



# UPWP

UNIFIED PLANNING

# WORK PROGRAM

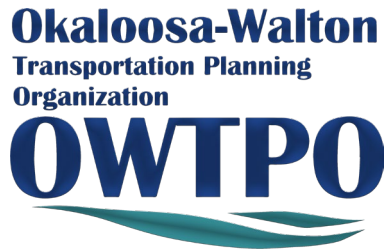
**Fiscal Years 2026/27 - 2027/28**

Adopted: May 21, 2026

**Okaloosa-Walton**  
Transportation Planning  
Organization

**OWTPO**

[WWW.ECRC.ORG/OWTPO](http://WWW.ECRC.ORG/OWTPO)



## OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

### Unified Planning Work Program

Fiscal Years 2026/27 – 2027/28

**Federal Aid Project Number:** 0125 064 M

**FM Number:** 439322-6-14-01 & -02

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O-W TPO is staffed by:



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## COST ANALYSIS CERTIFICATION



*Florida Department of Transportation*

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SECRETARY

525-010-06  
POLICY PLANNING  
12/25

### Cost Analysis Certification

**Okaloosa-Walton TPO**

**Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28**

**UPWP Status -** Adopted, 5/21/2026

**UPWP Revision Number -** Initial Adoption, 5/21/2026

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

**FDOT District Representative:** Christy R. Johnson

**Title and District:** Government Liaison Office, District 3

  
Signature Date: 5/21/2026

## 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 Okaloosa-Walton TPO on May 21, 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 Statutes. 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 Okaloosa-Walton TPO addresses in its transportation planning activities.

The Okaloosa-Walton 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 2045 Long Range Transportation Plan was adopted in December of 2021. The document has been amended twice since adoption. The 2050 LRTP started in FY 2026 and will be adopted by December 2026.
- 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 be prioritized through the TPO or submitted to SUN Trail for potential funding.
- Pedestrian/Bicycle/Trails Plan – An update to the TPO’s Pedestrian/Bicycle Plan started in FY 2026 and will be adopted by December 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

### Okaloosa County

- Area-wide Traffic Signal System - Operating and maintaining the areawide traffic signal system will decrease traffic delays and improve traffic flow in the county.
- US 98 widening from the Santa Rosa County Line to East of Cody Lane will increase capacity and improve traffic flow along US 98 by Hurlburt Field.
- West 98 Collector – This new roadway will run parallel to US 98 to support and alleviate traffic off US 98. The purpose is to provide local residents an option of travel by bicycle or car that does not involve turning onto and off of US 98 while minimizing flooding between the corridors. The proposed overall study consists of construction of an approximate 3-mile roadway that runs parallel to US 98, west of Hurlburt Field and north of Florosa Elementary, and the Florosa Fire Station.

- Connecting the Connectors – This new roadway will connect the Navarre Community Access Road to the West 98 Collector. The State of Florida allocated approximately \$4M in direct appropriation for further study.
- Destin Crosstown Connector – this project will provide two lanes of enhanced capacity between US 98 and Main Street (Destin Harbor District). In late 2023, FDOT completed a PD&E study for the 6-laning of HWY 98. While it was determined that more capacity is required, the project was cost-prohibitive due to the amount of land acquisition needed. This project will serve as an alternative to US 98, giving people an option for east-west travel and thereby relieving the pressures on US 98. This project will include bicycle lanes, sidewalks, and green space, as it also overlays with the Florida Sun Trail Network.
- SR 85 widening from SR 123 to north of I-10 will increase capacity and improve traffic flow between Crestview and southern Okaloosa County including Niceville, Fort Walton Beach, and Eglin Air Force Base.
- Brooks Bridge Replacement – New bridge with additional capacity connecting downtown Fort Walton Beach and Okaloosa Island
- Around the Mound – PD&E study funded in FY 23 and FY 24 to study rerouting US 98 around downtown Fort Walton Beach.

## **Walton County**

- Area-wide Traffic Signal System - Operating and maintaining the areawide traffic signal system will decrease traffic delays and improve traffic flow in the county.
- US 98 widening from CR 30A to US 331 will increase capacity along US 98 in south Walton County.
- Walton County Mobility Plan – The Walton County Board of County Commissioners approved the County Long Range Transportation Plan or “Mobility Plan” on September 23, 2021, which included a unanimous vote in favor of including the Mobility Plan projects in the TPO’s LRTP Needs Plan.

## **STATEMENT OF CPG PARTICIPATION**

“The FDOT and the Okaloosa-Walton 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 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 fulfill the required non-federal share. |        |        |                   |                   |  |
| Fund Type                                                                                              | Agency | Rate   | FY 26/27          | FY 27/28          |  |
| FHWA - PL (CPG*)                                                                                       | FDOT   | 18.07% | \$ 157,949        | \$ 157,949        |  |
| FHWA - SU*                                                                                             | FDOT   | 18.07% | \$ -              | \$ 55,139         |  |
| FHWA - CMAQ*                                                                                           | FDOT   | 18.07% | \$ -              | \$ -              |  |
|                                                                                                        |        |        | <b>\$ 157,949</b> | <b>\$ 213,088</b> |  |
| *FHWA - PL(CPG), SU, CMAQ Cash: 81.93%                                                                 |        |        |                   |                   |  |

## APPROVED INDIRECT COST RATE

The ECRC provides the designated professional staff to the Okaloosa-Walton 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 Okaloosa-Walton TPO and the Regional Council, effective on February 19, 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 Navarre--Miramar Beach--Destin, 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 Okaloosa-Walton TPO is currently in attainment and no non-attainment maintenance is required at this time.

## PUBLIC PARTICIPATION PROCESS

The Okaloosa-Walton Transportation Planning Organization (O-W 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 O-W 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** – Build strong relationships with the geographical, organizational, and demographic communities that compose the TPO study 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 below. 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**

| <b>Fast Act Evaluation Factors</b>                                                                                                                                                                                          | <b>Task 1</b> | <b>Task 2</b> | <b>Task 3</b> | <b>Task 4</b> | <b>Task 5</b> | <b>Task 6</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 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 O-W 26-09 dated May 21, 2026, signed by the Okaloosa-Walton TPO Chairman is available in Appendix A.

# ORGANIZATION AND MANAGEMENT

## TPO BOUNDARIES

The Okaloosa-Walton Metropolitan Planning Area (MPA) Boundary has been established by the TPO and approved by the governor. The Navarre--Miramar Beach--Destin, FL Urban Area extends into the southern portion of Santa Rosa County to the Gulf Islands National Seashore. For administrative purposes, the Okaloosa-Walton TPO and Florida-Alabama TPO boundaries remain on the Santa Rosa-Okaloosa County Line. The TPO boundaries were reviewed and updated based on the 2020 Census.

Growth in Okaloosa County, surrounding the municipality of Crestview, is spreading northward. Growth in northern Walton County surrounding DeFuniak Springs is spreading eastward towards the Walton County line. While these northern areas do not meet the criteria for “urban”, the TPO has included the area between Crestview and DeFuniak Springs in the Metropolitan Planning Area (MPA). There is also growth forecasted in south Okaloosa County within the municipality of Niceville. In Walton County, growth is forecasted near the City of Freeport.

## TPO STRUCTURE - PARTICIPANTS, ROLES, AND AGREEMENTS

The Okaloosa-Walton TPO was established by designation of the governor of Florida and an interlocal agreement in 1981, following the 1980 Census. The TPO Planning Area includes the southern portions of Okaloosa and Walton counties. The current interlocal agreement was approved on February 19, 2015 (Resolution O-W 15-03). Apportionment of membership was approved by the TPO on August 17, 2024, and was approved by the governor on August 8, 2024. There was no change to the membership based on the 2020 Census.

According to Section 339.175, Florida Statutes, TPO board members shall be local elected officials. The current membership of the Okaloosa-Walton TPO is made up of 19 elected officials from across

the Okaloosa-Walton TPO area. A chair and vice chair are elected annually to serve a term of one year. The following outlines the 19-board member makeup:

- Four (4) members from Okaloosa County Commission
- Three (3) members from Walton County Commission
- Three (3) members from Crestview City Council
- Two (2) members from Fort Walton Beach City Council
- Two (2) members from Destin City Council
- One (1) member from Niceville City Council
- One (1) member from DeFuniak Springs City Council – Todd Bierbaum, Chair
- One (1) member from Valparaiso City Council
- One (1) member from Freeport City Council
- One (1) member from Mary Esther City Council – April Sutton, Vice Chair

The TPO maintains several additional agreements. The previous Consolidated Planning Grant Agreement 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 21, 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 (JPA) 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, Okaloosa County is the transit agency, and Okaloosa County and the City of DeFuniak Springs are both airport agencies. Therefore, the agreement is signed by the TPO, FDOT, WFRPC (ECRC), Okaloosa County, the City of DeFuniak Springs and Walton County. The agreement was updated and executed on February 24, 2026. 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 June 2024. A Technical Coordinating Committee (TCC) and a Citizens' Advisory Committee (CAC) advise the TPO. A Freight Advisory Committee was added in 2017. 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 included freight mobility, transit, congestion management, and corridor management.

The ECRC provides the designated professional staff to the Okaloosa-Walton 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 Okaloosa-Walton TPO and the ECRC, effective on February 19, 2015, 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.

State assistance is provided primarily through the FDOT District 3 office and the Milton urban office of the FDOT. Efforts include guidance and supervision of administrative tasks (program management, program development) necessary to carry out the urban transportation planning process in the Okaloosa-Walton TPO area. Planning support will be provided as project management, allocation and obligation of funds for special projects of the TPO. Technical assistance provided as development of projects in the adopted Long Range Transportation Plan, maintaining the Northwest Florida Regional Transportation Model, engineering analyses of traffic operations requests to assist the MPO with projects to be scheduled in the Transportation Systems Management Element of the Transportation Improvement Program. The Department will provide annual traffic counts to the TPO and will assist with analysis of data used in planning and project development activities.

The FDOT District 3 office provides match for the FTA Section 5305 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 FDOT Bureau of Multi-Modal Systems Planning and Division of Planning and Programming aid 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 (FHWA), FTA, and the Environmental Protection Agency (EPA). Input is sought from the US Navy, US Air Force, and Department of Defense due to the significant military presence in the Fort Walton Beach 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.

## **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. Because of the merging of urbanized areas, the Florida-Alabama and Okaloosa-Walton TPOs created the Northwest Florida Regional Transportation Planning Organization (RTPO) in 2005 by interlocal agreement. In 2020 the Emerald Coast Regional Council (ECRC), along with the Florida-Alabama TPO and 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.

## **RESOLUTION OF STATE AND FEDERAL CERTIFICATION REVIEW COMMENTS**

The Federal Transportation Management Area (TMA) Certification was completed with issuance of the 2026 Certification Report in March 2026. In this report the federal agencies presented three (3) commendations, six (6) recommendations, and zero (0) corrective actions. The TPO received a letter that the TPO has been granted full certification until March 2030.

## **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.

The O-W TPO transitioned to a Transportation Management Area (TMA) due to the 2020 Census.

The 2050 Long Range Transportation Plan started in FY 2026 and will be adopted by December 2026. Additional oversight from administration will be needed throughout the update process.

**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 Okaloosa-Walton TPO is the responsible agency for all required activities listed.

| Task 1 Program Development      |            |      |                   |
|---------------------------------|------------|------|-------------------|
| FY 26/27                        |            |      |                   |
| Funding Source                  | FHWA       |      | FY 26/27<br>Total |
| Contract Number                 | G3081      |      |                   |
| Source Level                    | PL         | SU   |                   |
| Personnel (salary and benefits) | \$ 251,078 | \$ - | \$ 251,078        |
| Travel                          | \$ 10,000  | \$ - | \$ 10,000         |
| Direct Expenses                 | \$ 77,000  | \$ - | \$ 77,000         |
| Indirect Expenses               | \$ 51,913  | \$ - | \$ 51,913         |
| Annual Audit                    | \$ 8,000   | \$ - | \$ 8,000          |
| FY 26/27 Totals                 | \$ 397,991 | \$ - | \$ 397,991        |
| FY 27/28                        |            |      |                   |
| Funding Source                  | FHWA       |      | FY 27/28<br>Total |
| Contract Number                 | G3081      |      |                   |
| Source                          | PL         | SU   |                   |
| Personnel (salary and benefits) | \$ 262,118 | \$ - | \$ 262,118        |
| Travel                          | \$ 10,000  | \$ - | \$ 10,000         |
| Direct Expenses                 | \$ 76,500  | \$ - | \$ 76,500         |
| Indirect Expenses               | \$ 53,569  | \$ - | \$ 53,569         |
| Annual Audit                    | \$ 8,500   | \$ - | \$ 8,500          |
| FY 27/28 Totals                 | \$ 410,687 | \$ - | \$ 410,687        |

## 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. The 2050 LRTP began in FY 2026 and will be adopted by December 2026.

**Previous Work:** The 2050 LRTP Scope of Work, Public Participation Plan, Goals and Objectives, Evaluation Criteria, Financial Resources, and Congestion Management Process Plan – Major Update were adopted as part of the 2050 LRTP update. A Steering Committee was also formed to guide the development of the 2050 LRTP update. The 2045 LRTP was amended once during the previous UPWP cycle.

| REQUIRED ACTIVITIES                     | END PRODUCTS | COMPLETION DATE |
|-----------------------------------------|--------------|-----------------|
| Congestion Management Plan Minor Update | Adoption     | Annually        |
| Review Project Priorities               | Adoption     | May 2027/2028   |
| Needs Plan                              | Adoption     | August 2027     |
| Cost Feasible Plan                      | Adoption     | December 2027   |
| Final and Summary Report                | Completion   | March 2028      |
| LRTP Amendments                         | Adoption     | As needed       |

\*The Okaloosa-Walton TPO is the responsible agency for all required activities listed.

## Task 2 Long Range Transportation Planning

FY 26/27

| Funding Source                  | FHWA      |      | FY 26/27<br>Total |
|---------------------------------|-----------|------|-------------------|
| Contract Number                 | G3081     |      |                   |
| Source Level                    | PL        | CMAQ |                   |
| Personnel (salary and benefits) | \$ 22,339 | \$ - | \$ 22,339         |
| Consultant                      | \$ -      | \$ - | \$ -              |
| Indirect Expenses               | \$ 3,351  | \$ - | \$ 3,351          |
| FY 26/27 Totals                 | \$ 25,690 | \$ - | \$ 25,690         |

FY 27/28

| Funding Source                  | FHWA      |      | FY 27/28<br>Total |
|---------------------------------|-----------|------|-------------------|
| Contract Number                 | G3081     |      |                   |
| Source                          | PL        | CMAQ |                   |
| Personnel (salary and benefits) | \$ 23,190 | \$ - | \$ 23,190         |
| Consultant                      | \$ -      | \$ - | \$ -              |
| Indirect Expenses               | \$ 3,479  | \$ - | \$ 3,479          |
| FY 27/28 Totals                 | \$ 26,669 | \$ - | \$ 26,669         |

## 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 27<sup>th</sup>. 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 Boundaries were provided to FDOT in November 2023 and finalized by FDOT and FHWA in May 2024. The Okaloosa County and Walton County Federal Functional Classified Roadway Maps were 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      |

| REQUIRED ACTIVITIES                             | END PRODUCTS                                                                  | COMPLETION DATE |
|-------------------------------------------------|-------------------------------------------------------------------------------|-----------------|
| Transit Asset Management (TAM) Targets          | TIP                                                                           | May 2027/2028   |
| 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, Planning, Training                 | GIS Support, Software, Training for the TPO                                   | Ongoing         |
| Development of Digital Twin Platform            | Functional Digital Twin Platform                                              | June 2028       |

\*The Okaloosa-Walton TPO is the responsible agency for all required activities listed.

## Task 3 Data Development & Management

FY 26/27

| Funding Source                  | FHWA             | FY 26/27<br>Total |
|---------------------------------|------------------|-------------------|
| Contract Number                 | G3081            |                   |
| Source Level                    | PL               |                   |
| Personnel (salary and benefits) | \$ 65,114        | \$ 65,114         |
| Consultant                      | \$ -             | \$ -              |
| Indirect Expenses               | \$ 9,767         | \$ 9,767          |
| <b>FY 26/27 Totals</b>          | <b>\$ 74,881</b> | <b>\$ 74,881</b>  |

FY 27/28

| Funding Source                  | FHWA             | FY 27/28<br>Total |
|---------------------------------|------------------|-------------------|
| Contract Number                 | G3081            |                   |
| Source                          | PL               |                   |
| Personnel (salary and benefits) | \$ 67,594        | \$ 67,594         |
| Consultant                      | \$ -             | \$ -              |
| Indirect Expenses               | \$ 10,139        | \$ 10,139         |
| <b>FY 27/28 Totals</b>          | <b>\$ 77,733</b> | <b>\$ 77,733</b>  |

## 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 2024-2028 Project Priorities were adopted in August 2022. The FY 2025-2029 Project Priorities were adopted in August 2023. The FY 2026-2030 Project Priorities were adopted in June 2024. 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.

Three TIP amendments were completed for the FY 2025-2029 TIP and eight 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 Okaloosa-Walton TPO is the responsible agency for all required activities listed.

| Task 4 Short Range Transportation Planning |                  |                   |
|--------------------------------------------|------------------|-------------------|
| FY 26/27                                   |                  |                   |
| Funding Source                             | FHWA             | FY 26/27<br>Total |
| Contract Number                            | G3081            |                   |
| Source Level                               | PL               |                   |
| Personnel (salary and benefits)            | \$ 15,911        | \$ 15,911         |
| Consultant                                 | \$ 3,200         | \$ 3,200          |
| Indirect Expenses                          | \$ 2,867         | \$ 2,867          |
| <b>FY 26/27 Totals</b>                     | <b>\$ 21,978</b> | <b>\$ 21,978</b>  |
| FY 27/28                                   |                  |                   |
| Funding Source                             | FHWA             | FY 27/28<br>Total |
| Contract Number                            | G3081            |                   |
| Source                                     | PL               |                   |
| Personnel (salary and benefits)            | \$ 16,517        | \$ 16,517         |
| Consultant                                 | \$ 3,200         | \$ 3,200          |
| Indirect Expenses                          | \$ 2,958         | \$ 2,958          |
| <b>FY 27/28 Totals</b>                     | <b>\$ 22,675</b> | <b>\$ 22,675</b>  |

## 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. Consultant services may be utilized for the planning activities in this task based on the individual scopes of work to be developed and approved by the TPO and other agencies as required. 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. The Bicycle/Pedestrian/Trails Master Plan Update will be finalized in FY 2027 and a Reverse Commute Corridor Study will be developed in FY 2027. This task also includes technical assistance to the local transit agency (EC Rider). EC Rider will be utilizing FTA 5307 funds in FY 2027 for procurement coordination, Transit Development Plan (TDP), and triennial passenger mile survey and in FY 2028 for plans, studies, and grant-related activities, as needed. Per the IJA 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:

- Bicycle/Pedestrian/Trails Master Plan Update
- TPO Freight Study
- Regional Freight Study
- Transportation Network Resilience Plan
- Highway Beautification and Landscaping
- Reverse Commute Study

**Previous Work:** The Bicycle/Pedestrian/Trails Master Plan Update was started 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 Okaloosa and Walton Counties.

| 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       |
| TPO Freight Plan                                                                               | Adoption of plan                                                                 | June 2028       |

| REQUIRED ACTIVITIES                              | END PRODUCTS                                                | COMPLETION DATE     |
|--------------------------------------------------|-------------------------------------------------------------|---------------------|
| 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  |
| 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           |
| Highway Beautification and Landscaping           | Adoption of plan.                                           | June 2028           |
| Reverse Commute Corridor Study                   | Workshops. Adoption of Plan                                 | June 2026           |

\*The Okaloosa-Walton TPO is the responsible agency for all required activities listed.

| Task 5 Plans and Studies        |           |            |      |            |           |           |                   |
|---------------------------------|-----------|------------|------|------------|-----------|-----------|-------------------|
| FY 26/27                        |           |            |      |            |           |           |                   |
| Funding Source                  | FHWA      |            |      | FTA 5307   | Local     | CTD       | FY 26/27<br>Total |
| Contract Number                 | G3081     |            |      | FTA 5307   | FTA Local | TD Grant  |                   |
| Source Level                    | PL        | SU         | CMAQ | Federal    | Local     | State     |                   |
| Personnel (salary and benefits) | \$ 74,672 | \$ -       | \$ - | \$ -       | \$ -      | \$ 46,414 | \$ 121,086        |
| Consultant                      | \$ -      | \$ -       | \$ - | \$ 115,000 | \$ 28,750 | \$ -      | \$ 143,750        |
| Indirect Expenses               | \$ 11,201 | \$ -       | \$ - | \$ -       | \$ -      | \$ 6,962  | \$ 18,163         |
| FY 26/27 Totals                 | \$ 85,873 | \$ -       | \$ - | \$ 115,000 | \$ 28,750 | \$ 53,376 | \$ 282,999        |
| FY 27/28                        |           |            |      |            |           |           |                   |
| Funding Source                  | FHWA      |            |      | FTA 5307   | Local     | CTD       | FY 27/28<br>Total |
| Contract Number                 | G3081     |            |      | FTA 5307   | FTA Local | TD Grant  |                   |
| Source                          | PL        | SU         | CMAQ | Federal    | Local     | State     |                   |
| Personnel (salary and benefits) | \$ 77,517 | \$ 137,359 | \$ - | \$ -       | \$ -      | \$ 46,414 | \$ 261,290        |
| Consultant                      | \$ -      | \$ 50,000  | \$ - | \$ 100,000 | \$ 25,000 | \$ -      | \$ 175,000        |
| Indirect Expenses               | \$ 11,628 | \$ 28,104  | \$ - | \$ -       | \$ -      | \$ 6,962  | \$ 46,694         |
| FY 27/28 Totals                 | \$ 89,145 | \$ 215,463 | \$ - | \$ 100,000 | \$ 25,000 | \$ 53,376 | \$ 482,984        |

\* 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 \$17,904 of \$716,148 PL, and FY27/28 is \$17,904 of \$716,148 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, and 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 June 2021. 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, ensure geographical representation, CAC orientations, CAC appointments and replacements | Ongoing             |
| Prepare TPO Orientation Materials and Presentations                                    | Orientations are completed and improved                                                                  | Quarterly/as needed |

| REQUIRED ACTIVITIES                                                                  | END PRODUCTS                                                   | COMPLETION DATE             |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------|
| Management of Electronic Media Posts, Websites & Reports                             | E-Media activity is monitored, measured, and reported          | Ongoing                     |
| 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 Okaloosa-Walton TPO is the responsible agency for all required activities listed.

| Task 6 Marketing Outreach & Engagement |            |           |                   |
|----------------------------------------|------------|-----------|-------------------|
| FY 26/27                               |            |           |                   |
| Funding Source                         | FHWA       |           | FY 26/27<br>Total |
| Contract Number                        | G3081      |           |                   |
| Source Level                           | PL         | SU        |                   |
| Personnel (salary and benefits)        | \$ 70,422  | \$ -      | \$ 70,422         |
| Consultant                             | \$ 25,000  | \$ -      | \$ 25,000         |
| Indirect Expenses                      | \$ 14,313  | \$ -      | \$ 14,313         |
| FY 26/27 Totals                        | \$ 109,735 | \$ -      | \$ 109,735        |
| FY 27/28                               |            |           |                   |
| Funding Source                         | FHWA       |           | FY 27/28<br>Total |
| Contract Number                        | G3081      |           |                   |
| Source                                 | PL         | SU        |                   |
| Personnel (salary and benefits)        | \$ 52,599  | \$ 30,032 | \$ 82,631         |
| Consultant                             | \$ 25,000  | \$ -      | \$ 25,000         |
| Indirect Expenses                      | \$ 11,640  | \$ 4,505  | \$ 16,145         |
| FY 27/28 Totals                        | \$ 89,239  | \$ 34,537 | \$ 123,776        |

## FUNDING TABLES

Agency Participation  
7/1/2026

|                                            | Funding Source | CTD      |          | FHWA     |          | FTA 5307 |          | Local           |          |         |         |         |         |        |        |        |        |   |
|--------------------------------------------|----------------|----------|----------|----------|----------|----------|----------|-----------------|----------|---------|---------|---------|---------|--------|--------|--------|--------|---|
|                                            | Contract       | TD Grant |          | G3O81    |          | FTA 5307 |          | FTA Local Match |          |         |         |         |         |        |        |        |        |   |
|                                            | Fiscal Year    | FY 26/27 | FY 27/28 | FY 26/27 | FY 27/28 | FY 26/27 | FY 27/28 | FY 26/27        | FY 27/28 |         |         |         |         |        |        |        |        |   |
|                                            | Total Budget   | \$       | 53,376   | \$       | 53,376   | \$       | 716,148  | \$              | 966,148  | \$      | 115,000 | \$      | 100,000 | \$     | 28,750 | \$     | 25,000 |   |
| Task 1 Program Development                 |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | -        | \$       | -        | \$       | 251,078  | \$       | 262,118         | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Travel                                     | \$             | -        | \$       | -        | \$       | 10,000   | \$       | 10,000          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Direct Expenses                            | \$             | -        | \$       | -        | \$       | 77,000   | \$       | 76,500          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Indirect Expenses                          | \$             | -        | \$       | -        | \$       | 51,913   | \$       | 53,569          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Annual Audit                               | \$             | -        | \$       | -        | \$       | 8,000    | \$       | 8,500           | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Sub Total                                  | \$             | -        | \$       | -        | \$       | 397,991  | \$       | 410,687         | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Task 2 Long Range Transportation Planning  |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | -        | \$       | -        | \$       | 22,339   | \$       | 23,190          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Consultant                                 | \$             | -        | \$       | -        | \$       | -        | \$       | -               | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Indirect Expenses                          | \$             | -        | \$       | -        | \$       | 3,351    | \$       | 3,479           | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Sub Total                                  | \$             | -        | \$       | -        | \$       | 25,690   | \$       | 26,669          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Task 3 Data Development & Management       |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | -        | \$       | -        | \$       | 65,114   | \$       | 67,594          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Consultant                                 | \$             | -        | \$       | -        | \$       | -        | \$       | -               | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Indirect Expenses                          | \$             | -        | \$       | -        | \$       | 9,767    | \$       | 10,139          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Sub Total                                  | \$             | -        | \$       | -        | \$       | 74,881   | \$       | 77,733          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Task 4 Short Range Transportation Planning |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | -        | \$       | -        | \$       | 15,911   | \$       | 16,517          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Consultant                                 | \$             | -        | \$       | -        | \$       | 3,200    | \$       | 3,200           | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Indirect Expenses                          | \$             | -        | \$       | -        | \$       | 2,867    | \$       | 2,958           | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Sub Total                                  | \$             | -        | \$       | -        | \$       | 21,978   | \$       | 22,675          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Task 5 Plans and Studies                   |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | 46,414   | \$       | 46,414   | \$       | 74,672   | \$       | 214,876         | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Consultant                                 | \$             | -        | \$       | -        | \$       | -        | \$       | 50,000          | \$       | 115,000 | \$      | 100,000 | \$      | 28,750 | \$     | 25,000 |        |   |
| Indirect Expenses                          | \$             | 6,962    | \$       | 6,962    | \$       | 11,201   | \$       | 39,732          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Sub Total                                  | \$             | 53,376   | \$       | 53,376   | \$       | 85,873   | \$       | 304,608         | \$       | 115,000 | \$      | 100,000 | \$      | 28,750 | \$     | 25,000 |        |   |
| Task 6 Marketing Outreach & Engagement     |                |          |          |          |          |          |          |                 |          |         |         |         |         |        |        |        |        |   |
| Personnel (salary and benefits)            | \$             | -        | \$       | -        | \$       | 70,422   | \$       | 82,631          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Consultant                                 | \$             | -        | \$       | -        | \$       | 25,000   | \$       | 25,000          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| Indirect Expenses                          | \$             | -        | \$       | -        | \$       | 14,313   | \$       | 16,145          | \$       | -       | \$      | -       | \$      | -      | \$     | -      | \$     | - |
| TOTAL PROGRAMMED                           | \$             | 53,376   | \$       | 53,376   | \$       | 716,148  | \$       | 966,148         | \$       | 115,000 | \$      | 100,000 | \$      | 28,750 | \$     | 25,000 |        |   |

\* De obligated funds requested: PL \$100,000, CM \$170,000

| Contract        | Funding Source | Source Level                |            |              | FY FY 26/27 Funding Source |               | FY FY 27/28 Funding Source |               |
|-----------------|----------------|-----------------------------|------------|--------------|----------------------------|---------------|----------------------------|---------------|
|                 |                |                             | FY 26/27   | FY 27/28     | Soft Match                 | Federal       | Soft Match                 | Federal       |
|                 |                |                             |            |              |                            |               |                            |               |
| TD Grant        | CTD            | State                       | \$ 53,376  | \$ 53,376    | \$ -                       | \$ -          | \$ -                       | \$ -          |
|                 |                | CTD TD Grant TOTAL          | \$ 53,376  | \$ 53,376    | \$ -                       | \$ -          | \$ -                       | \$ -          |
| G3081           | FHWA           | CMAQ                        | \$ -       | \$ -         | \$ -                       | \$ -          | \$ -                       | \$ -          |
|                 |                | PL                          | \$ 716,148 | \$ 716,148   | \$ 157,949.40              | \$ 716,148.00 | \$ 157,949.40              | \$ 716,148.00 |
|                 |                | SU                          | \$ -       | \$ 250,000   | \$ -                       | \$ -          | \$ 55,138.53               | \$ 250,000.00 |
|                 |                | FHWA G3081 TOTAL            | \$ 716,148 | \$ 966,148   | \$ 157,949                 | \$ 716,148    | \$ 213,088                 | \$ 966,148    |
| FTA 5307        | FTA 5307       | Federal                     | \$ 115,000 | \$ 100,000   | \$ -                       | \$ 115,000.00 | \$ -                       | \$ 100,000.00 |
|                 |                | FTA 5307 FTA 5307 TOTAL     | \$ 115,000 | \$ 100,000   | \$ -                       | \$ 115,000    | \$ -                       | \$ 100,000    |
| FTA Local Match | Local          | Local                       | \$ 28,750  | \$ 25,000    | \$ -                       | \$ -          | \$ -                       | \$ -          |
|                 |                | Local FTA Local Match TOTAL | \$ 28,750  | \$ 25,000    | \$ -                       | \$ -          | \$ -                       | \$ -          |
| TOTAL           |                |                             | \$ 913,274 | \$ 1,144,524 | \$ 157,949                 | \$ 831,148    | \$ 213,088                 | \$ 1,066,148  |

\* De obligated funds requested: PL \$100,000, CM \$170,000

## **APPENDICES**

## APPENDIX A: RESOLUTION OF ADOPTION

## RESOLUTION O-W 26-09

### A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2027 – FISCAL YEAR 2028 UNIFIED PLANNING WORK PROGRAM

**WHEREAS**, the Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton 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 their 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;

Resolution O-W 26-09  
Page 2

**NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON 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 Okaloosa-Walton Transportation Planning Organization on  
this 21<sup>st</sup> day of May 2026.

**OKALOOSA-WALTON TRANSPORTATION  
PLANNING ORGANIZATION**

BY:   
Bobby Wagner, 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: \_\_\_\_\_

MPO: \_\_\_\_\_

Date of Document:

Date Received

Date Reviewed

District:  
\_\_\_\_\_

Reviewed by:

**COMMENTS**

|   | Page # | Comment Type | Comment Description |
|---|--------|--------------|---------------------|
| 1 |        |              |                     |
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## UPWP Review Checklist

MPO Name: Okaloosa-Walton TPO

Draft or Final UPWP: Draft

UPWP Fiscal Year: FY 2026/27 - FY 2027/28

Reviewed by: B Paulk

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, 4           |          |              |
| A description of work proposed for the next 2 years by major activity or task                                 | Yes      | 18-33          |          |              |
| Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant) | Yes      | 18-33          |          |              |
| A schedule for completing the work                                                                            | Yes      | 18-33          |          |              |
| The resulting work products                                                                                   | Yes      | 18-33          |          |              |
| The proposed funding or cost estimate by activity or task                                                     | Yes      | 18-33          |          |              |
| A summary of the total amounts and sources of federal and matching funds                                      | Yes      | 18-36          |          |              |

Does the UPWP include a summary that shows:

|                                   | Response | Page Number(s) | Comments | Comment Type |
|-----------------------------------|----------|----------------|----------|--------------|
| Federal share by type of fund     | Yes      | 5              |          |              |
| Matching rate by type of fund     | Yes      | 5              |          |              |
| State and/or local matching share | Yes      | 5              |          |              |
| Other state or local funds        | Yes      | 36             |          |              |

#### Transportation Management Areas (TMA)

See: 23 CFR 420.111(e)

|                                                                                                                                                                                            | Response | Page Number(s) | Comments | Comment Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|----------|--------------|
| Does the MPO serve a TMA?                                                                                                                                                                  | Yes      | 19             |          |              |
| 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       | 14             | Update to most recent executed agreement | Critical     |
| Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed | Yes      | 13             |                                          |              |
| Public Transportation Grant Agreements (PGTA), including 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      | 5, 6                                                                     |          |              |

| 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 <a href="#">FDOT Guide for UPWP Development</a> for sample statement text.) | Yes      | 4, 5                                                       |          |              |

| 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      | 5                                                  |          |              |
| Does the UPWP identify the total soft match amount used to match FHWA funding?         | Yes      | 5                                                  |          |              |
| Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2? | Yes      | 36                                                 |          |              |

| 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      | 30                       |          |              |

| 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      | 18-33                                                                                                   |                                                       |              |
| Equipment                                                    | Yes      | 18-33                                                                                                   |                                                       |              |
| Travel                                                       | Yes      | 18-33                                                                                                   |                                                       |              |
| Supplies                                                     | Yes      | 18-33                                                                                                   |                                                       |              |
| Direct Expenses                                              | Yes      | 18-33                                                                                                   |                                                       |              |
| Indirect Expenses (if the MPO has an approved indirect rate) | Yes      | 18-33                                                                                                   |                                                       |              |
| 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 | Critical     |

| 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      | 6, 7                                   |          |              |

| 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      | 7, 8                                     |          |              |

| 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 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 for signed Cost Analysis Statement | 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 uses the de minimus indirect 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 date of adoption | 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      | 13-15          |                                                                                                                                             |              |
| Planning Tasks                                                                                                                                                                     | Yes      | 18-33          |                                                                                                                                             |              |
| Funding Summary                                                                                                                                                                    | Yes      | 35, 36         |                                                                                                                                             |              |
| Definitions and Acronyms                                                                                                                                                           | Yes      | Appendix C     |                                                                                                                                             |              |
| 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      | 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      | 18-33          |                                                                                                                                             |              |
| Does the UPWP clearly identify funds de-obligated from the previous UPWP?                                                                                                          | Yes      | 36             |                                                                                                                                             |              |
| 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 exceeding those requirements. TPO will process UPWP Amendment 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      | 18-36          |                                                                                                                                             |              |
| Do the total amounts match across all funding tables?                                                                                                                              | Yes      | 18-36          |                                                                                                                                             |              |

**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      | 15             |                                    |              |
| MPO bylaws                                                                                                                                                                                | Yes      | 14             |                                    |              |

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      | 14             |          |              |
| 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      |                |          |              |

# Okaloosa-Walton 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 activities 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. 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.

4. Page 14 - 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.

5. Provide the resulting product of the GIS Mapping activity in Task 3 - chart on page 23.

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

6. Provide a detailed description and end product for the consultant services task in Task 5 on page 30 budget table.

Staff response: A detailed description and end product for the consultant services task in Task 5 will be updated in the final copy of the UPWP.

7. Provide the resulting product of the ITS/ATMS Support activity in Task 3 - chart on page 23.

Staff response: A detailed description and end products 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 on page 33 budget table.

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.

### **Florida Department of Transportation (FDOT)**

1. FDOT/MPO Agreement, including date executed: Update to most recent executed agreement date. (page 14)

Staff response: The FDOT/MPO Agreement reference on page 14 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 Statement. (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 date of adoption. (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 process UPWP Amendments 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.

#### **Okaloosa-Walton TPO Staff**

1. In the Required Activities table in Task 3 (page 23), 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.
3. Task 5 narrative will be updated to include that FTA 5307 funds will be utilized in FY 2027 for procurement coordination, TDP, and triennial passenger mile survey and in FY 2028 for plans, studies, and grant-related activities, as needed.

## APPENDIX C: ACRONYMS

## ACRONYMS

|         |                                                         |
|---------|---------------------------------------------------------|
| ACES    | Automated/Connected/Electric/Shared-use Vehicles        |
| ACS     | American Community Survey                               |
| ADA     | Americans with Disabilities Act                         |
| BUILD   | Better Utilizing Investments to Leverage Development    |
| 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                                    |
| OCT     | Okaloosa County Transit                                 |
| O-W TPO | Okaloosa-Walton Transportation Planning Organization    |
| 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

**FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: Okaloosa-Walton 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**

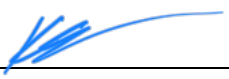
Name of the Applicant: Okaloosa-Walton Transportation Planning Organization

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: 5/21/16

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.*

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

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**DEBARMENT and SUSPENSION CERTIFICATION**

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

- (1) The Okaloosa-Walton 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 Okaloosa-Walton 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)

  
\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**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 Okaloosa-Walton TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Okaloosa-Walton 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 Okaloosa-Walton 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

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton TPO, in a non-discriminatory environment.

The Okaloosa-Walton 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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Okaloosa-Walton 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 Okaloosa-Walton 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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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**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.

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

# Title VI and Non-Discrimination Policy Statement



The Okaloosa-Walton Transportation Planning Organization (TPO) is the metropolitan planning organization for Okaloosa and Walton counties. As a metropolitan planning organization, the Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton 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 Okaloosa-Walton TPO will promote the full and fair participation of all affected populations in the transportation decision-making process.

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

The Okaloosa-Walton 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 Okaloosa-Walton 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 30<sup>th</sup> 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