



## CITIZENS ADVISORY COMMITTEE (CAC)

### Regular Meeting

Tuesday, March 8, 2016  
10:30 am

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### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
  - *January 12, 2016 Regular Meeting*
4. **Comments from the Public**
5. **Approval of Agenda**
6. **Action Items**
  - 6a. **Amendment to the FY 2015/16 – FY 2019/20 Transportation Improvement Program (TIP):** Review of an amendment to the FY 2015/16 – FY 2019/20 TIP for the McCarty Road Bridge Project.  
  
***Action:** Review and recommend adoption of the TIP amendment for the McCarty Road Bridge Project, recommend adoption with conditions, or do not recommend adoption.*
  - 6b. **Draft FY 2016/17 – FY 2017/18 Unified Planning Work Program (UPWP):** Review of the draft FY 2016/17 – FY 2017/18 UPWP.  
  
***Action:** Review and recommend adoption of the draft UPWP, recommend adoption with conditions, or do not recommend adoption.*
  - 6c. **Title VI Program Update:** Review of a draft update to the TPO's Title VI Program.  
  
***Action:** Review and recommend adoption of the draft update to the TPO's Title VI Program, recommend adoption with conditions, or do not recommend adoption.*

**7. Recommendations/Comments by Members****8. Staff Comments**

- 9. Next Meeting:** The next CAC meeting is a regular meeting scheduled for 10:30 am on Tuesday, May 17, 2016.

**10. 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.

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 Advisory Committees with respect to any matter considered at a 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.

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.



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)

## CITIZENS ADVISORY COMMITTEE (CAC)

### Regular Meeting

**DATE:** Tuesday, January 12, 2016

**TIME:** 10:30 AM

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

### MINUTES

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

Chairman Kevin Trepanier called the meeting to order at 10:35 am.

#### 2. **Roll Call**

The roll was taken via sign-in sheet. A quorum was noted with the following members in attendance:

##### Members Present:

Kevin Trepanier, Chairman  
Bill Brooks  
William Lindsey  
Marvin Mendelson  
Carolyn Niemczyk  
Paul Weinstein

##### Representing:

At Large Resident  
Minority Resident  
Minority Resident  
At Large Resident  
Unincorporated County Resident  
Port St. Lucie Resident

##### Others Attending:

Peter Buchwald  
Edward DeFini  
Yi Ding  
Mary Holleran  
Crystal Wilson

##### Representing:

St. Lucie TPO  
St. Lucie TPO  
St. Lucie TPO  
Recording Specialist  
Placevision, Inc.

Bob Wallace  
Bonnie Landry

Tindale-Oliver  
Martin MPO

### 3. **Approval of Minutes**

- July 21, 2015 Regular Meeting

\* **MOTION – MOVED** by Ms. Niemczyk to approve the minutes of the CAC Regular Meeting on July 21, 2015.

\*\* **SECONDED** by Mr. Weinstein Carried **UNANIMOUSLY**

### 4. **Comments from the Public - None**

### 5. **Approval of Agenda**

\* **MOTION – MOVED** by Ms. Niemczyk to approve the agenda.

\*\* **SECONDED** by Mr. Brooks Carried **UNANIMOUSLY**

### 6. **Action Items**

**6a. Annual Officer Elections for 2016:** Election of a Chairperson and a Vice Chairperson for the CAC for 2016.

Mr. Buchwald advised it was time to nominate and elect a Chairperson and a Vice Chairperson for 2016. In 2015, Kevin Trepanier served as Chairman, and William McKenney served as Vice Chairman.

The Recording Specialist called for nominations for Chairperson.

\* **NOMINATION – MOVED** by Mr. Weinstein and **SECONDED** by Mr. Mendelson to nominate Mr. Trepanier to serve as Chairman.

Mr. Trepanier respectfully declined and asked if anyone else would like to serve. Ms. Niemczyk volunteered.

\* **NOMINATION – MOVED** by Mr. Weinstein to nominate Ms. Niemczyk to serve as Chairwoman.

\*\* **SECONDED** by Mr. Mendelson. A call was made for other nominations. Hearing none, the nominations were closed.

- \* **NOMINATION – MOVED and SECONDED** to elect Ms. Niemczyk as Chairwoman for the CAC for 2016.

All those in favor of Ms. Niemczyk serving as Chairwoman of the CAC signified by raising their hands. No one opposed.

- \*\* Carried **UNANIMOUSLY**

The nominations for Vice Chairperson were requested.

- \* **NOMINATION – MOVED** by Mr. Mendelson to nominate Mr. Weinstein to serve as Vice Chairman.

- \*\* **SECONDED** by Chairwoman Niemczyk. Mr. Weinstein agreed to serve as Vice Chairman of the CAC for 2016 if elected.

A call was made for other nominations. Hearing none, the nominations were closed.

- \* **NOMINATION – MOVED and SECONDED** to elect Mr. Weinstein as Vice Chairman for the CAC for 2016.

All those in favor of Mr. Weinstein serving as Vice Chairman of the CAC signified by raising their hands. No one opposed.

- \*\* Carried **UNANIMOUSLY**

**6b. Go2040 Long Range Transportation Plan (LRTP):** Review of the draft Go2040 LRTP.

Mr. Buchwald identified that the development of the Go2040 LRTP began in September 2014, and the CAC has participated, provided input and comments, and reviewed the elements that comprise the Go2040 LRTP throughout 2015.

Mr. Buchwald then introduced Bob Wallace of Tindale-Oliver to present a summary and overview of the Go2040 LRTP. A summary of the chapters incorporating the elements was provided.

Mr. Wallace advised that the Go2040 LRTP complies with State and Federal requirements and addresses the needs of the TPO area, and the CAC was requested to consider a recommendation of adoption.

Chairwoman Niemczyk was impressed with the LRTP's inclusive coverage of the TPO area and commended staff on the amount of information included in it.

Mr. Mendelson confirmed that funding was coming from the State and Federal government and questioned why local funding was not included in the Plan.

Mr. Buchwald said the LRTP did offer that possibility. The County and the cities preferred not to commit local funding at this point in time, and, rather, to do it on a case-by-case basis leaving local funds in their control.

Vice Chairman Weinstein commented on significant traffic back-up at the traffic lights on St. Lucie West Boulevard, not just at peak traffic hours, but during all hours of the day and questioned whether it was addressed or alleviated in the plan.

Mr. Buchwald indicated that it was identified as a need, but other needs were prioritized higher. He identified that funding from the Congestion Management Program (CMP) could be used to evaluate and implement improvements to coordinate the traffic signals and increase capacity without having to widen the road. The issue is unique in that heavy traffic congestion reportedly does not occur during the traditional peak hours. Based on the previous CAC comments, the TPO is considering a study of that area in the upcoming Unified Planning Work Program (UPWP) to seek a solution for the traffic congestion.

Further discussion ensued on the amount of traffic caused by the large volume of shopping offered along St. Lucie West Boulevard.

Chairwoman Niemczyk suggested looking into the I-95 traffic back-up trying to exit onto St. Lucie West Boulevard. Mr. Buchwald said that would be addressed as part of the programmed improvements to the interchange at I-95 and St. Lucie West Boulevard.

Vice Chairman Weinstein was concerned that when the Crosstown Parkway was opened it caused more traffic going through St. Lucie West because of the shopping areas.

Mr. Buchwald suggested reviewing alternatives to move more residents among neighborhood developments and the shopping destinations and other opportunities for specialized transit service.

Chairwoman Niemczyk indicated the new Publix Shopping center has a golf cart parking area allowing shoppers to travel by golf cart.

Mr. Buchwald indicated that separating golf cart lanes from vehicular traffic lanes may be an opportunity to consider.

- \* **MOTION – MOVED** by Mr. Mendelson to recommend adoption of the draft Go2040 LRTP.

- \*\* **SECONDED** by Mr. Brooks Carried **UNANIMOUSLY**

**6c. By-Laws, Rules, and Procedures Update:** Review of proposed revisions to update the TPO's By-Laws, Rules, and Procedures.

Mr. Buchwald reviewed proposed revisions to the TPO's By-Laws, Rules and Procedures and changes affecting the CAC including the deletion of the ex-officio member from the Martin MPO CAC.

Mr. Trepanier requested confirmation that the Martin MPO wanted to be removed from the regional relationship. Mr. Buchwald explained the Martin MPO sent a formal notice of withdrawal which the TPO acknowledged, and the By-Laws have been revised to reflect that.

- \* **MOTION – MOVED** by Vice Chairman Weinstein to recommend adoption of the proposed revisions to the TPO's By-Laws, Rules, and Procedures as presented.

- \*\* **SECONDED** by Mr. Brooks Carried **UNANIMOUSLY**

**7. Recommendations/Comments by Members - None**

- 8. Staff Comments –** Mr. Buchwald identified that at the next CAC meeting the draft of the UPWP will be provided for review by the CAC and will include the St. Lucie West Boulevard Study to address the mid-day congestion issues.

Mr. Mendelson commented on the difficulty in making a left turn from a side street in Tradition because of the landscaping/plantings in the center of the divided roadways. It was indicated that the height and responsibility of the landscaping was through City of Port St. Lucie Code Enforcement.

**9. Next Meeting:** The next CAC meeting is a regular meeting scheduled for 10:30 am on Tuesday, March 8, 2016.

**10. Adjourn –** The meeting was adjourned at 11:30 am.

Respectfully submitted:

Approved by:

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Mary F. Holleran  
Recording Specialist

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Carolyn Niemczyk  
Chairwoman



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	Citizens Advisory Committee (CAC)
<b>Meeting Date:</b>	March 8, 2016
<b>Item Number:</b>	6a
<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>	Review and recommend adoption of the TIP amendment for the McCarty Road Bridge Project, recommend adoption with conditions, or do not recommend adoption.
<b>Staff Recommendation:</b>	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 recommended to the TPO Board for adoption.

### **Attachments**

- Staff Report
- TIP Amendment Request
- TIP Amendment Form

## **MEMORANDUM**

**TO:** Citizens Advisory Committee (CAC)

**FROM:** Peter Buchwald  
Executive Director

**DATE:** March 1, 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 funded by a Federal Advance Construction source which will not impact the fiscal constraint of the TIP. The funding source and the project are identified in the TPO's Long Range Transportation Plan (LRTP). Therefore, the TIP amendment is consistent with the LRTP.

### **RECOMMENDATION**

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 recommended to the TPO Board for adoption.



***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,

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): 2035: 6-7  
2040: 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 CST CST CST	ACSB SA ACSB SU	\$30,000	\$105,300 \$1,908,279 \$306,038			
Proposed	434360-1	Brdg #940031 over Ten Mile Creek	CR-712A/McCarty Rd. Brdg #940031 over Ten Mile Creek, Replacement	ENV CST CST CST RRU RRU	ACSB SA ACSB SU ACSB ACSB	\$30,000    \$20,000 \$40,000	\$105,300 \$1,908,279 \$306,038			
<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>	Citizens Advisory Committee (CAC)
<b>Meeting Date:</b>	March 8, 2016
<b>Item Number:</b>	6b
<b>Item Title:</b>	Draft FY 2016/17 – FY 2017/18 Unified Planning Work Program (UPWP)
<b>Item Origination:</b>	Federal and state requirements and FY 2014/15 – FY 2015/16 UPWP
<b>UPWP Reference:</b>	Task 1.2 – UPWP Development
<b>Requested Action:</b>	Recommend adoption of the draft UPWP, recommend adoption with conditions, or do not recommend adoption.
<b>Staff Recommendation:</b>	Because the comments received from the advisory committees and the public have been incorporated into the draft UPWP, it is recommended that the draft UPWP be recommended for adoption by the TPO Board.

### **Attachments**

- Staff Report
- Draft FY 2016/17 – FY 2017/18 UPWP

## **MEMORANDUM**

**TO:** Citizens Advisory Committee (CAC)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit Program Manager

**DATE:** March 1, 2016

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

---

### **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 planning work and resulting products, who will perform the work, timeframes for completion, costs, and funding sources. The UPWP serves as the foundation document for carrying out the continuing, cooperative, and comprehensive transportation planning process within the TPO area. The UPWP is required for the TPO to receive funding from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Florida Commission for the Transportation Disadvantaged (FCTD), and the 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, bicycle/pedestrian, 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.

**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 committee meetings such as the Local Coordinating Board for the Transportation Disadvantaged (LCB) and the Safe Kids Coalition, and through community outreach.

The Call for UPWP Projects resulted in several project ideas which are included in the draft FY 2016/17 – FY 2017/18 UPWP. These projects include:

- 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

Subsequent to the advisory committee reviews, the draft UPWP will be submitted to the FDOT, FHWA, and FTA for their review and comment, and a public comment period will be initiated. The TPO Board will review the draft UPWP at its April meeting.

**RECOMMENDATION**

Because the comments received from the advisory committees and the public have been incorporated into the draft UPWP, it is recommended that the draft UPWP be recommended for adoption by the TPO Board.

# 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:** [REDACTED]

**Financial Project Number:** [REDACTED]

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).

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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.

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District TPO Liaison (Grant Manager) Name:

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Signature:

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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" amount being utilized to match the FHWA funding in the UPWP is shown below.

FY 2016/17	\$115,267
FY 2017/18	\$112,179

### **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	\$11,100 (allocated to Task 1.1 and 3.2)
FY 2017/18	\$11,100 (allocated to Task 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 and Ladders of Opportunity	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

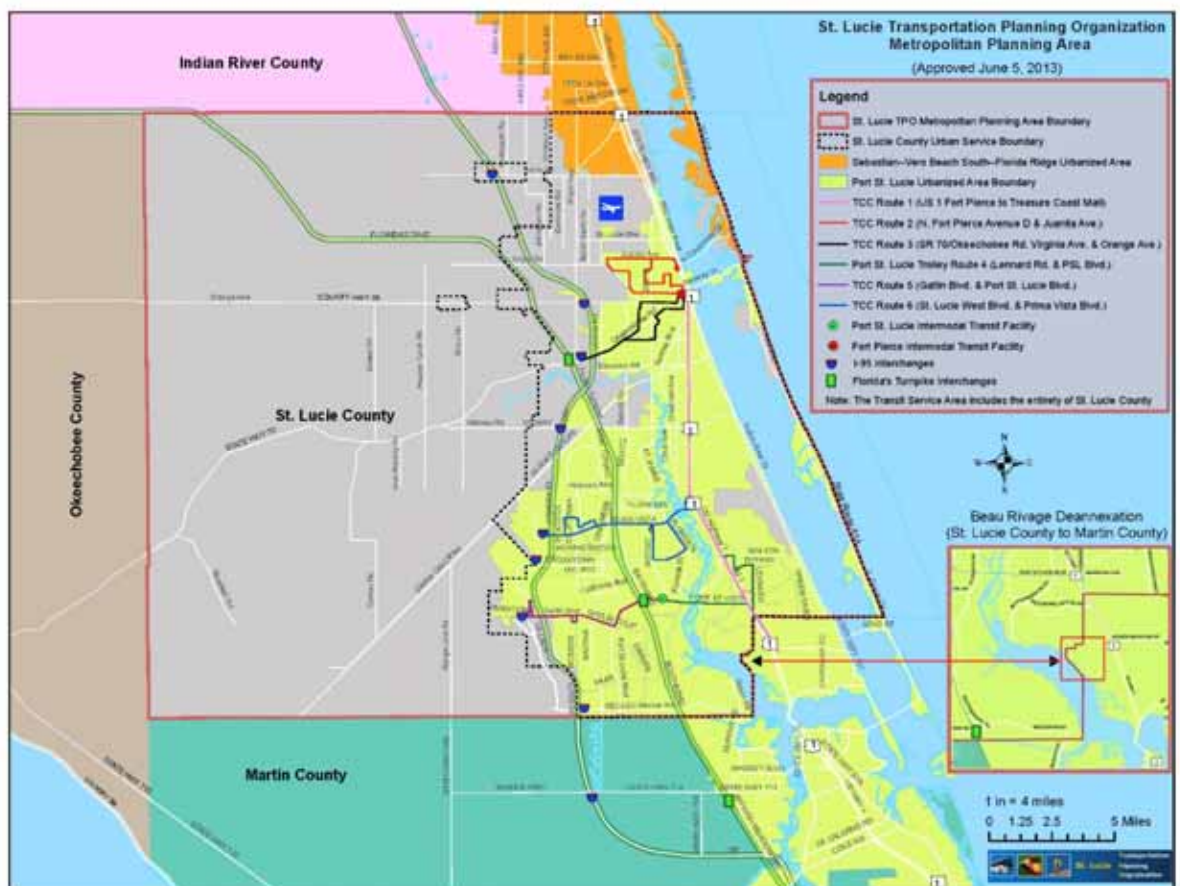
An updated version of the USDOT planning emphasis areas, FDOT statewide planning emphasis areas, and FDOT District 4 planning activities provided by FDOT are included as Appendix D in this document.

## 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 into 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 (AMPO), 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

End Product:	Completion Date:	<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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$85,000			\$15,700	\$100,700
	<b>Subtotal:</b>	<b>\$85,000</b>			<b>\$15,700</b>	<b>\$100,700</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$15,000			\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>			<b>\$0</b>	<b>\$15,000</b>
<b>C. Travel and Seminar Registration:</b>						
	Travel Expenses	\$10,000			\$0	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>			<b>\$0</b>	<b>\$10,000</b>
<b>D. Other Direct Expenses:</b>						
	Advertising	\$5,000			\$0	\$5,000
	Building Rental	\$59,800			\$26,200	\$86,000
	Books & Subscriptions	\$225			\$0	\$225
	Communications	\$1,000			\$500	\$1,500
	Equipment < \$1000	\$4,000			\$0	\$4,000
	Equipment Rental	\$2,000			\$500	\$2,500
	General & Administrative Charges	\$42,500			\$0	\$42,500
	Machinery & Equipment	\$5,000			\$0	\$5,000
	Offices Supplies	\$3,000			\$0	\$3,000
	Operating Supplies	\$1,500			\$500	\$2,000
	Postage & Freight	\$100			\$100	\$200
	Utilities	\$3,500			\$1,500	\$5,000
	<b>Subtotal:</b>	<b>\$127,625</b>			<b>\$29,300</b>	<b>\$156,925</b>
	<b>Total:</b>	<b>\$237,625</b>			<b>\$45,000</b>	<b>\$282,625</b>

Task 1.1 Program Management Estimated Budget Detail for FY 2017/2018						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$85,000			\$15,700	\$101,570
	<b>Subtotal:</b>	<b>\$85,000</b>			<b>\$15,700</b>	<b>\$101,570</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$15,000			\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>			<b>\$0</b>	<b>\$15,000</b>
<b>C. Travel and Seminar Registration:</b>						
	Travel Expenses	\$10,000			\$0	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>			<b>\$0</b>	<b>\$10,000</b>
<b>D. Other Direct Expenses:</b>						
	Advertising	\$5,000			\$0	\$5,000
	Building Rental	\$62,800			\$26,200	\$89,000
	Books & Subscriptions	\$225			\$0	\$225
	Communications	\$1,000			\$500	\$1,000
	Equipment < \$1000	\$4,000			\$0	\$4,000
	Equipment Rental	\$2,000			\$500	\$2,000
	General & Administrative Charges	\$42,500			\$0	\$42,500
	Machinery & Equipment	\$5,000			\$0	\$5,000
	Offices Supplies	\$3,000			\$0	\$3,000
	Operating Supplies	\$1,500			\$500	\$2,000
	Postage & Freight	\$100			\$100	\$200
	Utilities	\$3,500			\$1,500	\$5,000
	<b>Subtotal:</b>	<b>\$130,625</b>			<b>\$29,300</b>	<b>\$158,925</b>
	<b>Total:</b>	<b>\$240,625</b>			<b>\$45,000</b>	<b>\$285,625</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	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	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>

**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 Treasure Regional Planning Model (TCRPM) is employed for transportation planning by the TPO and Indian River and Martin MPOs. The TCRPM Version 4.0 was utilized to support several tasks including development of the Go2040 LRTP. As part of the development of the TCRPM Version 4.0, TPO staff delineated the 2010 Census Traffic Analysis Zones (TAZs) and Traffic Analysis Districts (TADs) for the MPA. TCRPM Version 4.0 is based on the activity based modeling approach, and the TPO regularly hosted the model development meetings for the TCRPM 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 TCRPM 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	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 2.1 Travel Demand Modeling Estimated Budget Detail for FY 2017/2018						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	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		
<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 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	
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	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	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 2.3 Traffic Count Program Management		
<b>Purpose:</b>		
To collect, monitor, and manage the highest quality of current traffic data on the public roadway network within the MPA.		
<b>Previous Work:</b>		
<p>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.</p> <p>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.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Maintain the LOSAS to evaluate the congestion and operating condition of the roadway network and produce an Annual Level of Service Report</li> <li>• 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.</li> <li>• Manage consultant services for traffic counts, LOSAS and TCDMS</li> </ul>		
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b> TPO  <b>Participating Agencies:</b> FDOT, Fort Pierce, Port St. Lucie, St. Lucie County
2016 Traffic Count and LOS Report	January 2017	
2017 Traffic Count and LOS Report	January 2018	
TCDMS and LOSAS Maintenance	Ongoing	

Task 2.3 Traffic Count Program Management Estimated Budget Detail for FY 2016/2017						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	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	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>

**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>	<b>Responsible Agencies:</b> TPO  <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
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	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	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>		
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.		
The TPO coordinated and facilitated a Park & Ride Lot Program by building upon the results of previous planning efforts. Development of the I-95/Gatlin Boulevard Jobs Express multimodal terminal continued.		
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.		
<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>• Initiation of TDP Major Update</li> <li>• Promotion of intermodal planning, TDM, and transit planning coordination</li> <li>• TDP Annual Progress Reports</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>	<b>Responsible Agencies:</b> FTA, FDOT, St. Lucie County, St. Lucie TPO  <b>Participating Agencies:</b> Martin MPO, Indian River MPO, City of Fort Pierce, City of Port St. Lucie
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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000			\$64,000	\$74,000
	<b>Subtotal:</b>	<b>\$10,000</b>			<b>\$64,000</b>	<b>\$74,000</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$0			\$0	\$0
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>C. Travel:</b>						
	Travel Expenses	\$0			\$2,000	\$2,000
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$2,000</b>	<b>\$2,000</b>
<b>D. Other Direct Expenses:</b>						
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>			<b>\$66,000</b>	<b>\$76,000</b>

Task 3.2 Transit Planning Estimated Budget Detail for FY 2017/2018						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$10,000			\$50,000	\$60,000
	<b>Subtotal:</b>	<b>\$10,000</b>			<b>\$50,000</b>	<b>\$60,000</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$0			\$15,000	\$15,000
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$15,000</b>	<b>\$15,000</b>
<b>C. Travel:</b>						
	Travel Expenses	\$0			\$1,000	\$1,000
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$1,000</b>	<b>\$1,000</b>
<b>D. Other Direct Expenses:</b>						
	<b>Subtotal:</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
	<b>Total:</b>	<b>\$10,000</b>			<b>\$66,000</b>	<b>\$76,000</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, Regional TDP, CMP, bicycle/pedestrian plans, airport and port plans, the Transportation Alternatives Project Prioritization Methodology, and other planning activities as necessary. The TPO prepared and adopted two TIPs under this two-year UPWP.</p> <p>The development of the TIP included the preparation of the List of Priority Projects (LOPP) which prioritizes roadway, transit, and enhancement 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 TPO continued to play primary roles in the completion of PD&amp;E Studies for Port St. Lucie Boulevard 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</li> <li>• Maintenance of the Interactive TIP</li> <li>• Amendments to the TIP/STIP</li> <li>• Participate in PD&amp;E studies for projects derived from the LRTP</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	

Task 3.3 Transportation Improvement Program (TIP) Estimated Budget Detail for FY 2016/2017						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	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	\$7,000				\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>				<b>\$7,000</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>\$27,000</b>				<b>\$27,000</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	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	\$7,000				\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>				<b>\$7,000</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>\$27,000</b>				<b>\$27,000</b>

Task 3.4 Congestion Management Process (CMP)		
<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>		
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 address areas with 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. The Go2040 LRTP included a preliminary screening of congested facilities for potential CMP concerns to serve as the basis of a CMP Major Update		
<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>	<b>Responsible Agencies:</b> TPO  <b>Participating Agencies:</b> FDOT, Fort Pierce, Port St. Lucie, St. Lucie County
2016 CMP Major Update	April 2017	
2017 CMP Annual Report	April 2018	
CMP Project Coordination and Prioritization	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	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 3.4 Congestion Management Process (CMP) Estimated Budget Detail for FY 2017/2018						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$3,000				\$3,000
	<b>Subtotal:</b>	<b>\$3,000</b>				<b>\$3,000</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>3,000</b>				<b>\$3,000</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, FDEP OGT, and the ECG 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, and the use of effective signage in these projects were encouraged, as appropriate. 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 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, stored, analyzed, manipulated, managed, displayed, updated 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 coordination and implementation
- Treasure Coast Loop Trail project planning and implementation
- Treasure Coast Scenic Highway program implementation

End Product:	Completion Date:	Responsible Agency:
Treasure Coast Scenic Hwy Map of Attractors	June 2017	TPO
Treasure Coast Scenic Hwy Program Annual Report	February 2017	Participating Agencies: FDOT, St. Lucie County Fort Pierce, Port St. Lucie St. Lucie School Board
Treasure Coast Scenic Hwy Program Annual Report	February 2018	



St. Lucie Walk-Bike Network Updates	Ongoing	ECG Alliance
East Coast Greenway 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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$35,000				\$35,000
	<b>Subtotal:</b>	<b>\$35,000</b>				<b>\$35,000</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$10,000				\$15,000
	<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>						
		\$0				\$0
	<b>Subtotal:</b>	<b>\$0</b>				<b>\$0</b>
	<b>Total:</b>	<b>\$45,000</b>				<b>\$45,000</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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$35,000				\$35,000
	<b>Subtotal:</b>	<b>\$35,000</b>				<b>\$35,000</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>						
		\$0				\$0
	<b>Subtotal:</b>	<b>\$0</b>				<b>\$0</b>
	<b>Total:</b>	<b>\$45,000</b>				<b>\$45,000</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-D4. 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 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> </ul>		
End Product:	Completion Date:	<b>Responsible Agencies:</b> TPO  <b>Participating Agencies:</b> FDOT, St. Lucie County, City of Fort Pierce, City of Port St. Lucie
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	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	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 3.7 Safety and Security Planning

#### Purpose:

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.

#### Previous Work:

The Crash Data Management System (CDSM) was maintained and supported to facilitate safety project identification and analysis. Based on the analysis, 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.

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 Safe Routes to School (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.

An update of the TPO Continuity of Operations Plan (COOP) was finalized. TPO staff performed a COOP exercise.

Specific safety and security issues within the MPA were reviewed, and actions were developed based on the reviews.

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.

#### Required Activities:

- Identification of safety issues/mitigation
- Identification of security issues/mitigation
- Sportsman's Park Traffic Safety Analysis: identify pedestrian/bicyclist hazards and develop countermeasures to increase safety
- SRTS 5-E Program
- COOP Exercise
- CTST Meetings
- CDMS Maintenance and Support

#### End Product:

#### Completion Date:

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

**Responsible Agencies:**  
TPO

**Participating Agencies:**  
FDOT, St. Lucie County, City of Fort Pierce, City of Port St. Lucie, CTST, School District, law enforcement agencies, St. Lucie Fire District

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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$15,000		\$65,000		\$80,000
	<b>Subtotal:</b>	<b>\$15,000</b>		<b>\$65,000</b>		<b>\$80,000</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$0		\$0		\$0
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>C. Travel:</b>						
	Travel Expenses	\$0		\$0		\$0
	<b>Subtotal:</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>Total:</b>	<b>\$15,000</b>		<b>\$65,000</b>		<b>\$80,000</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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$15,000		\$65,000		\$80,000
	<b>Subtotal:</b>	<b>\$15,000</b>		<b>\$65,000</b>		<b>\$80,000</b>
<b>B. Consultant Services:</b>						
	Contract/Consultant Services	\$0		\$0		\$0
	<b>Subtotal:</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>C. Travel:</b>						
	Travel Expenses	\$0		\$0		\$00
	<b>Subtotal:</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>Total:</b>	<b>\$15,000</b>		<b>\$65,000</b>		<b>\$80,000</b>

Task 3.8 Transportation Disadvantaged (TD) Program		
<b>Purpose:</b>		
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 transportation connectivity gaps in access to essential services.		
<b>Previous Work:</b>		
<p>TPO staff annually evaluated and assisted the 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• LCB Meeting Support</li> <li>• LCB Planning Support</li> <li>• CTC Technical Assistance</li> <li>• TDSP Minor Update</li> <li>• TDSP Major Update</li> <li>• CTC Evaluations</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, Community Transit</p>
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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions		\$20,500			\$20,500
	<b>Subtotal:</b>		<b>\$20,500</b>			<b>\$20,500</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		\$1,000			\$1,000
	<b>Subtotal:</b>		<b>\$1,000</b>			<b>\$1,000</b>
<b>D. Direct Expenses:</b>						
	Public Notice Ads		\$1,300			\$1,300
	Office Supplies		\$200			\$200
	<b>Subtotal:</b>		<b>\$1,500</b>			<b>\$1,500</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	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions		\$20,500			\$20,500
	<b>Subtotal:</b>		<b>\$20,500</b>			<b>\$20,500</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		\$1,000			\$1,000
	<b>Subtotal:</b>		<b>\$1,000</b>			<b>\$1,000</b>
<b>D. Other Direct Expenses:</b>						
	Public Notice Ads		\$1,300			\$1,300
	Office Supplies		\$200			\$200
	<b>Subtotal:</b>		<b>\$1,500</b>			<b>\$1,500</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	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	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>

**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>		
The Go2040 LRTP included actions to be undertaken to improve livability such as the development of bicycle/pedestrian facilities. The LRTP public involvement process included a Community Remarks website where citizens could voice their concerns regarding needed transportation improvements. The TPO administered a prioritization process to rank projects for the List of Priority Projects and submission for Transportation Alternatives (TA) funding. 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.		
<b>Required Activities:</b>		
Prepare a Complete Streets Study which includes:		
<ul style="list-style-type: none"> <li>• Develop an inventory of complete streets within the TPO area</li> <li>• Identify candidate corridors for complete street treatment</li> <li>• Prepare Complete Street Actions plans for selected corridors</li> </ul>		
End Product:	Completion Date:	<b>Responsible Agency:</b> St. Lucie TPO  <b>Participating Agencies:</b> FDOT, St. Lucie County, City of Port St. Lucie, City of Fort Pierce
Complete Streets Study	June 2018	

Task 4.1 Complete Streets Study Estimated Budget Detail for FY 2016/2017						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$17,000				\$17,000
	<b>Subtotal:</b>	<b>\$17,000</b>				<b>\$17,000</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>\$17,000</b>				<b>\$17,000</b>

Task 4.1 Complete Streets Study Estimated Budget Detail for FY 2017/2018						
Budget Category	Budget Category Description	FHWA (PL)	FCTD	SRTS	FTA	Total
<b>A. Personnel Services:</b>						
	TPO Staff Salaries, fringe benefits, and other deductions	\$0				\$0
	<b>Subtotal:</b>	<b>\$0</b>				<b>\$0</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>\$0</b>				<b>\$0</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 be a model of regional planning cooperation and 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. The TPO shared resources to implement regional public outreach, data collection, and other common tasks. The development of the 2040 Regional Long Range Transportation Plan (RLRTP) Update included extensive regional coordination and public involvement activities. In addition, the TPO continued to participate on the Treasure Coast TIM Team and attended 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 joint meetings with other MPOs such as the TCTC as appropriate. The TPO staff hosted a meeting of the Treasure Coast Technical Advisory Committee (TCTAC). The TPO Board appointed members to the Treasure Coast Transportation Council (TCTC).</p>		
<b>Required Activities:</b>		
<ul style="list-style-type: none"> <li>• Implement local and regional plans including 2040 RLRTP</li> <li>• Maintain liaison with various agency staff</li> <li>• 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	
2040 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	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	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 5.2 Intergovernmental Planning Coordination		
<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. The TCRPM continued to be utilized by the TPO staff 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 proportionate fair share contributions 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 or 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	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	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>

**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

#### Purpose:

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.

#### Previous Work:

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.

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.

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 LRTP, RL RTP, UPWP and other projects.

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.

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.

#### Required Activities:

- Implementation of PIP and CAC/BPAC Meetings and Support
- Website Maintenance
- Title VI and environmental justice compliance
- Implementation of RIDES program
- Annual PIP Evaluation of Effectiveness

#### End Product:

#### Completion Date:

**Responsible Agency:** St. Lucie TPO

Implementation of PIP and CAC/BPAC meetings and support

Ongoing

Website maintenance

Ongoing

**Participating Agency:**  
City of Fort Pierce, City of Port St. Lucie, School

Title VI/Environmental Justice Compliance	As needed	District, nonprofit associations, FDOT, FHWA and St. Lucie County
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	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	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>



#### **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	\$282,625	\$285,625
		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	\$15,000
		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		
2. Modeling and Data Collection, Monitoring & Management	2.1 Travel Demand Modeling	UPWP Amendments	As needed	\$10,000	\$10,000
		TCRPM Application and Support	Ongoing		
		Model Task Force Activities	Ongoing		
	2.2 Data Collection and Monitoring	Participation in Regional Modeling Activities	Ongoing	\$10,000	\$10,000
		GIS and Data Monitoring, Updates, Maintenance, and Coordination	Ongoing		
		Bicycle-Pedestrian Counts	Ongoing		
	2.3 Traffic Count Program Management	ATMS implementation	Ongoing	\$35,000	\$35,000
		2016 Traffic Count and LOS Report	January 2017		
		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	LRTP Amendments	As needed	\$30,000	\$15,000
		RLRTP Amendments	As needed		
		LRTP Performance Measures Effectiveness Evaluation	March 2017		
		LRTP Performance Measures Effectiveness Evaluation	March 2018		
		LRTP Performance Measures Effectiveness Evaluation	March 2017		
		LRTP 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	\$76,000	\$76,000
		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	\$27,000	\$27,000
		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	\$5,000	\$3,000
		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	\$45,000	\$45,000
		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	\$10,000
		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	\$80,000	\$80,000
		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	\$10,000	
4. Special Project Planning	4.1 Complete Streets Study	Complete Streets Study	June 2017	\$17,000	\$0
5. Regional and Intergovernmental Planning and Coordination	5.1 Models of Regional Planning Cooperation	Regional Waterways Plan Implementation	Ongoing	\$20,000	\$20,000
		Maintain liaison with the FDOT, TCRPC, MPO, and other staffs	Ongoing		
		Prepare regional meeting agendas, minutes, packets, etc.	As needed		
		Attend Treasure Coast TIM and other meetings	Ongoing		
	5.2 Intergovernmental Planning and Coordination	Attendance at various meetings	Ongoing	\$10,000	\$10,000
		Provision of data, information, and comments	Ongoing		
Transportation grant support		Ongoing			
6. Public Involvement, Education & Outreach	6.1 Public Involvement, Education & Outreach	Implementation of PIP and CAC/BPAC Meetings and Support	Ongoing	\$30,000	\$30,000
		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		
Total				\$723,625	\$709,625

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)**

<b>SOURCE OF FUNDS</b>	<b>PL</b>	<b>FTA</b>	<b>FCTD</b>	<b>SRTS</b>	<b>Totals</b>
Carry-Forward (without FY 2014/15 -FY 2015/16 Close-Out Balance) *	\$33,504	\$32,447	\$0	\$0	\$65,951
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	\$92,325	\$25,000	\$65,000	\$683,614
State Match	**	\$11,100	N/A	N/A	\$10,170
Local Match (St. Lucie County)	**	\$11,100	N/A	N/A	\$10,170
<b>Total FY 2016/2017 Available</b>	<b>\$534,793</b>	<b>\$146,972</b>	<b>\$25,000</b>	<b>\$65,000</b>	<b>\$771,765</b>
FY 2016/2017 UPWP Expenses	\$522,625	\$111,000	\$25,000	\$65,000	\$723,625

Notes

\* The Close-Out Balance applies to PL Funds only and will not be available until FY 2016/17.

\*\* The Local Match for PL Funds is included in the State Match for PL Funds.

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

SOURCE OF FUNDS	PL	FTA	FCTD	SRTS	Totals
Carry-Forward (without FY 2015/16 -FY 2016/17 Close-Out Balance) *	\$12,168	\$35,972	\$0	\$0	\$48,140
FY 2015/16 - FY 2016/17 Close-Out Balance	*	\$0	\$0	\$0	\$0
FY 2017/18 Allocation	\$501,289	\$92,325	\$25,000	\$65,000	\$683,614
State Match	**	\$11,100	N/A	N/A	\$11,100
Local Match (St. Lucie County)	**	\$11,100	N/A	N/A	\$11,100
<b>Total FY 2017/2018 Available</b>	<b>\$513,457</b>	<b>\$150,497</b>	<b>\$25,000</b>	<b>\$65,000</b>	<b>\$753,954</b>
FY 2017/18 UPWP Expenses	\$508,625	\$111,000	\$25,000	\$65,000	\$709,625

Notes

- \* The Close-Out Balance applies to PL Funds only and will not be available until FY 2017/18.
- \*\* The Local Match for PL Funds is included in the State Match for PL Funds.

**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	\$237,625	\$45,000		*		*	<b>\$282,625</b>
1.2 UPWP Development	\$1,000						<b>\$1,000</b>
2.1 Travel Demand Modeling	\$10,000						<b>\$10,000</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	\$66,000		*		*	<b>\$76,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,000						<b>\$27,000</b>
3.4 Congestion Management Process (CMP)	\$5,000						<b>\$5,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$45,000						<b>\$45,000</b>
3.6 Freight Planning	\$10,000						<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000		\$65,000				<b>\$80,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity					\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000						<b>\$10,000</b>
4.1 Complete Streets Study	\$17,000						<b>\$17,000</b>
5.1 Models of Regional Planning Cooperation	\$20,000						<b>\$20,600</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>\$522,625</b>	<b>\$111,000</b>	<b>\$65,000</b>		<b>\$25,000</b>		<b>\$723,625</b>

Notes

\* Allocated to Task 1.1 and 3.2

**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	\$243,625	\$45,000		*		*	<b>\$285,625</b>
1.2 UPWP Development	\$15,000						<b>\$15,000</b>
2.1 Travel Demand Modeling	\$10,000						<b>\$10,000</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	\$15,000						<b>\$15,000</b>
3.2 Transit Planning	\$10,000	\$66,000		*		*	<b>\$76,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,000						<b>\$27,000</b>
3.4 Congestion Management Process (CMP)	\$3,000						<b>\$3,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$45,000						<b>\$45,000</b>
3.6 Freight Planning	\$10,000						<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000		\$65,000				<b>\$80,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity					\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000						<b>\$10,000</b>
4.1 Complete Streets Study	\$0						<b>\$0</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>\$508,625</b>	<b>\$111,000</b>	<b>\$65,000</b>		<b>\$25,000</b>		<b>\$709,625</b>

Notes

\* Allocated to Task 1.1 and 3.2



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

Task	PL Funds		FTA			FCTD	SRTS-5E	Total
	Federal	State	Federal	State	Local			
1.1 Program Management	\$237,625		\$45,000	*	*			<b>\$282,625</b>
1.2 UPWP Development	\$1,000							<b>\$1,000</b>
2.1 Travel Demand Modeling	\$10,000							<b>\$10,000</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		\$66,000	*	*			<b>\$76,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,000							<b>\$270,200</b>
3.4 Congestion Management Process (CMP)	\$5,000							<b>\$5,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$45,000							<b>\$45,000</b>
3.6 Freight Planning	\$10,000							<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000						\$65,000	<b>\$80,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity						\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000							<b>\$10,000</b>
4.1 Complete Streets Study	\$17,000							<b>\$17,000</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>\$522,625</b>		<b>\$111,000</b>			<b>\$25,000</b>	<b>\$65,000</b>	<b>\$723,625</b>

Notes

\* Allocated to Task 1.1 and 3.2

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

Task	PL Funds		FTA			FCTD	SRTS-5E	Total
	Federal	State	Federal	State	Local			
1.1 Program Management	\$243,625		\$45,000	*	*			<b>\$288,625</b>
1.2 UPWP Development	\$15,000							<b>\$15,000</b>
2.1 Travel Demand Modeling	\$10,000							<b>\$10,000</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	\$15,000							<b>\$15,000</b>
3.2 Transit Planning	\$10,000		\$66,000	*	*			<b>\$76,000</b>
3.3 Transportation Improvement Program (TIP)	\$27,000							<b>\$27,000</b>
3.4 Congestion Management Process (CMP)	\$3,000							<b>\$3,000</b>
3.5 Bicycle/Pedestrian/Greenway Planning	\$45,000							<b>\$45,000</b>
3.6 Freight Planning	\$10,000							<b>\$10,000</b>
3.7 Safety and Security Planning	\$15,000						\$65,000	<b>\$80,000</b>
3.8 Transportation Disadvantaged (TD) Program and Ladders of Opportunity						\$25,000		<b>\$25,000</b>
3.9 Ladders of Opportunity	\$10,000							<b>\$10,000</b>
4.1 Complete Streets Study	\$0							<b>\$0</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	\$30,000							<b>\$30,000</b>
<b>Total</b>	<b>\$508,625</b>		<b>\$111,000</b>			<b>\$25,000</b>	<b>\$65,000</b>	<b>\$709,625</b>

Notes

\* Allocated to Task 1.1 and 3.2

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	Citizens Advisory Committee (CAC)
<b>Meeting Date:</b>	March 8, 2016
<b>Item Number:</b>	6c
<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>	Review and recommend adoption of the draft update to the TPO's Title VI Program, recommend adoption with conditions, or do not recommend adoption.
<b>Staff Recommendation:</b>	As the draft Title VI Program is consistent with federal regulations, it is recommended that the draft Title VI Program Update be recommended for adoption by the TPO Board.

### **Attachments**

- Staff Report
- Draft Title VI Program

## **MEMORANDUM**

**TO:** Citizens Advisory Committee (CAC)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit Program Manager

**DATE:** March 1, 2016

**SUBJECT:** **Title VI Program Update**

---

### **BACKGROUND**

All agencies that receive federal funding are required to incorporate Title VI and environmental justice considerations into their programs, policies, and activities. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. 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 requirements and regulations.

### **ANALYSIS**

It is part of the TPO mission to ensure non-discrimination and environmental justice in the transportation planning process. The TPO's public involvement process 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, gender, or disability.

The TPO Title VI program is being updated. The update includes analysis based on the most current Census data and additions to meet the requirements of both FHWA and FTA. The draft Title VI program is being reviewed by staff from the FHWA Office of Civil Rights, Florida Division, and changes will be incorporated based on that review.

## **RECOMMENDATION**

As the draft Title VI Program is consistent with applicable federal regulations, it is recommended that the draft Title VI Program Update be recommended for adoption by the TPO Board.



**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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St. Lucie Transportation Planning Organization Title VI Program

1-1





## 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 Aysiyen, 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 Título VI denuncia con the City of Inglewood.?	Si	No
<b>Section V</b>		
Ha presentado esta queja con cualquier otro local, estado o federal, o con cualquier Federal o Estado??		
<input type="checkbox"/> Si <input type="checkbox"/> No Si la respuesta es si, Marque todo lo que aplica <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Federal Tribunal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Tribunal Estatal _____ <input type="checkbox"/> 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:
<b>Section VI</b>		
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 Fòma Aksesib?	Gwo Lèt		Kasèt Odyo	
	TDD		Lèt	
<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):				
[ ] Ras [ ] Koulè [ ] Orijin Nasyonal [ ] Laj				
[ ] Enfimite [ ] Kondisyon Familyal oswa Relijye [ ] Lòt (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



**Seksyon V**

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.

**Non:**

**Tit:**

**Ajans:**

**Adrès:**

**Nimewo Telefòn:**

**Seksyon VI**

Non ajans la kont ki yo pote plent la:

Non moun yo kapab kontakte:

**Tit:**

**Nimewo Telefòn:**

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

Yo egziye 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 LRTP 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	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

Position	Race	Gender
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.

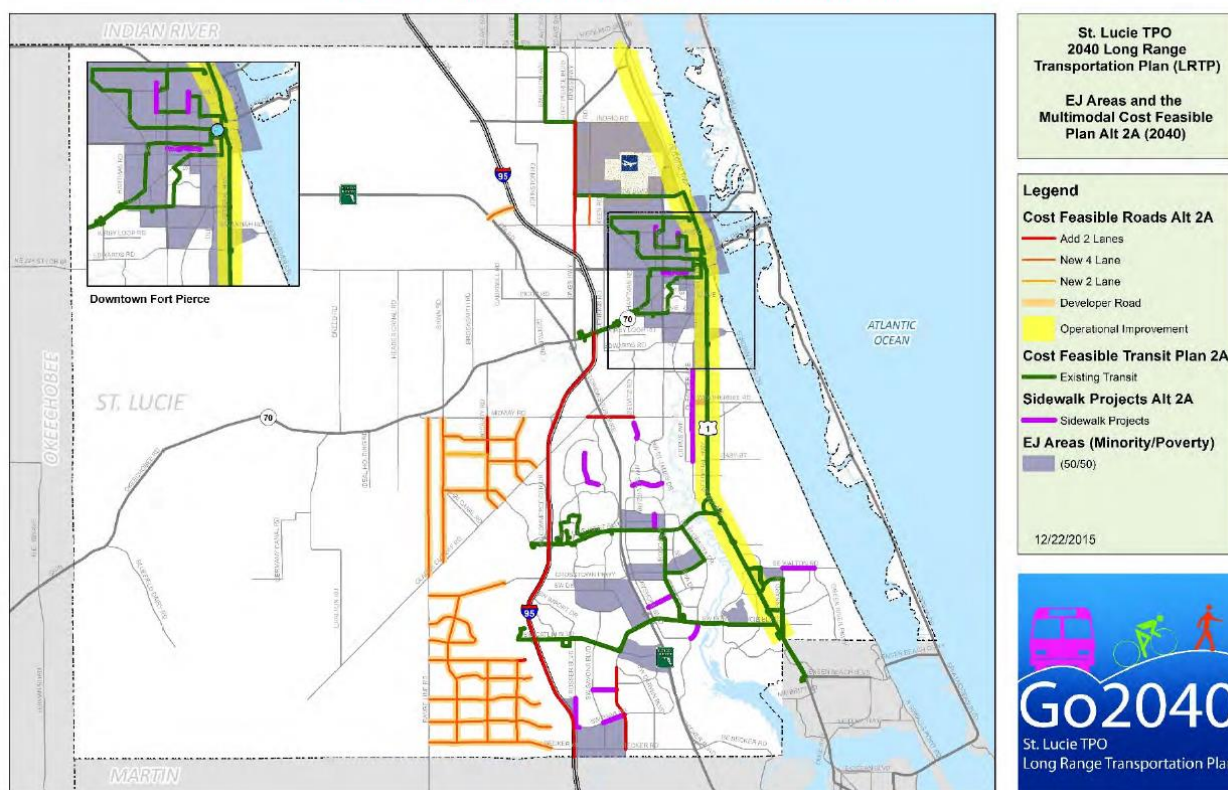


## 10.0 Title VI/Environmental Justice Analysis

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.