supplies-Computer	\$750			\$0	\$0	\$0	\$750
	Training and Seminars	\$750			\$0	\$0	\$0	\$750
	Utilities	\$2,500			\$2,000	\$250	\$250	\$5,000
	<b>Subtotal:</b>	<b>\$122,955</b>			<b>\$28,336</b>	<b>\$3,542</b>	<b>\$3,542</b>	<b>\$158,375</b>
	<b>Total:</b>	<b>\$244,004</b>			<b>\$35,200</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$288,004</b>

Task 1.2 UPWP Development		
<b>Purpose:</b>		
To implement the FY 2016/17 – FY 2017/18 UPWP and develop the FY 2018/19 – FY 2019/20 UPWP consistent with Federal and State requirements.		
<b>Previous Work Completed:</b>		
Implementation of the FY 2014/2015 – FY 2015/2016 UPWP and all required budget revisions and amendments. Coordination with Martin and Indian River MPOs on the implementation and development of their respective UPWPs.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Implement the 2016/2017 – FY 2017/2018 UPWP</li> <li>• Develop the FY 2018/2019 – FY 2019/2020 UPWP</li> <li>• Process amendments to the adopted UPWP as necessary</li> <li>• Process budget revisions to the adopted UPWP as necessary</li> <li>• Coordinate with neighboring MPOs</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b> TPO  <b>Participating Agencies:</b> FDOT, FHWA, FTA, FAA, local governments and neighboring MPOs
FY 2018/19 – FY 2019/20 UPWP Kickoff Meeting	January 2018	
Review by Advisory Committees & Board	March/April 2018	
Transmittal to FDOT	March 2018	
Public Comment Period	March/April 2018	
Adoption by Board	April 2018	
Transmittal to FHWA & FTA	May 2018	
UPWP Amendments	As needed	

Task 1.2 UPWP Development Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$1,000						\$1,000
	<b>Subtotal:</b>	<b>\$1,000</b>						<b>\$1,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$1,000</b>						<b>\$1,000</b>

Task 1.2 UPWP Development Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$16,000						\$16,000
	<b>Subtotal:</b>	<b>\$16,000</b>						<b>\$16,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$16,000</b>						<b>\$16,000</b>



## **ELEMENT 2: MODELING AND DATA COLLECTION, MONITORING & MANAGEMENT**

Element 2 includes the work tasks necessary to collect, monitor, and manage area travel characteristics and factors affecting travel such as socioeconomic and land use data, transportation system data, and other data concerns and issues. In addition, Element 2 includes efforts to improve the quality of the data and the collection and monitoring processes, to enhance travel demand modeling, and to manage the Traffic Count Program. Specific work tasks are listed below and described on the following pages.

- Task 2.1      Travel Demand Modeling
- Task 2.2      Data Collection and Monitoring
- Task 2.3      Traffic Count Program Management

Task 2.1 Travel Demand Modeling		
<b>Purpose:</b>		
To ensure the highest quality of travel demand modeling used by the continuing, cooperative and comprehensive transportation planning processes upon which decision making is based.		
<b>Previous Work:</b>		
The Greater Treasure Regional Planning Model (GTCRPM) is employed for transportation planning by the TPO and Indian River and Martin MPOs. The GTCRPM Version 4.0 was utilized to support several tasks including development of the Go2040 LRTP. As part of the development of the GTCRPM Version 4.0, TPO staff delineated the 2010 Census Traffic Analysis Zones (TAZs) and Traffic Analysis Districts (TADs) for the MPA. GTCRPM Version 4.0 is based on the activity based modeling approach, and the TPO regularly hosted the model development meetings for the GTCRPM Version 4.0. In addition, TPO staff participated on the Statewide Modeling Task Force (MTF) and the Florida Standard Urban Transportation Model Structure (FSUTMS) Users Group. Staff also provided support for the Model Task Force committee meetings. Staff attended statewide MTF meetings and provided guidance on regional modeling projects.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Coordinate operation of GTCRPM Version 4.0 with FDOT, Indian River and Martin MPOs</li> <li>• Participate in regional modeling activities that include model improvements; travel and other data collection, compilation and development; model estimation, calibration, validation and sensitivity tests; and associated model support services</li> <li>• Utilize the TCRPM Version 4.0 to support, when applicable, UPWP tasks such as regional and intergovernmental planning and coordination.</li> <li>• Participate in MTF and Regional Modeling Activities</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b> TPO, Indian River MPO, Martin MPO, and FDOT
TCRPM Application and Support	Ongoing	
Participation in MTF and regional modeling activities	Ongoing	

Task 2.1 Travel Demand Modeling Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$5,000						\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>						<b>\$5,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$5,000</b>						<b>\$5,000</b>

Task 2.1 Travel Demand Modeling Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$7,000						\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>						<b>\$7,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$7,000</b>						<b>\$7,000</b>

Task 2.2 Data Collection and Monitoring		
<b>Purpose:</b>		
To ensure the highest quality of data used by the continuing, cooperative, and comprehensive transportation planning processes to support decision-making.		
<b>Previous Work:</b>		
<p>The TPO continued to coordinate activities related to land use and socioeconomic data collection and analysis and assisted in the maintenance of GIS layers. In addition, the TPO participated in the identification of demographic changes that impact traffic operations and projections and travel demand. These efforts continued to be coordinated with the Martin and Indian River MPOs.</p> <p>The TPO continued to coordinate data collection and monitoring activities in support of Intelligent Transportation System (ITS) infrastructure such as the St. Lucie Advanced Transportation Management System (ATMS) and related to land use and socio economic data collection and analysis.</p> <p>To ensure the accuracy and relevance of geo-spatial data used for impact analysis, mapping, and decision making, TPO staff continued to monitor Federal, State, and local GIS geo-spatial databases.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• GIS and data monitoring, updates, maintenance, and coordination</li> <li>• ATMS implementation</li> <li>• Bicycle-Pedestrian counts: development of new sets of previously-uncollected data that will be used to evaluate the bicycle and pedestrian use of the transportation network, identify deficiencies and needed improvements, and prioritize projects.</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agency:</b> TPO</p> <p><b>Participating Agencies:</b> FDOT, Fort Pierce, Port St. Lucie, St. Lucie County</p>
GIS and data monitoring, updates, maintenance, and coordination	Ongoing	
Bicycle-Pedestrian counts	Ongoing	
ITS/ATMS implementation	Ongoing	

Task 2.2 Data Collection and Monitoring Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>						<b>\$10,000</b>

Task 2.2 Data Collection and Monitoring Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$12,000						\$10,000
	<b>Subtotal:</b>	<b>\$12,000</b>						<b>\$12,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>12,000</b>						<b>\$12,000</b>

**Task 2.3 Traffic Count Program Management**

**Purpose:**

To collect, monitor, and manage the highest quality of current traffic data on the public roadway network within the MPA.

**Previous Work:**

The TPO continued to collect and manage the Traffic Counts Program through the Traffic Count Data Management System (TCDMS) and acted as a clearinghouse for the collection and management of all traffic counts performed in the MPA by the cities, County, and FDOT. The Fall 2014 and Fall 2015 Traffic Counts were collected and uploaded into the TCDMS, and the resulting reports were published online. The reports were also provided to FDOT, local governments, private consulting firms, and the public upon request.

The Level of Service Analysis System (LOSAS) was updated to reflect FDOT’s updated methodology of performing roadway level-of-service analyses based on posted speed limits rather than traffic signal density.

**Required Activities:**

- Manage and fund the Traffic Count Program. At the present time, none of the local jurisdictions maintains a formal traffic count program and continuation of the Traffic Count Program is necessary to monitor the performance of road segments for transportation planning purposes.
- Collect and manage the Traffic Counts Program through the TCDMS and act as a clearinghouse for the collection and management of all traffic counts performed in the MPA by the cities, County, and FDOT.
- Maintain the LOSAS to evaluate the congestion and operating condition of the roadway network and produce an Annual Level of Service Report
- Continue to manage and fund the Traffic Count Program until an agreement to share the cost between the TPO and the local governments is appropriate to fund the program in future years. Such an agreement would need to be approved by the elected boards of the local governments.
- Manage consultant services for traffic counts, LOSAS and TCDMS

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b> TPO
2016 Traffic Count and LOS Report	January 2017	
2017 Traffic Count and LOS Report	January 2018	
TCDMS and LOSAS Maintenance	Ongoing	<b>Participating Agencies:</b> FDOT, Fort Pierce, Port St. Lucie, St. Lucie County

Task 2.3 Traffic Count Program Management Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$5,000						\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>						<b>\$5,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$30,000						\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>						<b>\$30,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						\$0
	<b>Total:</b>	<b>\$35,000</b>						<b>\$35,000</b>

Task 2.3 Traffic Count Program Management Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$7,000						\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>						<b>\$7,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$30,000						\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>						<b>\$30,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						\$0
	<b>Total:</b>	<b>\$37,000</b>						<b>\$37,000</b>

**ELEMENT 3: RECURRING AND SYSTEMS PLANNING**

Element 3 includes the systems planning and recurring planning activities. Specific work tasks are listed below and described on the following pages.

- Task 3.1 Long Range Transportation Planning and MAP-21 and FAST Act Implementation
- Task 3.2 Transit Planning
- Task 3.3 Transportation Improvement Program (TIP)
- Task 3.4 Congestion Management Process (CMP)
- Task 3.5 Bicycle/Pedestrian/Greenway Planning
- Task 3.6 Freight Planning
- Task 3.7 Safety and Security Planning
- Task 3.8 Transportation Disadvantaged (TD) Program
- Task 3.9 Ladders of Opportunity



Task 3.1 Long Range Transportation Planning, MAP-21, and FAST Act Implementation		
<b>Purpose:</b>		
To implement the Go2040 Long Range Transportation Plan (LRTP), 2040 Regional Long Range Transportation Plan (RLRTP), MAP-21 and FAST Act performance measures which provide for the development, management, and operation of multimodal transportation systems and considers and/or integrates facilities that serve national, statewide, or regional transportation functions.		
<b>Previous Work:</b>		
The Go2040 LRTP was adopted which incorporated livability initiatives to improve mobility and quality of life through improvements that support multiple transportation modes. The Go2040 LRTP, which was based on extensive public involvement, also incorporated Safety, Security, and Congestion Elements that will inspire other tasks of the UPWP. The 2040 RLRTP, which focuses on regional issues/projects, was initiated and will be complementary to the Go2040 LRTP. Performance measures developed for the 2035 RLRTP were monitored and reviewed on an annual basis. MAP-21 performance measures were reviewed, and FAST Act requirements were analyzed. Coordination occurred with state, regional, and local agencies to identify and prioritize projects which increase mobility options as part of the U.S. 1 Corridor Retrofit Project. The TPO participated with FDOT in the major update process for the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Strategic Plan.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• MAP-21 performance measure implementation</li> <li>• Go2040 LRTP performance measure implementation</li> <li>• U.S. 1 Corridor Retrofit project prioritization</li> <li>• Participation in FTP and SIS Strategic Plan implementation</li> <li>• 2040 RLRTP development and performance measure implementation</li> <li>• FAST Act implementation</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p style="text-align: center;"><b>Responsible Agencies:</b> TPO</p> <p style="text-align: center;"><b>Participating Agencies:</b> FDOT, FTA, FHWA, St. Lucie County, City of Fort Pierce, City of Port St. Lucie, Martin MPO, and Indian River MPO</p>
LRTP Amendments	As needed	
RLRTP Amendments	As needed	
Go2040 LRTP Performance Report	April 2017	
Go2040 LRTP Performance Report	April 2018	
RLRTP Completion	June 2017	
RLRTP Performance Report	June 2018	
U.S. 1 Corridor Project Development and Prioritization	Ongoing	
FTP/SIS Strategic Plan implementation	Ongoing	
MAP-21/FAST Act implementation	Ongoing	

Task 3.1 Long Range Transportation Planning, MAP-21 and FAST Act Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$20,000						\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>						<b>\$20,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$30,000</b>						<b>\$30,000</b>

Task 3.1 Long Range Transportation Planning, MAP-21, and FAST Act Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$15,000						\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>						<b>\$15,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$15,000</b>						<b>\$15,000</b>

Task 3.2 Transit Planning		
<b>Purpose:</b>		
To provide technical assistance and guidance to the transit providers within the MPA and the region and to support public transportation planning and transit grant administration activities.		
<b>Previous Work:</b>		
<p>Intermodal planning and coordination was promoted through transit planning activities such as Travel Demand Management (TDM) strategies with Martin and Indian River MPOs and South Florida Commuter Services.</p> <p>The TPO coordinated and facilitated a Park &amp; Ride Lot Program by building upon the results of previous planning efforts. Development of the I-95/Gatlin Boulevard Jobs Express multimodal terminal continued.</p> <p>Other transit planning activities that were continued included providing technical and planning assistance to the County and the Transit Operator in order to maintain the County's eligibility for the continued receipt of federal and state transit grant funds. Staff assisted in the development of the Go2040 LRTP Transit Needs and provided support to the transit agency for the development of Transit Development Plan (TDP) Annual Progress Reports and transit design guidelines. The performance of the transit system was monitored on an ongoing basis. Technical assistance to the regional transit providers included development of a regional bus route map. Potential impacts caused by the extension of passenger rail service were monitored. A Waterways Taxi Feasibility Study was conducted. Coordination with specialized transportation services occurred through the quarterly transit meetings.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Provision of technical assistance to the transit providers</li> <li>• Regional Bus Route Map Update</li> <li>• Transit Development Plan (TDP) Annual Progress Reports</li> <li>• Initiation of the TDP Major Update</li> <li>• Promotion of intermodal planning, travel demand management, and transit planning coordination</li> <li>• Park and ride lot program planning</li> <li>• Passenger rail service program planning</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agencies:</b> FTA, FDOT, St. Lucie County, St. Lucie TPO</p> <p><b>Participating Agencies:</b> Martin MPO, Indian River MPO, City of Fort Pierce, City of Port St. Lucie</p>
TDP Annual Progress Report	September 2016	
TDP Annual Progress Report	September 2017	
Regional Bus Route Map	December 2016	
TDP Major Update – Baseline Conditions, PIP, and GOPs	June 2018	
Provision of technical assistance to the transit providers	Ongoing	
Promotion of intermodal planning, TDM, and transit planning coordination	Ongoing	
Park and Ride Lot Program Planning	Ongoing	
Passenger Rail Service Program Planning	Ongoing	

Task 3.2 Transit Planning Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000			\$58,400	\$7,300	\$7,300	\$83,000
	<b>Subtotal:</b>	<b>\$10,000</b>			<b>\$58,400</b>	<b>\$7,300</b>	<b>\$7,300</b>	<b>\$83,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0			\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0			\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>			<b>\$58,400</b>	<b>\$7,300</b>	<b>\$7,300</b>	<b>\$83,000</b>

Task 3.2 Transit Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$12,000			\$42,400	\$5,300	\$5,300	\$65,000
	<b>Subtotal:</b>	<b>\$12,000</b>			<b>\$42,400</b>	<b>\$5,300</b>	<b>\$5,300</b>	<b>\$65,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0			\$16,000	\$2,000	\$2,000	\$20,000
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$16,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$20,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0			\$0	\$0	\$0	\$0
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total:</b>	<b>\$12,000</b>			<b>\$58,400</b>	<b>\$7,300</b>	<b>\$7,300</b>	<b>\$85,000</b>

Task 3.3 Transportation Improvement Program (TIP)		
<b>Purpose:</b>		
To annually coordinate, update, and maintain the five-year TIP which reflects Federal, State, and local funding and identifies all Federal, State, and locally funded transportation improvements within the TPO area.		
<b>Previous Work:</b>		
<p>The TIP continued to be developed annually based on the LRTP, TDP, CMP, bicycle/pedestrian plans, airport and port plans, the Transportation Alternatives (TA) Project Prioritization Methodology, and other planning activities as necessary. The development of the TIP included the preparation of the List of Priority Projects (LOPP) which prioritizes roadway, transit, CMP, and TA projects. The LOPP was prepared with input from local agency and FDOT staffs, the public, and the TPO advisory committees. The Draft Tentative Work Program was reviewed to ensure consistency with the LOPP and the LRTP and was considered by the TPO advisory committees and Board for endorsement. FDOT's Final Tentative Work Program and the Annual Publication of Obligated Federal Projects was incorporated into the TIP. The TIP was adopted by the Board after a public comment period and review of the draft TIP by the advisory committees, and the Interactive TIP subsequently was launched.</p> <p>The Interactive TIP was maintained, and the TPO coordinated with FDOT to amend the TIP and process STIP amendments as needed. A consultant was utilized for maintenance of the Interactive TIP. The TPO also continued to participate in the FDOT District 4 ETAT and the ETDM process.</p> <p>The Go2040 LRTP included substantial funding for the US-1 Corridor Retrofit Program as projects continued to be developed for this funding.</p> <p>The TPO continued to play primary roles in the completion of PD&amp;E Studies for Port St. Lucie Boulevard, SR-A1A North Causeway Bridge, and other projects derived from the LRTP.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Development of the LOPP</li> <li>• Development of the TIP and amendments to the TIP/STIP</li> <li>• Maintenance of the Interactive TIP</li> <li>• Participate in PD&amp;E studies for projects derived from the LRTP</li> <li>• US-1 Corridor Retrofit Program Project Development</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agency:</b> St. Lucie TPO and FDOT</p> <p><b>Participating Agencies:</b> City of Port St. Lucie St. Lucie County (SLC) City of Fort Pierce Community Transit SLC School Board</p>
Submittal of 2016/17 LOPP to FDOT	September 2016	
Review/Endorsement of FDOT's Five-Year Work Program	December 2016	
FY 2017/18 – FY 2021/22 TIP Adoption & Interactive TIP Update	June 2017	
Annual Publication of Obligated Federal Projects	June 2017	
Submittal of 2017/18 LOPP to FDOT	September 2017	
Review/Endorsement of FDOT's Five-Year Work Program	December 2017	
FY 2018/19 – FY 2022/23 TIP Adoption & Interactive TIP Update	June 2018	
Annual Publication of Obligated Federal Projects	June 2018	
TIP/STIP Amendments	As needed	
ETDM/ETAT participation	Ongoing	
PD&E Participation	Ongoing	
US-1 Corridor Retrofit Project Development	Ongoing	

Task 3.3 Transportation Improvement Program (TIP) Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$20,000						\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>						<b>\$20,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$7,200						\$7,200
	<b>Subtotal:</b>	<b>\$7,200</b>						<b>\$7,200</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$27,200</b>						<b>\$27,200</b>

Task 3.3 Transportation Improvement Program (TIP) Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	TOTAL
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$22,000						\$22,000
	<b>Subtotal:</b>	<b>\$22,000</b>						<b>\$22,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$7,200						\$7,000
	<b>Subtotal:</b>	<b>\$7,200</b>						<b>\$7,200</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$29,200</b>						<b>\$29,200</b>

<b>Task 3.4 Congestion Management Process (CMP)</b>		
<b>Purpose:</b>		
To maintain and monitor the CMP and identify and prioritize CMP projects for the FDOT Work Program and the TPO LOPP and TIP.		
<b>Previous Work:</b>		
<p>The CMP Implementation Plan prioritizes projects which address the identified congestion and safety issues using one or more of the explored strategies. An Annual CMP Report was completed to update congestion and safety issues and explore strategies to address the areas of concern. In coordination with FDOT Traffic Operations, the CMP and its Implementation Plan were utilized to allocate the TPO's CMP box funds of \$300,000-\$400,000 annually. The CMP was also used for the annual development of the LOPP, TIP, and Work Program, and for ongoing project prioritization as needed in coordination with FDOT Traffic Operations.</p> <p>The Go2040 LRTP included a preliminary screening of congested facilities for potential CMP concerns to serve as the basis of a CMP Major Update.</p> <p>The St. Lucie ATMS Master Plan continued to be implemented.</p> <p>Mid-day traffic congestion was identified to be an issue on St. Lucie West Boulevard in Port St. Lucie.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• CMP Project coordination and prioritization</li> <li>• CMP Major Update which includes an analysis of St. Lucie West Boulevard mid-day traffic congestion</li> <li>• CMP Annual Update</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agencies:</b> TPO</p> <p><b>Participating Agencies:</b> FDOT, Fort Pierce, Port St. Lucie, St. Lucie County</p>
2016 CMP Major Update	April 2017	
2017 CMP Annual Report	April 2018	
CMP Project Coordination and Prioritization	Ongoing	
ATMS Master Plan Implementation	Ongoing	

Task 3.4 Congestion Management Process (CMP) Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$15,000						\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>						<b>\$15,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$25,000</b>						<b>\$25,000</b>

Task 3.4 Congestion Management Process (CMP) Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$5,000						\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>						<b>\$5,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$5,000</b>						<b>\$5,000</b>



### Task 3.5 Bicycle/Pedestrian/Greenway Planning

**Purpose:**

To review, update, and implement the St. Lucie Walk-Bike Network, build upon previous bicycle/pedestrian/greenway planning efforts, and continue the ongoing planning and coordinating efforts which support the provision of bicycle, pedestrian, and greenway facilities.

**Previous Work:**

The TPO continued to review and update the St. Lucie Walk-Bike Network and perform activities as needed in support of its implementation. Potential bicycle/pedestrian/greenway projects were identified for funding and considered for prioritization in the TPO's LOPP. TPO staff continued to coordinate with the local governments, the St. Lucie School District, FDOT, Florida Department of Environmental Protection Office of Greenways and Trails, and the East Coast Greenway Alliance regarding bicycle/pedestrian/greenway issues and the planning, prioritizing, funding, and implementation of bicycle/pedestrian/greenway facilities. Coordination of bicycle/pedestrian/greenway planning activities also occurred through the BPAC, TAC, and CAC. Programmed projects reviewed through the Electronic Review Comments (ERC) system were evaluated by the TPO based on bicycle and pedestrian-friendliness. In addition, a Bicycle Rack Plan was developed to prioritize and install bicycle racks at locations throughout the St. Lucie TPO area.

The TPO facilitated implementation of the Treasure Coast Loop Trail. Potential Treasure Coast Loop Trail projects were identified through these planning activities. The TPO also developed plans to address specific gaps or obstacles impeding the extension of the East Coast Greenway and the Florida SUN Trail through the St. Lucie TPO area.

The TPO maintained and updated inventories of bicycle, pedestrian, and transit facilities within the MPA. GIS line files and segment attribute data associated with the inventories were captured, analyzed, managed, and shared. The files were used in conjunction with web based applications compatible with smartphones, tablets, Wi-Fi, and interactive online mapping systems such as Google Maps and Google Earth.

In addition, TPO staff facilitated the program for the Treasure Coast Scenic Highway (TCSH) which traverses the St. Lucie TPO MPA. To enhance the corridor facilities while protecting the corridor resources, the TPO through the TCSH program provided coordination for the planning, prioritizing, funding, and implementation of facilities within the corridor.

**Required Activities:**

- St. Lucie Walk-Bike Network Updates
- Local coordination/support and project review and prioritization
- East Coast Greenway/Florida SUN Trail coordination and implementation
- Treasure Coast Loop Trail project planning and implementation
- Treasure Coast Scenic Highway program implementation

End Product:	Completion Date:	<b>Responsible Agency:</b> TPO  <b>Participating Agencies:</b> FDOT, St. Lucie County Fort Pierce, Port St. Lucie St. Lucie School Board ECG Alliance
Treasure Coast Scenic Hwy Map of Attractors	June 2017	
Treasure Coast Scenic Hwy Program Annual Report	February 2017	
Treasure Coast Scenic Hwy Program Annual Report	February 2018	
St. Lucie Walk-Bike Network Updates	Ongoing	
East Coast Greenway/Florida SUN Trail Implementation	Ongoing	
Local Coordination/Support	Ongoing	

Task 3.5 Bicycle/Pedestrian/Greenway Planning Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$30,000						\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>						<b>\$30,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
		\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$30,000</b>						<b>\$30,000</b>

Task 3.5 Bicycle/Pedestrian/Greenway Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$32,000						\$32,000
	<b>Subtotal:</b>	<b>\$32,000</b>						<b>\$32,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
		\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$32,000</b>						<b>\$32,000</b>

Task 3.6 Freight Planning		
<b>Purpose:</b>		
To continue promoting the St. Lucie TPO area as the freight gateway to South Florida while enhancing the initiatives of agency partners in support of the important freight facilities of regional and Statewide significance located within the St. Lucie TPO area.		
<b>Previous Work:</b>		
The TPO provided support for the Port Everglades Petroleum Commodity Flow Study conducted by FDOT District 4. The TPO continued to work with FDOT to acquire data and enhance the regional freight model to specifically evaluate transportation investments and their benefits with regard to freight mobility. The TPO continued to participate in the MPOAC Freight Advisory Committee. The TPO continued to support FDOT's efforts to update the Port of Fort Pierce Master Plan. The TPO developed and designated a St. Lucie Freight Network. The TPO continued to identify and analyze operational improvements to the freight network through the implementation of the St. Lucie ATMS. The TPO supported St. Lucie County in the designation of a Freight Logistics Zone around the Treasure Coast International Airport in the Go2040 LRTP.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Implement local and regional plans</li> <li>• Maintain liaison with various agency staff</li> <li>• Monitor and update the St. Lucie Freight Network</li> <li>• Support continued development of the St. Lucie Freight Logistics Zone</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p style="text-align: center;"><b>Responsible Agencies:</b> TPO</p> <p style="text-align: center;"><b>Participating Agencies:</b> FDOT, St. Lucie County, City of Fort Pierce, City of Port St. Lucie</p>
Port of Fort Pierce Master Plan Implementation	Ongoing	
Florida MPOAC Freight Committee	Quarterly	
St. Lucie Freight Network Monitoring and Updates	Ongoing	
St. Lucie Freight Logistics Zone Planning	Ongoing	
Attendance at various other freight coordination meetings	Ongoing	
Provision of planning assistance and support	Ongoing	

Task 3.6 Freight Planning Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>						<b>\$10,000</b>

Task 3.6 Freight Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$12,000						\$12,000
	<b>Subtotal:</b>	<b>\$12,000</b>						<b>\$12,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$12,000</b>						<b>\$12,000</b>

Task 3.7 Safety and Security Planning		
<b>Purpose:</b>		
To provide for the consideration and implementation of projects, strategies, and services which increase the safety and security of the transportation system and users of the system.		
<b>Previous Work:</b>		
<p>The Crash Data Management System (CDMS) was maintained and supported and the University of Florida Signal 4 Analytics Crash Database was used to facilitate safety project identification and analysis. Based on the crash data analyses, educational safety programs were developed and implemented and potential safety projects were identified for funding and considered for inclusion in the CMP and prioritization in the TPO's LOPP.</p> <p>The Safe Routes to School (SRTS) Program continued based on a comprehensive approach that included the "5 E's" (Education, Encouragement, Enforcement, Engineering, and Evaluation). The Community Traffic Safety Team (CTST) assisted in the identification of specific walking/bicycling hazards in the vicinity of schools and in the development and implementation of the TPO's SRTS 5-E Program. The SRTS activities included a wide variety of countermeasures ranging from curriculum-based solutions to improved school zone visibility. TPO staff provided assistance with implementation of the countermeasures.</p> <p>An update of the TPO Continuity of Operations Plan (COOP) was completed. TPO staff performed a COOP exercise.</p> <p>Specific safety and security issues within the MPA were reviewed, and actions were developed based on the reviews.</p> <p>The Go2040 LRTP included Security and Safety Elements which identified locations prone to Vulnerable User crashes. In anticipation of increased rail traffic, a train safety awareness campaign was developed.</p> <p>Issues pertaining to pedestrian/bicyclist hazards from traffic around Sportsman's Park in Port St. Lucie were identified.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Identification of safety issues/mitigation</li> <li>• Identification of security issues/mitigation</li> <li>• Sportsman's Park Traffic Safety Analysis to identify pedestrian/bicyclist hazards and develop countermeasures to increase safety</li> <li>• SRTS 5-E Program</li> <li>• COOP Exercise</li> <li>• CTST Meetings</li> <li>• Signal 4 Analytics Crash Database Utilization</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agencies:</b> TPO</p> <p><b>Participating Agencies:</b> FDOT, St. Lucie County, City of Fort Pierce, City of Port St. Lucie, CTST, School District, law enforcement agencies, St. Lucie Fire District</p>
Identification of safety issues/mitigation	July 2017	
Identification of security issues/mitigation	July 2017	
Identification of safety issues/mitigation	June 2018	
Identification of security issues/mitigation	June 2018	
Sportsman's Park Traffic Safety Analysis	June 2017	
SRTS 5-E Program	Ongoing	
COOP Exercise	October 2016	
COOP Exercise	October 2017	
CDMS Maintenance and Support	Ongoing	
CTST Meetings	Quarterly	

Task 3.7 Safety and Security Planning Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$15,000		\$79,770				\$94,770
	<b>Subtotal:</b>	<b>\$15,000</b>		<b>\$79,770</b>				<b>\$94,770</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0		\$4,680				\$4,680
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$4,680</b>				<b>\$4,680</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0		\$3,550				\$3,550
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$3,550</b>				<b>\$3,550</b>
<b>D. Other Direct Expenses:</b>								
	Office Supplies			\$500				\$500
	Equipment < \$1000			\$1,500				\$2,000
	Office Supplies-Computer			\$0				\$0
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$2,000</b>				<b>\$2,000</b>
	<b>Total:</b>	<b>\$15,000</b>		<b>\$90,000</b>				<b>\$105,000</b>

Task 3.7 Safety and Security Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$17,000		\$79,770				\$96,770
	<b>Subtotal:</b>	<b>\$17,000</b>		<b>\$79,770</b>				<b>\$96,770</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0		\$4,680				\$4,680
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$4,680</b>				<b>\$4,680</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0		\$3,550				\$3,550
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$3,550</b>				<b>\$3,550</b>
<b>D. Other Direct Expenses:</b>								
	Office Supplies			\$500				\$500
	Equipment < \$1000			\$1,500				\$1,500
	Office Supplies-Computer			\$0				\$0
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$2,000</b>				<b>\$2,000</b>
	<b>Total:</b>	<b>\$17,000</b>		<b>\$90,000</b>				<b>\$107,000</b>

**Task 3.8 Transportation Disadvantaged (TD) Program**

**Purpose:**

To provide coordination and planning services for the St. Lucie County TD Program in accordance with Chapter 427 FS, Rule 41-2 FAC, and the Americans with Disabilities Act (ADA) which includes the identification of unmet TD needs.

**Previous Work:**

TPO staff annually evaluated and assisted the Community Transportation Coordinator (CTC) in its role of providing safe, coordinated TD services to the elderly, disabled, veterans, and the economically disadvantaged citizens in St. Lucie County. TPO staff assisted the CTC in the development of the minor updates to the TDSP/Coordinated Plan.

TPO staff also provided administrative services to the LCB. This included preparation of minutes, agendas, grant applications, progress reports, and other products. Staff also assessed legislatively mandated changes to the state TD program and undertook TD-related activities as necessary to comply with state legislation. Additional activities included assessing the areas where demand-response services are needed but are not within the local provider service area. Staff assisted in finding alternatives to accommodate those needs.

The TD program is coordinated with other public transit planning and services, including veteran services, through the LCB and associated work products. TPO staff coordinated with FDOT and provided technical assistance for the transitioning of non-life sustaining riders from current demand response program services to fixed or deviated route services.

The TD Program continued to incorporate Environmental Justice into its mission by identifying and addressing, as appropriate, the effects of programs, policies, and activities on minority and low-income populations. The TPO continued to strive to involve the potentially affected public and to develop partnerships with and enhance the participation by the traditionally underserved.

**Required Activities:**

- LCB Meeting Support
- LCB Planning Support
- CTC Technical Assistance
- TDSP Minor Update
- TDSP Major Update
- CTC Evaluations

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b> TPO  <b>Participating Agencies:</b> FDOT, St. Lucie County, Community Transit
TD Grant Applications	Annually	
TD Progress Reports	Quarterly	
LCB Meeting Agendas, Packets, Notices & Minutes	Quarterly	
TDSP Minor Update	June 2017	
TDSP Major Update	June 2018	
2017 CTC Evaluation	June 2017	
2018 CTC Evaluation	June 2018	

Task 3.8 Transportation Disadvantaged (TD) Program Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions		\$20,050					\$20,050
	<b>Subtotal:</b>		<b>\$20,050</b>					<b>\$20,050</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services		\$2,000					\$2,000
	<b>Subtotal:</b>		<b>\$2,000</b>					<b>\$2,000</b>
<b>C. Travel:</b>								
	Travel Expenses		\$800					\$800
	<b>Subtotal:</b>		<b>\$800</b>					<b>\$800</b>
<b>D. Direct Expenses:</b>								
	Advertising		\$550					\$1,300
	Office Supplies		\$100					\$200
	General & Administrative Charges		\$1,250					\$1,250
	Training & Seminar		\$250					\$250
	Postage		\$0					\$0
	<b>Subtotal:</b>		<b>\$2,150</b>					<b>\$2,150</b>
	<b>Total:</b>		<b>\$25,000</b>					<b>\$25,000</b>



Task 3.8 Transportation Disadvantaged (TD) Program Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions		\$20,050					\$20,050
	<b>Subtotal:</b>		<b>\$20,050</b>					<b>\$20,050</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services		\$2,000					\$2,000
	<b>Subtotal:</b>		<b>\$2,000</b>					<b>\$2,000</b>
<b>C. Travel:</b>								
	Travel Expenses		\$800					\$800
	<b>Subtotal:</b>		<b>\$800</b>					<b>\$800</b>
<b>D. Other Direct Expenses:</b>								
	Advertising		\$550					\$550
	Office Supplies		\$100					\$100
	General & Administrative Charges		1,250					\$1,250
	Training & Seminar		250					\$250
	Postage		0					\$0
	<b>Subtotal:</b>		<b>\$2,150</b>					<b>\$2,150</b>
	<b>Total:</b>		<b>\$25,000</b>					<b>\$25,000</b>

Task 3.9 Ladders of Opportunity		
<b>Purpose:</b>		
To develop and implement analytical methods to identify gaps in the connectivity of the transportation system and develop infrastructure and operational solutions that provide the public, especially traditionally underserved populations, with adequate access to essential services.		
<b>Previous Work:</b>		
The Go2040 LRTP included as an Emerging Issue the need to identify transportation connectivity gaps in access to essential services such as housing, employment, health care, education, and recreation. The TPO coordinated with local and regional transit agencies on planning efforts to enhance mobility. Work continued on the development of the St. Lucie Walk-Bike Network which received national recognition as a best practice in an FHWA publication and serves to address transportation connectivity gaps including to neighborhoods such as Indian River Estates, a suburban, low-density community that lacks sidewalks.		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Identification of transportation connectivity gaps in access to essential services</li> <li>• Development of a study that identifies and evaluates solutions that provide transit or pedestrian/bicycle access to essential services</li> <li>• Transportation Connectivity Study update</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b> TPO  <b>Participating Agencies:</b> FDOT, St. Lucie County, City of Port St. Lucie, City of Fort Pierce
Transportation Connectivity Study	June 2017	
Transportation Connectivity Study Update	June 2018	

Task 3.9 Ladders of Opportunity Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Indirect Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>						<b>\$10,000</b>

Task 3.9 Ladders of Opportunity Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$12,000						\$12,000
	<b>Subtotal:</b>	<b>\$12,000</b>						<b>\$12,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$12,000</b>						<b>\$12,000</b>

## **ELEMENT 4: SPECIAL PROJECT PLANNING**

Element 4 includes non-recurring special projects and planning activities that are not readily classified within the other elements. Specific work tasks are listed below and described on the following pages.

Task 4.1 Complete Streets Study

Task 4.1 Complete Streets Study		
<b>Purpose:</b>		
To improve multimodal access, safety and connections and encourage the development of complete streets corridors.		
<b>Previous Work:</b>		
<p>The Go2040 LRTP included actions to be undertaken to improve livability such as the development of bicycle/pedestrian facilities. The Go2040 LRTP public involvement process included a Community Remarks website where citizens could voice their concerns regarding needed transportation improvements.</p> <p>The TPO administered a prioritization process to rank projects for the List of Priority Projects and submission for TA funding.</p> <p>Work continued on the development of the St. Lucie Walk-Bike Network which received national recognition as a best practice in an FHWA publication. The TPO provided technical assistance to its partners to share the most recent developments in roadway design and urban planning practices. Site assessments were conducted in the vicinity of schools to identify gaps and deficiencies in the multimodal network.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Prepare a Complete Streets Study which includes the following:               <ul style="list-style-type: none"> <li>➢ Development of an inventory of complete streets within the TPO area</li> <li>➢ Identification of candidate corridors for complete street treatment</li> <li>➢ Preparation of Complete Street Action Plans for selected corridors</li> </ul> </li> <li>• Implementation of Action Plans:</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b>
Complete Streets Study	December 2018	St. Lucie TPO
Implementation of Action Plans	Ongoing	<b>Participating Agencies:</b> FDOT, St. Lucie County, City of Port St. Lucie, City of Fort Pierce

Task 4.1 Complete Streets Study Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$15,000						\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>						<b>\$15,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$15,000</b>						<b>\$15,000</b>

Task 4.1 Complete Streets Study Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$7,000						\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>						<b>\$7,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$7,000</b>						<b>\$7,000</b>

**ELEMENT 5: REGIONAL AND INTERGOVERNMENTAL PLANNING AND COORDINATION**

Element 5 includes the planning and coordination activities with the other MPOs, State and Federal agencies, the TCRPC, and local agencies and governments that are not readily classified within the other elements. Specific work tasks are listed below and described on the following pages.

Task 5.1 Models of Regional Planning Cooperation

Task 5.2 Intergovernmental Planning and Coordination

Task 5.1 Models of Regional Planning Cooperation		
<b>Purpose:</b>		
To continue as a model of regional planning cooperation and to coordinate with Federal, State, and other public agencies which are not considered to be local agencies or governments (such as the other MPOs, FDOT, and the TCRPC) on projects and activities that are not identified within specific tasks in the other elements of the UPWP.		
<b>Previous Work:</b>		
<p>TPO staff continued to maintain liaison with the FDOT, TCRPC, Martin and Indian River MPO staffs and coordinated with various non-local governmental and public agencies on transportation projects and activities affecting the MPA. To accomplish this task, TPO staff attended meetings; reviewed plans, reports, and other documents; provided data, information, comments, and recommendations; and facilitated presentations to the TPO Board and advisory committees on behalf of the agencies, as appropriate.</p> <p>The TPO shared resources to implement regional public outreach, data collection, and other common tasks.</p> <p>The development of the 2040 Regional Long Range Transportation Plan (RLRTP) Update was initiated which included extensive regional coordination. In addition, the TPO continued to participate in other miscellaneous regional planning and coordination meetings.</p> <p>The TPO staff also provided meeting schedules, agendas, minutes, packets, notices, and other staff support, as necessary, for meetings of the Treasure Coast Transportation Council (TCTC). The TPO staff hosted a meeting of the Treasure Coast Technical Advisory Committee (TCTAC).</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Implement local and regional plans including RLRTP</li> <li>• Maintain liaison with various agency staff</li> <li>• Support and participate in TCTAC and TCTC meetings</li> <li>• Prepare regional meeting agendas, minutes, packets, etc.</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agencies:</b> St. Lucie TPO, Martin MPO, Indian River MPO, TCRPC, and FDOT
Local and regional plan implementation	Ongoing	
Regional agendas, minutes, packets	As needed	
RLRTP implementation	Ongoing	
Maintain liaison with agency staffs	Ongoing	
Attend regional meetings	As needed	



Task 5.1 Models of Regional Planning Cooperation Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$20,000						\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>						<b>\$20,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$20,000</b>						<b>\$20,000</b>

Task 5.1 Models of Regional Planning Cooperation Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$22,000						\$20,000
	<b>Subtotal:</b>	<b>\$22,000</b>						<b>\$22,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$22,000</b>						<b>\$22,000</b>

<b>Task 5.2 Intergovernmental Planning Coordination</b>		
<b>Purpose:</b>		
To coordinate with local agencies and governments on projects and activities that are not identified within specific tasks in other elements of the UPWP.		
<b>Previous Work:</b>		
<p>TPO staff coordinated with various local agencies and governments on transportation projects and activities affecting the MPA. The planning and coordination activities included attending meetings; reviewing plans, reports, and other documents; and providing data, information, comments, and recommendations. TPO staff reviewed and commented on various land use amendments and development plans for local governments in the MPA.</p> <p>The GTCRPM continued to be utilized to assist in the analyses of transportation issues. TPO staff also provided technical support to the local agencies and governments in the completion of transportation improvement grant applications.</p> <p>To promote consistency among local plans and ensure appropriate improvements from development, the TPO identified projects based on its TIP, LOPP, and FDOT's Work Program to be included in Capital Improvement Elements of local government comprehensive plans. The TPO conducted reviews of local projects from a traffic and transportation perspective to evaluate consistency with regional and long range plans. The TPO also reviewed relevant plans regarding airport and port planning activities in relation to TPO planning and programming activities.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Attend/host meetings</li> <li>• Review plans, reports, and other documents.</li> <li>• Provide data, information, comments, and recommendations.</li> <li>• Prepare meeting agendas, minutes, packets, etc.</li> <li>• Provide transportation grant support</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<p><b>Responsible Agencies:</b> TPO</p> <p><b>Participating Agencies:</b> City of Fort Pierce, City of Port St. Lucie, and St. Lucie County</p>
Transportation grant applications	Ongoing	
Review plans, reports, and other documents	Ongoing	
Attend intergovernmental meetings	Ongoing	
Provision of data, information, and comments	Ongoing	

Task 5.2 Intergovernmental Planning Coordination Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>						<b>\$10,000</b>

Task 5.2 Intergovernmental Planning Coordination Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$12,000						\$12,000
	<b>Subtotal:</b>	<b>\$12,000</b>						<b>\$12,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$12,000</b>						<b>\$12,000</b>

**ELEMENT 6: PUBLIC INVOLVEMENT, EDUCATION & OUTREACH**

Element 6 includes the activities conducted to ensure continuing, comprehensive, and cooperative public involvement in the transportation planning process. Providing the public with educational opportunities is intended to enhance and strengthen the level of public involvement which is consistent with the UPWP Planning Priorities and the Federal Planning Factors. Specific work tasks are listed below and described on the following pages.

Task 6.1 Public Involvement, Education & Outreach

Task 6.1 Public Involvement, Education & Outreach		
<b>Purpose:</b>		
To ensure that the TPO's public involvement process meets or exceeds Federal and State regulations and provides opportunities for the public to participate in the transportation planning process.		
<b>Previous Work:</b>		
<p>The TPO continued to enhance its public involvement activities through the use of the TPO website, visualization techniques, press releases, public access TV broadcasts, social media, and smartphone applications; the provision of graphic presentations at meetings; the provision of access for persons with disabilities to all meetings; and the availability of alternative language translations to facilitate the participation of non-English speaking populations in the public involvement process. All TPO meetings continued to be open to the public and conducted in geographically diverse locations including outside of typical governmental administration buildings to enhance public attendance. Public comment periods for work products were maintained, and TPO staff continued to respond to routine inquiries from the public. Annual Evaluations of Effectiveness of the PIP were conducted, and the PIP was updated annually based on the results.</p> <p>Achieving Environmental Justice in the planning process continued to be part of the TPO mission by identifying and addressing, as appropriate, the effects of programs, policies, and activities on minority and low income populations. The TPO continued to strive to involve the potentially affected public and enhance the participation by the traditionally underserved. The TPO updated its Title VI Program and complied with all Title VI and environmental justice requirements.</p> <p>The TPO website was continuously updated to enhance user-friendliness and visualization. The latest publications, meeting notices and agendas, and announcements were posted. The TPO website was instrumental in facilitating public input on the development of the Go2040 LRTP, UPWP and other projects.</p> <p>TPO staff provided support to the CAC and BPAC. Regular meetings of the CAC, TAC, BPAC, LCB, and TPO Board were conducted which were open to the public.</p> <p>The TPO administered the AASHTO Roadways to Developing Elementary Students (RIDES) program which assists in the development of Science, Technology, Engineering, and Math (STEM) skills through hands-on activities that encourage elementary school students to consider careers in transportation planning and engineering.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Implementation of PIP and CAC/BPAC Meetings and Support</li> <li>• Website Maintenance</li> <li>• Title VI and environmental justice compliance</li> <li>• Implementation of RIDES program</li> <li>• Annual PIP Evaluation of Effectiveness</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b> St. Lucie TPO  <b>Participating Agency:</b> City of Fort Pierce, City of Port St. Lucie, School District, nonprofit associations, FDOT, FHWA and St. Lucie County
Implementation of PIP and CAC/BPAC meetings and support	Ongoing	
Website maintenance	Ongoing	
Title VI/Environmental Justice Compliance	As needed	
Annual PIP Evaluation of Effectiveness	June 2016	
Annual PIP Evaluation of Effectiveness	June 2017	
Implementation of RIDES program	Ongoing	

Task 6.1 Public Involvement, Education & Outreach Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$20,000						\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>						<b>\$20,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$30,000</b>						<b>\$30,000</b>

Task 6.1 Public Involvement, Education & Outreach Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	FTA STATE MATCH	FTA LOCAL MATCH	Total
<b>A. Personnel Services:</b>								
	TPO Staff Salaries, fringe benefits, and other deductions	\$22,000						\$22,000
	<b>Subtotal:</b>	<b>\$22,000</b>						<b>\$22,000</b>
<b>B. Consultant Services:</b>								
	Contract/Consultant Services	\$10,000						\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>						<b>\$10,000</b>
<b>C. Travel:</b>								
	Travel Expenses	\$0						\$0
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
<b>D. Other Direct Expenses:</b>								
	<b>Subtotal:</b>	<b>\$0</b>						<b>\$0</b>
	<b>Total:</b>	<b>\$32,000</b>						<b>\$32,000</b>

## IV. SUMMARY TABLES

**TABLE 1 Work Task Summary**

The following table summarizes the end products, target dates, and budget for each UPWP element and work task:

Element	Task	Activities and End Products	Target Dates	FY 2016/17 Budget	FY 2017/18 Budget
1. Program Administration	1.1 Program Management	2017 Legislative Priorities	December 2016	\$263,386	\$288,004
		2018 Legislative Priorities	December 2017		
		2017 Annual Joint Certification Review	May 2016		
		2018 Annual Joint Certification Review	May 2017		
		Federal Certification Review	September 2017		
		Financial Audits	Annually		
		Board and TAC Meetings and Support	Ongoing		
		Meetings of MPOAC, NARC, AMPO, Subcommittees, etc.	Ongoing		
		Grants and Contract Administration Including Reports and Billings	Ongoing		
		Advertising, Office Equipment, and Supplies	Ongoing		
		Office Rent, Operations, Legal Services and Travel	Ongoing		
		Professional Workshops, Training, and Education	Ongoing		
	1.2 UPWP Development	FY 2018/19 – FY 2019/20 UPWP Kickoff Meeting	January 2018	\$1,000	\$16,000
		Review by Advisory Committees and Board	March/April 2018		
		Transmittal to FDOT	March 2018		
		Public Comment Period	March/April 2018		
		Adoption by Board	April 2018		
		Transmittal to FHWA and FTA	May 2018		
	UPWP Amendments	As needed			
2. Modeling and Data Collection, Monitoring & Management	2.1 Travel Demand Modeling	TCRPM Application and Support	Ongoing	\$5,000	\$7,000
		Model Task Force Activities	Ongoing		
		Participation in Regional Modeling Activities	Ongoing		
	2.2 Data Collection and Monitoring	GIS and Data Monitoring, Updates, Maintenance, and Coordination	Ongoing	\$10,000	\$12,000
		Bicycle-Pedestrian Counts	Ongoing		
		ATMS implementation	Ongoing		
	2.3 Traffic Count Program Management	2016 Traffic Count and LOS Report	January 2017	\$35,000	\$37,000
		2017 Traffic Count and LOS Report	January 2018		
		TCDMS and LOSAS Maintenance	Ongoing		



Element	Task	Activities and End Products	Target Dates	FY 2016/17 Budget	FY 2017/18 Budget
	3.1 Long Range Transportation Planning and MAP-21 Implementation	L RTP Amendments	As needed	\$30,000	\$15,000
		RL RTP Amendments	As needed		
		L RTP Performance Measures Effectiveness Evaluation	March 2017		
		L RTP Performance Measures Effectiveness Evaluation	March 2018		
		L RTP Performance Measures Effectiveness Evaluation	March 2017		
		L RTP Performance Measures Effectiveness Evaluation	March 2018		
		U.S. 1 Corridor Project Prioritized List	June 2018		
	3.2 Transit Planning	TDP Annual Progress Report	September 2016	\$83,000	\$85,000
		TDP Annual Progress Report	September 2017		
		Regional Bus Route Map	December 2016		
		TDP Major Update – Baseline Conditions, PIP, and GOP's	June 2018		
	3.3 Transportation Improvement Program (TIP)	2016/17 LOPP to FDOT	September 2016	\$27,200	\$29,200
		Federal Obligations Report in TIP	September 2016		
		FDOT Work Program to TPO Board	December 2016		
		FY 17/18 – 21/22 TIP Snapshot	April 2017		
		Interactive TIP Update	June 2017		
		FY 17/18 – 21/22 TIP to FDOT	July 2017		
		2017/18 LOPP to FDOT	September 2017		
		Federal Obligations Report in TIP	September 2017		
		FDOT Work Program to TPO Board	December 2017		
		FY 18/19 – 22/23 TIP Snapshot	April 2018		
		Interactive TIP	June 2018		
		FY 2018/19 – 2022/23 TIP	July 2018		
		TIP/STIP Amendments	As needed		
	ETDM/ETAT participation	Ongoing			
	PD&E Participation	Ongoing			
	3.4 Congestion Management Process (CMP)	2016 CMP Annual Report	December 2016	\$25,000	\$5,000
2017 CMP Annual Report		December 2017			
CMP Project Coordination and Prioritization		Ongoing			
3.5 Bicycle/Pedestrian/Greenway Planning	Treasure Coast Scenic Hwy Map of Attractors	June 2016	\$30,000	\$32,000	
	Treasure Coast Scenic Hwy Program Annual Report	February 2017			
	Walk/Bike Network Crash Count Map Analysis Report	February 2018			
	Treasure Coast Loop Trail Implementation TCLT	Ongoing			
	East Coast Greenway ECG Implementation	Ongoing			
3.6 Freight Planning	Port Everglades Petroleum Commodity Flow Study	June 2017	\$10,000	\$12,000	
	Port of Fort Pierce Master Plan Implementation	Ongoing			
	Florida MPOAC Freight Committee	Quarterly			
	AASHTO-FHWA Freight Partnership	Ongoing			
	Southeast Florida Freight Advisory Committee	Ongoing			
	Attendance at various other meetings	Ongoing			
	Provision of planning assistance and support	Ongoing			

Element	Task	Activities and End Products	Target Dates	FY 2016/17 Budget	FY 2017/18 Budget
3. Recurring and Systems Planning (continued)	3.7 Safety and Security Planning	2-Mile School Radius Crash Count Map Analysis Report	January 2017	\$105,000	\$107,000
		2-Mile School Radius Crash Mitigation Plan	June 2018		
		CTST Meetings	Quarterly		
		Train Safety Awareness Campaign	Ongoing		
		SRTS 5-E Program	Ongoing		
	3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity	TD Grant Applications	Annually	\$25,000	\$25,000
		TD Progress Reports	Quarterly		
		LCB Meeting Agendas, Packets, Notices, and Minutes	Quarterly		
		TDSP Major Update	June 2018		
3.9 Ladders of Opportunity	Transportation Connectivity Study	June 2017	\$10,000	\$12,000	
4. Special Project Planning	4.1 Complete Streets Study	Complete Streets Study	June 2017	\$15,000	\$7,000
5. Regional and Intergovernmental Planning and Coordination	5.1 Models of Regional Planning Cooperation	Regional Waterways Plan Implementation	Ongoing	\$20,000	\$22,000
		Maintain liaison with the FDOT, TCRPC, MPO, and other staffs	Ongoing		
		Prepare regional meeting agendas, minutes, packets, etc.	As needed		
		Attend Treasure Cost TIM and other meetings	Ongoing		
	5.2 Intergovernmental Planning and Coordination	Attendance at various meetings	Ongoing	\$10,000	\$12,000
		Provision of data, information, and comments	Ongoing		
6. Public Involvement, Education & Outreach	6.1 Public Involvement, Education & Outreach	Transportation grant support	Ongoing	\$30,000	\$32,000
		Implementation of PIP and CAC/BPAC Meetings and Support	Ongoing		
		Title VI/Environmental Justice Compliance	Ongoing		
		Website Maintenance	Ongoing		
		Implementation of TRAC and RIDES programs	Ongoing		
		Annual PIP Evaluation of Effectiveness	June 2016		
		Annual PIP Evaluation of Effectiveness	June 2017		
Transportation-Related Smartphone and Web Based Applications	June 2016				
<b>Total</b>				<b>\$734,586</b>	<b>\$755,204</b>

In addition to identifying planning priorities, elements, and tasks, the UPWP identifies de-obligated funds, carry-forward funds, close-out balances, fiscal year allocations, available funds, and fiscal year expenses.

De-obligated funds are those funds that were budgeted in the previous UPWP but were not spent and were de-obligated. Carry-forward funds are those funds that were available but were not budgeted in the previous UPWP and, therefore, are accumulated. Close-out balances are those funds that were budgeted in a previous fiscal year but were not spent and were not de-obligated. The de-obligated funds, carry-forward funds, and close-out balances are combined with the fiscal year allocations to determine the available funds for the fiscal year.

FDOT policy limits the PL fund carry-forward to 50 percent of the annual allocation. The following tables summarize the financial information for the two fiscal years of the UPWP:

**TABLE 2 Revenues (FY 2016/17)**

SOURCE OF FUNDS	PL	FTA	FCTD	SRTS	Totals
Carry-Forward (without FY 2014/15 -FY 2015/16 Close-Out Balance)*	\$33,504	\$32,448	\$0	\$0	\$65,952
FY 2015/16 De-obligation	\$0	\$0	\$0	\$0	\$0
FY 2014/15- FY 2015/16 Close-Out Balance	*	\$0	\$0	\$0	\$0
FY 2016/17 Allocation	\$501,289	\$93,679	\$25,000	\$90,000	\$709,968
State Match	**	\$11,710	N/A	N/A	\$11,710
Local Match (St. Lucie County)	**	\$11,710	N/A	N/A	\$11,710
<b>Total FY 2016/2017 Available</b>	<b>\$534,793</b>	<b>\$149,547</b>	<b>\$25,000</b>	<b>\$90,000</b>	<b>\$799,340</b>
FY 2016/2017 UPWP Expenses	\$502,586	\$117,000	\$25,000	\$90,000	\$734,586

Notes

\* The Close-Out Balance applies to PL Funds only, will be determined after FY 2015/16, and will not be available until FY 2017/18.

\*\* The Local Match for PL Funds is included in the State Match for PL Funds which is identified on page 5.

**TABLE 3 Revenues (FY 2017/18)**

SOURCE OF FUNDS	PL	FTA	FCTD	SRTS	Totals
Carry-Forward (without FY 2014/15 -FY 2015/16 Close-Out Balance) *	\$32,207	\$32,547	\$0	\$0	\$64,754
FY 2015/16 - FY 2016/17 Close-Out Balance	*	\$0	\$0	\$0	\$0
FY 2017/18 Allocation	\$501,289	\$93,679	\$25,000	\$90,000	\$709,968
State Match	**	\$11,710	N/A	N/A	\$11,710
Local Match (St. Lucie County)	**	\$11,710	N/A	N/A	\$11,710
<b>Total FY 2017/2018 Available</b>	<b>\$533,496</b>	<b>\$149,646</b>	<b>\$25,000</b>	<b>\$90,000</b>	<b>\$798,142</b>
FY 2017/18 UPWP Expenses	\$523,204	\$117,000	\$25,000	\$90,000	\$755,204

Notes

- \* The Close-Out Balance applies to PL Funds only, will be determined after FY 2015/16, and will not be available until FY 2017/18.
- \*\* The Local Match for PL Funds is included in the State Match for PL Funds which is identified on page 5.

**TABLE 4 Agency Participation (FY 2016/17)**

Task	Federal			State		Local	Total
	FHWA	FTA	SRTS-5E	FDOT	FCTD	St. Lucie County	
1.1 Program Management	\$219,386	\$35,200		\$4,400		\$4,400	<b>\$263,386</b>
1.2 UPWP Development	\$1,000						<b>\$1,000</b>
2.1 Travel Demand Modeling	\$5,000						<b>\$5,000</b>
2.2 Data Collection and Monitoring	\$10,000						<b>\$10,000</b>
2.3 Traffic Count Program Management	\$35,000						<b>\$35,000</b>
3.1 Long Range Transportation Planning and MAP-21 Implementation	\$30,000						<b>\$30,000</b>
3.2 Transit Planning	\$10,000	\$58,400		\$7,300		\$7,300	<b>\$83,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,200						<b>\$27,200</b>
3.4 Congestion Management Process (CMP)	\$25,000						<b>\$25,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$30,000						<b>\$30,000</b>
3.6 Freight Planning	\$10,000						<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000		\$90,000				<b>\$105,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity	\$0				\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000						<b>\$10,000</b>
4.1 Complete Streets Study	\$15,000						<b>\$15,000</b>
5.1 Models of Regional Planning Cooperation	\$20,000						<b>\$20,000</b>
5.2 Intergovernmental Planning and Coordination	\$10,000						<b>\$10,000</b>
6.1 Public Involvement, Education & Outreach	\$30,000						<b>\$30,000</b>
<b>Total</b>	<b>\$502,586</b>	<b>\$93,600</b>	<b>\$90,000</b>	<b>\$11,700</b>	<b>\$25,000</b>	<b>\$11,700</b>	<b>\$734,586</b>

**TABLE 5 Agency Participation (FY 2017/18)**

Task	Federal			State		Local	Total
	FHWA	FTA	SRTS-5E	FDOT	FCTD	St. Lucie County	
1.1 Program Management	\$244,004	\$35,200		\$4,400		\$4,400	<b>\$288,004</b>
1.2 UPWP Development	\$16,000						<b>\$16,000</b>
2.1 Travel Demand Modeling	\$7,000						<b>\$7,000</b>
2.2 Data Collection and Monitoring	\$12,000						<b>\$12,000</b>
2.3 Traffic Count Program Management	\$37,000						<b>\$37,000</b>
3.1 Long Range Transportation Planning and MAP-21 Implementation	\$15,000						<b>\$15,000</b>
3.2 Transit Planning	\$12,000	\$58,400		\$7,300		\$7,300	<b>\$85,000</b>
3.3 Transportation Improvement Program (TIP)	\$29,200						<b>\$29,200</b>
3.4 Congestion Management Process (CMP)	\$5,000						<b>\$5,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$32,000						<b>\$32,000</b>
3.6 Freight Planning	\$12,000						<b>\$12,000</b>
3.7 Safety and Security Planning	\$17,000		\$90,000				<b>\$107,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity	\$0				\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$12,000						<b>\$12,000</b>
4.1 Complete Streets Study	\$7,000						<b>\$7,000</b>
5.1 Models of Regional Planning Cooperation	\$22,000						<b>\$22,000</b>
5.2 Intergovernmental Planning and Coordination	\$12,000						<b>\$12,000</b>
6.1 Public Involvement, Education & Outreach	\$32,000						<b>\$32,000</b>
<b>Total</b>	<b>\$523,204</b>	<b>\$93,600</b>	<b>\$90,000</b>	<b>\$11,700</b>	<b>\$25,000</b>	<b>\$11,700</b>	<b>\$755,204</b>

**TABLE 6 Funding Sources (FY 2016/17)**

Task	PL Funds		FTA			FCTD	SRTS-5E	Total
	Federal	State	Federal	State	Local			
1.1 Program Management	\$219,386		\$35,200	\$4,400	\$4,400			<b>\$263,386</b>
1.2 UPWP Development	\$1,000							<b>\$1,000</b>
2.1 Travel Demand Modeling	\$5,000							<b>\$5,000</b>
2.2 Data Collection and Monitoring	\$10,000							<b>\$10,000</b>
2.3 Traffic Count Program Management	\$35,000							<b>\$35,000</b>
3.1 Long Range Transportation Planning and MAP-21 Implementation	\$30,000							<b>\$30,000</b>
3.2 Transit Planning	\$10,000		\$58,400	\$7,300	\$7,300			<b>\$83,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,200							<b>\$27,200</b>
3.4 Congestion Management Process (CMP)	\$25,000							<b>\$25,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$30,000							<b>\$30,000</b>
3.6 Freight Planning	\$10,000							<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000						\$90,000	<b>\$105,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity	\$0					\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000							<b>\$10,000</b>
4.1 Complete Streets Study	\$15,000							<b>\$15,000</b>
5.1 Models of Regional Planning Cooperation	\$20,000							<b>\$20,000</b>
5.2 Intergovernmental Planning and Coordination	\$10,000							<b>\$10,000</b>
6.1 Public Involvement, Education & Outreach	\$30,000							<b>\$30,000</b>
<b>Total</b>	<b>\$502,586</b>		<b>\$93,600</b>	<b>\$11,700</b>	<b>\$11,700</b>	<b>\$25,000</b>	<b>\$90,000</b>	<b>\$734,586</b>

**TABLE 7 Funding Sources (FY 2017/18)**

Task	PL Funds		FTA			FCTD	SRTS-5E	Total
	Federal	State	Federal	State	Local			
1.1 Program Management	\$244,004		\$35,200	\$4,400	\$4,400			<b>\$288,004</b>
1.2 UPWP Development	\$16,000							<b>\$16,000</b>
2.1 Travel Demand Modeling	\$7,000							<b>\$7,000</b>
2.2 Data Collection and Monitoring	\$12,000							<b>\$12,000</b>
2.3 Traffic Count Program Management	\$37,000							<b>\$37,000</b>
3.1 Long Range Transportation Planning and MAP-21 Implementation	\$15,000							<b>\$15,000</b>
3.2 Transit Planning	\$12,000		\$58,400	\$7,300	\$7,300			<b>\$85,000</b>
3.3 Transportation Improvement Program (TIP)	\$29,200							<b>\$29,200</b>
3.4 Congestion Management Process (CMP)	\$5,000							<b>\$5,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$32,000							<b>\$32,000</b>
3.6 Freight Planning	\$12,000							<b>\$12,000</b>
3.7 Safety and Security Planning	\$17,000						\$90,000	<b>\$107,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity	\$0					\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$12,000							<b>\$12,000</b>
4.1 Complete Streets Study	\$7,000							<b>\$7,000</b>
5.1 Models of Regional Planning Cooperation	\$22,000							<b>\$22,000</b>
5.2 Intergovernmental Planning and Coordination	\$12,000							<b>\$12,000</b>
6.1 Public Involvement	\$32,000							<b>\$32,000</b>
<b>Total</b>	<b>\$523,204</b>		<b>\$93,600</b>	<b>\$11,700</b>	<b>\$11,700</b>	<b>\$25,000</b>	<b>\$90,000</b>	<b>\$755,204</b>



**APPENDIX A**  
**ACRONYM LIST**

## ACRONYM LIST

<u>Acronym</u>	<u>Full Name</u>
AADT	Annual Average Daily Traffic
ADA	Americans with Disabilities Act
ATMS	Advanced Transportation Management System
BPAC	Bicycle-Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CDMS	Crash Data Management System
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CMP	Congestion Management Process
CMS	Congestion Management System
COA	Council on Aging
CTC	Community Transportation Coordinator
CTST	Community Traffic Safety Team
DOPA	Designated Official Planning Agency
ECG	East Coast Greenway
ERC	Electronic Review Comments
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAC	Florida Administrative Code
FAST Act	Fixing America's Surface Transportation Act
FEC	Florida East Coast Railroad
FCTD	Florida Commission for the Transportation Disadvantaged
FDEP	Florida Department of Environmental Protection
FDHSMV	Florida Department of Highway Safety and Motor Vehicles
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FS	Florida Statute
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
GOP	Goal, Objective, and Policy
TCRPM	Treasure Coast Regional Planning Model
HSIP	Highway Safety Improvement Program
HSM	Highway Safety Manual
IJR	Interchange Justification Report
ITS	Intelligent Transportation System
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCI	Livable Communities Initiative
LOPP	List of Priority Projects
LOS	Level of Service
LOSAS	Level of Service Analysis System
L RTP	Long Range Transportation Plan

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MAP-21	Moving Ahead for Progress in the 21st Century
MTF	Modeling Task Force
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
OGT	Office of Greenways & Trails
PD&E	Project Development & Environment
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
RFP	Request for Proposal
RLRTP	Regional Long Range Transportation Plan
RSA	Roadway Safety Audit
SIS	Strategic Intermodal System
SRTS	Safe Routes To Schools
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TAD	Traffic Analysis District
TAZ	Traffic Analysis Zone
TCDMS	Traffic Count Data Management System
TCRPC	Treasure Coast Regional Planning Council
TCSH	Treasure Coast Scenic Highway
TCTAC	Treasure Coast Technical Advisory Committee
TCTC	Treasure Coast Transportation Council
TCTM	Treasure Coast Transit Meeting
TDM	Travel Demand Management
TDP	Transit Development Plan
TD	Transportation Disadvantaged
TDSP	Transportation Disadvantaged Service Plan
TE	Transportation Enhancement
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
UZA	Urbanized Area

**APPENDIX B**  
**JOINT CERTIFICATION PACKAGE**

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**APPENDIX C**  
**STATEMENTS AND ASSURANCES**

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**APPENDIX D**  
**USDOT PLANNING EMPHASIS AREAS, FDOT STATEWIDE PLANNING  
EMPHASIS AREA, AND FDOT DISTRICT 4 PLANNING ACTIVITIES**

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**APPENDIX E**  
**EXAMPLE PUBLIC COMMENT NOTICE**

## **UNIFIED PLANNING WORK PROGRAM PUBLIC COMMENT OPPORTUNITIES**

Public comment opportunities are provided for the draft FY 2016/17–FY 2017/18 Unified Planning Work Program (UPWP) of the St. Lucie Transportation Planning Organization (TPO). The UPWP identifies the transportation planning budget, the priorities to be carried out, and the activities to be undertaken by the St. Lucie TPO in fiscal years 2016/17 and 2017/18.

### **To Obtain the Draft UPWP for Review**

- 1) Appear in person or write to the St. Lucie TPO at 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida, 34953
- 2) Call 772-462-1593
- 3) Access the TPO website at [www.stlucietpo.org](http://www.stlucietpo.org)

### **To Provide Comments on the Draft UPWP**

- 1) Write to the St. Lucie TPO at 466 SW Port St. Lucie Blvd, Suite 111, Port St. Lucie, Florida, 34953
- 2) Call 772-462-1593
- 3) Email [TPOAdmin@stlucieco.org](mailto:TPOAdmin@stlucieco.org)
- 4) Appear in person at the following upcoming public St. Lucie TPO Board Meeting:  
April 6, 2016, 2:00pm  
Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, Florida

### **For Special Assistance**

**Disabled:** Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou, 772-462-1593, at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

**Kreyol Ayisyen:** Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Aisyen, tanpri rele nimewo (772) 462-1593.

**Español:** Si usted desea recibir esta información en español, por favor llame al 772-462-1593.

**Title VI Statement:** The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).



**APPENDIX E**  
**FTA SECTION 5305(d) GRANT APPLICATION**

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**APPENDIX G**  
**CALL FOR PROJECTS SUMMARY OF COMMENTS**

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## FY 2016/17 – 2017/18 UPWP Call for Projects Summary of Comments

Comment	Commenter	Date/Method Received	Incorporation into UPWP
Traffic is heaviest on St. Lucie West Blvd during the mid-day. A mid-day traffic analysis is needed.	CAC Member	November 17, 2015/CAC Meeting Call for Projects Presentation	Task 3.4 Congestion Management Process (CMP), CMP Major Update
A Complete Streets Study is needed.	TAC Member	November 17, 2015/TAC Meeting Call for Projects Presentation	Task 4.1 Complete Streets Study
Pedestrian/traffic safety hazards exist in the vicinity of Sportsman's Park in Port St. Lucie	Safe Kids Coalition Members	December 4, 2015/Safe Kids Coalition Meeting Call for Projects Presentation	Task 3.7 Safety and Security, Sportsman's Park Traffic Safety Analysis
The Indian River Estates residential neighborhood lacks pedestrian/bicycle access to essential services on US-1.	Safe Kids Coalition Member	December 4, 2015/email (member had attended 11/19/2015 BPAC Call for UPWP Projects presentation).	Task 3.9, Ladders of Opportunity, Transportation Connectivity Study
A multi-use trail system is needed in Port St. Lucie.	General Public	January 20, 2016/Email response to UPWP Call for Projects on social media	Task 3.5 Bicycle/Pedestrian/Greenway Planning, St. Lucie Walk-Bike Network Update
More bus routes and shorter distances between bus stops are needed.	General Public	February 4, 2016/ UPWP outreach at Indian River State College and Fort Pierce and Port St. Lucie Intermodal Stations	Task 3.9, Ladders of Opportunity, Transportation Connectivity Study
Sidewalk gaps exist on US-1 and on Juanita Avenue	General Public	February 4, 2016/ UPWP outreach at Indian River State College and Fort Pierce and Port St. Lucie Intermodal Stations	Task 3.9, Ladders of Opportunity, Transportation Connectivity Study Task 4.1 Complete Streets Study



## FY 2016/17 - FY 2017/18 Budget, Historical Budgets, and Actual Expenses

Expense	FY 2012/13 Budget	FY 2012/13 Actual	FY 2013/14 Budget	FY 2013/14 Actual	FY 2014/15 Budget	FY 2014/15 Actual	FY 2015/16 Budget	FY 2015/16 Budget with Carryover	FY 2015/16 Actual thru 12/31/15	FY 2016/17 Budget	FY 2017/18 Budget
Staff Salaries	\$305,000	\$291,699	\$300,000	\$290,850	\$324,300	\$300,622	\$340,500	\$360,975	\$167,142	\$384,905	\$401,349
Staff Benefits	\$130,000	\$69,513	\$67,000	\$66,213	\$74,000	\$71,724	\$77,700	\$82,362	\$37,933	\$86,326	\$90,400
Professional Services/Consultants	\$189,200	\$112,725	\$235,200	\$233,618	\$285,383	\$278,866	\$216,733	\$248,025	\$230,861	\$93,880	\$88,880
Travel	\$6,500	\$10,479	\$9,500	\$9,291	\$10,000	\$9,631	\$12,000	\$12,000	\$3,335	\$12,050	\$12,050
Postage	\$600	\$347	\$275	\$209	\$400	\$82	\$400	\$400	\$58	\$200	\$200
Equipment Rental	\$2,500	\$2,112	\$2,500	\$2,072	\$2,250	\$2,448	\$2,250	\$2,250	\$753	\$2,250	\$2,250
Advertising	\$5,000	\$4,552	\$4,000	\$3,249	\$5,000	\$4,978	\$5,000	\$5,000	\$1,270	\$5,000	\$5,000
General/Administrative Charges	\$47,500	\$40,480	\$33,000	\$30,790	\$42,500	\$35,837	\$45,000	\$51,663	\$20,498	\$47,500	\$50,000
Office Supplies	\$3,000	\$2,384	\$3,000	\$3,042	\$3,750	\$2,845	\$3,750	\$3,750	\$797	\$3,000	\$3,000
Equipment <1000	\$2,000	\$5,740	\$50,000	\$47,769	\$20,000	\$17,637	\$20,000	\$20,000	\$3,844	\$3,500	\$3,500
Supplies-Computer	\$2,500	\$79	\$1,000	\$845	\$500	\$686	\$750	\$750	\$0	\$750	\$750
Operating Supplies	\$600	\$1,667	\$1,850	\$1,544	\$1,500	\$2,595	\$1,750	\$1,750	\$869	\$2,000	\$2,000
Books & Subscriptions	-	-	\$225	\$211	\$250	\$211	\$250	\$250	\$201	\$225	\$225
Training/Seminars	\$2,500	\$2,672	\$3,000	\$1,250	\$2,250	\$874	\$2,500	\$2,500	\$804	\$1,000	\$1,000
Equipment >1000	\$1,000	\$5,790	\$34,000	\$19,644	\$87,500	\$6,092	\$5,000	\$86,408	\$81,540	\$0	\$0
Communications <sup>1</sup>									\$72	\$1,500	\$1,500
Utilities <sup>1</sup>									\$2,744	\$5,000	\$5,000
Building Rent <sup>2</sup>	\$110,496	\$96,591	\$105,000	\$100,497	\$115,000	\$104,955	\$120,000	\$110,000	\$41,054	\$85,500	\$88,100
<b>Total</b>	<b>\$808,396</b>	<b>\$646,829</b>	<b>\$849,550</b>	<b>\$811,094</b>	<b>\$974,583</b>	<b>\$840,085</b>	<b>\$853,583</b>	<b>\$988,082</b>	<b>\$593,775</b>	<b>\$734,586</b>	<b>\$755,204</b>

NOTES

<sup>1</sup> Communications and Utilities Expenses were included in the Office Rent & Associated Expenses Category until FY 2015/16 Actual

<sup>2</sup> The Building Rent Category formerly was identified as Office Rent & Associated Expenses until FY 2015/16 Actual and included Communications and Utilities expenses that are now separated into dedicated categories and HVAC, Janitorial, and Security Services that are now included in the Professional Services/Consultants Category

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie TPO Board
<b>Meeting Date:</b>	April 6, 2016
<b>Item Number:</b>	9c
<b>Item Title:</b>	Title VI Program Update
<b>Item Origination:</b>	Unified Planning Work Program (UPWP)
<b>UPWP Reference:</b>	Task 6.1 – Public Involvement, Education & Outreach
<b>Requested Action:</b>	Adopt the draft update to the TPO's Title VI Program, adopt with conditions, or do not adopt.
<b>Staff Recommendation:</b>	Based on the recommendations of the TPO Advisory Committees, the review by the FHWA Office of Civil Rights, and the draft update's compliance with applicable Federal requirements, it is recommended that the draft update to the Title VI Program be adopted.

### **Attachments**

- Staff Report
- Draft Title VI Program



Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 www.stlucietpo.org

## **MEMORANDUM**

**TO:** St. Lucie TPO Board

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit Program Manager

**DATE:** March 29, 2016

**SUBJECT: Title VI Program Update**

---

### **BACKGROUND**

All agencies that receive Federal funds are required to incorporate Title VI, environmental justice, and Limited English Proficiency (LEP) considerations into their missions. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Environmental justice identifies and addresses the effects of programs, policies, and activities on minority populations and low-income populations. LEP relates to the development and implementation of systems to ensure meaningful participation by persons who are limited in their ability to understand English. The purpose of a Title VI Program is to establish guidelines to effectively monitor and ensure that an agency is in compliance with all Title VI, environmental justice, and LEP access requirements and regulations.

### **ANALYSIS**

A significant component of the TPO's mission is to ensure non-discrimination, environmental justice, and access for LEP persons in the transportation planning process. The TPO's Public Involvement Program (PIP) is designed to provide equal opportunities for the public to express its views and to become active participants in the decision-making process regardless of race, color, religion, income status, national origin, age, family status, gender, or disability.

The TPO's Title VI Program is reviewed by staff at least annually and updated as needed. The last major update occurred in 2012. The current update includes an analysis based on the most recent Census data and revisions to ensure compliance with both FHWA and FTA requirements. In addition, the update incorporates the environmental justice analysis from the recently-adopted Go2040 Long Range Transportation Plan

A four factor analysis was conducted to determine the level of assistance to be provided for LEP persons. The analysis considered the following four factors:

- 1) Number/proportion of LEP persons in the TPO area;
- 2) Frequency of contact with LEP persons;
- 3) Consequences of language barriers; and,
- 4) Resources required to eliminate the language barriers.

After conducting the analysis, it was confirmed that language assistance is required primarily for persons whose native language is Spanish or Haitian Creole and who are limited in their ability to understand English. The TPO's Title VI Program includes Spanish and Haitian Creole translations of vital information. The TPO will take reasonable steps to provide language assistance through the use of volunteer and/or paid interpreters/translators for these and other languages.

During the week of March 7th, the TPO Advisory Committees reviewed the draft update to the Title VI Program and recommended it for adoption. The draft update to the Title VI Program also was reviewed by staff from the FHWA Office of Civil Rights, Florida Division, and no changes were recommended to the program based on their review.

### **RECOMMENDATION**

Based on the recommendations of the TPO Advisory Committees, the review by the FHWA Office of Civil Rights, and the draft update's compliance with applicable Federal requirements, it is recommended that the draft update to the Title VI Program be adopted.



**St. Lucie**

Transportation  
Planning  
Organization

Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593 [www.stlucietpo.org](http://www.stlucietpo.org)



Draft

## **Title VI Program**

Date Adopted: April 6, 2016





### Title VI Program Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Responsible Person (Signature)	Remarks
April 6, 2016	Adoption		



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## 1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Program

The St. Lucie Transportation Planning Organization (TPO) assures the Federal Highway Administration, Federal Transit Administration and the Florida Department of Transportation that no person shall, on the basis of race, color, national origin, 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 undertaken by the TPO.

The St. Lucie TPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Coordinator that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert a nondiscrimination clause into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the St. Lucie TPO.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the 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 TPO.

Signature

---

Peter Buchwald  
Executive Director, St. Lucie TPO  
Date: April 6, 2016



## 2.0 Introduction & Description of Services

The St. Lucie TPO submits this Title VI Program in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FHWA and FTA.

The St. Lucie TPO is a “metropolitan planning organization,” a federally-funded local agency tasked with planning, project selection, and prioritizing of State and Federal funding for transportation improvements. The St. Lucie TPO is governed by a Board which is comprised of elected officials from St. Lucie County, City of Fort Pierce, City of Port St. Lucie, and the St. Lucie County School Board as well as a representative from Community Transit. Three Advisory Committees provide direction and recommendations to the TPO Board. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Bicycle-Pedestrian Advisory Committee (BPAC). The TPO also is the designated official planning agency to receive Florida Transportation Disadvantaged Trust Funds for planning for the transportation disadvantaged population in the urbanized area through the Local Coordinating Board (LCB) for the Transportation Disadvantaged.

The St. Lucie TPO must designate a Coordinator for Title VI issues and complaints within the organization. The Coordinator is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Coordinator include:

- Maintain knowledge of Title VI requirements.
- Attend training, as appropriate, on Title VI and other nondiscrimination authorities when offered by FHWA, FTA, FDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender, and national origin of the service area population to ensure low income, minorities, and other traditionally underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

### Title VI Coordinator

Marceia Lathou  
Title VI-ADA Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593  
lathoum@st.lucieco.org  
Hearing/Speech Impaired: 711 Florida Relay System



## 2.1 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FHWA and FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances.

The St. Lucie TPO will remain in compliance with this requirement by annual submission of certifications and assurances to FDOT as part of the annual joint certification process.

## 2.2 Title VI Program Adoption

This Title VI Program was approved and adopted by the St. Lucie TPO's Board meeting held on April 6, 2016.



### 3.0 Title VI Notice to the Public

#### 3.1 Notice to Public

Recipients of federal funds must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Program. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin.
- A description of the procedures members of the public should follow in order to request additional information on the agency's nondiscrimination obligations.
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the agency.

**The following is the St. Lucie TPO's Title VI notice to the public:**

The St. Lucie TPO operates its transportation programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the St. Lucie TPO.

For more information on the St. Lucie TPO civil rights program, and the procedures to file a complaint about the transportation program, contact Marceia Lathou, Title VI Coordinator, at (772) 462-1671 [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) or at our administrative office at 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953 or our website at [www.stlucietpo.org](http://www.stlucietpo.org).

Alternatively, a complainant may file a complaint directly with the Florida Department of Transportation by filing a complaint with the Florida Dept. of Transportation, District 4 Title VI Coordinator, Adrienne Brown, 3400 W. Commercial Blvd, Fort Lauderdale, FL 33309, [adrienne.brown@dot.state.fl.us](mailto:adrienne.brown@dot.state.fl.us).

In addition, a complainant may also file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact Marceia Lathou at (772) 462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

Kreyol Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Aisyien, tanpri rele nimewo (772) 462-1593.

Español: Si usted desea recibir esta información en Español, por favor llame al 772-462-1593.



### **El siguiente es el título VI aviso de St. Lucie TPO al público:**

St. Lucie TPO opera sus programas de transporte y servicios, sin importar la raza, color, origen nacional y de conformidad con lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que cree que ella o él ha sido agraviada por cualquier práctica discriminatoria ilegal en virtud del Título VI puede presentar una queja con St. Lucie TPO.

Para obtener más información sobre el St. Lucie TPO programa de derechos civiles, y los procedimientos para presentar una queja sobre el programa de transporte, contactar con Marceia Lathou, Título VI Enlace, a (772) 462-1593, [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) o en nuestra oficina administrativa 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953, o nuestro sitio web en [www.stlucietpo.org](http://www.stlucietpo.org).

El demandante puede presentar una queja directamente con el Departamento de Transporte de la Florida mediante la presentación de una queja ante el Distrito 4 Título VI Coordinador ( Adrienne Brown, [Adrienne.brown@dot.state.fl.us](mailto:Adrienne.brown@dot.state.fl.us) ).

Un demandante también puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Queja Team, East Building , 5th Floor - TCR , 1200 New Jersey Ave., SE, Washington, DC 20590 .

Si necesita información en otro idioma, contactar a Marceia Lathou al (772) 462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

### **Enfòmasyon annapre a se avi a sou TPO's Tit VI St. Lucie bay piblik la:**

TPO St. Lucie a opere pwogram ak sèvis transpò li yo san konsiderasyon ba ras, koulè, ak orijin nasyonal dapre Tit VI nan Lwa sou Dwa Sivil 1964 (Title VI of the Civil Rights Act of 1964). Nenpòt moun ki kwè li te leze poutèt nenpòt pratik diskriminasyon ilegal selon Tit VI kapab pote yon plent avèk TPO St. Lucie a.

Pou jwenn plis enfòmasyon sou pwogram dwa sivil TPO St. Lucie a, ak pwosedi yo pou pote yon plent kont pwogram transpò a, kontakte Marceia Lathou, Koòdonatè Tit VI, nan nimewo (772) 462-1671 [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) oswa nan biwo administratif nou ki chita nan 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953 oswa nan sitwèb nou lè ou ale nan [www.stlucietpo.org](http://www.stlucietpo.org).

Yon pleyan kapab pote yon plent avèk Depatman Transpò nan Eta Florida (Florida Department of Transportation) dirèkteman lè yo pote yon plent avèk Koòdonatè Tit VI Distri 4 la (Adrienne Brown, [Adrienne.brown@dot.state.fl.us](mailto:Adrienne.brown@dot.state.fl.us)).

Epitou yon pleyan kapab pote yon plent dirèkteman avèk Administrasyon Federal Transpò Piblik (Federal Transit Administration) la lè yo pote yon plent avèk Biwo sou Dwa Sivil la (Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590).

Si yo bezwen jwenn enfòmasyon nan yon lòt lang, kontakte Marceia Lathou nan nimewo (772) 462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).



### 3.2 Notice Posting Locations

The Notice to Public will be posted at strategic locations to apprise the public of the St. Lucie TPO's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of the St. Lucie TPO office.

The St. Lucie TPO's notice to the public will be posted in the following public areas of the St. Lucie TPO office:

Location Name	Address	City
St. Lucie TPO Office Reception Area	466 SW Port St. Lucie Boulevard, Suite 111	Port St. Lucie, FL 34953
St. Lucie TPO Office Boardroom	466 SW Port St. Lucie Boulevard, Suite 111	Port St. Lucie, FL 34953

The Title VI notice and program information will also be provided on the St. Lucie TPO's website at [www.stlucietpo.org](http://www.stlucietpo.org).





## 4.0 Title VI Procedures and Compliance

### 4.1 Complaint Procedure

Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status initially files a complaint with the TPO's Title VI Coordinator, Marceia Lathou, at [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) or by mail to 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953. The St. Lucie TPO investigates complaints received no more than 180 days after the alleged incident. If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (e.g., race, color, national origin, sex, religion, age, disability, family or income status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the TPO's Title VI Coordinator for assistance.

The Title VI Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. The Florida Department of Transportation (FDOT), Equal Opportunity Office, Statewide Title VI Coordinator shall be notified of the complaint. Should the TPO be unable to satisfactorily resolve the complaint, the Title VI Coordinator will forward the complaint, along with a record of its disposition, to the FDOT Statewide Title VI Coordinator. FDOT will assume jurisdiction over the complaint for continued processing.

The complaint procedures and forms, examples of which are provided in Section 4.2, will be made available to the public on the St. Lucie TPO's website ([www.stlucietpo.org](http://www.stlucietpo.org)). The forms are also available in other formats and languages upon request.



## 4.2 Complaint Form

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age
<input type="checkbox"/> Disability	<input type="checkbox"/> Family or Religious Status	<input type="checkbox"/> Other (explain)	
_____			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.  _____  _____			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes	No



**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes  No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_

State Agency \_\_\_\_\_

State Court \_\_\_\_\_

Local Agency \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI**

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below

\_\_\_\_\_  
Signature Date

Please submit this form in person at the address below, or mail this form to:

Marceia Lathou, Title VI Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953



## Forma De Queja

<b>Seccion I: Escribir en forma legible</b>				
Nombre:				
Direccion:				
Telefono:			Telefono secundario(opcional):	
Direccion de correo electronico::				
Reuistos de forma accesible?	Impresion grande		Cinta de audio	
	TDD		Otros	
<b>Section II:</b>				
Esta presentando esta queja en su propio nombre?			Si*	No
Si usted contesto "Si", vaya a la Seccion III				
Si usted contesto "No", Nombre(s) del Individuo(s) Quien(es) Usted Allega Discrimino (naron) Contra Usted Si lo(s) Conoce:				
Cual es su relacion con este individuo:				
Por favor, explique por que han presentado para una tercera parte:				
Por favor, confirme que ha obtenido el permiso de la parte agraviada en el archivo en su nombre..			Si	No
<b>Section III:</b>				
Creo que la discriminacion que he experimentado fue basado en (marqu todas las que correspondan):				
<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origin Nacional	<input type="checkbox"/> Edad	
<input type="checkbox"/> Impedimento	<input type="checkbox"/> Familia o Estatus Religioso	<input type="checkbox"/> Otro (explicar)		
_____				
Fecha de supuesta discriminacion: (mm/dd/aaaa)_____				
Explica lo mas claramente posible lo que ocurrio y por que usted cree que son objeto discriminacion. Describir todas las personas que han participado. Incluir el nombre y la informacion de contacto de la(s) persona(s) que discrimina contra usted (si se conoce), asi como los nombres y la informacion de contacto de los testigos. Si se necesita mas espacio, por favor adjunte hojas adicionales de papel.				
<b>Section IV</b>				



Anteriormente ha presentado un Titulo VI denuncia con the City of Inglewood.?	Si	No
---	----	----

**Section V**

Ha presentado esta queja con cualquier otro local, estado o federal, o con cualquier Federal o Estado??

Si  No

Si la respuesta es si, Marque todo lo que aplica

Agencia Federal: \_\_\_\_\_

Federal Tribunal \_\_\_\_\_

Agencia Estatal \_\_\_\_\_

Tribunal Estatal \_\_\_\_\_

Agencia Local \_\_\_\_\_

Proporcionan informacion acerca de una persona de contacto en la agencia/tribunal donde se presento la denuncia

Nombre:

Titulo:

Organismo:

Direccion:

Telefono: Correo electronico:

**Section VI**

Nombre de organismo Transito denuncia es contra:

Persona de contacto:

Título::

Telefono:

Usted puede adjuntar cualquier material escrito u otra información que considere relevante para su reclamación.

Firma y fecha son necesarios para completar la forma siguiente:

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Por favor, envíe este formulario en persona o por correo este formulario a la siguiente dirección:

Marceia Lathou, Título VI Coordinador  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953



## Fòmilè pou Pote Plent

<b>Seksyon I:</b>			
<b>Non:</b>			
<b>Adrès:</b>			
<b>Nimewo Telefòn (Lakay):</b>		<b>Nimewo Telefòn (Travay):</b>	
Adrès Imèl:			
Egzijans pou Fòm Aksesib?	Gwo Lèt		<b>Kasèt Odyo</b>
	TDD		<b>Lèt</b>
<b>Seksyon II:</b>			
Èske ou ap pote plent sa a sou non pwòp tèt ou?		Wi*	No
*Si ou te bay yon repons "wi" pou kesyon sa a, ale nan Seksyon III.			
Si se non, tanpri bay non ak relasyon moun an sou non ou ap pote plent la:			
Tanpri eksplike rezon an poutèt ou ap pote yon plent sou non yon twazyèm pati:			
Tanpri konfime ke ou te jwenn pèmasyon leze pati a si ou ap pote plent la sou non yon twazyèm pati.		Wi	No
<b>Seksyon III:</b>			
Mwen kwè ke diskriminasyon an mwen te eksperyans te baze sou (tcheke ti kare a pou tout rezon yo ki aplikab):			
<input type="checkbox"/> Ras	<input type="checkbox"/> Koulè	<input type="checkbox"/> Orijin Nasyonal	<input type="checkbox"/> Laj
<input type="checkbox"/> Enfimite	<input type="checkbox"/> Kondisyon Familyal oswa Relijye <input type="checkbox"/> Lèt (eksplike) _____		
Dat Diskriminasyon Swadizan an te Rive (Mwa, Jou, Ane): _____			
Eksplike nan fason pi klè ke posib kisa ki te rive ak rezon poutèt ou kwè ou te eksperyans diskriminasyon. Dekri tout moun yo ki te enplike. Enkli non ak enfòmasyon kontak moun an (yo) ki te fè diskriminasyon kont ou (si ou konnen yo), osi byenke non ak enfòmasyon kontak nenpòt temwen. Si ou bezwen plis espas pou ekri, tanpri sèvi avèk do fòmilè sa a.			
_____			
_____			
<b>Seksyon IV</b>			
Èske ou te pote yon plent Tit VI avèk ajans sa a deja?		Wi	No



<b>Seksyon V</b>	
Èske ou te pote yon plent avèk nenpòt lòt ajans Federal, Leta, oswa ajans lokal, oswa avèk nenpòt lòt tribinal Federal oswa Leta?	
[ ] Wi [ ] Non	
Si se wi, tcheke ti kare tout ki aplikab:	
[ ] Ajans Federal: _____	
[ ] Tribinal Federal _____	[ ] Ajans Leta _____
[ ] Tribinal Leta _____	[ ] Ajans Lokal _____
Tanpri bay enfòmasyon sou yon moun yo kapab kontakte nan ajans / tribinal la kote yo te pote plent.	
<b>Non:</b>	
<b>Tit:</b>	
<b>Ajans:</b>	
<b>Adrès:</b>	
<b>Nimewo Telefòn:</b>	
<b>Seksyon VI</b>	
Non ajans la kont ki yo pote plent la:	
Non moun yo kapab kontakte:	
<b>Tit:</b>	
<b>Nimewo Telefòn:</b>	

Ou kapab kole nenpòt materyèl alekri oswa lòt enfòmasyon ou panse ki enpòtan konsènan plent ou nan dokiman sa a.

Yo egzije siyati ak dat la anba a

\_\_\_\_\_

Siyati

Dat

Tanpri soumèt fòmilè sa a nan adrès anba a, oswa voye li pa lapòs nan:

Marceia Lathou, Title VI Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953



### **4.3 Record Retention and Reporting Policy**

The St. Lucie TPO will submit Title VI Program information to FDOT as requested as part of the annual certification process or any time a major change in the Program occurs. Compliance records and all Title VI related documents will be retained for a minimum of three (3) years.





## 5.0 Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), the St. Lucie TPO must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; actions taken by the St. Lucie TPO in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Program when it is submitted to FDOT.

The St. Lucie TPO has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.



## 6.0 Public Participation Plan

### Introduction

The Public Participation Plan (PPP), also known as the Connect Public Involvement Program, for the St. Lucie TPO was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for the St. Lucie TPO. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about the St. Lucie TPO plans, programs, and services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to plans, programs, and services. The St. Lucie TPO also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, community based organizations, major employers, and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

### Public Participation Goals

One of the primary goals of the PPP is to ensure that transportation plans reflect community values and benefit all segments of the community equitably. This PPP is intended to achieve, through the following Goals, Objectives, and Strategies, a roadmap to expand public participation and understanding of the critical functions of the TPO. Generally, a “Goal” is the accomplishment to be achieved; an “Objective” is a refined method that can be measured for achieving that goal; and “Strategies” are detailed instructions and actions to ensure the objectives and goals are met.

**Goal: Ensure continuing, cooperative, and comprehensive public impact on the transportation planning process and foster continued community support for the TPO mission and its transportation, mobility, and quality of life priorities identified through the TPO planning processes.**

**Objective A:** Hold regularly scheduled and advertised meetings open to the general public.

- Strategy A1 – All TPO Policy Board meetings, times, agendas, and locations will be publicly noticed in local newspapers and online.
- Strategy A2 – All video recorded TPO meetings will be available for replay on the local government channels and the internet (St. Lucie Online – Video on Demand – via link from the TPO Website – [www.stlucietpo.org](http://www.stlucietpo.org)).
- Strategy A3 – TPO meetings will be held in ADA-compliant locations accessible to transit and traditionally underserved communities.
- Strategy A4 – TPO meetings and workshops will be publicly noticed in a variety of means to ensure that a variety of communities are reached.



- Strategy A5 – Ensure that all Advisory Committee positions are filled.
- Strategy A6 – Ensure all Advisory Committee recommendations are presented to the TPO Board.
- Strategy A7 – Incorporate specialized surveys and questionnaires in meetings and events where appropriate.

**Objective B:** Seek out traditionally underserved communities.

- Strategy B1 – The TPO will create electronic newsletters and pamphlets describing its purpose and activities to be widely distributed throughout the TPO area as well as placed on the TPO website. Materials will also be made available in Spanish and Haitian Creole.
- Strategy B2 – All televised TPO meetings will be closed-captioned for the hearing impaired.
- Strategy B3 – TPO notices of meeting agendas and packets will be sent to minority communities or traditionally underserved populations to ensure notification of TPO events.
- Strategy B4 – TPO staff will provide presentations to community groups throughout the TPO area to discuss the TPO process and projects.
- Strategy B5 – Tailor outreach methods according to the socio-economic characteristics summarized in the community profiles.
- Strategy B6 – Identify communities with higher concentrations of minority and/or underserved populations, develop relationships with community and religious leaders in these communities and hold workshops and meetings in these communities.
- Strategy B7 – A contact list of minority and underrepresented citizens will continue to be maintained and updated by the TPO.
- Strategy B8 – Utilize public transportation equipment and infrastructure for advertising community-based TPO workshops and planning activities.

**Objective C:** Engage the public early, continually, and comprehensively through a variety of outreach activities to maximize public impact.

- Strategy C1 – Schedule at least two workshops or community presentations per year in the evening and/or at locations other than local government buildings to increase public awareness and outreach.
- Strategy C2 – Track and keep records of public comments and contacts to the TPO through telephone calls, emails, letters, and include summary in annual update.



- Strategy C3 – Use TPO website to improve amount of information available, its appeal, its usefulness, and make the site interactive so that public input can be obtained electronically.
- Strategy C4 – Continue to explore and document new and/or alternative tools and techniques for reaching out to the community and facilitating public impact including advancements in social media outlets, engagement activities, and the TPO Visualization Campaign.
- Strategy C5 – Create an outreach link with local schools and universities to emphasize the relationships between transportation, mobility, and livability.

**Objective D:** Integrate the principles and special projects adopted in the 2035 RL RTP into public outreach efforts, emphasizing key concepts of the plan including enhanced mobility, the U.S. 1 Corridor Retrofit, and the Treasure Coast Loop Trail.

- Strategy D1 – Partner with other transportation planning agencies, local governments, and community leaders to broaden the awareness of TPO priorities and objectives in the Long Range Transportation Plan (LRTP), especially in traditionally underserved communities.
- Strategy D2 – Include key concepts of the LRTP in outreach tools including TPO newsletters, annual reports, and project postcards.
- Strategy D3 – Maintain the LRTP



## 7.0 ADA/504 Statement

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and related Federal and State laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate disabled persons and ensure that their needs are equitably represented in transportation programs, services, and activities.

The St. Lucie TPO will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The TPO will make every effort to ensure that its Advisory Committees, public involvement activities and all other programs, services, and activities include representation by the disabled community and disability service groups.

The TPO encourages the public to report any facility, program, service or activity that appears inaccessible to disabled persons. Furthermore, the TPO will provide reasonable accommodation to disabled persons who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, organizations, or resources, the TPO asks that requests be made at least five (5) business days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the St. Lucie TPO ADA Officer:

Marceia Lathou  
Title VI-ADA Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593  
[lathoum@st.lucieco.org](mailto:lathoum@st.lucieco.org)  
Hearing/Speech Impaired: 711 Florida Relay System



## 8.0 Limited English Proficiency (LEP) Plan

### 8.1 Overview

The first part of this section describes the purpose of the Limited English Proficiency (LEP) Plan. The second part of this section provides the four-factor Limited English Proficient (LEP) analysis used to identify LEP needs and assistance measures.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that Limited English Proficiency (LEP) persons face with respect to accessing information and service. Government agencies must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids grant funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from using "criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects to individuals of a particular race, color, or national origin."

Safe Harbor Provision, DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes **five percent (5%) or 1,000 persons**, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers. The St. Lucie TPO's language assistance plan includes a four factor analysis and implementation plan that complies with the requirements of DOT LEP guidance.

### 8.2 Four Factor Analysis

The analysis provided in this report has been developed to identify LEP populations that may use TPO programs, activities or services and identify needs for language assistance. This analysis is based on the



“Four Factor Analysis” presented in the DOT’s “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons”, dated April 13, 2007, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter the St. Lucie TPO’s programs, activities or services.
2. The frequency with which LEP persons come in contact with the St. Lucie TPO’s programs, activities or services.
3. The nature and importance of programs, activities or services provided by the St. Lucie TPO to the LEP population.
4. The resources available to the St. Lucie TPO and overall cost to provide LEP assistance.

**Factor 1: Number and Proportion of LEP Persons Serviced or Encountered**

According to U.S. Census data, two LEP populations exceed the threshold for the Safe Harbor Provision in the St. Lucie TPO area. The information is taken from the 2010-2014 U.S. Census American Community Survey (ACS), 5-Year Estimates of the language spoken at home for persons five years and older. Note, the Census uses the term “French Creole.” Based on local knowledge, this term refers to the Haitian Creole population. As shown in the table below, Spanish speakers and French Creole speakers speak English less than “very well” in significant numbers: 17,325 persons for Spanish and 3,660 persons for French Creole.

<b>St. Lucie County, Florida</b>	<b>Estimate</b>
<b>Total Population Five Years &amp; Older</b>	<b>268,320</b>
<b>Speak only English</b>	<b>213,977</b>
<b>Spanish</b>	<b>37,446</b>
<b>Speak English "very well"</b>	<b>20,121</b>
<b>Speak English less than "very well".</b>	<b>17,325</b>
<b>French Creole</b>	<b>6,689</b>
<b>Speak English "very well"</b>	<b>3,029</b>
<b>Speak English less than "very well".</b>	<b>3,660</b>

**Factor 2: Frequency with which LEP Individuals Come into Contact with Programs, Activities, and Services**

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

The TPO Board, committees, and staff are most likely to encounter LEP individuals through office visits, phone conversations, and attendance at Board and Advisory Committee meetings. TPO staff reviewed the frequency with which Board, committee members, and staff have had contact with LEP persons. This includes documenting phone inquiries or office visits.

The TPO frequency of contact with LEP populations is somewhat limited especially when compared to providers of government social services which have higher instances of contact. These providers include the St. Lucie County Community Services Department and Community Transit, the contracted public transportation provider. Also, most of the TPO Board and committee meetings occur every other month or quarterly, and project-specific public input meetings occur on an as-needed basis.



### **Factor 3: Nature and Importance of the Program, Activity, or Service Provided**

The TPO undertakes a variety of planning and policy initiatives to encourage a more sustainable region now and in the future. The transportation improvements resulting from these initiatives have an impact on all residents of the metropolitan planning area.

The impact of proposed transportation investments on under-served and under-represented populations is part of the evaluation process in the development of the Long Range Transportation Plan (LRTP), the Unified Planning Work Program (UPWP), and the Transportation Improvement Program (TIP). Because the TPO must ensure that all segments of the population, including LEP persons, have been involved or have the opportunity to be involved in the transportation decision-making process, the TPO will provide translation of vital documents — including meeting agendas, brochures, and portions of the LRTP, UPWP, and TIP into other languages as requested.

In general, the TPO's planning process affects residents in the long-term and not in an immediate manner. Therefore, there has not been a significant demand from LEP residents to participate in TPO planning and policy-oriented discussions compared with the demand from LEP residents for social and community services provided by other government agencies.

### **Factor 4: Resources Available and Costs**

The TPO assessed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise. The TPO currently provides materials in Spanish and Haitian Creole such as factsheets, web content through an online language translator, and certain advertising notices.

The TPO has contacted various agencies to secure language translation should the need arise. St. Lucie County staff will provide voluntary Spanish and Haitian Creole translation if needed and if notified within a reasonable timeframe. Other language assistance, if needed, will be provided through private sector translators and telephone interpreter lines for which the TPO would pay costs that are not considered to be exorbitant or onerous. The TPO has contracted with ALTA Language Services, Inc., a company which provides document translation and telephone interpretation services.

Persons requiring language assistance would be self-identified, meaning they would initiate contact with the TPO for assistance. All TPO board and committee agendas include concise statements in Spanish and Haitian Creole notifying readers about the existence of language assistance. All TPO staff have access to "I Speak" cards to assist in identifying the type of language interpretation needed if the occasion arises.

## **8.3 Limited English Proficiency (LEP) Plan**

In developing a Limited English Proficiency (LEP) Plan, federal guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan





The five elements are addressed below.

### **Element 1: Identifying LEP Individuals Who Need Language Assistance**

The Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Using Census data, the St. Lucie TPO has identified the number and proportion of LEP individuals within its service area who need language assistance. As presented earlier, the largest non-English spoken language in the service area is Spanish. Of those whose primary spoken language is Spanish, an estimated 17,325 identify themselves as speaking English less than “very well”. Of French Creole-speaking persons, 3,660 identify themselves as speaking English less than “very well”. Other residents whose primary language is not English, Spanish or French Creole and who identify themselves as speaking English less than “very well” are divided into a wide variety of language groups throughout the service area population, each of which is less than the threshold established in the Safe Harbor Provision. The St. Lucie TPO may identify specific language assistance needed for an LEP group by examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.

### **Element 2: Providing Language Assistance Measures**

Federal guidance suggests that an effective Language Assistance Plan should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task, Federal guidance recommends that agencies consider developing strategies that train staff as to how to effectively serve LEP individuals when they either call agency offices or otherwise interact with the agency.

The St. Lucie TPO has undertaken the following actions to improve access to information and services for LEP individuals:

1. Provide bilingual staff at community events, public meetings and committee meetings, where appropriate.
2. Survey front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
3. Provide Language Identification Flashcards (“I speak” cards) in the St. Lucie TPO office.
4. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. The TPO has contracted with ALTA Language Services, Inc., a company which provides document translation and telephone interpretation services.
5. The St. Lucie TPO will use demographic maps and other tools in order to better understand and serve the LEP community.



### **Element 3: Training Staff**

Federal guidance states that staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

The following training will be provided for all TPO staff:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. Procedures for handling a potential Title VI/LEP complaint

### **Element 4: Providing Notice to LEP Persons**

The St. Lucie TPO will make Title VI information available in English, Spanish and Haitian Creole on the TPO website. Key documents are written in English, Spanish and Haitian Creole. Notices are also posted at the reception desk and in the Boardroom at the St. Lucie TPO office. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include a significant number of LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

### **Element 5: Monitoring and Updating the Plan**

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determination as to whether the St. Lucie TPO's financial resources are sufficient to fund language assistance resources needed

The St. Lucie TPO understands the value that its programs, activities, or services play in the lives of individuals who rely on them, and the importance of enhancing public participation. The TPO is open to suggestions from all sources, including partner agencies, TPO staff, other agencies with similar experiences with LEP communities, and the general public regarding additional methods to improve accessibility for LEP communities.



## 9.0 Planning and Advisory Bodies

The St. Lucie TPO is governed by a Board which is composed of elected officials from the three jurisdictions and representatives from the St. Lucie County School Board and Community Transit. There are twelve (12) voting members on the TPO Board. The St. Lucie TPO also maintains three committees and one other board: the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Bicycle-Pedestrian Advisory Committee (BPAC), and the Local Coordinating Board for the Transportation Disadvantaged (LCB) to provide opportunities for additional public involvement in the transportation planning process.

**Racial Composition of TPO Board**

Position	Race	Gender
Chair	White	Female
Vice Chair	White	Female
Member	African American	Male
Member	African American	Male
Member	White	Female
Member	White	Male
Member	White	Female
Member	White	Male
Member	White	Male
Member	White	Female
Member	White	Female
Member	White	Male

**Racial Composition of CAC**

Position	Race	Gender
Chair	White	Female
Vice Chair	White	Male
Member	White	Male
Member	White	Male
Member	African-American	Male
Member	White	Male
Member	White	Male
Member	African-American	Male
Member	African-American	Male
Member	White	Male
Member	White	Male



**Racial Composition of TAC**

Position	Race	Gender
Chair	White	Male
Vice Chair	White	Female
Member	White	Male
Member	White	Female
Member	White	Female
Member	White	Male
Member	White	Female
Member	White	Male
Member	White	Male
Member	White	Male
Member	White	Male
Member	White	Male
Member	White	Female
Member	White	Female
Member	White	Female

**Racial Composition of LCB**

Position	Race	Gender
Chair	White	Female
Vice Chair	White	Female
Member	White	Female
Member	White	Female
Member	African-American	Male
Member	African-American	Female
Member	White	Female
Member	White	Female
Member	White	Male
Member	Hispanic	Male
Member	White	Female
Member	White	Male
Member	African-American	Female
Member	White	Female
Member	African-American	Male
Member	African-American	Female
Member	White	Male
Member	White	Male



### Racial Composition of BPAC

<b>Position</b>	<b>Race</b>	<b>Gender</b>
Chair	White	Male
Vice Chair	White	Female
Member	White	Female
Member	White	Male
Member	White	Male
Member	White	Female
Member	White	Male
Member	White	Male
Member	White	Male
Member	White	Female

The St. Lucie TPO will make efforts to encourage minority participation on the boards and committees. These efforts are made by distributing information about participation on the committee at public meetings and through the website and social media. The TPO will use minority population demographic maps and other tools in order to focus on the areas in which committee participation information should be distributed.

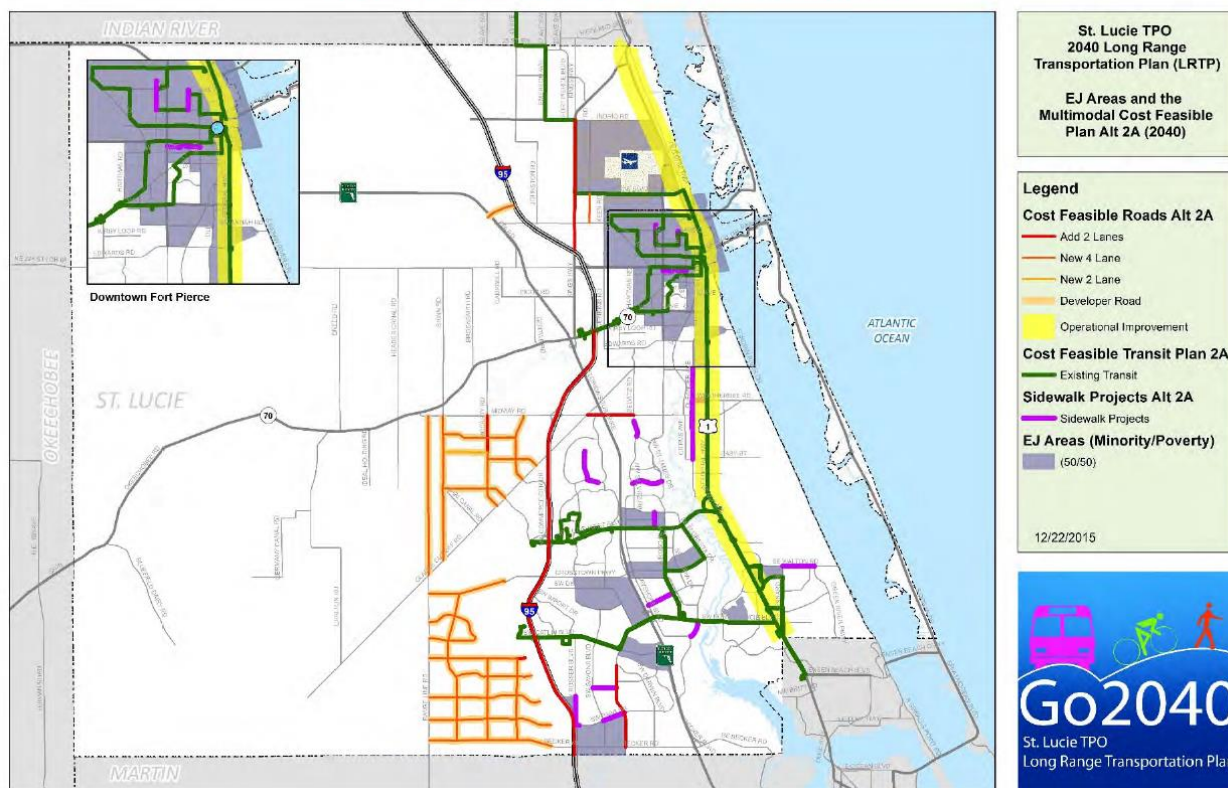


### 10.0 Title VI/Environmental Justice Analysis

Outreach to Title VI/Environmental Justice (EJ) communities was conducted during the development of the Go2040 Long Range Transportation Plan (LRTP) and an EJ analysis was conducted. The EJ analysis sought to determine the existence of disproportionately high and adverse effects on these communities as well as the equitable distribution of benefits to these communities. It was determined that disproportionately high and adverse effects were not present and that EJ communities benefitted from many of the transportation improvements in the LRTP.

The following map taken from the Go2040 LRTP shows the EJ areas overlaid with the 2040 Cost Feasible Plan for roadways, transit and sidewalks. This map shows that the existing transit routes provide service to the EJ areas. Existing transit routes connect almost all of the TPO area today, and in the Cost Feasible Plan, three of these routes will have more frequent headways (30 minutes instead of 60 minutes). Extended hours and Saturday service is being added for these three routes as well. Several of the candidate sidewalk gap projects shown on the map will provide improved access from EJ areas throughout the TPO area. Finally, Cost Feasible roadway projects shown on the map will enhance accessibility throughout EJ areas.

Map 5-5: EJ Areas and the Multimodal Cost Feasible Plan





## 11.0 Data Collection

Federal aid recipients are required to collect and analyze racial, ethnic, and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The TPO accomplishes this through the use of Census data, Environmental Screening Tools (EST), driver and ridership surveys, and other methods. TPO staff has developed community profiles of the MPA using 2010 Census data. To supplement the Census data, the TPO uses demographic data from its transportation and social services partners. For example, the Treasure Coast Food Bank has identified areas known as “food deserts” which are remote areas in low-income neighborhoods that are underserved by emergency food outlets. In addition, the local social services agencies’ most current assessment of St. Lucie County’s Social, Health, and Public Safety Services report is used. Demographic analysis is also conducted during the development of major planning documents such as the Regional Long Range Transportation Plan (RLRTP) and the Transportation Disadvantaged Service Plan (TDSP).

From time to time, the TPO may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the TPO with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the TPO will always be voluntary and anonymous. Moreover, the TPO will not release or otherwise use this data in any manner inconsistent with federal regulations.

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie TPO Board
<b>Meeting Date:</b>	April 6, 2016
<b>Item Number:</b>	9d
<b>Item Title:</b>	Transportation Regional Incentive Program (TRIP) Grant Application for 2016
<b>Item Origination:</b>	2016 TRIP Grant Cycle
<b>UPWP Reference:</b>	Task 5.1 – Models of Regional Planning Cooperation
<b>Requested Action:</b>	Endorse the TRIP grant application for the 2016 grant cycle, endorse with conditions, or do not endorse.
<b>Staff Recommendation:</b>	Based on the project being consistent with the TPO's Long Range Transportation Plan, Transportation Improvement Program, and List of Priority Projects, it is recommended that the TRIP grant application for the Port St. Lucie Boulevard project be endorsed.

### **Attachments**

- Staff Report
- Port St. Lucie Boulevard TRIP Application



## MEMORANDUM

**TO:** St. Lucie TPO Board

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 29, 2016

**SUBJECT: Transportation Regional Incentive Program (TRIP)  
Grant Application for 2016**

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### BACKGROUND

In 2005, TRIP was created by Florida legislation for the purpose of providing funds to improve regionally significant transportation facilities, including transit facilities, in regional transportation areas. In 2006, the Treasure Coast Transportation Council (TCTC), consisting of two members each from the St. Lucie TPO and the Indian River and Martin Metropolitan Planning Organizations (MPOs), was created as a regional transportation area to pursue TRIP funds for the three-county region.

The Florida Department of Transportation District 4 (FDOT) has indicated that the following TRIP funding is available districtwide:

FY 19/20	\$2,666,513
FY 20/21	\$5,720,465
<b>Total</b>	<b>\$8,386,978</b>

Potential projects for TRIP funding must meet eligibility requirements and are prioritized according to several criteria. The most significant of these requirements typically has been the 50 percent local match that is required for a TRIP project. In addition, projects considered for TRIP funding historically have been derived from the Regionally Ranked Needs Project List.

It is anticipated for the TCTC to prioritize the TRIP applications for the 2016 grant cycle at its meeting planned for the end of May. The TPO Board

is requested to endorse the TRIP grant applications that are submitted from the local agencies in the TPO area.

## **ANALYSIS**

A single TRIP application was submitted for the 2016 TRIP grant cycle by the City of Port St. Lucie. The application is for a project on Port St. Lucie Boulevard from Darwin Boulevard to Gatlin Boulevard. The project scope of work consists of widening the existing four-lane roadway to provide bicycle lanes, sidewalks, pedestrian lighting, and curb and gutter drainage. The roadway will be improved to an urban, complete street section with closed drainage to be consistent with the other existing and programmed sections of the Port St. Lucie Boulevard corridor.

The project addresses a significant multimodal gap in a corridor of the regional multimodal system. The gap is located between the State Highway System and an already-programmed and TRIP-funded improvement, that being Port St. Lucie Boulevard from Paar Drive to Darwin Boulevard,

The project will increase multimodal capacity and improve vehicular and pedestrian safety along the corridor while enhancing the mobility of an Environmental Justice community of the regional transportation system. The project corridor is identified in the Regionally Ranked Needs Project List (#40), Go2040 Long Range Transportation Plan, FY 2014/15 – FY 2023/24 Transit Development Plan, FY 2016/17 – FY 2020/21 Draft Tentative Work Program, FY 2015/16 – FY 2019/20 Transportation Improvement Program, and 2015/16 List of Priority Projects.

The project is estimated to cost \$4.66 million, and a total of \$2.33 million of TRIP funding is being requested for the project across FY 2019/20 and FY 2020/21.

## **RECOMMENDATION**

Based on the project being consistent with the TPO's Long Range Transportation Plan, Transportation Improvement Program, and List of Priority Projects, it is recommended that the TRIP grant application for the Port St. Lucie Boulevard project be endorsed.

## Transportation Regional Incentive Program (TRIP) Project Application

TRIP was created to improve regionally significant transportation facilities in “regional transportation areas.” State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce.

**If selected for funding, the Florida Department of Transportation (FDOT) will pay for up to 50 percent of project/phase costs, or up to 50 percent of the non-federal share of project/phase costs for public transportation facility projects.**

While there is no rigid application procedure, the Department has created this application to facilitate the assembly of pertinent project information by implementing agencies and Regional Transportation Areas related to candidate TRIP projects. The goal of this document is to provide a framework to project sponsors.

**Regional Transportation Area:** SEFTC  or TCTC  (Check one)

**Implementing Local Agency:**

Local Agency: **City of Port St. Lucie**

Address: **121 SW Port St. Lucie Boulevard, Port St. Lucie, Florida 34984**

Project Manager: **Roxanne Chesser, P.E.**

Phone: **(772) 871-5186**

E-mail: **roxannec@cityofpsl.com**

D4 Total funding for this cycle:

FY 19/20	\$2,666,513
FY 20/21	\$5,720,465
<b>Total</b>	<b>\$8,386,978</b>

Note: The funding is an estimated allocation from FDOT, and is subject to change. While the Department strives to statutorily divide the funding between the two regional transportation areas, programming will be subject to updating existing project cost estimates, the number of submitted eligible applications, and their associated cost estimates.

**Project Information:**

Project Name: **Port St Lucie Boulevard from Darwin Boulevard to Gatlin Boulevard**

County Location: **St. Lucie**

Facility (must be on the regional priority list of the respective regional transportation area): **#40: Port St. Lucie Boulevard, Gatlin Boulevard to Becker Road.**

Road number (if applicable): **N/A**

Project limits (include begin/end limits): **Darwin Boulevard to Gatlin Boulevard**

A location map with an aerial view is attached (Location\_Map.pdf)

Scope of work to be performed or capital equipment to be purchased, please include the typical section: (for transit project include quantities and cost per item, i.e. bus, train, passenger shelters, benches etc...):

The project scope of work consists of widening the existing 4 lane roadway to provide bicycle lanes, sidewalks, pedestrian lighting, and curb and gutter drainage. The roadway will be improved to an urban, complete street section with closed drainage to be consistent with the other existing and programmed sections of the corridor.

A more detailed scope of work is attached. (Use attached Scope.doc)

Typical section is attached (Typical\_Section.pdf)

Explain how the project enhances the regional transportation system.

The project addresses a significant multimodal gap in a corridor of the regional multimodal system. The gap is located between a programmed and TRIP-funded improvement and the State Highway System. The project adds multimodal capacity to a corridor identified in the Regionally Ranked Needs Project List. The project also will enhance the mobility of an Environmental Justice (EJ) community of the regional transportation system.

Describe the project and what it will accomplish.

Is the project consistent with:

- Long Range Transportation Plan
- Transit Development Plan
- Transportation Improvement Plan
- Local Comprehensive Plan(s)

Please provide the priorities and identify the page numbers for each below:

The project will increase multimodal capacity and improve vehicular and pedestrian safety along the corridor by providing sidewalks, bicycle lanes and pedestrian lighting to the existing 4-lane roadway. The project corridor is identified in the Regionally Ranked Needs Project List (#40); the Go2040 Long Range Transportation Plan with respect to Need (pages 3-3, 3-5, and 3-23), Transit (page 3-15), Freight (page 3-29), Safety (pages 3-32 and 3-33), EJ (pages 3-37 and 6-20), and Cost Feasibility (pages 6-2, 6-4, 6-5, and 6-6); the FY 2014/15 – FY 2023/24 Transit Development Plan with regard to Need (pages 103-104) and Implementation (pages 122-129); the FY 2016/17 – FY2020/21 Draft Tentative Work Program (pages 12, 13, and 14); the FY 2015/16 – FY2019/20 Transportation Improvement Program (pages C 1-14 and C 1-15); and the St. Lucie TPO's 2015/16 List of Priority Projects. Port St. Lucie Boulevard is classified by the adopted comprehensive plans of St. Lucie County and the City of Port St. Lucie as an Urban Principal Arterial critical to facilitating the north-south movement of traffic in southern St. Lucie County.

Describe how the project will improve regional mobility within the Regional Transportation Area:

(For example, describe how this transit project facilitates the intermodal or multimodal movement of people and/or goods.)

The project will improve regional mobility within the Regional Transportation Area by addressing a significant multimodal gap and increasing the multimodal capacity of the Port St. Lucie Boulevard corridor that serves as a major arterial through the southern portion of the Regional Transportation Area. The project also will improve the mobility for an EJ community. The Port St. Lucie Boulevard corridor provides connections into Martin County and connectivity to U.S. Highway 1 and Florida's Turnpike.

Illustrate how the project reflects the statutory (339.2819) guidelines under which the District will prioritize and select candidate projects for funding:

- Provide connectivity to the SIS
- Support economic development and goods movement in rural areas of opportunity
- Are subject to local ordinances that establish corridor management techniques
- Improve connectivity between military installations and the Strategic Highway Network (STRAHNET) or the Strategic Rail Corridor Network (STRACNET)

The project will increase the multimodal capacity of the corridor and provide enhanced connectivity to the SIS and U.S. Highway 1 which will support the economic development and facilitate the sustainability of the region by providing multimodal access to residential properties, shopping centers, schools, and recreational facilities as identified in the Project Development & Environmental Study (PD&E) for Port St. Lucie Boulevard from Becker Road to Darwin Boulevard.

How will TRIP funding accelerate the project's implementation?

TRIP funding will accelerate the start of construction with \$1,165,000 in FY 19/20 and its completion with \$1,165,000 in FY 20/21.

Provide detailed project cost estimates for each phase requested (required). Construction estimates shall be broken down to FDOT typical pay items to allow for verification of eligible project costs. Estimates are to be prepared and signed by a Professional Engineer from the Local Agency’s Engineering office. Each phase requested (ie, design, right-of-way, construction, CEI) requires a 50% local agency match.

For transit projects include a budget in accordance with FTA guidance for the Section 5307 Program consistent with FTA C 9030.1.

A detailed cost estimate is attached (use attached Estimate.xlsx)

Describe source of matching funds per phase requested and any restrictions on availability. Each phase requested (ie, design, right-of-way, construction, CEI) requires at least a 50% local agency match. Each phase requested shall be separated by at least 2 fiscal years (the Department’s fiscal year runs from July to June).

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Phases requested:	FY requested	FDOT Amount requested	Local Match
<input type="checkbox"/> Design	_____	_____	_____
<input type="checkbox"/> Right of Way	_____	_____	_____
<input checked="" type="checkbox"/> Construction	<u>19/20 &amp; 20/21</u>	<u>\$1,165,000 each FY</u>	<u>\$1,165,000 each FY</u>
<input type="checkbox"/> CEI	_____	_____	_____

**Project Qualification Information:**

- Will this project affect any historic property that is included or eligible for inclusion in the National Register of Historic Places? If so, has the Division of Historical Resources been given a chance to comment on the project?  
**No**
- Will this project involve the demolition or substantial alteration of a historic property in a way which adversely affects the character, form, integrity, or other qualities which contribute to the historical, architectural, or archaeological value of the property? If so, timely steps must be taken to determine that no feasible and prudent alternative to demolition or substantial alteration exists, and, where no such alternative exists, timely steps must be taken to mitigate the adverse effects or to undertake an appropriate archaeological salvage excavation or other recovery action to document the property as it existed prior to demolition or alteration.  
**No**

Please note. If federal funding or a federal permit will be involved, then the requirements of the National Historic Preservation Act of 1966 (as amended) and 36 Code of Federal Regulations Part 800 apply.

The Department's process for complying with federal and state historic preservation requirements is found in the Project Development and Environment Manual; Part 2, Chapter 12 (Archeological and Historical Resources). If the local agency does not have its own process, we recommend they use the Department's.

- Describe the project's existing Right-of-Way ownerships. This description shall identify when the Right-of-Way was acquired and how ownership is documented (i.e. plats, deeds, prescriptions, certified surveys, easements).

The right-of-way is owned by the City of Port St. Lucie as dedicated in the plat of Port St. Lucie Section Sixteen and recorded in Plat Book 13, page 7, 7A to 7C of the Public Records of St. Lucie County, Florida.

**Please also provide, in addition to this application, location map, scope, typical section, and cost estimate requested above, the following information:**

**Attachment A:** Documentation showing that the facility to be improved has been identified by the Regional Transportation Area as part of an integrated regionally significant transportation system.

**Attachment B:** The prioritized list of regionally significant projects developed by the Regional Transportation Area.

**Attachment C:** Project support data, as appropriate.

**Attachment D:** Provide implementation schedules for all appropriate phases.

**Attachment E:** Document that the candidate improvement appears in the capital improvement schedule of the local comprehensive plan.

**Attachment F:** Document that level-of-service standards for the facility to be improved have been adopted by the local government with jurisdiction and are consistent with the level-of-service standards adopted by FDOT.

**Attachment G:** Document that the candidate project meets the following TRIP statutory eligibility requirements.

- Support facilities that serve national, statewide or regional functions and function as an integrated transportation system,
- Be identified in appropriate local government capital improvements program(s) or long term concurrency management system(s) that are in compliance with state comprehensive plan requirements,
- Be consistent with the Strategic Intermodal System(SIS),
- Be in compliance with local corridor management policies, and
- Have commitment of local, regional or private matching funds.

**Please transmit a Regional Prioritize List, with the Project Applications and any additional supporting information and documentation to your respective TRIP Coordinator.**

This document has been developed at an overview level; please refer to the FDOT Office of Policy Planning website (<http://www.dot.state.fl.us/planning/trip/>) or contact Sabrina Aubery, FDOT District 4 TRIP Coordinator or Aiah Yassan, FDOT District 6 TRIP Coordinator, for detailed program requirements.



# Port St. Lucie Boulevard

Darwin Boulevard to Gatlin Boulevard

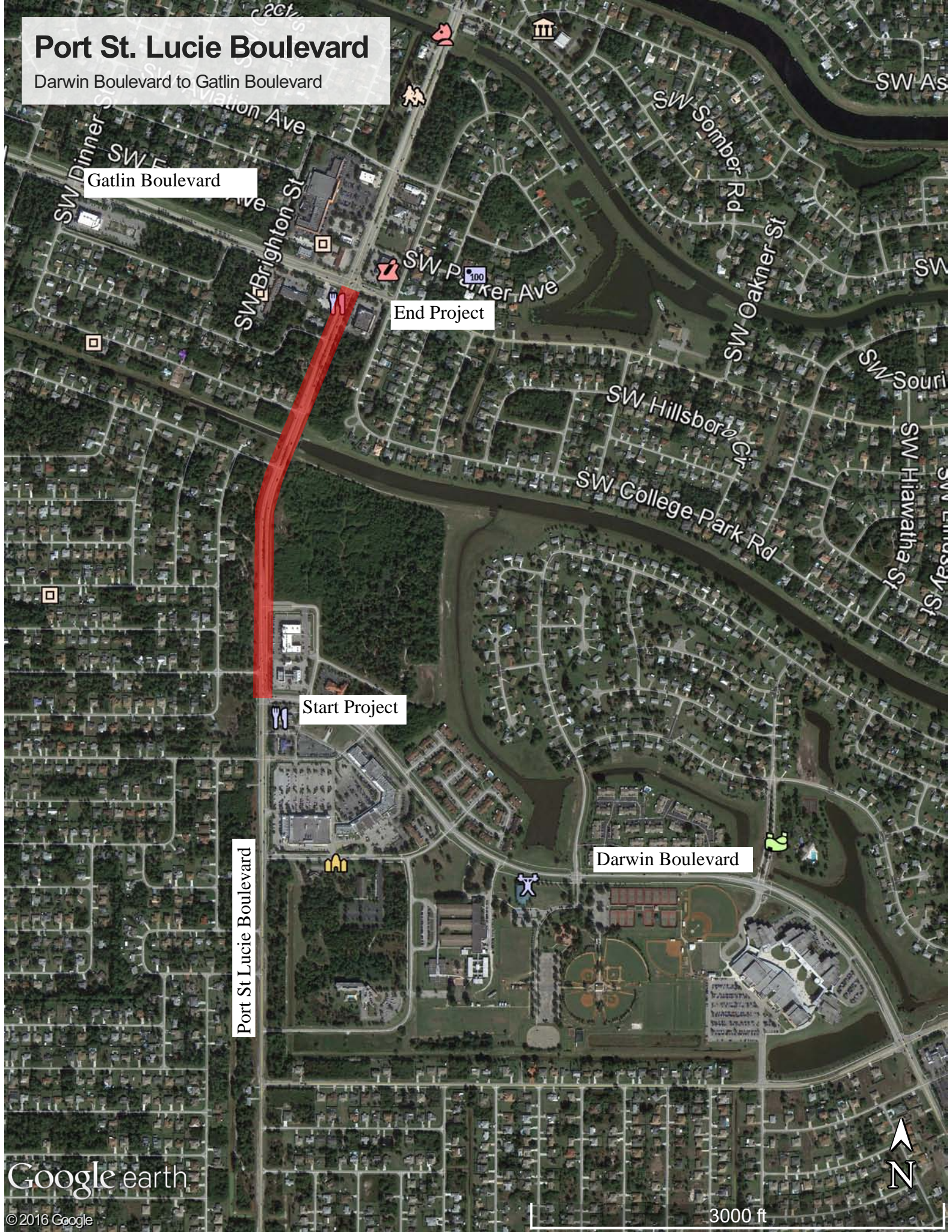
Gatlin Boulevard

End Project

Start Project

Port St Lucie Boulevard

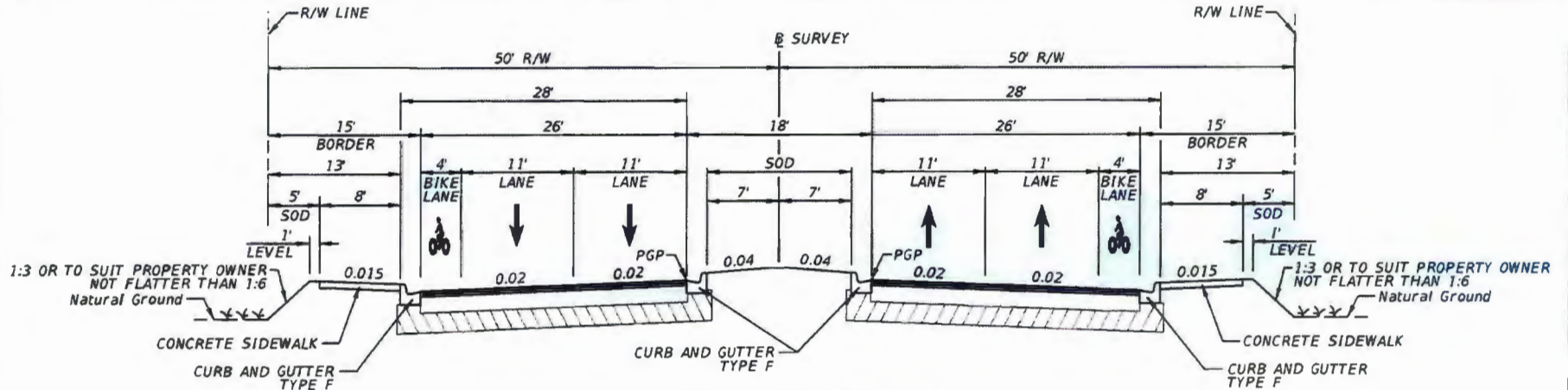
Darwin Boulevard



## PROJECT IDENTIFICATION

FINANCIAL PROJECT ID 431752-2-52-01 FEDERAL AID PROJECT NO. 8886-271-A COUNTY NAME ST. LUCIE  
 SECTION NO. 94000 ROAD DESIGNATION PORT ST. LUCIE BLVD. LIMITS/MILEPOST MP 1.357-MP 3.213  
 PROJECT DESCRIPTION PORT ST. LUCIE BLVD. FROM SOUTH OF PARR DR. TO NORTH OF DARWIN BLVD.

## PROPOSED ROADWAY TYPICAL SECTION



**PORT ST. LUCIE BLVD.**  
**DESIGN SPEED = 45 MPH**  
**STA. 159+75.74 TO STA. 257+75.74**

AMERICAN CONSULTING ENGINEERS OF FLORIDA, INC.  
 2000 Palm Beach Lakes Boulevard, Suite 1400  
 West Palm Beach, FL 33411  
 Phone: (561) 253-9550 Fax: (561) 253-9551  
 Certificate of Registration No. 88094  
 Christopher N. O'Reilly, P.E. No. 44084

APPROVED BY Christopher N. O'Reilly

FDOT CONCURRENCE

CITY OF PORT ST. LUCIE CONCURRENCE

Christopher N. O'Reilly, P.E.  
 Engineer Of Record

Date

Howard Webb, P.E.  
 FDOT District Design Engineer

Date

Patricia Roebing, P.E.  
 City Engineer

Date