



UPWP

UNIFIED PLANNING

WORK PROGRAM

Fiscal Years 2024/25 – 2025/26

Revision 1: December 9, 2024

Revision 2: May 28, 2025

Revision 3: December 1, 2025

*Bay
County* **TPO**

WWW.ECRC.ORG/BAYTPO



BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Fiscal Years 2024/25 - 2025/26

Federal Aid Project Number: 0315 062 M

FM Number: 439320-5-14-01 & 02

Catalog of Federal Domestic Assistance (CFDA) Numbers: 20.205 – Highway Planning and Construction (PL), 20.505 – Federal Transit Administration Metropolitan Planning Grants (FTA Section 5305)

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

Bay County TPO is staffed by:



Emerald Coast Regional Council

418 E Gregory Street, Suite 100, Pensacola, FL 32502

P: 850-332-7976 F: 850-637-1923

www.ecrc.org

Kandase Lee, Chief Executive Officer | Kandase.Lee@ecrc.org, Ext. 201

Table of Contents

COST ANALYSIS CERTIFICATION STATEMENT	1
INTRODUCTION	2
ORGANIZATION AND MANAGEMENT	13
PROGRAM WORK TASKS WITH CORRESPONDING FUNDING TABLES	17
Program Development	18
Long Range Transportation Planning	20
Data Development and Management	22
Short Range Transportation Planning	25
Plans and Studies.....	27
Marketing Outreach and Engagement	30
FUNDING TABLES	33
Table 1 – Agency Funding Participation FY 2024/2025 and FY 2025/2026	34
Table 2 – Agency Funding Sources by Task FY 2024/2025 and FY 2025/2026	35
APPENDICES	36
Appendix A – Resolution of Adoption	37
Appendix B – FHWA, FTA & FDOT Comments	39
Appendix C – Acronyms.....	52
Appendix D – Statements & Assurances.....	55
Appendix E – Certificate of Indirect Costs – 15% De Minimis Rate	67

COST ANALYSIS CERTIFICATION



Florida Department of Transportation

605 Suwannee Street
Tallahassee, FL 32399-0450

RON DESANTIS
GOVERNOR

JARED W. PERDUE, P.E.
SECRETARY

525-010-06
POLICY PLANNING
12/25

Cost Analysis Certification

Bay County TPO

Unified Planning Work Program Fiscal Year – FY 2024/25 - FY 2025/26

UPWP Status - Adopted, 2/10/2026

UPWP Revision Number - Revision 3, 2/10/2026

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: Kaylor Collins

Title and District: Planning Specialist IV, District 3


Signature

Date: 2/10/2026

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 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 Bay County TPO addresses in its transportation planning activities.

The Bay County TPO FY 2025 – FY 2026 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 Bay County TPO LRTP was adopted in June of 2021. The document has not been amended since adoption. The 2050 LRTP began in Spring of 2024.

- 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 is scheduled to start in FY 2025.
- Safe Streets and Roads for All (SS4A) – The ECRC was awarded an SS4A grant and will be working with each of the TPO’s in the ECRC region to develop the Emerald Coast Safety Action Plan. 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 assist in coordination between ECRC and Bay County on their SS4A grant efforts.

CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES

Bay County

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

STATEMENT OF CPG PARTICIPATION

“The FDOT and the Bay County Transportation Planning Organization participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund

allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with [23 CFR 420.109](#) and [49 U.S.C. Chapter 53](#). The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by [23 CFR 120\(j\)](#) and [FTA C 8100.1D](#).”

SOFT MATCH

“Soft match” is other expenses that are related to a project but will not be charged to the project. Transportation Development Credit, also known as Toll Revenue Credits or the value of 3rd party in-kind contributions are considered soft matches. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This in 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 24/25	FY 25/26
FHWA - PL (CPG*)	FDOT	18.07%	\$ 141,584	\$ 140,104
FHWA - CMAQ*	FDOT	18.07%	\$ 56,870	\$ 64,435
			\$ 198,453	\$ 204,539
*FHWA - PL(CPG), CMAQ Cash: 81.93%				

APPROVED INDIRECT COST RATE

The ECRC provides the designated professional staff to the Bay County TPO and performs the work required to maintain the continuing, cooperative and comprehensive (3-C) planning process. The ECRC serves seven (7) counties and is unique in its role in staffing three (3) separate TPOs (MPOs) in

West Florida. A staff services agreement between the Bay County TPO and the Regional Council, effective on March 16, 2015, establishes this staffing arrangement.

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

TITLE 23 AND TITLE 49 CHAPTER 53 PUBLIC TRANSPORTATION PLANNING TASKS

The following public transportation tasks are planned for FY 2025 and FY 2026 and can be found in Task 3 – Data Development and Management and Task 5 - Plans and Studies:

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

AIR QUALITY PLANNING ACTIVITIES

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

PUBLIC PARTICIPATION PROCESS

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

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

- **Inform the Public**, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.
- **Involve the Public** early and often in the transportation planning process.

- **Include the Public** – Reach out to the geographical, organizational and demographic communities that compose the TPO planning area to increase the public’s opportunity to participate in developing transportation plans and services.
- **Improve the Public Participation Process** – Continually identify and implement ways to improve the public participation processes.

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

FEDERAL PLANNING FACTORS

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

Table 1: Fast Act Evaluation Factors

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

Task 1: Program Development

Task 2: Long Range Transportation Planning

Task 3: Data Development and Management

Task 4: Short Range Transportation Planning

Task 5: Plans and Studies

Task 6: Marketing Outreach and Engagement

FEDERAL AND STATE PLANNING EMPHASIS AREAS

2021 FEDERAL PLANNING EMPHASIS AREAS

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution—each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.⁴

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public

involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

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

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

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

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public

transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.

STATE PLANNING EMPHASIS AREAS – 2021

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

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

Safety

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

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing

conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

Emerging Mobility

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

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

RESOLUTION STATEMENT

Resolution BAY 25-11 dated May 28, 2025, signed by the Bay County TPO Chairman is available in Appendix A.

ORGANIZATION AND MANAGEMENT

TPO BOUNDARIES

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

TPO STRUCTURE - PARTICIPANTS, ROLES, AND AGREEMENTS

The Bay County TPO was established by designation of the governor and an interlocal agreement in 1981, following the 1980 Census. The Interlocal Agreement for the Creation of the Bay County Transportation Planning Organization was updated in 2015.

The membership of the Bay County TPO is apportioned as follows with no changes based on the 2020 Census:

- five (5) members from the Bay County Commission
- five (5) members from the Panama City Commission
- two (2) members from the Callaway City Commission
- two (2) members from the Lynn Haven City Commission
- two (2) members from the Panama City Beach City Council
- one (1) member from the Parker City Council
- one (1) member from the Springfield City Commission
- one (1) member from the Mexico Beach City Council.

The TPO maintains several additional agreements. The Transportation Planning Funds Joint Participation Agreement (PL) was updated and executed in May 2022. This agreement specifies the requirements for and process of receiving federal planning funds (PL) from Florida. The agreement is signed by the TPO and Department of Transportation. The new Consolidated Planning Grant Agreement is scheduled to be approved by May 2024. The new funding agreement will include all FHWA funds used by the TPO.

The Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement, provides a framework for review of federally funded projects in the urbanized area and for incorporating port, aviation, and transit projects into TPO plans. The Emerald

Coast Regional Council is the regional clearinghouse for review of federal funds, the TPO is the transit agency, the City of Panama City is the Port Authority and Panama City and Bay County are the Airport Authority. Therefore, the agreement is signed by the TPO, WFRPC (ECRC), Panama City Port Authority, and Panama City-Bay County International Airport Authority. The agreement was updated and executed in January 2011 and was reaffirmed in April 2015. 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 adopted on June 17, 2004 and amended on December 4, 2013. A Technical Coordinating Committee (TCC), a Citizens' Advisory Committee (CAC), and the Local Coordinating Board (LCB) advise the TPO. Ad hoc committees, to advise the TPO and its staff are formed as needed. Each committee carries out its prescribed tasks and responsibilities at regularly scheduled and, at times, special meetings. Areas addressed by these ad hoc committees in the past include freight mobility, transit, congestion management, and corridor management.

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

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

State assistance is provided primarily through the District 3 Office and the FDOT District 3 Urban Area Liaison. The District provides match for the Federal Transit Administration Section 5303 program for public transportation technical assistance. The TPO receives FDOT District 3 support with data for and output from the regional transportation planning model that covers ten counties in West Florida. The Department's Bureau of Multi-Modal Systems Planning and Division of Planning and Programming also aids with training programs and policy direction to the TPO. Resource agency input on projects is received through the statewide Efficient Transportation Decision Making (ETDM) Process.

Federal assistance and coordination are provided through the Federal Highway Administration, Federal Transit Administration, and the Environmental Protection Agency. Input is sought from the

US Air Force, US Navy, and the Department of Defense due to the large military presence in the Urbanized Area.

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

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

FDOT D3 DISTRICTWIDE PLANNING ACTIVITIES

The Florida Department of Transportation District Three District Wide Planning activities for FY 24/25 – FY 25/26 include the following:

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

REGIONAL PLANNING

Regional planning and coordination of transportation plans is a focus of the Florida Legislature and transportation agencies. In 2020 the Emerald Coast Regional Council (ECRC), along with the Florida-Alabama TPO, Okaloosa-Walton TPO, and Washington and Holmes Counties approved an interlocal agreement naming ECRC as the designated Regional Transportation Area to serve the regional

needs of the area. Bay County TPO was added in 2021. This regional entity has approved a regionally-significant transportation network, priorities, and bylaws. The ECRC also annually adopts project priorities for the State Transportation Regional Incentive Program (TRIP).

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

PROGRAM WORK TASKS WITH CORRESPONDING FUNDING TABLES

Task 1: Program Development

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

The 2050 Long Range Transportation Plan will begin in 2024. Additional oversight from administration will be needed throughout the update process.

Previous Work: In FYs 2023 and 2024 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 2025 & 2026
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 2026 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

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

Task 1 Program Development			
24/25			
Funding Source	FHWA		FY 24/25 Total
Contract Number	G2U28		
Source Level	PL	CM	
Personnel (salary and benefits)	\$ 229,834	\$ 8,585	\$ 238,419
Travel	\$ 13,000	\$ -	\$ 13,000
Direct Expenses	\$ 95,000	\$ -	\$ 95,000
Indirect Expenses	\$ 44,741	\$ 1,190	\$ 45,931
24/25 Totals	\$ 382,575	\$ 9,775	\$ 392,350
25/26			
Funding Source	FHWA		FY 25/26 Total
Contract Number	G2U28		
Source	PL	CM	
Personnel (salary and benefits)	\$ 275,928	\$ -	\$ 275,928
Travel	\$ 4,500	\$ -	\$ 4,500
Direct Expenses	\$ 60,000	\$ -	\$ 60,000
Indirect Expenses	\$ 44,301	\$ -	\$ 44,301
25/26 Totals	\$ 384,729	\$ -	\$ 384,729

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 will begin in FY 2025.

Previous Work: The Annual Roadway Capacity Status Reports were published. Staff attended Task Force meetings and conference calls. The 2045 LRTP was finalized during the previous UPWP cycle including the Congestion Management Process, Needs Plan, and Cost Feasible Plan. The 2045 LRTP Final Report was adopted in June of 2021. Two amendments and two modifications were approved since adoption.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Congestion Management Plan Minor Update	Adoption	Annually after release of LOS data
Review Project Priorities	Adoption	June 2025/June 2026
2050 LRTP Public Participation Plan	Adoption	February 2025
2050 LRTP Goals and Objectives	Adoption	February 2025
2050 LRTP Congestion Management Process Plan	Adoption	May 2025
2050 LRTP Financial Resources	Adoption	May2025
2050 LRTP Needs Plan	Adoption	November 2025
2050 LRTP Cost Feasible Plan	Adoption	May 2026
Land Use Planning Resources	Formation of Land Use Committee. Review of Zonal Data by Committee.	Land use committee formed in October 2023, and data reviewed in July 2024
LRTP Amendments	Adoption	As needed

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

Task 2 Long Range Transportation Planning			
24/25			
Funding Source	FHWA		FY 24/25 Total
Contract Number	G2U28		
Source Level	PL	CM	
Personnel (salary and benefits)	\$ 24,043	\$ 15,000	\$ 39,043
Consultant	\$ -	\$ 117,954	\$ 117,954
Indirect Expenses	\$ 3,457	\$ 4,750	\$ 8,207
24/25 Totals	\$ 27,500	\$ 137,704	\$ 165,204
25/26			
Funding Source	FHWA		FY 25/26 Total
Contract Number	G2U28		
Source	PL	CM	
Personnel (salary and benefits)	\$ 20,000	\$ 384	\$ 20,384
Consultant	\$ -	\$ 200,000	\$ 200,000
Indirect Expenses	\$ 2,965	\$ 279	\$ 3,244
25/26 Totals	\$ 22,965	\$ 200,663	\$ 223,628

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. Intelligent Transportation System (ITS) and Advanced Traffic Management System (ATMS) planning and support are part of this task. 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. Transportation System Management (TSM) projects are included in this task. As part of the decennial census, the TPO, in conjunction with DOT and FHWA, will be required to approve boundaries for the Smoothed Urbanized Area and the Metropolitan Planning Area as well as membership apportionment and the Federal Functional Classified Roadway Map by County. Certain Federal Performance Measures will need to be readdressed during the two-year UPWP cycle as well.

Previous Work: Safety Performance Measures are adopted annually by February 27th. Bridge, Pavement, and System Performance Targets were previously adopted by the TPO in February 2023 and need to be readopted on a date to be determined. Public Transportation Performance Targets must be updated annually by transit provider(s) whereas the TPO can update their transit targets annually through the TIP. Staff provided planning and support of ITS and ATMS activities. The TSM projects were ranked using the adopted criteria and included in the annual project priorities. TPO membership apportionment and Metropolitan Planning Area Boundary were approved by the Governor in 2024. TPO smoothed FHWA Boundary was provided to FDOT in November 2023 and finalized by FDOT and FHWA in May 2024. The Bay County Federal Functional Classified Roadway Map was approved on June 25, 2014.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Safety Performance Targets	Adoption	November 2024/2025
Public Transportation Agency Safety Plan (PTASP) Targets	TIP	June 2025/2026
Transit Asset Management (TAM) Targets	TIP	June 2025/2026
ITS/ATMS Support	Coordination and Support on ITS/ATMS Activities	Ongoing
Transportation System Management (TSM) Projects	Ranked Projects	June 2025/2026
GIS Data Collection and Analysis	Maps, Analysis, and GIS Support for the TPO	Ongoing

UPWP

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Federal Functional Classified Roadways	Submitted to FHWA	October 2024

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

Task 3 Data Development & Management		
24/25		
Funding Source	FHWA	FY 24/25 Total
Contract Number	G2U28	
Source Level	PL	
Personnel (salary and benefits)	\$ 31,447	\$ 31,447
Indirect Expenses	\$ 4,356	\$ 4,356
24/25 Totals	\$ 35,803	\$ 35,803
25/26		
Funding Source	FHWA	FY 25/26 Total
Contract Number	G2U28	
Source	PL	
Personnel (salary and benefits)	\$ 34,926	\$ 34,926
Indirect Expenses	\$ 5,239	\$ 5,239
25/26 Totals	\$ 40,165	\$ 40,165

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. A consultant formats the FDOT Work Program into their TIP Database that creates a rough draft of the TIPs for the TPO. The TPO staff then format the TIP into a more readable and understandable format for the TPO, Advisory Committees, and the public. Several TPOs in Florida use DTS for assistance with their TIPs. DTS 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 2024-2028 Tentative Work Program was accepted by the TPO in January 2023 and the FDOT FY 2025-2029 Tentative Work Program was accepted in October 2023. The FY 2024-2028 TIP was adopted in June 2023 and the FY 2024-2028 TIP was adopted in June of 2024.

Nine TIP amendments were completed for the FY 2023-2027 TIP and one amendment was completed for the FY 2024-2028 TIP. Administrative modifications were also processed.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
FY 2027-2031 Project Priorities	Adoption	May 2025
FY 2028-2032 Project Priorities	Adoption	May 2026
FY 2026-2030 FDOT Tentative Work Program	Adoption	December 2024
FY 2027-2031 FDOT Tentative Work Program	Acceptance	November 2025
FY 2026-2030 TIP	Adoption	May 2025
FY 2027-2031 TIP	Adoption	May 2026
FY 2026-2030 TIP Amendments and Modifications	Adoption	As needed
FY 2027-2031 TIP Amendments and Modifications	Adoption	As needed
Interactive TIP Tool Update by Consultant	Paid Invoice	April 2025/2026

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

Task 4 Short Range Transportation Planning		
24/25		
Funding Source	FHWA	FY 24/25 Total
Contract Number	G2U28	
Source Level	PL	
Personnel (salary and benefits)	\$ 24,964	\$ 24,964
Consultant	\$ 3,200	\$ 3,200
Indirect Expenses	\$ 3,635	\$ 3,635
24/25 Totals	\$ 31,799	\$ 31,799
25/26		
Funding Source	FHWA	FY 25/26 Total
Contract Number	G2U28	
Source	PL	
Personnel (salary and benefits)	\$ 31,600	\$ 31,600
Consultant	\$ 3,200	\$ 3,200
Indirect Expenses	\$ 5,221	\$ 5,221
25/26 Totals	\$ 40,021	\$ 40,021

Task 5: Plans and Studies

Purpose: This task includes time charged to planning activities for non-single occupancy travel. Those modes include public transportation, transportation disadvantaged, bicycle, pedestrian, trails. Other planning activities in this task include freight planning, and regional coordination of contiguous MPOs. Regional planning activities include managing the Transportation Regional Incentive Program (TRIP) process through ECRC as the Regional Transportation Area. The transit system will be using \$250,000 in FTA 5307 funds for plans and studies as needed. In FY 2024, \$176,500 in FTA 5307 funds will be used for the development of the Transit Strategic Plan. This task will also include special planning studies as needed such as Corridor Management Plans. A Bicycle/Pedestrian/Trails Master Plan Update will begin FY 2025. This will be a major update to the TPO’s 2011 Bicycle Pedestrian Plan, while also including the addition of a Trail planning element. This plan will identify bicycle, pedestrian, and trail projects with priorities associated with them. The Regional Pedestrian and Bicycle committee and a Local Bike/Ped/Trail Working Group will be utilized during the plan development as public engagement groups.

The Florida-Alabama TPO is partnering with ECRC to develop a Smart Regions Master Plan for the entire ECRC region. The Bay County TPO staff intends to develop a Bay County TPO specific chapter to be included in the overall Smart Regions Master Plan. TPO staff will coordinate with the Florida-Alabama TPO as needed for this project.

Previous Work: Disadvantaged Business Enterprise (DBE) reporting was completed as part of this task. Planning for public transportation projects, federal financial reporting, and assistance to Transit Agencies. The TPO provided staff for the Transportation Disadvantaged Local Coordinating Boards for Bay County.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Re-establishment and support of freight committee to include members throughout the Emerald Coast	Approved expanded membership and updated bylaws. Meeting agendas and presentation materials	October 2025, as needed
Attend MPOAC Freight Committee Meetings	Meetings, education, information from FDOT and FHWA	Quarterly/as needed
Develop regional and TPO freight priority list through study and survey results	Approved list of projects.	January 2025/2026
Regional Bicycle/Pedestrian/Trails Committee	Meeting agendas and presentation materials	Quarterly/as needed
TPO Bike Ped Trails Master Plan Update	Workshops. Adoption of plan.	December 2025

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Transportation Alternatives Program	Workshops. Adoption of ranked TA Projects submitted to FDOT	April 2025/2026
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
Transit Strategic Plan Updates	Annual Strategic Plan Update	July 2025/2026
Coordination with Military Bases in the Region	Coordination of TPO work with military partners	As needed
Coordination with other plans (i.e., Smart Regions Master Plan)	Coordination with FL-AL TPO and other jurisdictions	As needed
Complete Streets Planning	Ongoing	As needed

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

Task 5 Plans and Studies					
24/25					
Funding Source	FHWA		FTA 5307	CTD	FY 24/25 Total
Contract Number	G2U28		FTA5307	TD GRANT	
Source Level	PL	CM	Federal	State	
Personnel (salary and benefits)	\$ 35,151	\$ 36,000	\$ -	\$ 23,332	\$ 94,483
Consultant	\$ -	\$ 49,974	\$ 250,000	\$ -	\$ 299,974
Indirect Expenses	\$ 4,468	\$ 12,896	\$ -	\$ 2,904	\$ 20,268
24/25 Totals	\$ 39,619	\$ 98,870	\$ 250,000	\$ 26,236	\$ 414,725
25/26					
Funding Source	FHWA		FTA 5307	CTD	FY 25/26 Total
Contract Number	G2U28		FTA5307	TD GRANT	
Source	PL	CM	Federal	State	
Personnel (salary and benefits)	\$ 26,874	\$ 76,688	\$ -	\$ 23,455	\$ 127,017
Consultant	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Indirect Expenses	\$ 3,629	\$ 10,791	\$ -	\$ 3,518	\$ 17,938
25/26 Totals	\$ 30,503	\$ 87,479	\$ 250,000	\$ 26,973	\$ 394,955

* These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. (11206(b)) The total amount of funds used by the TPO for Complete Streets planning for FY 24/25 is \$14,549 of \$39,619 PL, and for FY25/26 is \$14,661 of \$48,500 PL. 2.5% of the total PL allocations for FY 24/25 is \$14,549 and for FY 25/26 it is \$14,661.

Task 6: Marketing Outreach and Engagement

Purpose: Provide the public with accurate information and meaningful opportunities to participate in the transportation decision-making process through a combination of public meetings, outreach activities, accessible digital platforms, innovative communication tools, and maintaining compliance with Title VI requirements.

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

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

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Produce and update Marketing Materials on Transportation Planning Process and Stages	Materials are produced	Annually/Ongoing
Maintain TPO and Interested Parties Distribution Lists	Distribution lists are maintained and up-to-date	Ongoing
Provide Opportunity for Public Comments and TPO Review	Public Comments are received, recorded, and reported	Ongoing
Publicly Notice & Promote TPO Meetings and Activities	Meetings and activities are publicly noticed	Ongoing
Joint TPO Certification Review	Meet with FDOT and provide engagement and outreach information	Annually, January 2025/2026

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

Task 6 Marketing Outreach & Engagement			
24/25			
Funding Source	FHWA		FY 24/25 Total
Contract Number	G2U28		
Source Level	PL	CM	
Personnel (salary and benefits)	\$ 99,336	\$ 10,000	\$ 109,336
Consultant	\$ 10,000	\$ -	\$ 10,000
Indirect Expenses	\$ 15,313	\$ 1,500	\$ 16,813
24/25 Totals	\$ 124,649	\$ 11,500	\$ 136,149
25/26			
Funding Source	FHWA		FY 25/26 Total
Contract Number	G2U28		
Source	PL	CM	
Personnel (salary and benefits)	\$ 100,343	\$ 3,632	\$ 103,975
Consultant	\$ 2,000	\$ -	\$ 2,000
Indirect Expenses	\$ 14,509	\$ 376	\$ 14,885
25/26 Totals	\$ 116,852	\$ 4,008	\$ 120,860

FUNDING TABLES

Agency Participation
12/01/25

Funding Source Contract	FHWA G2U28		FTA 5307 FTA5307		CTD TD GRANT	
	Fiscal Year		Fiscal Year		Fiscal Year	
	24/25	25/26	24/25	25/26	24/25	25/26
Total Budget	\$ 899,794	\$ 927,385	\$ 250,000	\$ 250,000	\$ 26,236	\$ 26,973
Task 1 Program Development						
Personnel (salary and benefits)	\$ 238,419	\$ 275,928	\$ -	\$ -	\$ -	\$ -
Travel	\$ 13,000	\$ 4,500	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 95,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 45,931	\$ 44,301	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 392,350	\$ 384,729	\$ -	\$ -	\$ -	\$ -
Task 2 Long Range Transportation Planning						
Personnel (salary and benefits)	\$ 39,043	\$ 20,384	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 117,954	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 8,207	\$ 3,244	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 165,204	\$ 223,628	\$ -	\$ -	\$ -	\$ -
Task 3 Data Development & Management						
Personnel (salary and benefits)	\$ 31,447	\$ 34,926	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 4,356	\$ 5,239	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 35,803	\$ 40,165	\$ -	\$ -	\$ -	\$ -
Task 4 Short Range Transportation Planning						
Personnel (salary and benefits)	\$ 24,964	\$ 31,600	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 3,635	\$ 5,221	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 31,799	\$ 40,021	\$ -	\$ -	\$ -	\$ -
Task 5 Plans and Studies						
Personnel (salary and benefits)	\$ 71,151	\$ 103,562	\$ -	\$ -	\$ 23,332	\$ 23,455
Consultant	\$ 49,974	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -
Indirect Expenses	\$ 17,364	\$ 14,420	\$ -	\$ -	\$ 2,904	\$ 3,518
Sub Total	\$ 138,489	\$ 117,982	\$ 250,000	\$ 250,000	\$ 26,236	\$ 26,973
Task 6 Marketing Outreach & Engagement						
Personnel (salary and benefits)	\$ 109,336	\$ 103,975	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 10,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 16,813	\$ 14,885	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 136,149	\$ 120,860	\$ -	\$ -	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$	1,767,179	\$	500,000	\$	53,209
Total De-ob. Funds (PL)	\$	60,000	\$	-	\$	-
Total De-ob. (Other Source)	\$	-	\$	-	\$	-
TOTAL PROGRAMMED	\$ 899,794	\$ 927,385	\$ 250,000	\$ 250,000	\$ 26,236	\$ 26,973

Funding Source
12/01/25

Contract	Funding Source	Source Level	24/25	25/26	FY 24/25 Funding Source			FY 25/26 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2U28	FHWA	CM	\$ 257,849	\$ 292,150	\$ 56,870	\$ 257,849	\$ -	\$ 64,435	\$ 292,150	\$ -
		PL*	\$ 641,945	\$ 635,235	\$ 141,584	\$ 641,945	\$ -	\$ 140,104	\$ 635,235	\$ -
		FHWA G2U28 TOTAL	\$ 899,794	\$ 927,385	\$ 198,453	\$ 899,794	\$ -	\$ 204,539	\$ 927,385	\$ -
FTA5307	FTA 5307	Federal	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
		FTA 5307 FTA5307 TOTAL	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
TD GRANT	CTD	State	\$ 26,236	\$ 26,973	\$ -	\$ -	\$ 26,236	\$ -	\$ -	\$ 26,973
		CTD TD GRANT TOTAL	\$ 26,236	\$ 26,973	\$ -	\$ -	\$ 26,236	\$ -	\$ -	\$ 26,973
TOTAL			\$ 1,176,030	\$ 1,204,358	\$ 198,453	\$ 1,149,794	\$ 26,236	\$ 204,539	\$ 1,177,385	\$ 26,973

* De-obligated funds: PL \$60,000

APPENDICES

APPENDIX A: RESOLUTION OF ADOPTION

RESOLUTION BAY 25-11

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2025 – FY 2026 UNIFIED PLANNING WORK PROGRAM (UPWP) YEAR 2 AMENDMENT

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

WHEREAS, the UPWP shall be adopted by the TPO and submitted to the governor of the state of Florida and to the Federal Transit and Federal Highway Administrations, as provided in Title 23 CRF Section 450, Florida Statutes; and

WHEREAS, the Federal Government annually appropriates funds for public transportation planning (FTA Section 5305) at the state level; and

WHEREAS, the Florida Department of Transportation (FDOT) applies for these funds in the year of appropriation and allocates the funds to each TPO, according to a formula, in the following year;

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

The FY 2025 – FY 2026 UPWP Year 2 (FY 2026) amendment is hereby adopted.

Passed and duly adopted by the Bay Transportation Planning Organization on this 28th day of May 2025.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: 
Pam Henderson, Chair

ATTEST: 

APPENDIX B: FHWA, FTA & FDOT COMMENTS



Federal Highway Administration

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

Federal Transit Administration

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

Planning Comments

Document Name: _____		MPO: _____	
Date of Document:	Date Received	Date Reviewed	District: _____
Reviewed by:			

COMMENTS

	Page #	Comment Type	Comment Description
1			
2			
3			
4			
5			
6			

7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Bay TPO**

UPWP Draft # or Date: **#1**

Review #: **#1**

Date of Review: **3/29/24**

Reviewed By: **D3 Staff**

The following UPWP Review Checklist is provided to assist in the review of the MPO’s UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: xx**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: xx**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: xx**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: xx**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: xx**
- Correct State Fiscal Years? **Yes | If yes, page number: xx**
- Statement of nondiscrimination? **Yes | If yes, page number: xx**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: xx**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable | If yes, page number: xx**

No comment

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 2**

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Yes | If yes, page number: 15](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 20](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 36](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 52](#)
- District Planning Activities? [Yes | If yes, page number: 17](#)
- Indirect Rate Approval (if required)? [Yes | If yes, page number: 4](#)
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Yes | If yes, page number: 59](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Not Applicable | If yes, page number: Bay is not a TMA, but no other Planning Activities by other entities as identified above.](#)
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 39](#)
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
 - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 1](#)
 - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 53](#)
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Select response | If yes, page number: xx](#)
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response | If yes, page number: xx](#)
 - The signed Cost Analysis Certification Statement? [Select response | If yes, page number: xx](#)
 - The signed FHWA Certifications and Assurances? [Select response | If yes, page number: xx](#)
 - UPWP Comments? [Select response | If yes, page number: xx](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Not Applicable | If yes, page number: xx](#)

[No comment](#)

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 2](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 2](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 3](#)
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (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

Unified Planning Work Program (UPWP)

Review Checklist

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(i) and FTA C 8100.1D". [Yes | If yes, page number: 4](#)

- Definition of the soft match: 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 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes | If yes, page number: 4](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes No Page number: 5](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 7](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 8](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

[No comment](#)

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 17](#)
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 15](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: 16](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 16](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 16](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Not Applicable | If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [Yes | If yes, page number: 17](#)
 - MPO Bylaws: [Yes | If yes, page number: 17](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [No | If yes, page number: xx](#)
 - Debarment and Suspension Certification? [No | If yes, page number: xx](#)
 - Lobbying Certification for Grants, Loans, and Cooperative Agreements? [No | If yes, page number: xx](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Title VI/Nondiscrimination Assurances? [No](#) | If yes, page number: [xx](#)
- Appendices A and E? [No](#) | If yes, page number: [xx](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Yes](#) | If yes, page number: [64](#)

[Critical](#) Include signed statements & assurances.

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) | If yes, page number: [20](#)
- Transportation Improvement Program (TIP)? [Yes](#) | If yes, page number: [27](#)
- Long Range Transportation Plan (LRTP)? [Yes](#) | If yes, page number: [22](#)
- MPO Regional Activities Task (if required)? [Not Applicable](#) | If yes, page number: [xx](#)

[No comment](#)

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Yes](#) | If yes, page number: [Memberships are not included in the UPWP tasks.](#)

[Choose a category](#) [Click here to enter comments](#)

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [Yes](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [Select response](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes](#) | If yes, page number: [35](#)

Does MPO **Administration Task** have a subcategory for:

- Personnel Services? [Yes](#) | If yes, page number: [21](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Travel? [Yes | If yes, page number: 21](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Direct Expenses? [Yes | If yes, page number: 23](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes | If yes, page number: 21](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No | If yes, page number: xx](#)
- Is Annual Audit expense included, if required? [Yes | If yes, page number: 21](#)

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Not Applicable](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes](#)
- Supplies (if needed)? [Not Applicable](#)
- Equipment (if needed)? [Not Applicable](#)

Editorial

Include brief statement addressing Equipment, Supplies and Atypical expenses.

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [No | If yes, page number: NA](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Select response | If yes, page number: xx](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Select response | If yes, page number: xx](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Select response | If yes, page number: xx](#)
- Show activities the funds are being used for? [Select response | If yes, page number: xx](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Select response | If yes, page number: xx](#)
 - Task name, activity description(s), and budgeted funds [Select response | If yes, page number: xx](#)

Unified Planning Work Program (UPWP)

Review Checklist

No comment

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

Yes

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-obligated from the previous FY**)? [Yes](#) | If yes, page number: [36](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Yes](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

No comment

Total Year 2 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: [35](#)
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

No comment

Unified Planning Work Program (UPWP)

Review Checklist

Since the UPWP is the “Scope of Service” for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)

[No comment](#)

Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Select response](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

[No comment](#)

General UPWP Comments

- | | |
|-----------------------------------|---|
| Critical | <i>Please make sure to include language to address the IIA 2.5% set aside for Complete Streets Planning. Guidance for this requirement was provided by FDOT in a 3/26/24 email.</i> |
| Choose a category | Click here to enter comments |
| Choose a category | Click here to enter comments |
| Choose a category | Click here to enter comments |

Bay County TPO Draft FY 24 – FY 25 Unified Planning Work Program Comments and Responses

Federal Highway Administration & Federal Transit Administration

1. Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.

Staff response: The TPO will provide information and request prior approval of equipment purchases greater than \$5,000 before moving forward with them.

2. All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

Staff response: All Agreements and Certifications are signed, dated, and included in the final copy of the UPWP.

3. Does the TPO perform any activities ineligible for federal funds such as legislative work – legislative position development, etc.? If so, local funds should be programmed on the appropriate tasks activities and included in the UPWP Task and Summary Budget Tables.

Staff response: Not applicable. The TPO does not undertake any lobbying activities.

4. If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. Please

also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities.

Staff response: Currently not applicable.

5. Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels.

Staff response: The TPO, coordinating with the FDOT MPO Liaison, will verify this information and include documentation in the final copy of the UPWP. Task 5 funding tables have been updated to reflect Transportation Disadvantaged funds.

6. When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.

Staff response: All comments from reviewing agencies along with TPO responses to the comments will be included in Appendix B in the final UPWP.

7. Please show all grant funds proposed to be used to fund efforts in corresponding tasks.

Staff response: All grant funds proposed to be used by the TPO to fund efforts are shown in corresponding tasks.

8. CMAQ funds are being used regionally by MPOs. Will application of CMAQ funds be used to address NAAQS? How will this work be described when reported annually? Please explain how these activities meet the CMAQ funding requirements.

Staff response: CMAQ funds are only being used for the development of the TPO's LRTP. The TPO is in air quality attainment.

9. Please identify the PL 2.5% set aside for complete streets activities.

Staff response: A footnote to Task 5 for each budget year reflects the 2.5% PL set-aside requirement for Complete Streets planning activities. A Complete Streets planning activity was also added in the Task 5 activities table.

10. Please include all appendices.

Staff response: All appendices are included in the final copy of the UPWP.

11. Please provide brief explanation addressing equipment, supplies, and/or non-typical expenses.

Staff response: 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. This language is included in Task 1 in the final copy of the UPWP.

12. If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.

Staff response: Carryover funds were used to support the continuation of the LRTP.

Florida Department of Transportation (FDOT)

1. Please make sure to include language to address the IJJA 2.5% set-aside for Complete Streets Planning. Guidance for this requirement was provided by FDOT in a 3/26 email.

Staff response: A footnote to Task 5 for each budget year reflects the 2.5% PL set-aside requirement for Complete Streets planning activities. A Complete Streets planning activity was also added in the Task 5 activities table.

APPENDIX C: ACRONYMS

ACRONYMS

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

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

APPENDIX D: STATEMENTS & ASSURANCES

FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

Name of Applicant: Bay County Transportation Planning Organization

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

Or,

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

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

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

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Bay County Transportation Planning Organization

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

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek 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: 5-28-25

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 to the Applicant that it has 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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Bay County TPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Bay County TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: 
Title: MPO Chairman (or designee)


Date


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

525-010-08
POLICY PLANNING
05/18


LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Bay County TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Bay County TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Name:
Title: MPO Chairman (or designee)



Date

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name:
Title: MPO Chairman (or designee)



Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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



Name:
Title: MPO Chairman (or designee)



Date

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.

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

525-010-08
POLICY PLANNING
05/18

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

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

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

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

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

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

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


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

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

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

The Bay County TPO will ensure that individuals have access to TPO programs, activities and services by developing and carrying out the language plan herein. The TPO will continually assess the language assistance needs of the population to be served.

The purpose of the Title VI document is to detail specific compliant procedures for better documentation efforts related to Title VI and related statutes.

by  _____, Chief Executive Officer

Dated  _____

APPENDIX E: CERTIFICATE OF INDIRECT COSTS – 15% DE MINIMIS RATE

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 10% de minimis rate of modified total direct costs for the period 10/01/2024-12/31/24 and a 15% de minimis rate of modified total direct costs for the period 1/1/25-9/30/25.

(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: 

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, 2024