

UPWP

UNIFIED PLANNING
WORK PROGRAM

Fiscal Years FY 2026/27 – 2027/28
Adopted: May 27, 2026
Revision 1: August 26, 2026

Bay County TPO

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UPWP

Bay County TPO

FY 2027 – FY 2028

Bay County TPO

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Fiscal Years 2026/27 – 2027/28

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Funding for this document was provided by the U.S. Department of Transportation Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State of Florida Department of Transportation (FDOT).

Bay County TPO is staffed by:

EMERALD COAST REGIONAL COUNCIL

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COST ANALYSIS CERTIFICATION

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
COST ANALYSIS CERTIFICATION STATEMENT

525-010-06
POLICY PLANNING
08/26
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Bay County TPO

Unified Planning Work Program (UPWP) Fiscal Year (FY) – FY 2026/27 - FY 2027/28

UPWP Status – Revision 1, 8/26/2026

I hereby certify that the cost for each line-item budget category has been evaluated and determined to be allowable, allocable, reasonable, and necessary, as required by s.215.971, Florida Statutes (FS), s.216.3475, FS, 2 CFR Part 200, and 23 CFR Part 420. Documentation is on file that evidences the methodology used and the conclusions reached.

This certification does not authorize the Metropolitan Planning Organization (MPO) to begin using funds identified in the UPWP. The MPO may begin using those funds only on the Effective Date of Authorization specified in the applicable the Letter of Authorization (LOA) for the UPWP status or revision referenced above.

Kaylor Collins

Planning Specialist IV

Florida Department of Transportation, District 3

Kaylor Collins
District Signature

Date: 8/31/2026

s.215.971, FS
s.216.3475, FS
2 CFR Part 200
23 CFR Part 420

INTRODUCTION

A BRIEF INTRODUCTION TO THE UPWP

The United States Code of Federal Regulations defines a Unified Planning Work Program (UPWP) as "a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area." At a minimum, a UPWP includes a description of the work and resulting products, indicates who will perform the work, provides timeframes and deadlines for completing the work, the cost of the work, and the source(s) of funds.

The Draft UPWP was published and distributed on March 20, 2026 for review and comment from stakeholders and the public. The UPWP was approved by the Bay County TPO on May 27, 2026.

The UPWP is approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). It is used to monitor the expenditure of Federal and State funds. The UPWP also serves as a strategic management tool, allowing the TPO to administer its planning responsibilities with available revenues. The UPWP is required under Chapter 163.01 and 339.175(5) (d) and (e) Florida Statues. The UPWP is prepared in accordance with the Florida MPO Program Management Handbook, the Americans with Disabilities Act of 1990 (ADA), and Title VI of the Civil Rights Act of 1964. This document reflects applicable federal requirements including Title VI, Limited English Proficiency (LEP), and State Planning Emphasis Area (PEA) provisions that the Bay County TPO addresses in its transportation planning activities.

The Bay County TPO FY 2027 – FY 2028 UPWP includes tasks for two (2) years. For each task the following is provided:

- required tasks
- associated work products
- previous major accomplishments
- financial participation by funding agencies
- responsible agencies for completing each task
- schedule for completion

A CURRENT OVERVIEW OF THE STATUS OF COMPREHENSIVE PLANNING ACTIVITIES

- Long Range Transportation Plan – The 2050 Bay County TPO LRTP was adopted in May of 2026. The document has not been amended since adoption.
- Regional Bicycle Pedestrian Advisory Committee – The purpose of the group is to facilitate regional collaboration with diverse stakeholders in planning pedestrian and bicycle infrastructure. The goal is to create connectivity and enhance mobility by encouraging coordinated development of regionally significant facilities that can prioritized through the TPO or submitted to SUN Trail for potential funding.
- Pedestrian/Bicycle/Trails Plan – The TPO's Pedestrian/Bicycle/Trail Plan was adopted in February 2026.
- Safe Streets and Roads for All (SS4A) – The ECRC was awarded an SS4A grant and completed the Emerald Coast Safety Action Plan in December 2025. The Safety Action Plan will assist the ECRC and the TPO regions to achieve the target of zero fatalities and serious injuries. The TPO will continue to work with local agencies to pursue implementation funding.

CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES

Bay County

- Operating and maintaining the areawide traffic signal system will decrease traffic delays and improve traffic flow in the county.
- Widening of US 231 to six lanes from US 98 to North of Penny Road will decrease traffic congestion and improve traffic flow on one of the gateway to Panama City.
- Widening of US 98 (Panama City Beach Parkway) from Mandy Lane to the Hathaway Bridge will decrease traffic congestion and improve flow on one of the fastest growing areas in Bay County.
- The widening of State Road 22 and Panama City Beach Parkway will improve traffic in Callaway and Panama City Beach.
- The widening of Bay Parkway Phase III will complete an alternative to Panama City Beach Parkway in Panama City Beach.
- The widening of SR 390 in Lynn Haven from SR 77 to US 231 will provide improve access to the Port of Panama City reduce traffic Congestion in Lynn Haven.

STATEMENT OF CPG PARTICIPATION

"The FDOT and the Bay County Transportation Planning Organization participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D."

SOFT MATCH

"Soft match" is other expenses that are related to a project but will not be charged to the project. Transportation Development Credit, also known as Toll Revenue Credits or the value of 3rd party in-kind contributions are considered soft matches. 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 in in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credit are available. Certain 5305(d) funds have been matched by "soft match" as well as local Municipal and County Contributions.

Soft match amounts are listed as follows:

Soft Match

FDOT uses Transportation Development Credits (Toll Credits) to fullfill the required non-federal share.

Fund Type	Agency	Rate	FY 26/27	FY 27/28
FHWA - PL (CPG*)	FDOT	18.07%	$ 175,543	$ 137,082
			$ 175,543	**$ 137,082**

*FHWA - PL(CPG) Cash: 81.93%

APPROVED INDIRECT COST RATE

The ECRC provides the designated professional staff to the Bay County TPO and performs the work required to maintain the continuing, cooperative and comprehensive (3-C) planning process. The ECRC serves seven (7) counties and is unique in its role in staffing three (3) separate TPOs (MPOs) in West Florida. A staff services agreement between the Bay County TPO and the Regional Council, effective on March 16, 2015, establishes this staffing arrangement.

The ECRC provides an annual audit of all programs and utilizes a de minimis indirect cost rate which is applied to all program budgets beginning 10/01/2021. The United States Department of Commerce, Economic Development Administration is the cognizant federal agency. ECRC has elected to charge the de minimis indirect cost rate of 15%.

TITLE 23 AND TITLE 49 CHAPTER 53 PUBLIC TRANSPORTATION PLANNING TASKS

The following public transportation tasks are planned for FY 2027 and FY 2028 and can be found in Task 3 – Data Development and Management and Task 5 - Plans and Studies:

- Technical assistance and staff support for public transportation in the Panama City, FL UZA
- Local Coordinating Board Activities
- Development of Public Transportation Agency Safety Plan (PTASP) Targets
- Development of Transit Asset Management (TAM) Plan and Performance Targets

AIR QUALITY PLANNING ACTIVITIES

The Bay County TPO is currently in attainment and no non-attainment maintenance is required at this time.

PUBLIC PARTICIPATION PROCESS

The Bay County Transportation Planning Organization (Bay County TPO) created a Public Participation Plan (PPP) to provide guidelines for achieving optimum engagement of the public when developing major planning documents and programs. Quality public participation is solicited before the planning process begins and continues throughout the process, helping to avoid, minimize and mitigate project impacts while providing the best solutions.

The primary goals of the Bay County TPO's PPP are to:

- **Inform the Public**, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.
- **Involve the Public** early and often in the transportation planning process.
- **Include the Public** – Reach out to the geographical, organizational and demographic communities that compose the TPO planning area to increase the public's opportunity to participate in developing transportation plans and services.
- **Improve the Public Participation Process** – Continually identify and implement ways to improve the public participation processes.

In addition to providing guidelines for reaching out to the public, the PPP also addresses Title VI where applicable.

FEDERAL PLANNING FACTORS

In November 2021, the Infrastructure Investment and Jobs Act (IIJA), also known as the "Bipartisan Infrastructure Law" was signed into law. The IIJA serves as the primary surface transportation legislation and provides funding over fiscal years 2022 through 2026. The bill carries forward the planning factors identified in previous legislation (FAST Act) that shall be considered as part of the review of projects and plans. Those 10 planning factors are displayed on Table 1 on the following page. Once IIJA is updated, any changes to the planning factors, will be considered in projects and plans as appropriate.

Table 1: Fast Act Evaluation Factors

Fast Act Evaluation Factors	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
Support Economic Vitality of the Metropolitan Area	★	★	★	★	★	★
Increase Safety of the Transportation System for Motorized and Non-Motorized users	★	★	★	★	★	★
Increase Security of the Transportation System for Motorized and Non-Motorized users		★	★	★	★	★
Increase Accessibility and Mobility of People and for Freight		★	★	★	★	★
Protect and Enhance the Environment, Promote Energy Conservation, Improve Quality of Life, and Promote Consistency Between Transportation Improvements and State and Local Planned Growth and Economic Development Patterns	★	★	★	★	★	★
Enhance Integration and Connectivity of Transportation System Across Modes for People and Freight	★	★	★	★	★	★
Promote Efficient System Management and Operations	★	★	★	★	★	★
Emphasize Preservation of Existing Transportation System	★	★	★	★	★	★
Improve Resiliency of the System and Reduce Storm Water Impact of Surface Transportation	★	★	★	★	★	★
Enhance Travel & Tourism	★	★	★	★	★	★

Task 1: Program Development
Task 2: Long Range Transportation Planning
Task 3: Data Development and Management
Task 4: Short Range Transportation Planning
Task 5: Plans and Studies
Task 6: Marketing Outreach and Engagement

FEDERAL AND STATE PLANNING EMPHASIS AREAS

2021 FEDERAL PLANNING EMPHASIS AREAS

Public Involvement

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

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

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than

200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

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

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in

transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available here.

Data in Transportation Planning

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

STATE PLANNING EMPHASIS AREAS – 2021

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

Florida Metropolitan Planning Organizations should consider the following four planning topics when updating their Unified Planning Work Plans.

Safety

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

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, alternative fuel vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

RESOLUTION STATEMENT

Resolution BAY 26-11 dated May 27, 2026, signed by the Bay County TPO Chairman is available in Appendix A.

ORGANIZATION AND MANAGEMENT

TPO BOUNDARIES

The Bay County Metropolitan Planning Area (MPA) Boundary includes all of Bay County and southern portions of Walton County along US 98. This was established by the TPO and approved by the governor. The 2020 Census still confirmed the entirety of Bay County as the MPA Boundary for the TPO. The 2020 MPA Boundary was approved by the TPO on August 2, 2023.

TPO STRUCTURE - PARTICIPANTS, ROLES, AND AGREEMENTS

The Bay County TPO was established by designation of the governor and an interlocal agreement in 1981, following the 1980 Census. The TPO Planning Area includes the entirety of Bay County. The Interlocal Agreement for the Creation of the Bay County Transportation Planning Organization was updated in 2015. Apportionment of membership was approved by the TPO on August 2 2023, and was approved by the governor on August 8, 2024.

According to Section 339.175, Florida Statutes, TPO board members shall be local elected officials. The current membership of the Bay County TPO is made up of 19 elected officials from across Bay County. A chair and vice chair are elected annually to serve a term of one year. The following outlines the 19-board member makeup:

- five (5) members from the Bay County Commission – Robert Carroll, Vice Chair
- five (5) members from the Panama City Commission
- two (2) members from the Callaway City Commission – Pamn Henderson, Chair
- two (2) members from the Lynn Haven City Commission
- two (2) members from the Panama City Beach City Council
- one (1) member from the Parker City Council
- one (1) member from the Springfield City Commission
- one (1) member from the Mexico Beach City Council.

The TPO maintains several additional agreements. The previous Consolidated Planning Grant Agreement (PL) was executed in May 2024. The agreement is signed by the TPO and Department of Transportation. The new Consolidated Planning Grant Agreement was signed on May 27, 2026. The new funding agreement includes all FHWA funds used by the TPO.

The Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement, provides a framework for review of federally funded projects in the urbanized area and for incorporating port, aviation, and transit projects into TPO plans. The Emerald Coast Regional Council is the regional clearinghouse for review of federal funds, the TPO is the transit agency, the City of Panama City is the Port Authority and Panama City and Bay County are the Airport Authority. Therefore, the agreement is signed by the TPO, WFRPC (ECRC), Panama City Port Authority, and Panama City-Bay County International Airport Authority. The agreement was updated and executed on August 27, 2025. If significant changes occur the agreement will be updated or reaffirmed at that point in time.

The TPO maintains bylaws, which describe the operating procedures for the TPO and its advisory committees. The bylaws were updated and adopted in April 2024. A Technical Coordinating Committee (TCC), a Citizens' Advisory Committee (CAC), and the Local Coordinating Board (LCB) advise the TPO. Ad hoc committees, to advise the TPO and its staff are formed as needed. Each committee carries out its prescribed tasks and responsibilities at regularly scheduled and, at times, special meetings. Areas addressed by these ad hoc committees in the past include freight mobility, transit, congestion management, and corridor management.

The Emerald Coast Regional Council provides the designated professional staff to the Bay County TPO and performs the work required to maintain the continuing, cooperative and comprehensive (3-C) planning process. The ECRC serves seven counties and is unique in its role of staffing three (3) separate TPOs in West Florida. A Staff Services Agreement, originally established in August 1981, between the TPO and the RPC establishes this staffing arrangement. The TPO utilizes the ECRC Continuity of Operations Plan (COOP). The COOP provides staff direction and expectations regarding actions to be taken during emergency events.

The ECRC coordinates with officials serving the rural areas outside the Metropolitan Planning Area Boundary of each TPO. This is accomplished through a Work Program Liaison contract with the FDOT. Staff assembles and disseminates data, reports, and other information generated through the continuing, comprehensive, and cooperative transportation planning process.

State assistance is provided primarily through the District 3 Office and the FDOT District 3 Urban Area Liaison. The District provides match for the Federal Transit Administration Section 5303 program for public transportation technical assistance. The TPO receives FDOT District 3 support

with data for and output from the regional transportation planning model that covers ten counties in West Florida. The Department's Bureau of Multi-Modal Systems Planning and Division of Planning and Programming also aids with training programs and policy direction to the TPO. Resource agency input on projects is received through the statewide Efficient Transportation Decision Making (ETDM) Process.

Federal assistance and coordination are provided through the Federal Highway Administration, Federal Transit Administration, and the Environmental Protection Agency. Input is sought from the US Air Force, US Navy, and the Department of Defense due to the large military presence in the Urbanized Area.

Section 1352, Title 31, U.S. Code, requires that no federal appropriated funds may be used for lobbying purposes. Florida Statutes contain a similar requirement for state appropriated funds. The required certification is included in Appendix D to this document. Appendix D of this document contains the assurance that the TPO does not use federal funds for procurement of services from individuals who have been disbarred or suspended in accordance with provisions of 49 CFR Part 29, Subparts A through E.

The FTA Section 5305 Grant Application is included in the UPWP. This includes the "Application for Federal Assistance" and associated forms and certifications.

FDOT D3 DISTRICTWIDE PLANNING ACTIVITIES

The Florida Department of Transportation District Three Districtwide Planning activities for FY 26/27 – FY 27/28 include the following:

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development
- Efficient Transportation Decision Making (ETDM)/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- State Highway System Corridor Studies
- State Highway System Complete Streets Classification
- Growth Management Development Impact Reviews

- Safety and Access Management Studies

REGIONAL PLANNING

Regional planning and coordination of transportation plans is a focus of the Florida Legislature and transportation agencies. In 2020 the Emerald Coast Regional Council (ECRC), along with the Florida-Alabama TPO, Okaloosa-Walton TPO, and Washington and Holmes Counties approved an interlocal agreement naming ECRC as the designated Regional Transportation Area to serve the regional needs of the area. Bay County TPO was added in 2021. This regional entity has approved a regionally-significant transportation network, priorities, and bylaws. The ECRC also annually adopts project priorities for the State Transportation Regional Incentive Program (TRIP).

The Military Growth Advisory Group is the working group for the Northwest Florida Military Sustainability Partnership. The group looks at implementing the recommendations identified in the Joint Land Use Study and in the Comprehensive Tri-County Growth Management Plan (Santa Rosa, Okaloosa, and Walton). The Growth Management Plan includes recommendations for improving transportation infrastructure in the three-county region.

PROGRAM WORK TASKS WITH CORRESPONDING FUNDING TABLES

Task 1: Program Development

Purpose: Provides support for the board and staff and resources necessary to administer the transportation planning process and includes reviewing and reporting, capital purchases, equipment, travel to conferences, trainings, meetings, and workshops that is reasonable and allowable in accordance with C.F.R. 200.474 to be charged. The TPO will provide information and request prior approval of purchases of equipment, supplies, and/or non-typical expenses greater than $5,000 before moving forward with them.

Previous Work: In FYs 2025 and 2026 the TPO staff provided support and assistance to the board and its committees; conducted procurements as needed and completed support activities as needed. In 2023, the TPO completed the General Planning Consultant selection process.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Support to board and committees	Meeting agendas, minutes, and presentation materials	Ongoing
Joint FDOT-TPO Certification	Meet with FDOT and provide requested information	Annually, January 2027 & 2028
Attend Trainings/Meetings (i.e., FMPP, MPOAC, TransPlex)	Meetings, education, information from FDOT, FHWA, and FTA	Quarterly and as needed
Maintain Financial Records	Records are maintained	Ongoing
Invoices and Travel Vouchers	Invoices are completed. Travel vouchers are within policy.	Monthly/ongoing
Annual Audit	Audit is complete	Annually
Maintain UPWP	Amendments and FY 2028 update	Annually/as needed
Meetings with FDOT	Meetings are held as needed	As needed
General Planning Consultant Coordination	Meet with GPCs as needed	As needed
General Planning Consultant Selection Process	Start RFP process to procure new GPC(s)	June 2028

*The Bay County TPO is the responsible agency for all required activities listed.

Task 1 Program Development 26/27		
Funding Source	**FHWA**	**FY 26/27 Total**
Contract Number	**G3P97**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 237,480	$ 237,480
Travel	$ 10,000	$ 10,000
Direct Expenses	$ 77,000	$ 77,000
Indirect Expenses	$ 49,872	$ 49,872
Annual Audit	$ 8,000	$ 8,000
26/27 Totals	**$ 382,352**	**$ 382,352**
27/28		
Funding Source	**FHWA**	**FY 27/28 Total**
Contract Number	**G3P97**	
Source	**PL**	
Personnel (salary and benefits)	$ 211,006	$ 211,006
Travel	$ 10,000	$ 10,000
Direct Expenses	$ 76,500	$ 76,500
Indirect Expenses	$ 45,901	$ 45,901
Annual Audit	$ 8,500	$ 8,500
27/28 Totals	**$ 351,907**	**$ 351,907**

Task 2: Long Range Transportation Planning

Purpose: Every five years the LRTP should be updated as required by 23 Code of Federal Regulations 450.322. This task supports the updates as well as necessary amendments to the plan. The plan is to be consistent with current and forecasted trends. Florida is in air quality attainment and therefore only requires the five-year review period. This task includes consultant use and management.

Previous Work: Two amendments and two modifications were approved for 2045 LRTP since adoption. The 2050 LRTP Goals and Objectives were approved in February 2025. The Congestion Management Process Plan – Major Update, the Evaluation Criteria, and the Financial Resources for the 2050 LRTP were approved in August 2025. The 2050 LRTP Needs Plan was approved in February 2026. The 2050 LRTP Cost Feasible Plan and LRTP Final Report were approved in May 2026.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Congestion Management Plan Minor Update	Adoption	Annually
Review Project Priorities	Adoption	May 2027/2028
2050 LRTP Public Participation Plan	Adoption	February 2025
2050 LRTP Final Report	Deliverable of Document	November 2026
2050 LRTP Summary Report	Deliverable of Document	November 2026
LRTP Amendments	Adoption	As needed

*The Bay County TPO is the responsible agency for all required activities listed.

Task 2 Long Range Transportation Planning 26/27				
Funding Source	**FHWA**		**FY 26/27 Total**	
Contract Number	**G3P97**			
Source Level	**PL**			
Personnel (salary and benefits)	$	18,298	$	18,298
Indirect Expenses	$	2,745	$	2,745
26/27 Totals	**$**	**21,043**	**$**	**21,043**
27/28				
Funding Source	**FHWA**		**FY 27/28 Total**	
Contract Number	**G3P97**			
Source	**PL**			
Personnel (salary and benefits)	$	16,517	$	16,517
Indirect Expenses	$	2,478	$	2,478
27/28 Totals	**$**	**18,995**	**$**	**18,995**

Task 3: Data Development and Management

Purpose: The purpose of Data Development and Management is to identify improvements to the existing system, plan for the use of advanced information technology, and maintain transportation conformity by reporting on air quality in the region. The ongoing support for the Intelligent Transportation System (ITS) and Advanced Traffic Management System (ATMS) planning is to support the TPO's #1 Non-SIS Priority of Intelligent Transportation System. This includes assisting local governments and the TPO pursuing real-time data collection capabilities for improved transportation decision making and performance measures. GIS Support will be to expand the TPO's GIS capabilities from an interactive mapping system based on historical data only to a new system that can incorporate live data feeds as well as historical data feeds. This task also includes Geographic Information System (GIS) data creation, collection, management, analysis, and mapping needed by the TPO in an ongoing effort each year. Consultant services will be used for ESRI to provide professional technical assistance and staff training on the development and implementation of a digital twin and geospatial ecosystem. The end product will be an operational digital twin platform that allows for real-time data collection and improved performance measure tracking. Transportation System Management (TSM) projects are included in this task. Certain Federal Performance Measures will need to be readdressed during the two-year UPWP cycle as well.

Previous Work: Safety Performance Measures are adopted annually by February 27th. Bridge, Pavement, and System Performance Targets were previously adopted by the TPO in February 2023 and need to be readopted on a date to be determined. Public Transportation Performance Targets must be updated annually by transit provider(s) whereas the TPO can update their transit targets annually through the TIP. Staff provided planning and support of ITS and ATMS activities. The TSM projects were ranked using the adopted criteria and included in the annual project priorities. TPO membership apportionment and Metropolitan Planning Area Boundary were approved by the Governor in 2024. TPO smoothed FHWA Boundary was provided to FDOT in November 2023 and finalized by FDOT and FHWA in May 2024. The Bay County Federal Functional Classified Roadway Map was approved on December 11, 2024.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Safety Performance Targets	Adoption	November 2026/2027
Bridge, Pavement, and System Performance Targets	Adoption	June 2027/2028
Public Transportation Agency Safety Plan (PTASP) Targets	TIP	May 2027/2028
Transit Asset Management (TAM) Targets	TIP	May 2027/2028

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
ITS/ATMS Support	Ongoing coordination with local governments to identify needs and priorities.	Ongoing
Transportation System Management (TSM) Projects	Ranked Projects	May 2027/2028
Data Collection and Analysis	Data Collection, Mining, Warehousing, and Analysis	Ongoing
GIS Mapping	GIS Support for the TPO	Ongoing
Development of Digital Twin Platform	Functional Digital Twin Platform	June 2028

*The Bay County TPO is the responsible agency for all required activities listed.

Task 3 Data Development & Management				
26/27				
Funding Source	**FHWA**		**FY 26/27 Total**	
Contract Number	**G3P97**			
Source Level	**PL**			
Personnel (salary and benefits)	$	65,114	$	65,114
Indirect Expenses	$	9,767	$	9,767
26/27 Totals	**$**	**74,881**	**$**	**74,881**
27/28				
Funding Source	**FHWA**		**FY 27/28 Total**	
Contract Number	**G3P97**			
Source	**PL**			
Personnel (salary and benefits)	$	67,595	$	67,595
Indirect Expenses	$	10,139	$	10,139
27/28 Totals	**$**	**77,734**	**$**	**77,734**

Task 4: Short Range Transportation Planning

Purpose: The annual cycle for determination of projects for the FDOT Work Program is included in the TIP and Project Priorities. The consultant funding will be used for the interactive TIP tool. The TPO's consultant, Geowebhouse, has developed an interactive TIP tool that downloads the FDOT Work Program to a format that generates a preliminary draft TIP for the TPO staff to complete with some fine tuning to meet the federal and state requirements. The TPO staff then formats the TIP into a more readable and understandable format. The end product is the draft TIP that is sent to the TPO, advisory committees, and the public for review and ultimately to the TPO Board for approval. Several TPOs in Florida use Geowebhouse for assistance with their TIPs. Geowebhouse also generates the maps in their software for the TIP Amendments based on the information provided to them by the TPO staff.

Previous Work: The FY 2027-2031 Project Priorities were adopted in May 2025. The FY 2028-2032 Project Priorities were adopted in May 2026. The FDOT FY 2026-2030 Tentative Work Program was accepted by the TPO in December 2024 and the FDOT FY 2027-2031 Tentative Work Program was accepted in November 2025. The FY 2026-2030 TIP was adopted in May 2025 and the FY 2027-2031 TIP was adopted in May of 2026.

Five TIP amendments were completed for the FY 2025-2029 TIP and five amendments were completed for the FY 2026-2030 TIP. Administrative modifications were also processed.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Project Priorities	Adoption	May 2027/2028
FDOT Tentative Work Program	Acceptance	December 2026/2027
TIP	Adoption	May 2027/2028
TIP Amendments and Modifications	Adoption	As needed
Interactive TIP Tool Update by Consultant	Paid Invoice	April 2027/2028

*The Bay County TPO is the responsible agency for all required activities listed.

Task 4 Short Range Transportation Planning		
26/27		
Funding Source	**FHWA**	**FY 26/27 Total**
Contract Number	**G3P97**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 28,766	$ 28,766
Consultant	$ 3,200	$ 3,200
Indirect Expenses	$ 4,795	$ 4,795
26/27 Totals	**$ 36,761**	**$ 36,761**
27/28		
Funding Source	**FHWA**	**FY 27/28 Total**
Contract Number	**G3P97**	
Source	**PL**	
Personnel (salary and benefits)	$ 23,190	$ 23,190
Consultant	$ 3,200	$ 3,200
Indirect Expenses	$ 3,958	$ 3,958
27/28 Totals	**$ 30,348**	**$ 30,348**

Task 5: Plans and Studies

Purpose: This task includes time charged to planning activities for specific plans and studies that have been identified for the TPO. Planning activities in this task may include freight planning, regional coordination of contiguous MPOs, and other project management activities. Regional planning activities include regional freight studies and other regional transportation studies through ECRC as the Regional Transportation Area. This task will also include special planning studies as needed such as Corridor Management Plans. This task also includes technical assistance to the local transit agency (BayWay). BayWay will be utilizing $250,000 in FTA 5307 funds Transit Development Plan (TDP) support and updates, service planning, and operational analysis. Per the IIJA Sec. 11206 the 2.5% required PL set-aside for context-based solutions will be integrated into some of the planning activities under this task.

The following plans are also included in this task:

- Regional Freight Study
- Transportation Network Resilience Plan

Previous Work: The Bicycle/Pedestrian/Trails Master Plan Update was adopted in FY 2026. Disadvantaged Business Enterprise (DBE) reporting was completed as part of this task. Planning for public transportation projects, federal financial reporting, and assistance to Transit Agencies. The TPO provided staff for the Transportation Disadvantaged Local Coordinating Boards for Bay County.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Support of TPO freight committee to also include regional members throughout the Emerald Coast	Ongoing support of freight committee. Meeting agendas and presentation materials	As needed
Regional Freight Plan-RTPO	Adoption of plan.	June 2028
Attend MPOAC Freight Committee Meetings	Meetings, education, information from FDOT and FHWA	Quarterly/as needed
Develop regional and TPO freight priority list	Approved list of projects.	January 2027/2028
Regional Bicycle/Pedestrian/Trails Committee	Meeting agendas and presentation materials	As needed
Transportation Alternatives Program	Workshops. Adoption of ranked TA Projects submitted to FDOT	April 2027/2028
Context-based Solutions	Ongoing	As needed
Technical Assistance to Transit Agency	Assistance with transit related items to the TPO process.	Annually/as needed

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Local Coordinating Board Activities	Meetings. Evaluations	Quarterly/as needed
Coordination with Military Efforts in the Region	Coordination of TPO work with military partners	As needed
Transportation Network Resilience Plan	Adoption of plan.	June 2028

*The Bay County TPO is the responsible agency for all required activities listed.

Task 5 Plans and Studies					
26/27					
Funding Source	**FHWA**	**FTA 5307**	**Local**	**CTD**	**FY 26/27 Total**
Contract Number	**G3P97**	**FTA 5307**	**FTA Local**	**TD Grant**	
Source Level	**PL**	**Federal**	**Local**	**State**	
Personnel (salary and benefits)	$ 95,004	$ -	$ -	$ 23,943	$ 118,947
Consultant	$ -	$ 250,000	$ 62,500	$ -	$ 312,500
Indirect Expenses	$ 14,251	$ -	$ -	$ 3,592	$ 17,843
26/27 Totals	**$ 109,255**	**$ 250,000**	**$ 62,500**	**$ 27,535**	**$ 449,290**
27/28					
Funding Source	**FHWA**	**FTA 5307**	**Local**	**CTD**	**FY 27/28 Total**
Contract Number	**G3P97**	**FTA 5307**	**FTA Local**	**TD Grant**	
Source	**PL**	**Federal**	**Local**	**State**	
Personnel (salary and benefits)	$ 53,821	$ -	$ -	$ 23,943	$ 77,764
Consultant	$ -	$ 250,000	$ 62,500	$ -	$ 312,500
Indirect Expenses	$ 8,073	$ -	$ -	$ 3,592	$ 11,665
27/28 Totals	**$ 61,894**	**$ 250,000**	**$ 62,500**	**$ 27,535**	**$ 401,929**

*** These funds satisfy the requirements for the 2.5% PL set aside for Context-based Solutions. (11206(b)) The total amount of funds used by the TPO for Context-based Solutions for FY26/27 is $18,037.90 of $721,533 PL, and FY27/28 is $15,538 of $621,533 PL.**

Task 6: Marketing Outreach and Engagement

Purpose: Provide the public with accurate information and meaningful opportunities to participate in the transportation decision-making process through a combination of public meetings, outreach activities, accessible digital platforms, innovative communication tools, and maintaining compliance with Title VI requirements where applicable. Consultant Services will be used to assist staff with marketing outreach and engagement activities.

Previous Work: Coordination and technical support to all TPO tasks, projects, and programs, as it relates to outreach and community engagement. Set-up and direction provided for all TPO virtual, hybrid, and in-person meetings, as well as the Emerald Coast Transportation Symposium. The Public Participation Process Plan was updated in February 2022. TPO Orientation Packages were updated and prepared as needed. Outreach efforts were assessed. Staff completed Title VI training. Staff coordinated all other outreach efforts with community groups and TPO workshops.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Development of Marketing Outreach and Engagement Procedures and Strategies	Procedures and Strategies are Compliant and Improved	Annually/as needed
Conduct Outreach Activities with In-Person & Virtual Accessibility	Outreach is Performed	Monthly/as needed
Produce In-Person & Virtually Accessible Formats for TPO Committee & Board Meetings	Meetings are Conducted through Various Channels	Ongoing
Public Participation Plan Development & Updates	PPP is updated and improved	Annually/as needed
Title VI/Nondiscrimination Compliance and Complaint Resolution, Reporting and Training	Title VI complaints are resolved and reported	Ongoing
Speaking Engagements & Presentations on the TPO	Presentations are given	Monthly/as needed
Document and Assess all Marketing Outreach and Engagement Efforts	Activities are accessed and recorded	Monthly/as needed
Manage TPO Website Functions, File Management, Content Information, and Compliance	TPO Website is up-to-date and compliant	Ongoing
Citizens' Advisory Committee (CAC)	Maintain roster, insure geographical representation, CAC orientations	Ongoing
Prepare TPO Orientation Materials and Presentations	Orientations are completed and improved	Quarterly/as needed
Management of Electronic Media Posts, Websites & Reports	E-Media activity is monitored, measured, and reported	Ongoing

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Produce and update Marketing Materials on Transportation Planning Process and Stages	Materials are produced	Annually/Ongoing
Maintain TPO and Interested Parties Distribution Lists	Distribution lists are maintained and up-to-date	Ongoing
Provide Opportunity for Public Comments and TPO Review	Public Comments are received, recorded, and reported	Ongoing
Publicly Notice & Promote TPO Meetings and Activities	Meetings and activities are publicly noticed	Ongoing
Joint TPO Certification Review	Meet with FDOT and provide engagement and outreach information	Annually, January 2027/2028

*The Bay County TPO is the responsible agency for all required activities listed.

Task 6 Marketing Outreach & Engagement 26/27		
Funding Source	**FHWA**	**FY 26/27 Total**
Contract Number	**G3P97**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 59,557	$ 59,557
Consultant	$ 25,000	$ 25,000
Indirect Expenses	$ 12,684	$ 12,684
26/27 Totals	**$ 97,241**	**$ 97,241**
27/28		
Funding Source	**FHWA**	**FY 27/28 Total**
Contract Number	**G3P97**	
Source	**PL**	
Personnel (salary and benefits)	$ 45,135	$ 45,135
Consultant	$ 25,000	$ 25,000
Indirect Expenses	$ 10,520	$ 10,520
27/28 Totals	**$ 80,655**	**$ 80,655**

FUNDING TABLES

Agency Participation
8/26/2026

Funding Source	*CTD*		*FHWA*		*FTA 5307*		*Local*	
Contract	*TD Grant*		*G3P97*		*FTA 5307*		*FTA Local Match*	
Fiscal Year	26/27	27/28	26/27	27/28	26/27	27/28	26/27	27/28
Total Budget	$ 27,535	$ 27,535	$ 721,533	$ 621,533	$ 250,000	$ 250,000	$ 62,500	$ 62,500
Task 1 Program Development								
Personnel (salary and benefits)	$ -	$ -	$ 237,480	$ 211,006	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ 77,000	$ 76,500	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ 49,872	$ 45,901	$ -	$ -	$ -	$ -
Annual Audit	$ -	$ -	$ 8,000	$ 8,500	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 382,352	$ 351,907	$ -	$ -	$ -	$ -
Task 2 Long Range Transportation Planning								
Personnel (salary and benefits)	$ -	$ -	$ 18,298	$ 16,517	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ 2,745	$ 2,478	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 21,043	$ 18,995	$ -	$ -	$ -	$ -
Task 3 Data Development & Management								
Personnel (salary and benefits)	$ -	$ -	$ 65,114	$ 67,595	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ 9,767	$ 10,139	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 74,881	$ 77,734	$ -	$ -	$ -	$ -
Task 4 Short Range Transportation Planning								
Personnel (salary and benefits)	$ -	$ -	$ 28,766	$ 23,190	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ 3,200	$ 3,200	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ 4,795	$ 3,958	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 36,761	$ 30,348	$ -	$ -	$ -	$ -
Task 5 Plans and Studies								
Personnel (salary and benefits)	$ 23,943	$ 23,943	$ 95,004	$ 53,821	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000	$ 62,500	$ 62,500
Indirect Expenses	$ 3,592	$ 3,592	$ 14,251	$ 8,073	$ -	$ -	$ -	$ -
Sub Total	$ 27,535	$ 27,535	$ 109,255	$ 61,894	$ 250,000	$ 250,000	$ 62,500	$ 62,500
Task 6 Marketing Outreach & Engagement								
Personnel (salary and benefits)	$ -	$ -	$ 59,557	$ 45,135	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ 25,000	$ 25,000	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ 12,684	$ 10,520	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 97,241	$ 80,655	$ -	$ -	$ -	$ -
TOTAL PROGRAMMED	**$ 27,535**	**$ 27,535**	**$ 721,533**	**$ 621,533**	**$ 250,000**	**$ 250,000**	**$ 62,500**	**$ 62,500**

Contract	Funding Source	Source Level	26/27	27/28	FY 26/27 Funding Source				FY 27/28 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
TD Grant	CTD	State	$ 27,535	$ 27,535	$ -	$ -	$ 27,535	$ -	$ -	$ -	$ 27,535.00	$ -
		CTD TD Grant TOTAL	**$ 27,535**	**$ 27,535**	**$ -**	**$ -**	**$ 27,535**	**$ -**	**$ -**	**$ -**	**$ 27,535**	**$ -**
G3P97	FHWA	PL	$ 721,533	$ 621,533	$ 159,137	$ 721,533	$ -	$ -	$ 137,082	$ 621,533	$ -	$ -
		FHWA G3P97 TOTAL	**$ 721,533**	**$ 621,533**	**$ 159,137**	**$ 721,533**	**$ -**	**$ -**	**$ 137,082**	**$ 621,533**	**$ -**	**$ -**
FTA 5307	FTA 5307	Federal	$ 250,000	$ 250,000	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000	$ -	$ -
		FTA 5307 FTA 5307 TOTAL	**$ 250,000**	**$ 250,000**	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ -**	**$ -**
FTA Local Match	Local	Local	$ 62,500	$ 62,500	$ -	$ -	$ -	$ 62,500	$ -	$ -	$ -	$ 62,500
		Local FTA Local Match TOTAL	**$ 62,500**	**$ 62,500**	**$ -**	**$ -**	**$ -**	**$ 62,500**	**$ -**	**$ -**	**$ -**	**$ 62,500**
		TOTAL	**$ 1,061,568**	**$ 961,568**	**$ 159,137**	**$ 971,533**	**$ 27,535**	**$ 62,500**	**$ 137,082**	**$ 871,533**	**$ 27,535**	**$ 62,500**

APPENDICES

APPENDIX A: RESOLUTION OF ADOPTION

RESOLUTION BAY 26-11

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2027 – FISCAL YEAR 2028 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO planning area; and

WHEREAS, the Unified Planning Work Program (UPWP) shall be adopted by the TPO and submitted to the governor of the state of Florida and to the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), as provided in Title 23 Code of Federal Regulations (CFR) Section 450; Florida Statutes; and

WHEREAS, the UPWP serves as the Scope of Services for the Metropolitan Planning Organization Agreement, an agreement between the Bay County Transportation Planning Organization and the Florida Department of Transportation; and

WHEREAS, the adopted UPWP shall provide the framework for the transportation policy of the TPO; and

WHEREAS, the Emerald Coast Regional Council (ECRC) chief executive officer or their designee is authorized to sign the annual state certification statement and provide a copy to the TPO for review; and

WHEREAS, the TPO shall review and approve the Federal Certification Statement and the TPO chair and the ECRC chief executive officer and his/her designee are authorized to sign agreements for state funds and to approve and sign invoices of the TPO; and

WHEREAS, the FY 2027 – FY 2028 UPWP draft was reviewed by the FHWA, FTA, and Florida Department of Transportation (FDOT); and

WHEREAS, the FY 2027 – FY 2028 UPWP tasks are as follows:

- Program Development
- Long Range Transportation Planning
- Data Development and Management
- Short Range Transportation Planning
- Plans and Studies
- Marketing Outreach and Engagement

With additional work elements related to short-range planning and other efforts included when applicable;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The Fiscal Year 2027 – Fiscal Year 2028 Unified Planning Work Program is hereby adopted, pending comments from review agencies.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 27th day of May 2026.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: Pamn Henderson
Pamn Henderson, Chair

ATTEST: _____

APPENDIX B: FHWA, FTA & FDOT COMMENTS

Federal Highway Administration
Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Federal Transit Administration
Region 4 Office
230 Peachtree St, NW, Suite 1400
Atlanta, Georgia 30303
(404) 865-5600

Planning Comments

Document Name: UPWP 26/27-27/28		MPO: Bay County TPO	
Date of Document: 03/20/2026	Date Received 04/03/2026	Date Reviewed 04/22/2026	District: 3
Reviewed by: Dana Knox			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	Identify which activities represent the 2.5% PL set aside.
2		Editorial	Provide a statement on UPWP development related to stakeholder or public input opportunities.
3		Critical	Provide a detailed description and end product for the consultant services task in Task 4.
4		Editorial	Please note that any equipment purchases equal to or greater than $10,000 (previously $5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.
5		Editorial	Page 13 - confirm this statement: The new Consolidated Planning Grant Agreement is scheduled to be approved by May 2024.
6		Editorial	page 17 - confirm this statement: The 2050 Long Range Transportation Plan will begin in 2024.

7		Critical	Provide the resulting product of the GIS Mapping activity in Task 3 - chart on page 21
8		Critical	Provide a detailed description and end product for the consultant services task in Task 6.
9		Critical	Provide the resulting product of the ITS/ATMS Support activity in Task 3 - chart on page 21.
10		Select Type	
11		Select Type	
12		Select Type	
13		Select Type	
14		Select Type	
15		Select Type	
16		Select Type	
17		Select Type	

FTA Comments on Bay 26-28 UPWP

Pg. 25 - On Task 5 Plans and Studies - Please specifically list the plan that will be funded using $250K FTA 5307 funding. Anything associated with Bay County transit should be clearly be labeled.

Pg. 27 – Please denote planning activity associated with this FTA funding.

Pg. 33 – There should be an 80/20 match associated with the FTA 5307 planning activity

UPWP Review Checklist

MPO Name:	Bay County TPO	Draft or Final UPWP:	Draft
UPWP Fiscal Year:	FY 2026/27 - FY 2027/28	Reviewed by:	Kaylor Collins
UPWP Date:		Date of Review:	4/2/2026

Federal and State Requirements

Required Content — *See: 2 CFR 200.332, 23 CFR 420.111(b), 23 CFR 450.308(c), s. 339.175(9), FS, and FDOT/MPO Agreement*

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
Catalog of Federal Domestic Assistance (CFDA) number	Yes	Cover		
Financial Project Number (FPN)	Yes	Cover		
Federal Award Identification Number (FAIN) or Federal Aid Project Number (FAP)	Yes	Cover		
Correct state fiscal years	Yes	Cover		
The agencies providing funds for the UPWP	Yes	Cover		

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
Local and MPO planning priorities	Yes	3		
A description of work proposed for the next 2 years by major activity or task	Yes	16-30		
Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant)	Yes	16-30		
A schedule for completing the work	Yes	16-30		
The resulting work products	Yes	16-30		
The proposed funding or cost estimate by activity or task	Yes	16-30		
A summary of the total amounts and sources of federal and matching funds	Yes	16-30		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
Federal share by type of fund	Yes	4		
Matching rate by type of fund	Yes	4		
State and/or local matching share	Yes	4		
Other state or local funds	Yes	33		

Transportation Management Areas (TMA) — *See: 23 CFR 420.111(e)*

	Response	Page Number(s)	Comments	Comment Type
Does the MPO serve a TMA?	No			
If yes, does the UPWP identify and include cost estimates for planning, research, and technology transfer activities funded with other federal, state, or local funds within the MPO area?	N/A			

MPO Agreements — *See: 23 USC 134, 23 CFR 450.314, s. 339.175(2) FS, and FDOT/MPO Agreement*

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
FDOT/MPO Agreement, including date executed	No	12	Update to most recent executed agreement date	Critical
Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed	Yes	12		
Public Transportation Grant Agreements (PGTA), inlcuding date executed (if necessary)	N/A			

Indirect Costs				*See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify the indirect cost rate, if applicable?	Yes	4, 5		

Consolidated Planning Grant				*See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the FDOT Guide for UPWP Development for sample statement text.)	Yes	3		

Soft Match				*See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include the definition of the soft match?	Yes	4		
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	4		
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	33		

PL Set Aside				*See: § 11201; 23 USC 134*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	27		

Costs				*See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures*
Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type
Personnel Services	Yes	16-30		
Equipment	Yes	16-30		
Travel	Yes	16-30		
Supplies	Yes	16-30		
Direct Expenses	Yes	16-30		
Indirect Expenses (if the MPO has an approved indirect rate)	Yes	16-30		
Annual Audit Expense (if required)	No		TPO should break out Audit expense to a separate line	Critical

Annual Audits				*See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a line item expense for the Annual Audit?	No		TPO should break out Audit expense to a separate line	

MPO Public Involvement Process				*See: 23 CFR 450.210 and 23 CFR 450.316*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	5, 6		

Federal Planning Factors				*See: 23 CFR 306(b) and 23 CFR 450.308(c)*
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes	6, 7		

Memberships				*See: 2 CFR 200.454*
	Response	Page Number(s)	Comments	Comment Type
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	N/A			

Required Attachments

Are the following attachments included in the final UPWP?	Response	Page Number(s)	Comments	Comment Type
Signed resolution adopting the UPWP (23 CFR 450.308(b))	Yes	Appendix A	Draft has location identified for signed resolution	Editorial
Signed resolution adopting the travel policy, if the MPO does not use the FDOT policy (s. 112.061(14), FS)	N/A			
Signed Cost Analysis Certification Statement (s. 216.3475, FS)	Yes	1	Draft has location identified for signed Cost Analysis Certification	Editorial
The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416)	N/A		TPO uitilizes the de mimimus indirect cost rate	

Recommended Content Framework *The following items are recommended for inclusion in the UPWP, in addition to the requirements listed above.*

UPWP Cover or Title Page

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
MPO name, address, and website?	Yes	Cover		
The UPWP adoption date of the final UPWP?	Yes	Cover	Draft has location for adoption date of Final UPWP	Editorial

UPWP Organization and Content

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
Introduction	Yes	2		
Organization and Management	Yes	12		
Planning Tasks	Yes	16-30		
Funding Summary	Yes	32, 33		
Definitions and Acronyms	Yes	39-41		

Does the UPWP introduction include:	Response	Page Number(s)	Comments	Comment Type
A definition and purpose for the UPWP?	Yes	2		
An overview of the MPO's comprehensive transportation planning activities?	Yes	2, 3		

Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
Is each Task Sheet in the UPWP named and numbered?	Yes	16-30		
Does the UPWP clearly identify funds de-obligated from the previous UPWP?	Yes	33		
Does the UPWP separately list atypical expenditures, including individual supplies costing more than $1,000 per item and individual equipment costing more than $5,000 per item?	N/A		TPO initially does not anticipate purchases exceed those requriements. TPO will amend the UPWP if such purchases are identified	Editorial

UPWP Budget Tables Template				
Does the UPWP use the UPWP budget tables template for task tables, summary tables, and regional activities?	Yes	16-33		
Do the total amounts match across all funding tables?	Yes	16-33		

MPO Organization and Management

Does the UPWP include information about the following items:	Response	Page Number(s)	Comments	Comment Type
Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager	No		MPO Chair not currently identified	Critical
MPO Continuity of Operations Plan (COOP) or operational procedures	Yes	13		
MPO bylaws	Yes	13		

Does the UPWP discuss the following agreements, including date executed?	Response	Page Number(s)	Comments	Comment Type
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	Yes	13		
Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities	N/A			

Regional Activities

	Response	Page Number(s)	Comments	Comment Type
Is the MPO receiving or transferring any funds to another agency for a regional project or activity?	No			
If yes, does the UPWP provide information on the other agencies included in the regional activities and the funding amounts being transferred/received?	N/A			

Bay County TPO Draft FY 27 – FY 28 Unified Planning Work Program Comments and Responses from Spring 2026

Federal Highway Administration & Federal Transit Administration

1. Identify which activities represent the 2.5% PL set aside.
   Staff response: Activities that represent the 2.5% PL set aside will be identified in the final copy of the UPWP.
2. Provide a statement on UPWP development related to stakeholder or public input opportunities.
   Staff response: A statement on UPWP development will be added to the "A Brief Introduction to the UPWP" section of the final copy of the UPWP.
3. Provide a detailed description and end product for the consultant services task in Task 4.
   Staff response: A detailed description and end product will be added in Task 4 to the final copy of the UPWP.
4. Please note that any equipment purchases equal to or greater than $10,000 (previously $5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.
   Staff response: TPO initially does not anticipate purchases exceeding those requirements. TPO will process UPWP Amendments if such purchases are identified.
5. Page 13 - confirm this statement: The new Consolidated Planning Grant Agreement is scheduled to be approved by May 2024.
   Staff response: The new Consolidated Planning Grant Agreement will be updated and this statement will be updated in the final copy of the UPWP.
6. page 17 - confirm this statement: The 2050 Long Range Transportation Plan will begin in 2024.
   Staff response: This statement will be updated in the final copy of the UPWP to reflect the 2050 Long Range Transportation Plan was adopted in 2026.

7. Provide the resulting product of the GIS Mapping activity in Task 3 - chart on page 21

   Staff response: A detailed description and end product will be added in Task 3 to the final copy of the UPWP.

8. Provide a detailed description and end product for the consultant services task in Task 6.

   Staff response: An updated narrative indicating consultant services to be used will be updated in the Task 6 narrative of the final copy of the UPWP.

9. Provide the resulting product of the ITS/ATMS Support activity in Task 3 - chart on page 21.

   Staff response: A detailed description and end products will be added in Task 3 to the final copy of the UPWP.

10. Pg. 25 - On Task 5 Plans and Studies - Please specifically list the plan that will be funded using $250K FTA 5307 funding. Anything associated with Bay County transit should be clearly be labeled.

    Staff response: Task 5 will be updated to include verbiage that Transit Development Plan (TDP) support and updates, service planning, and operational analysis will be funded using the $250K FTA 5307 funding in the final copy of the UPWP.

11. Pg. 27 – Please denote planning activity associated with this FTA funding.

    Staff response: Task 5 will be updated to include the planning activity associated with this FTA funding in the final copy of the UPWP.

12. Pg. 33 – There should be an 80/20 match associated with the FTA 5307 planning activity

    Staff response: The funding table will be updated to include the 80/20 match associated with the FTA 5307 planning activity in the final copy of the UPWP.

Florida Department of Transportation (FDOT)

1. FDOT/MPO Agreement, including date executed: Update to most recent executed agreement date. (page 12)

Staff response: The FDOT/MPO Agreement reference on page 12 will be updated and included in the final copy of the UPWP.

2. Annual Audit Expense (if required): TPO should break out Audit expense to a separate line.

   Staff response: An Annual Audit is required and the expense will be broken out in Task Table 1 of the final copy of the UPWP.

3. Does the UPWP include a line item expense for the Annual Audit? TPO should break out Audit expense to a separate line.

   Staff response: The Annual Audit Expense will be broken out in Task Table 1 of the final copy of the UPWP.

4. Signed resolution adopting the UPWP (23 CFR 450.308(b)). Draft has location for signed resolution. (Appendix A)

   Staff response: Signed resolution will be added to Appendix A in the final copy of the UPWP.

5. Signed Cost Analysis Certification Statement (s. 216.3475, FS). Draft has location for signed Cost Analysis Certification. (Page 1)

   Staff response: Signed Cost Analysis Certification Statement will be added to page 1 in the final copy of the UPWP.

6. The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416). TPO uses the de minimis indirect rate.

   Staff response: Yes, TPO utilizes the de minimis indirect rate.

7. The UPWP adoption date of the final UPWP? Draft has location for adoption date of Final UPWP. (Cover page)

   Staff response: The adoption date will be added to the cover page of the final copy of the UPWP.

8. Does the UPWP separately list atypical expenditures, including individual supplies costing more than $1,000 per item and individual equipment costing more than $5,000 per item? TPO initially does not anticipate purchases exceeding those requirements. TPO will amend the UPWP if such purchases are identified.

   Staff response: TPO initially does not anticipate purchases exceeding those requirements. TPO will process UPWP Amendments if such purchases are identified.

9. Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager. MPO Chair not currently identified.

   Staff response: MPO Chair will be identified in the final copy of the UPWP.

Bay County TPO Staff

1. In the Required Activities table in Task 3 (page 21), Bridge, Pavement, and System Performance Targets (PM 2 & 3) should also be included with the Safety Performance Targets. PM 2 & 3 need to be adopted annually by June of each year. This change will be made in the final copy of the UPWP.
2. ECRC Staff will update the Transportation Disadvantage fund amount to the 2026-27 Planning Grant allocation in Task 5 Funding Table and Summary Tables.

APPENDIX C: ACRONYMS

ACRONYMS

ACES	Automated/Connected/Electric/Shared-use Vehicles
ACS	American Community Survey
ADA	Americans with Disabilities Act
Bay TPO	Bay County Transportation Planning Organization
BUILD	Better Utilizing Investments to Leverage Development
BTT	Bay Town Trolley
CAC	Citizens' Advisory Committee
CFR	Code of Federal Regulations
CMPP	Congestion Management Process Plan
COOP	Continuity of Operations Plan
CPG	Consolidated Planning Grant
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
DBE	Disadvantaged Business Enterprise
DOD	U.S. Department of Defense
ECRC	Emerald Coast Regional Council
EJ	Environmental Justice
ETDM	Efficient Transportation Decision Making
FAP	Federal Aid Project
FAST	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FLMA	Federal Land Management Agency
FPN	Financial Project Number
FS	Florida Statutes
FTA	Federal Transit Administration
FTAC	Freight Transportation Advisory Committee
FTP	Florida Transportation Plan
GFSU	Cares Act Surface Transportation Program Urban Funds
GIS	Geographical Information System
IT	Information Technology
JPA	Joint Participation Agreement
LAP	Local Agency Program
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
O&D	Origin & Destination
PD&E	Project Development & Environment

PEA	Planning Emphasis Area
PEL	Planning and Environment Linkages
PL	Planning
PPP	Public Participation Plan
PTAP	Planning Technical Assistance Program
RSA	Roadway Safety Audit
SIS	Strategic Intermodal System
STRAHNET	Strategic Highway Network
SU	Surface Transportation Program Urban Funds
TAM	Transit Asset Management
TCC	Technical Coordinating Committee
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TSM&O	Transportation System Management and Operations
UPWP	Unified Planning Work Program
USC	United States Code
VMT	Vehicle Miles Traveled
VPI	Virtual Public Involvement

APPENDIX D: STATEMENTS & ASSURANCES

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

(1) The Bay County TPO hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Bay County TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name:
Title: MPO Chairman (or designee)

5/27/26
Date

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Bay County TPO that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Bay County TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The Bay County TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name:

Title: MPO Chairman (or designee)

Date 5/27/26

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Bay County TPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Bay County TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Bay County TPO, in a non-discriminatory environment.

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



Name:
Title: MPO Chairman (or designee)



Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Bay County TPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Bay County TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Name:
Title: MPO Chairman (or designee)

Date 5/27/26

APPENDICES A and E

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

(1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

(2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation,* the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
b. Cancellation, termination or suspension of the contract, in whole or in part.

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

(7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Bay County Transportation Planning Organization

The Applicant certifies to the applicable provisions of all categories: (*check here*) _____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category		**Certification**
01	Certifications and Assurances Required of Every Applicant	
02	Public Transportation Agency Safety Plans	
03	Tax Liability and Felony Convictions	
04	Private Sector Protections	
05	Transit Asset Management Plan	
06	Rolling Stock Buy America Reviews and Bus Testing	
07	Urbanized Area Formula Grants Program	
08	Formula Grants for Rural Areas	
09	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	
10	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	
11	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	

12	State of Good Repair Grants	
13	Infrastructure Finance Programs	
14	Alcohol and Controlled Substances Testing	
15	Rail Safety Training and Oversight	
16	Demand Responsive Service	
17	Interest and Financing Costs	
18	Cybersecurity Certification for Rail Rolling Stock and Operations	
19	Tribal Transit Programs	
20	Emergency Relief Program	

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Bay County Transportation Planning Organization

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

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

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

Signature _____ Date: 5/27/26

Name Kandase Lee, Chief Executive Officer Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

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

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Title VI and Non-Discrimination Policy Statement

The Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization for Bay County. As a metropolitan planning organization, the Bay County TPO provides a forum for local elected officials, transportation experts, and citizens to work together to improve mobility for residents, businesses, and visitors. Recipients of federal funds, such as metropolitan planning organizations, must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. This ensures that no person is subjected to discrimination on the basis of: race, color, national origin, sex, age, disability, religion, and/or family status in employment and/or the provision of government services. This requirement includes the creation of a Title VI Nondiscrimination Plan, along with a regular review of effectiveness and conformity with federal and state law.

The Bay County TPO Title VI Nondiscrimination Plan works parallel to the TPO's Public Involvement Plan which identifies specific tactics for outreach and involvement (i.e. notification, information, and opportunities for diverse participation).

The Bay County TPO is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, national origin, sex, age, disability, religion, and/or family status. All persons, regardless of their citizenship, are covered under this regulation. In addition, the TPO prohibits discrimination on the basis of race, color, national origin, sex, age, disability, religion, and/or family status in its employment and business opportunities.

The Bay County TPO will not condone retaliation against an individual for asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.

The Bay County TPO will maintain a list of any Title VI investigations, complaints, or lawsuits filed which allege the TPO discriminated against a person or group on the basis of race, color, national origin, sex, age, disability, religion, and/or family status. This list will include: The date the investigation, complaint, or lawsuit was filed; A summary of the allegation(s); The status of the investigation, complaint, or lawsuit; and Any actions or corrective actions taken by the TPO in response to the investigation, complaint, or lawsuit.

The Bay County TPO will ensure that the level and quality of its transportation service is provided without regard to race, color, national origin, sex, age, disability, religion, and/or family status.

The Bay County TPO will promote the full and fair participation of all affected populations in the transportation decision-making process.

The Bay County TPO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the TPO service area as provided herein.

The Bay County TPO will ensure that Limited English Proficient (LEP) individuals have access to TPO programs, activities, and services.

The Bay County TPO will seek out and consider the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. The TPO's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

The Bay County TPO will ensure that individuals have access to TPO programs, activities and services by developing and carrying out the language plan herein. The TPO will continually assess the language assistance needs of the population to be served.
The purpose of the Title VI document is to detail specific compliant procedures for better documentation efforts related to Title VI and related statutes.

by _____, Chief Executive Officer

Dated _____

APPENDIX E: COST ALLOCATION PLAN AND CERTIFICATE OF INDIRECT COSTS – 15% DE MINIMIS RATE

EMERALD COAST REGIONAL COUNCIL

Cost Allocation Plan

1. Purpose

This Cost Allocation Plan (CAP) establishes the methods and procedures used by the Emerald Coast Regional Council to allocate allowable costs across its various programs, grants, and contracts. The plan formalizes the use of the Employee Budget Allocation Methodology as the primary basis for distributing indirect and certain shared costs. It ensures compliance with 2 CFR Part 200 Subpart E, OMB Circular A-122 where applicable, and all Federal, State, and contractual requirements.

This CAP also strengthens transparency, consistency, and accountability by documenting cost treatment across the organization. It supports equitable distribution of resources and provides a framework for assigning costs.

2. Guiding Principles

The following principles govern all cost allocation decisions:

• Allowability – Costs must comply with award terms and 2 CFR 200.

• Allocability – Costs must benefit the program(s) charged.

• Reasonableness – Costs must reflect what a prudent person would incur.

• Consistency – Similar costs must be treated the same across all programs.

3. General Allocation Approach

The Council classifies costs into three categories: Direct Costs, Shared Direct Costs, and Indirect (General & Administrative) Costs. Direct Costs are assigned directly to the benefiting program, while Shared Direct Costs are allocated using causal drivers when available, along with the Employee Budget Allocation for certain shared expenses. Indirect Costs are expenses that support the overall operation of Emerald Coast Regional Council and are recovered at the rate of 15% of the Modified Total Direct Costs, using the de minimis indirect cost method.

The Employee Budget Allocation method is used to determine the overall distribution of Shared Direct Costs and represents the expected level of staff effort. Additional considerations include, but are not limited to, IT infrastructure, software requirements, management of professional consulting services, and administrative responsibilities such as program compliance and personnel oversight. The Transportation Planning Organizations

require consultant management, IT support (including email, file storage, and social media or outreach functions), and a broad range of financial and planning expertise needed for the development and maintenance of core documents for each Transportation Planning Organization staffed by Emerald Coast Regional Council—such as the Transportation Improvement Plan, Public Participation Plan, Long Range Transportation Plan, and Unified Planning Work Program—as well as administrative support for TPO meetings.

The General Allocation is made up of an annual percentage assigned to each Transportation Planning Organization, along with designated percentages for the Program Development pool and the Administration pool. The Program Development pool supports activities outside of the Transportation Planning Organization programs. The Administrative portion covers administrative expenses, which would be covered by a De Minimis calculation on each expense as allowed.

4. Direct Costs

Direct costs are those that can be specifically associated with a particular program, grant, or contract. Examples include program staff wages, program-required supplies, contractor services, and program specific travel. These costs are charged in full to the benefiting program and must be supported by documentation such as timesheets, invoices, receipts, or program coding. When a measurable usage-based driver exists—such as postage counts, printing volumes, or specific labor distribution—it is applied.

5. Shared Direct Costs

Certain direct costs support multiple programs and must be allocated using a reasonable, documented method. For example, staff travel to a Metropolitan Planning Organization Advisory Committee meeting benefits only transportation planning activities. These expenses are therefore shared among all Transportation Planning Organizations supported by the Emerald Coast Regional Council.

Other Shared Direct Costs include administrative, professional, and operational support services that provide benefit across ECRC programs. Examples include IT services, audit services, accounting software, general insurance, rent, operational expenses and other shared resources. These costs are pooled and distributed to programs using the Employee Budget Allocation Methodology, ensuring consistency and equitable cost allocation across all benefiting activities.

6. Indirect Costs/De Minimis

The ECRC utilizes a De Minimis indirect rate as allowed by its federal, state and local programs unless it is specifically prohibited within the program contract. The current De Minimis rate is 15% of the Modified Total Direct Cost. The portion of costs covered by De Minimis are not charged directly to any program as their portion of a Shared Direct Cost.

7. Employee Budget Allocation Methodology (Primary Method)

Employee labor is allocated using budgeted labor distributions developed during the annual budgeting process. When an employee's actual work pattern changes significantly, adjustments are made prospectively. Employee allocations are primarily used for those expenses tied to specific employees to fairly charge the projects which each employee spends their time supporting. The Employee Budget Allocation percentages are additionally used to generally allocate the Shared Direct Cost.

8. Program Development Pool

Programs unable to accept certain direct or shared costs are assigned to the Program Development pool, a general cost pool. Costs in the Program Development pool are allocated using the Employee Budget Allocation Methodology unless otherwise dictated by funding requirements. The purpose of charging this cost pool is to avoid excess charges to programs which are already bearing a percentage of the General Allocation.

9. Treatment of Specific Cost Categories

• Travel – Charged directly when program-specific; allocated for multi-program travel based on benefit to the specific programs involved.

• Supplies & Equipment – Charged based on employee allocation or direct correlation to the program(s) involved.

• Professional Services – Charged directly when tied to a program; otherwise allocated using allocation percentages.

• Facilities – Rent, utilities, and related costs are allocated based on Employee Budget Allocation Methodology.

10. Internal Controls & Governance

The Cost Allocation Plan is reviewed by the finance team as part of the annual budget process.

11. Effective Date

The Cost Allocation Plan is effective October 1 to September 30th of each fiscal year.

Appendix A – Relevant CFR References

This appendix summarizes the relevant regulatory citations that guide this Cost Allocation Plan. Key provisions include:

• 2 CFR §200.404 – Reasonable Costs

• 2 CFR §200.405 – Allocable Costs

- 2 CFR §200.412 – Classification of Costs
- 2 CFR §200.413 – Direct Costs
- 2 CFR §200.414 – Indirect (F&A) Costs
- 2 CFR §200.415 – Required Certifications

These sections establish Federal cost principles governing allowability, allocability, reasonableness, and classification of costs. They form the basis for the methodologies described in this plan.

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

CERTIFICATE OF INDIRECT COSTS – DE MINIMIS RATE

(1) In accordance with the requirements set out at 2 C.F.R. § 200.414(f), my organization elects to charge a 15% de minimis rate of modified total direct costs for the period 10/01/2025-9/30/26.

(2) I certify that my organization does not currently have a negotiated indirect cost rate with the Federal government.

(3) I certify that my organization currently receives less than $35 million in direct Federal funding per year.

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

Organization Name: West Florida Regional Planning Council d.b.a. Emerald Coast Regional Council

Signature: Jill Strickler

Name of Authorized Official: Jill Strickler
Title: Senior Accountant
Email Address and Phone: Jill.Strickler@ecrc.org 850.332.7976 ext209
Date of Execution: October 1,2025