



# UPWP

UNIFIED PLANNING

# WORK PROGRAM

**Fiscal Years 2026/27 - 2027/28**  
Adopted: May 13, 2026

**Florida-Alabama**  
**TPO**   
Transportation Planning Organization  
[WWW.ECRC.ORG/FLALTPO](http://WWW.ECRC.ORG/FLALTPO)



## FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION

### Unified Planning Work Program

Fiscal Years 2026/27 – 2027/28

**Federal Aid Project Number:** 0312 064 M

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## COST ANALYSIS CERTIFICATION



**Florida Department of Transportation**

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SECRETARY

525-010-06  
POLICY PLANNING  
10/23

### Cost Analysis Certification

Florida-Alabama TPO

Unified Planning Work Program - FY 2027

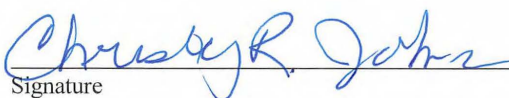
Adopted 5/13/2026

Revision Number: Initial Adoption

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.

\_\_\_\_\_  
Name: Christy R. Johnson

\_\_\_\_\_  
Planner III, District 3  
Title and District

  
Signature

\_\_\_\_\_  
5/13/2026

www.fdot.gov

## INTRODUCTION

### A BRIEF INTRODUCTION TO THE UPWP

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

The Draft UPWP was published and distributed on March 20, 2026 for review and comment from stakeholders and the public. The UPWP was approved by the Florida-Alabama TPO on May 13, 2026.

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

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

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

## A CURRENT OVERVIEW OF THE STATUS OF TRANSPORTATION PLANNING ACTIVITIES

- Long Range Transportation Plan – The Florida-Alabama TPO 2050 LRTP was adopted in August of 2025. The document has not been amended since adoption. The 2055 LRTP update will be adopted by August of 2030.
- Regional Bicycle and Pedestrian Working Group – 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.
- Freight Planning – The TPO initiated a Freight Advisory Committee in 2017 to create an open dialogue where the freight community can gain insight into the TPO’s decisions and upcoming projects and provide much-needed industry input to TPO decision makers regarding freight transportation priorities and expenditures. The committee membership includes port, airport, and truck traffic industry professionals. The TPO will start a Freight Plan in FY 2027.
- Safe Streets and Roads for All (SS4A) – The ECRC was awarded an SS4A grant and completed the Emerald Coast Safety Action Plan in December 2025. The Safety Action Plan will assist the ECRC and the TPO regions to achieve the target of zero fatalities and serious injuries. The TPO will continue to work with local agencies to pursue implementation funding.
- SS4A Planning and Demonstration Grant – The ECRC was awarded an SS4A Planning and Demonstration grant and is aiming to alleviate high crashes and fatalities along Fairfield Drive and SR 95 (Pensacola Boulevard). This demonstration grant supports the TPO’s ITS efforts.

## CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES

### Escambia County

- Pine Forest Road - This project is to increase the capacity of the three-lane facility to a four-lane facility with context-based features. (This was a TRIP project submitted through the Northwest Florida Regional TPO)

- Sorrento Road – This project is currently under design and will increase the capacity of the 2-lane facility to a four-lane facility which will improve congestion, safety, and hurricane evacuation.
- I-10/Beulah Road Interchange – The construction of this new interchange which includes the widening of I-10 from the Alabama State Line to east of the eastbound weigh station improves the congestion of this growing area of the county.
- I-10 – This project is to increase the capacity of a four-lane facility to a six-lane facility from the Alabama State Line to US 29 with improvements to the intersections of Nine Mile Road and Pine Forest Road and a major interchange improvement at US 29.
- Transportation Management Center – This project is currently under design, with construction starting later this year. The Transportation Management Center will serve as a Regional Transportation Management Center and ECRC office facility. It will be the most technologically advanced and capable facility in northwest Florida and is designed to provide next generation traffic management, add regional redundancy.

## **Santa Rosa County**

- Highway 90 and Hwy 98 widening / improvements – Both of these major corridors are deficient based on roadway Level of Service (LOS) standards. There are major access management and widening improvement planned for both roadways.
- I-10 – This project is to increase the capacity of a four-lane facility to a six-lane facility from the Avalon Boulevard to Miller Buff Road with improvements to the intersections of Avalon Boulevard and SR 87.

## **Baldwin County**

- Gulf Coast Waterway Bridge/ SR 180 (Canal Road) widening improvements and intersection improvements at SR 180 (Canal Road) and SR 161 (Orange Beach Boulevard) - The Alabama section of the TPO has several major improvements underway that affect the Orange Beach area.

## **STATEMENT OF CPG PARTICIPATION**

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

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

## SOFT MATCH

“Soft match” is other expenses that are related to a project but will not be charged to the project. Transportation Development Credit, also known as Toll Revenue Credits or the value of 3rd party in-kind contributions are considered soft matches. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This in in essence a “soft-match” provision that allows the federal share to be increased up to 100% to the extent credit are available. Certain 5305(d) funds have been matched by “soft match” as well as local Municipal and County Contributions.

Soft match amounts are listed as follows:

<b>Soft Match</b>				
FDOT uses Transportation Development Credits (Toll Credits) to fullfill the required non-federal share.				
<b>Fund Type</b>	<b>Agency</b>	<b>Rate</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
FHWA - PL (CPG*)	FDOT	18.07%	\$ 225,907	\$ 225,907
FHWA - SU*	FDOT	18.07%	\$ 55,139	\$ -
			<b>\$ 281,046</b>	<b>\$ 225,907</b>
*FHWA - PL(CPG), SU, CMAQ Cash: 81.93%				

## APPROVED INDIRECT COST RATE

The ECRC provides the designated professional staff to the Florida-Alabama 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 Florida-Alabama TPO and the Regional Council, effective on January 12, 2015, establishes this staffing arrangement.

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

## TITLE 23 AND TITLE 49 CHAPTER 53 PUBLIC TRANSPORTATION PLANNING TASKS

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

- Technical assistance and staff support for public transportation in the Pensacola, FL-AL 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 Florida-Alabama TPO is currently in attainment and no non-attainment maintenance is required at this time.

## PUBLIC PARTICIPATION PROCESS

The Florida-Alabama Transportation Planning Organization (FL-AL 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 FL-AL TPO's PPP are to:

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

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

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

## **FEDERAL PLANNING FACTORS**

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

**Table 1: Fast Act Evaluation Factors**

Fast Act Evaluation Factors	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7
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**

**Task 7: Alabama Planning**

## FEDERAL AND STATE PLANNING EMPHASIS AREAS

### 2021 FEDERAL PLANNING EMPHASIS AREAS

#### Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision making 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 decision making 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 decision making 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 FL-AL 26-14 dated May 13, 2026, signed by the Florida-Alabama TPO Chairman is available in Appendix A.

## ORGANIZATION AND MANAGEMENT

### TPO BOUNDARIES

The Florida-Alabama Metropolitan Planning Area (MPA) Boundary has been established by the TPO and received Governor's approval on August 8, 2024. The MPA includes the Lillian and Orange Beach areas in Alabama, and larger portions of Escambia and Santa Rosa counties in Florida. The entire two-county Metropolitan Statistical Area (MSA) is being used for long range transportation planning, but the actual MPA extends from the Gulf of Mexico to Molino (Escambia County) and Allentown (Santa Rosa County). The MPA boundary was approved by the TPO on August 9, 2023.

The Navarre--Miramar Beach--Destin, FL Urban Area extends into Santa Rosa County to include the area from Navarre to the Gulf Islands National Seashore. For administrative purposes, the TPO boundary remains at the Santa Rosa-Okaloosa County line. The Smoothed Federal Highway Administration Boundary was approved by the TPO on December 12, 2012, and revised on December 11, 2013, to tighten the boundary based on new 2013 regulations. The 2013 regulations removed the 10-year growth projection. Because the Pensacola FL-AL Urban Area remained at over 200,000 or more in population in the 2020 Census, it remained a Transportation Management Area (TMA).

### TPO STRUCTURE - PARTICIPANTS, ROLES, AND AGREEMENTS

The Florida-Alabama TPO was established by designation of the governor through an interlocal agreement in 1977. An amendment in 1998 expanded membership to include all five (5) county commissioners from Santa Rosa County, providing equitable population and geographic representation on the TPO. After the 2000 Census a representative from Baldwin County was added. Apportionment of membership was reviewed again in 2013 following the 2010 Census. Representation from Orange Beach, Alabama was added. This membership apportionment was approved by the Florida governor on June 12, 2013, and by the Alabama governor on December 11, 2013. No change in the apportionment of membership occurred for the 2020 Census which was approved by the Florida governor on August 8, 2024 and the Alabama governor on August 26, 2024. The Interlocal Agreement for the Creation of the Florida-Alabama Transportation Planning Organization was updated in 2015.

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

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

- Five (5) members from Escambia County Commission – Steven Barry, Chair
- Five (5) members from Pensacola City Council
- Five (5) members from Santa Rosa County Commission – Kerry Smith, Vice Chair
- One (1) member from Gulf Breeze City Council
- One (1) member from Milton City Council
- One (1) member from Baldwin County Commission
- One (1) member from Orange Beach City Council
- Non-voting members: One (1) ALDOT representative and one (1) FDOT representative

The TPO maintains several additional agreements. The previous Consolidated Planning Grant Agreement was executed in May 2024. The agreement is signed by the TPO and Departments of Transportation. The new Consolidated Planning Grant Agreement was signed on May 13, 2026. The new funding agreement includes all FHWA funds used by the TPO.

The Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement (JPA) provides a framework for review of federally funded projects in the urbanized area and for incorporating port, aviation, and transit projects into TPO plans. The Emerald Coast Regional Council is the regional clearinghouse for review of federal funds; Escambia County is the transit agency; the City of Pensacola is the airport and port agency; Santa Rosa County is the airport authority for that county. Therefore, the agreement is signed by the TPO, WFRPC (ECRC), Escambia County, the City of Pensacola, and Santa Rosa County. The agreement was updated and executed on August 13, 2025. If significant changes occur the agreement will be updated or reaffirmed at that point in time.

The TPO maintains bylaws, which describe the operating procedures for the TPO and its advisory committees. The bylaws were updated and adopted in August 2025. A Technical Coordinating Committee (TCC) and a Citizens' Advisory Committee (CAC) advise the TPO. Both the TPO board and its advisory committees take on the role of planning and programming for safe transportation systems by setting targets for safety performance measures and reflecting these targets in the TPO's plans and programs. A Freight Advisory Committee was added in 2017. Ad hoc committees to advise the TPO and its staff are formed as needed. Each committee carries out its prescribed tasks and responsibilities at regularly scheduled and, at times, special meetings. Areas addressed by these ad hoc committees in the past included freight, mobility, transit, interstate master planning, bridge

incident management, Pensacola Bay passenger ferry service, congestion management, corridor management, and an Intelligent Transportation System Working Group.

The ECRC provides the designated professional staff to the Florida-Alabama 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 Florida-Alabama TPO and the Regional Council, effective on January 12, 2015, establishes this staffing arrangement. The TPO utilizes the ECRC Continuity of Operations Plan (COOP). The COOP provides staff direction and expectations regarding actions to be taken during emergency events.

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

The FDOT District 3 office provides match for the FTA Section 5305 program for public transportation technical assistance. The TPO receives FDOT District 3 support with data for and output from the regional transportation planning model that covers ten counties in west Florida. The FDOT Bureau of Multi-Modal Systems Planning and Division of Planning and Programming aid with training programs and policy direction to the TPO. Resource agency input on projects is received through the statewide Efficient Transportation Decision Making (ETDM) Process.

Federal assistance and coordination are provided through the Federal Highway Administration (FHWA), FTA, and the Environmental Protection Agency (EPA). Input is sought from the US Navy, US Air Force, and Department of Defense due to the significant military presence in the Pensacola, FL-AL Urbanized Area.

Section 1352, Title 31, U.S. Code, requires that no federal appropriated funds may be used for lobbying purposes. Florida Statutes contain a similar requirement for state appropriated funds. The required certification is included in Appendix D to this document. Appendix D of this document

contains the assurance that the TPO does not use federal funds for procurement of services from individuals who have been disbarred or suspended in accordance with provisions of 49 CFR Part 29, Subparts A through E.

## **FDOT D3 DISTRICTWIDE PLANNING ACTIVITIES:**

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

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

## **REGIONAL PLANNING**

Regional planning and coordination of transportation plans is a focus of the Florida Legislature and transportation agencies. Because of the merging of urbanized areas, the Florida-Alabama and Okaloosa-Walton TPOs created the Northwest Florida Regional Transportation Planning Organization (RTPO) in 2005 by interlocal agreement. In 2020 the Florida-Alabama TPO, along with the Emerald Coast Regional Council (ECRC), Okaloosa-Walton TPO, and Washington and Holmes Counties approved an interlocal agreement naming ECRC as the designated Regional Transportation Area to serve the regional needs of the area. Bay County TPO was added in 2021. This regional entity has approved a regionally-significant transportation network, priorities, and bylaws. The ECRC also annually adopts project priorities for the State Transportation Regional Incentive Program (TRIP).

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

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

The Federal Transportation Management Area (TMA) Certification was completed in 2022 with issuance of the 2022 Certification Report in 2023. In this report the federal agencies presented three (3) noteworthy practices, two (2) recommendations, and one (1) corrective action. The TPO proactively addressed the one corrective action in August of 2022 and the TPO approved it by the March 31, 2023 deadline. The TPO received a letter that the TPO has been granted full certification until December 2026.

## **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.

In 2026, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) will do a quadrennial review of the FL-AL TPO because it is a Transportation Management Area (TMA). Much of the preparation for this review will be covered in this task.

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

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Support to board and committees	Meeting agendas, minutes, and presentation materials	Ongoing
Joint FDOT-TPO Certification	Meet with FDOT and provide requested information	Annually, January 2027/2028
Attend Trainings/Meetings (i.e., FMPP, MPOAC, TransPlex)	Meetings, education, information from FDOT, FHWA, and FTA	Quarterly and as needed
Maintain Financial Records	Records are maintained	Ongoing
Invoices and Travel Vouchers	Invoices are completed. Travel vouchers are within policy.	Monthly/ongoing
Annual Audit	Audit is complete	Annually
Maintain UPWP	Amendments and FY 2028 update	Annually/as needed
Meetings with FDOT	Meetings are held as needed	As needed
General Planning Consultant Coordination	Meet with GPCs as needed	As needed
General Planning Consultant Selection Process	Start RFP process to procure new GPC(s)	June 2028
FHWA/FTA Certification	Provide information as requested.	December 2026

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 1 Program Development</b>			
<b>26/27</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 338,018	\$ -	\$ 338,018
Travel	\$ 10,000	\$ -	\$ 10,000
Direct Expenses	\$ 124,000	\$ -	\$ 124,000
Indirect Expenses	\$ 73,202	\$ -	\$ 73,202
Annual Audit	\$ 16,000	\$ -	\$ 16,000
<b>26/27 Totals</b>	<b>\$ 561,220</b>	<b>\$ -</b>	<b>\$ 561,220</b>
<b>27/28</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 439,641	\$ -	\$ 439,641
Travel	\$ 10,000	\$ -	\$ 10,000
Direct Expenses	\$ 123,500	\$ -	\$ 123,500
Indirect Expenses	\$ 88,446	\$ -	\$ 88,446
Annual Audit	\$ 16,500	\$ -	\$ 16,500
<b>27/28 Totals</b>	<b>\$ 678,087</b>	<b>\$ -</b>	<b>\$ 678,087</b>

## 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. The initial development of the 2055 LRTP will commence in Spring 2028

**Previous Work:** The Congestion Management Process Plan – Major Update, the Financial Resources, and the Evaluation Criteria for the 2050 LRTP were approved in December 2024. The 2050 LRTP Needs Plan was adopted in May 2025. The 2050 LRTP Cost Feasible Plan and the 2050 LRTP were adopted in August 2025. The 2050 LRTP Final Report and Summary Report documents were delivered in February 2026. No amendments have been adopted for the 2050 LRTP. The FY 2028-2032 Project Priorities were updated based on the 2050 LRTP and were adopted in May 2026.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Congestion Management Plan Minor Update	Adoption	Annually
Review Project Priorities	Adoption	May 2027/2028
2055 LRTP Scope of Services	Draft	May 2028
LRTP Amendments	Adoption	As needed

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 2 Long Range Transportation Planning</b>		
<b>26/27</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>G3080</b>	
<b>Source Level</b>	<b>PL</b>	
Personnel (salary and benefits)	\$ 23,867	\$ 23,867
Indirect Expenses	\$ 3,580	\$ 3,580
<b>26/27 Totals</b>	<b>\$ 27,447</b>	<b>\$ 27,447</b>
<b>27/28</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>G3080</b>	
<b>Source</b>	<b>PL</b>	
Personnel (salary and benefits)	\$ 16,517	\$ 16,517
Indirect Expenses	\$ 2,478	\$ 2,478
<b>27/28 Totals</b>	<b>\$ 18,995</b>	<b>\$ 18,995</b>

### Task 3: Data Development and Management

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

**Previous Work:** Safety Performance Measures are adopted annually by February 27<sup>th</sup>. Bridge, Pavement, and System Performance Targets were previously adopted by the TPO in February 2023 and need to be readopted on a date to be determined. Public Transportation Performance Targets must be updated annually by transit provider(s) whereas the TPO can update their transit targets annually through the TIP. Staff provided planning and support of ITS and ATMS activities through work with the ITS and ATMS monthly meetings and coordination with the ITS Support Consultant. The TSM projects were ranked using the adopted criteria and included in the annual project priorities. TPO membership apportionment and Metropolitan Planning Area Boundary were approved by the Governor in 2024. TPO smoothed FHWA Boundaries were provided to FDOT and ALDOT in November 2023 and finalized by FDOT, ALDOT, and FHWA in May 2024. The Baldwin County Federal Functional Classified Roadway Map was approved on March 26, 2025. The Escambia County and Santa Rosa County Federal Functional Classified Roadway Maps were approved on December 11, 2024.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Safety Performance Targets	Adoption	November 2026/2027
Bridge, Pavement, and System Performance Targets	Adoption	June 2027/2028

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Public Transportation Agency Safety Plan (PTASP) Targets	TIP	May 2027/2028
Transit Asset Management (TAM) Targets	TIP	May 2027/2028
ITS/ATMS Support	Monthly meetings and ongoing coordination with local governments to identify needs and priorities.	Ongoing
Transportation System Management (TSM) Projects	Ranked Projects	May 2027/2028
Data Collection and Analysis	Data Collection, Mining, Warehousing, and Analysis	Ongoing
GIS Mapping, Planning, Training	GIS Support, Software, Training for the TPO	Ongoing
Development of Digital Twin Platform	Functional Digital Twin Platform	June 2028

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 3 Data Development &amp; Management</b>			
<b>26/27</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 48,650	\$ -	\$ 48,650
Consultant	\$ 95,000	\$ -	\$ 95,000
Indirect Expenses	\$ 15,547	\$ -	\$ 15,547
<b>26/27 Totals</b>	<b>\$ 159,197</b>	<b>\$ -</b>	<b>\$ 159,197</b>
<b>27/28</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 50,503	\$ -	\$ 50,503
Consultant	\$ -	\$ -	\$ -
Indirect Expenses	\$ 7,576	\$ -	\$ 7,576
<b>27/28 Totals</b>	<b>\$ 58,079</b>	<b>\$ -</b>	<b>\$ 58,079</b>

## Task 4: Short Range Transportation Planning

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

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

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

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

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 4 Short Range Transportation Planning</b>		
<b>26/27</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>G3080</b>	
<b>Source Level</b>	<b>PL</b>	
Personnel (salary and benefits)	\$ 55,446	\$ 55,446
Consultant	\$ 3,200	\$ 3,200
Indirect Expenses	\$ 8,797	\$ 8,797
<b>26/27 Totals</b>	<b>\$ 67,443</b>	<b>\$ 67,443</b>
<b>27/28</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>G3080</b>	
<b>Source</b>	<b>PL</b>	
Personnel (salary and benefits)	\$ 57,558	\$ 57,558
Consultant	\$ 3,200	\$ 3,200
Indirect Expenses	\$ 9,114	\$ 9,114
<b>27/28 Totals</b>	<b>\$ 69,872</b>	<b>\$ 69,872</b>

## Task 5: Plans and Studies

**Purpose:** This task includes time charged to planning activities for specific plans and studies that have been identified for the TPO. Planning activities in this task may include freight planning, regional coordination of contiguous MPOs, and other project management activities. Regional planning activities include regional freight studies and other regional transportation studies through ECRC as the Regional Transportation Area. This task will also include special planning studies as needed such as Corridor Management Plans. This task also includes technical assistance to the local transit agency (ECAT). ECAT will be utilizing FTA 5307 funds for their Major Transit Development Plan (TDP) Update and a MicroTransit Area Study. Per the IJJA Sec. 11206 the 2.5% required PL set-aside for context-based solutions / safe and accessible transportation options will be integrated into some of the planning activities under this task.

The following plans are also included in this task:

- TPO Freight Study
- Regional Freight Study
- Transportation Network Resilience Plan
- Highway Beautification and Landscaping
- Data, Artificial Intelligence (AI), and Cyber Security Operations and Policies
- Advanced Air Mobility Plan

**Previous Work:** Public Transportation project priorities were adopted in the annual Project Priorities cycle in 2025 and 2026. The Public Transportation component of the TIP was also completed during the annual TIP adoption. Disadvantaged Business Enterprise (DBE) reporting was completed as part of this task. Planning for public transportation projects, federal financial reporting, and assistance with the JARC and New Freedom grants were conducted. The TPO provided staff for the Transportation Disadvantaged Local Coordinating Boards for Escambia and Santa Rosa Counties. For the Transportation Disadvantaged program quarterly reports were submitted, bylaws and grievance procedures approved, the Actual Expenditures Reports completed, CTC Provider Evaluations approved, TDSPs approved, and Public Hearings held. The Freight Committee was reestablished for the Florida-Alabama TPO. The Stormwater Resilience Pilot Project, Smart Regions Master Plan, Data Analytics Phase 1, and Congestion Elimination Plan were approved in 2025 and 2026.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Support of TPO freight committee to also include regional members throughout the Emerald Coast	Ongoing support of freight committee. Meeting agendas and presentation materials	As needed

<b>REQUIRED ACTIVITIES</b>	<b>END PRODUCTS</b>	<b>COMPLETION DATE</b>
Attend MPOAC Freight Committee Meetings	Meetings, education, information from FDOT and FHWA	Quarterly/as needed
Regional Freight Plan-RTPO	Adoption of plan.	June 2028
TPO Freight Plan	Adoption of plan	June 2027
Develop regional and TPO freight priority list	Approved list of projects.	January 2027/2028
Regional Bicycle/Pedestrian/Trails Committee	Meeting agendas and presentation materials	As needed
Transportation Alternatives Program	Workshops. Adoption of ranked TA Projects submitted to FDOT	April 2027/2028
Context-based Solutions	Ongoing	As needed
Technical Assistance to Transit Agency	Assistance with transit related items to the TPO process.	Annually/as needed
Local Coordinating Board Activities	Meetings. Evaluations	Quarterly/as needed
Coordination with Military Efforts in the Region	Coordination of TPO work with military partners	As needed
Transportation Network Resilience Plan	Adoption of plan.	June 2028
Highway Beautification and Landscaping	Adoption of plan.	June 2028
Data, Artificial Intelligence (AI), and Cyber Security Operations and Policies	Adoption of plan.	June 2028
Advanced Air Mobility Plan	Adoption of plan.	June 2028

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

Task 5 Plans and Studies						
26/27						
Funding Source	FHWA		FTA 5307	Local	CTD	FY 26/27 Total
Contract Number	G3080		FTA 5307	FTA Local	TD Grant	
Source Level	PL	SU	Federal	Local	State	
Personnel (salary and benefits)	\$ 49,272	\$ 138,462	\$ -	\$ -	\$ 50,938	\$ 238,672
Consultant	\$ -	\$ 50,000	\$ 252,205	\$ 63,052	\$ -	\$ 365,257
Indirect Expenses	\$ 7,391	\$ 28,269	\$ -	\$ -	\$ 7,641	\$ 43,301
<b>26/27 Totals</b>	<b>\$ 56,663</b>	<b>\$ 216,731</b>	<b>\$ 252,205</b>	<b>\$ 63,052</b>	<b>\$ 58,579</b>	<b>\$ 647,230</b>
27/28						
Funding Source	FHWA		FTA 5307	Local	CTD	FY 27/28 Total
Contract Number	G3080		FTA 5307	FTA Local	TD Grant	
Source	PL	SU	Federal	Local	State	
Personnel (salary and benefits)	\$ 62,077	\$ -	\$ -	\$ -	\$ 50,938	\$ 113,015
Consultant	\$ -	\$ -	\$ 222,795	\$ 55,699	\$ -	\$ 278,494
Indirect Expenses	\$ 9,312	\$ -	\$ -	\$ -	\$ 7,641	\$ 16,953
<b>27/28 Totals</b>	<b>\$ 71,389</b>	<b>\$ -</b>	<b>\$ 222,795</b>	<b>\$ 55,699</b>	<b>\$ 58,579</b>	<b>\$ 408,462</b>

\* These funds satisfy the requirements for the 2.5% PL set aside for Context-based Solutions. (11206(b)) The total amount of funds used by the TPO for Context-based Solutions for FY26/27 is \$25,607 of \$1,024,271 PL, and FY27/28 is \$25,607 of \$1,024,271 PL.

## Task 6: Marketing Outreach and Engagement

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

**Previous Work:** Coordination and technical support to all TPO tasks, projects, and programs, as it relates to outreach and community engagement. Set-up and direction provided for all TPO virtual, hybrid, and in-person meetings, as well as the Emerald Coast Transportation Symposium. The Public Participation Process Plan was updated in January 2021. TPO Orientation Packages were updated and prepared as needed. Outreach efforts were assessed. Staff completed Title VI training. Staff coordinated all other outreach efforts with community groups and TPO workshops.

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

<b>REQUIRED ACTIVITIES</b>	<b>END PRODUCTS</b>	<b>COMPLETION DATE</b>
Management of Electronic Media Posts, Websites & Reports	E-Media activity is monitored, measured, and reported	Ongoing
Produce and update Marketing Materials on Transportation Planning Process and Stages	Materials are produced	Annually/Ongoing
Maintain TPO and Interested Parties Distribution Lists	Distribution lists are maintained and up-to-date	Ongoing
Provide Opportunity for Public Comments and TPO Review	Public Comments are received, recorded, and reported	Ongoing
Publicly Notice & Promote TPO Meetings and Activities	Meetings and activities are publicly noticed	Ongoing
Joint TPO Certification Review	Meet with FDOT and provide engagement and outreach information	Annually, January 2027/2028
Quadrennial Federal Certification Review	Meet with FHWA, FTA, and FDOT and provide engagement and outreach information	December 2026

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 6 Marketing Outreach &amp; Engagement</b>			
<b>26/27</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source Level</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 107,436	\$ 28,930	\$ 136,366
Consultant	\$ 25,000	\$ -	\$ 25,000
Indirect Expenses	\$ 19,865	\$ 4,339	\$ 24,204
<b>26/27 Totals</b>	<b>\$ 152,301</b>	<b>\$ 33,269</b>	<b>\$ 185,570</b>
<b>27/28</b>			
<b>Funding Source</b>	<b>FHWA</b>		<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>G3080</b>		
<b>Source</b>	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$ 89,434	\$ -	\$ 89,434
Consultant	\$ 25,000	\$ -	\$ 25,000
Indirect Expenses	\$ 13,415	\$ -	\$ 13,415
<b>27/28 Totals</b>	<b>\$ 127,849</b>	<b>\$ -</b>	<b>\$ 127,849</b>

## Task 7: Alabama Planning

**Purpose:** Multi-state coordination involves transportation planning activities that support the community of Lillian and the City of Orange Beach in Baldwin County, Alabama, as well as the necessary activities required by the Alabama Department of Transportation (ALDOT). Staff will coordinate with economic development entities in Alabama and Florida to determine how the TPO can support these valuable areas of common interest. The TPO will work and coordinate with the ALDOT on setting goals, objectives, performance measures, and targets required by the IJA. The Livability Indicators will also be incorporated into the TPO’s planning process as appropriate.

**Previous Work:** Adoption of 2050 LRTP in August 2025, Targets for Safety Performance Measures, Project Priorities, TIPs, and completion of Annual Reports, Federal Obligation Reports, and Amendments. Safety Performance Measures are adopted annually by February 27<sup>th</sup>. Bridge, Pavement, and System Performance Targets were previously adopted by the TPO in December 2024 and need to be readopted by 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. TPO membership apportionment was approved in August 2023.

REQUIRED ACTIVITIES	END PRODUCTS	COMPLETION DATE
Performance Targets	Adoption	Annually
LRTP Amendments	Adoption	As needed
TIP	Adoption	May 2027/2028
Project Priorities	Adoption	May 2027/2028
ALDOT Certification	Provide requested information to ALDOT	Annually/Spring
Local Government ADA Transition Plans	Collection of local government plans	Annually/Spring
Annual Report	Final Report	December 2026/2027
Attend Trainings	Meetings, education, information	As needed
Livability Indicators	Addition of Livability Indicators into appropriate planning documents	As needed

\*The Florida-Alabama TPO is the responsible agency for all required activities listed.

<b>Task 7 Alabama Planning</b>			
<b>26/27</b>			
<b>Funding Source</b>	<b>ALDOT</b>		<b>FY 26/27 Total</b>
<b>Contract Number</b>	<b>ALDOT</b>		
<b>Source Level</b>	<b>Federal</b>	<b>Local</b>	
Personnel (salary and benefits)	\$ 37,263	\$ 9,315	\$ 46,578
Travel	\$ 500	\$ 125	\$ 625
Direct Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 5,664	\$ 1,416	\$ 7,080
<b>26/27 Totals</b>	<b>\$ 43,427</b>	<b>\$ 10,856</b>	<b>\$ 54,283</b>
<b>27/28</b>			
<b>Funding Source</b>	<b>ALDOT</b>		<b>FY 27/28 Total</b>
<b>Contract Number</b>	<b>ALDOT</b>		
<b>Source</b>	<b>Federal</b>	<b>Local</b>	
Personnel (salary and benefits)	\$ 23,270	\$ 5,818	\$ 29,088
Travel	\$ 500	\$ 125	\$ 625
Direct Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 3,566	\$ 891	\$ 4,457
<b>27/28 Totals</b>	<b>\$ 27,336</b>	<b>\$ 6,834</b>	<b>\$ 34,170</b>

## FUNDING TABLES

**Agency Participation**  
**7/1/2026**

Funding Source Contract Fiscal Year Total Budget	ALDOT ALDOT		CTD TD Grant		FHWA G3080		FTA 5307 FTA 5307		Local FTA Local Match	
	26/27	27/28	26/27	27/28	26/27	27/28	26/27	27/28	26/27	27/28
<b>Task 1 Program Development</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 338,018	\$ 439,641	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 124,000	\$ 123,500	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 73,202	\$ 88,446	\$ -	\$ -	\$ -	\$ -
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,500	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 561,220	\$ 678,087	\$ -	\$ -	\$ -	\$ -
<b>Task 2 Long Range Transportation Planning</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 23,867	\$ 16,517	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 3,580	\$ 2,478	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 27,447	\$ 18,995	\$ -	\$ -	\$ -	\$ -
<b>Task 3 Data Development &amp; Management</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 48,650	\$ 50,503	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 15,547	\$ 7,576	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 159,197	\$ 58,079	\$ -	\$ -	\$ -	\$ -
<b>Task 4 Short Range Transportation Planning</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 55,446	\$ 57,558	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 8,797	\$ 9,114	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 67,443	\$ 69,872	\$ -	\$ -	\$ -	\$ -
<b>Task 5 Plans and Studies</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ 50,938	\$ 50,938	\$ 187,734	\$ 62,077	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 252,205	\$ 222,795	\$ 63,052	\$ 55,699
Indirect Expenses	\$ -	\$ -	\$ 7,641	\$ 7,641	\$ 35,660	\$ 9,312	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 58,579	\$ 58,579	\$ 273,394	\$ 71,389	\$ 252,205	\$ 222,795	\$ 63,052	\$ 55,699
<b>Task 6 Marketing Outreach &amp; Engagement</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 136,366	\$ 89,434	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 24,204	\$ 13,415	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 185,570	\$ 127,849	\$ -	\$ -	\$ -	\$ -
<b>Task 7 Alabama Planning</b>										
Personnel (salary and benefits)	\$ 46,578	\$ 29,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 625	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 7,080	\$ 4,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 54,283	\$ 34,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	\$ 54,283	\$ 34,170	\$ 58,579	\$ 58,579	\$ 1,274,271	\$ 1,024,271	\$ 252,205	\$ 222,795	\$ 63,052	\$ 55,699

\* De obligated funds requested: PL \$250,000, SU \$150,000

Funding Source  
 7/1/2026

Contract	Funding Source	Source Level	26/27	27/28	FY 26/27 Funding Source		FY 27/28 Funding Source	
					Soft Match	Federal	Soft Match	Federal
ALDOT	ALDOT	Federal	\$ 43,427	\$ 27,336	\$ -	\$ 43,427	\$ -	\$ 27,336
		Local	\$ 10,856	\$ 6,834	\$ -	\$ -	\$ -	\$ -
		<b>ALDOT ALDOT TOTAL</b>	<b>\$ 54,283</b>	<b>\$ 34,170</b>	<b>\$ -</b>	<b>\$ 43,427</b>	<b>\$ -</b>	<b>\$ 27,336</b>
TD Grant	CTD	State	\$ 58,579	\$ 58,579	\$ -	\$ -	\$ -	\$ -
		<b>CTD TD Grant TOTAL</b>	<b>\$ 58,579</b>	<b>\$ 58,579</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G3080	FHWA	PL	\$ 1,024,271	\$ 1,024,271	\$ 225,907	\$ 1,024,271	\$ 225,907	\$ 1,024,271
		SU	\$ 250,000	\$ -	\$ 55,139	\$ 250,000	\$ -	\$ -
		<b>FHWA G3080 TOTAL</b>	<b>\$ 1,274,271</b>	<b>\$ 1,024,271</b>	<b>\$ 281,046</b>	<b>\$ 1,274,271</b>	<b>\$ 225,907</b>	<b>\$ 1,024,271</b>
FTA 5307	FTA 5307	Federal	\$ 252,205	\$ 222,795	\$ -	\$ 252,205	\$ -	\$ 222,795
		<b>FTA 5307 FTA 5307 TOTAL</b>	<b>\$ 252,205</b>	<b>\$ 222,795</b>	<b>\$ -</b>	<b>\$ 252,205</b>	<b>\$ -</b>	<b>\$ 222,795</b>
FTA Local Match	Local	Local	\$ 63,052	\$ 55,699	\$ -	\$ -	\$ -	\$ -
		<b>Local FTA Local Match TOTAL</b>	<b>\$ 63,052</b>	<b>\$ 55,699</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>			<b>\$ 1,702,390</b>	<b>\$ 1,395,514</b>	<b>\$ 281,046</b>	<b>\$ 1,569,903</b>	<b>\$ 225,907</b>	<b>\$ 1,274,402</b>

\* De obligated funds requested: PL \$250,000, SU \$150,000

## APPENDICES

## APPENDIX A: RESOLUTION OF ADOPTION

## RESOLUTION FL-AL 26-14

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

**WHEREAS**, the Florida-Alabama Transportation Planning Organization (TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the States of Florida and Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Florida-Alabama TPO planning area; and

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

**WHEREAS**, the UPWP serves as the scope of services for the Metropolitan Planning Organization Agreement, an agreement between the Florida-Alabama Transportation Planning Organization and the Florida Department of Transportation; and

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

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

**WHEREAS**, the TPO shall review and approve the Federal Certification Statement and the TPO chairman and the ECRC chief executive officer and their designee are authorized to sign agreements for state funds and to approve and sign invoices of the TPO; and

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

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

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

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

Resolution FL-AL 26-14  
Page 2

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION THAT:**

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

Passed and duly adopted by the Florida - Alabama Transportation Planning Organization on this 13<sup>th</sup> day of May 2026.

**FLORIDA- ALABAMA TRANSPORTATION  
PLANNING ORGANIZATION**

BY: \_\_\_\_\_



Steven Barry, 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			



## UPWP Review Checklist

MPO Name:

Draft or Final UPWP:

UPWP Fiscal Year:

Reviewed by:

UPWP Date:

Date of Review:

### Federal and State Requirements

#### Required Content

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

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

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
Local and MPO planning priorities	Yes	3, 4		
A description of work proposed for the next 2 years by major activity or task	Yes	18-35		
Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant)	Yes	18-35		
A schedule for completing the work	Yes	18-35		
The resulting work products	Yes	18-35		
The proposed funding or cost estimate by activity or task	Yes	18-35		
A summary of the total amounts and sources of federal and matching funds	Yes	18-35		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
Federal share by type of fund	Yes	5		
Matching rate by type of fund	Yes	5		
State and/or local matching share	Yes	5		
Other state or local funds	Yes	38		

#### Transportation Management Areas (TMA)

*See: 23 CFR 420.111(e)*

	Response	Page Number(s)	Comments	Comment Type
Does the MPO serve a TMA?	Yes	13		
If yes, does the UPWP identify and include cost estimates for planning, research, and technology transfer activities funded with other federal, state, or local funds within the MPO area?	N/A			

#### MPO Agreements

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

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
FDOT/MPO Agreement, including date executed	No	14	Update to most recent executed agreement date	Critical
Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed	Yes	13		
Public Transportation Grant Agreements (PGTA), including date executed (if necessary)	N/A			

<i>Indirect Costs</i>		<i>See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP identify the indirect cost rate, if applicable?	Yes	5			
<i>Consolidated Planning Grant</i>		<i>See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the <a href="#">FDOT Guide for UPWP Development</a> for sample statement text.)	Yes	4			
<i>Soft Match</i>		<i>See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include the definition of the soft match?	Yes	5			
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	5			
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	38			
<i>PL Set Aside</i>		<i>See: § 11201; 23 USC 134</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	30			
<i>Costs</i>		<i>See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures</i>			
Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type	
Personnel Services	Yes	18-35			
Equipment	Yes	18-35			
Travel	Yes	18-35			
Supplies	Yes	18-35			
Direct Expenses	Yes	18-35			
Indirect Expenses (if the MPO has an approved indirect rate)	Yes	18-35			
Annual Audit Expense (if required)	No		TPO should break out Audit expense to a separate line	Critical	
<i>Annual Audits</i>		<i>See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a line item expense for the Annual Audit?	No		TPO should break out Audit expense to a separate line	Critical	
<i>MPO Public Involvement Process</i>		<i>See: 23 CFR 450.210 and 23 CFR 450.316</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	6			
<i>Federal Planning Factors</i>		<i>See: 23 CFR 306(b) and 23 CFR 450.308(c)</i>			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes	7, 8			
<i>Memberships</i>		<i>See: 2 CFR 200.454</i>			
	Response	Page Number(s)	Comments	Comment Type	
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	N/A				

**Required Attachments**

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

**Recommended Content Framework**

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

**UPWP Cover or Title Page**

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

**UPWP Organization and Content**

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
Introduction	Yes	2		
Organization and Management	Yes	13-15		
Planning Tasks	Yes	18-35		
Funding Summary	Yes	37, 38		
Definitions and Acronyms	Yes	Appendix C		

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

Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
Is each Task Sheet in the UPWP named and numbered?	Yes	18-35		
Does the UPWP clearly identify funds de-obligated from the previous UPWP?	Yes	38		
Does the UPWP separately list atypical expenditures, including individual supplies costing more than \$1,000 per item and individual equipment costing more than \$5,000 per item?	N/A		TPO initially does not anticipate purchases exceeding those requirements. TPO will process UPWP Amendments if such purchases are identified.	

UPWP Budget Tables Template	Response	Page Number(s)	Comments	Comment Type
Does the UPWP use the UPWP budget tables template for task tables, summary tables, and regional activities?	Yes	18-38		
Do the total amounts match across all funding tables?	Yes	18-38		

**MPO Organization and Management**

Does the UPWP include information about the following items:

	Response	Page Number(s)	Comments	Comment Type
Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager	No		MPO Chair not currently identified	Critical
MPO Continuity of Operations Plan (COOP) or operational procedures	Yes	15		
MPO bylaws	Yes	14		

Does the UPWP discuss the following agreements, including date executed?

	Response	Page Number(s)	Comments	Comment Type
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	Yes	14		
Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities	N/A			

**Regional Activities**

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

# *Unified Planning Work Program (UPWP)*

## *Review Checklist FY 2027*

MPO: Florida-Alabama Transportation Planning Organization UPWP Draft #: \_\_\_\_\_

Reviewed By: Jill Nobles, Transportation Planner Date of Review: 5-15-26

The following Unified Planning Work Program (UPWP) Review Checklist is provided to assist in the review of the MPO's UPWP. Please indicate which page of the UPWP each item is on. This Checklist is to be completed by the MPO and submitted to the ALDOT MPO Coordinator with the UPWP.

- o Review the entire document for correct structure. This includes, but not exclusively to, page numbers are consistent, table of contents agrees with the rest of the document, no overlapping of text, etc.

Pg. #: ✓

- o A disclaimer should be included in the document. **See Appendix A.**

Pg. #: Cover Pages

"This UPWP was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Alabama Department of Transportation (ALDOT), and local governments in partial fulfillment of requirements of Title 23 USC 134 and 135. Amended by Infrastructure Investment and Jobs Act, Section 11201, November 2021. The contents of this document do not necessarily reflect the official views or policies of the U.S. Department of Transportation."

- o A resolution should be included in the document. This signed resolution will probably not be available during the draft process of the UPWP. The resolution is usually approved once all comments are addressed and the UPWP is in its Final form. **See Appendix B.**

Pg. #: 40

- o If the resolution references *Notice of Proposed Rulemaking for June 13, 2014*, replace it with May 2021. This applies mainly to RPOs.

Pg. #: N/A

- o Verify the membership listings. The MPO Policy Board should include Bradley B. Lindsey, P.E. as an ALDOT member. The TCC should include Robert B. Dees, P.E. as an ALDOT member. Verify that the Region Engineer is correct. Verify that the FHWA representative is Mark Bartlett, P.E. and the FTA representative is Yvette Taylor, PhD.

Pg. #: 13

- o A "purpose" section or "definition of the UPWP should be included along with a description of the organization.

Pg. #: 1

- o A description of the Public Involvement Process should be included in the UPWP.

Pg. #: 5

- o The UPWP should include a narrative section at the beginning of the document. Each MPO should include a discussion of the planning priorities and challenges facing their specific Metropolitan Planning Area.

Pg. #: 2-3

- o Verify that all Planning Factors (Scope of the Planning Process) are listed:

Pg. #: 7

Per Federal Regulations (23 CFR 450.306(b)), the Planning Factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize preservation of the existing transportation system.
9. Improve transportation system resiliency and reliability and reduce or mitigate the stormwater impacts of surface transportation.
10. Enhance travel and tourism.

- o Verify that the Livability Indicators are included in the document.

Pg. #: 33-34

1. Percent of jobs and housing located within one-half (1/2) mile of transit service
2. Percent of household income spent on housing and transportation
3. Percent of workforce living within a thirty (30) minute or less commute from primary job centers
4. Percent of non-transit (5310, etc.) transportation projects dedicated to enhancing accessibility of existing transportation systems
5. Percent of non-transit (5310, etc.) transportation projects where more than one federal funding source is utilized
6. Percent of housing located in walkable neighborhoods with mixed use destinations located nearby

- Each task in the UPWP should consist in format throughout & include the following:  
Pg. #: 18-34
  1. Task Number & Title
  2. Purpose
  3. Previous Work Completed – make sure correct years are used
  4. Proposed Work Completed – correct years are used; make sure work is eligible
    - Eligible: meaning of a Planning (not Engineering) nature
    - Eligible: Safe Streets Task only includes activities here (link in guidance document)
  5. Products
  6. Responsible Agency or Agencies
  7. Proposed Funding Source(s) – Tied to Funding Tables
  8. Schedule of Milestones or Benchmarks & Estimated Completion Date
    - Several tasks will have a blanket statement; more than one should have an actual schedule
  9. Statement about PL and 5303 being combined into same category
  
- Verify that a section for Performance Measures is included in the UPWP. All Performance Measures should be listed, including 14 PTASP measures for MPOs and an additional 8 for TMAs.  
Pg. #: 33-34
  
- There should be individual tasks assigned for Safety, Freight, and Transit Planning.  
Pg. #: 33-34
  
- NEW- ALDOT's Transit Section must report that MPO's are fulfilling the requirements of 49 CFR 673. <https://www.reginfo.gov/public/do/eAgendaViewRule?pubId=202204&RIN=2132-AB44>. Please email Bryan Fair with a statement that this requirement is being fulfilled and include a copy of the current PTASP. An annual update to the Accountable Executive Form is the minimum requirement for the PTASP.  
Pg. #: 33-34
  
- NEW – Transit planning should be included in either the MPO Unified Planning Work Program, or the RPO Work Program. Please include any activity (i.e. development of a TAM) in such tasking.  
Pg. #: 33-34
  
- The MPOs should include the following language in the Safety, Freight, and Transit tasks:  
Pg. #: 33
  1. “The MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the IJA.”

- If the MPO has any planned Corridor Studies, they need to be listed as a separate task.  
Pg. #: N/A
- The UPWP should include a task for ADA Transition Plans. This can be a part of another larger task as well.  
Pg. #: 33-34
- If the Equipment Task lists any items over \$1,500, this listing will alleviate the need to ask special permission from ALDOT and FHWA provided that the item is purchased within 20% of the amount listed in the UPWP (Note: providing a cost for a specific item within a task is required to alleviate the special permission letter).  
Pg. #: 18, N/A for Alabama portion
- There should be a task called, "Future Planning Activities," or similar. This task is intended to house dollars not expected to be expended in FY-2027. Creating "Future Planning Activities" as a subtask is allowed.  
Pg. #: N/A
- The UPWP should include at least one task that references Air Quality.  
Pg. #: 20-24
- At least 2.5% of the current year's apportionment is required to be spent on Complete Streets activities. A MPO may choose to opt-out of this requirement; see provisions below. This requirement should be monitored both in the development of the UPWP and during invoicing.  
Pg. #: 27-29
- Opting out of the Complete Streets requirements means that a MPO is choosing not to spend 2.5% of their funding on Complete Streets. If the MPO chooses to opt out they must submit a letter requesting to opt-out of the Complete Streets requirements. A sample letter is attached to this document. **See Appendix C**  
Pg. #: N/A
- An MPO who chooses to opt out of the Complete Streets requirements must have two things in place, Complete Streets standards/policies and a Complete Streets prioritization plan.  
Pg. #: N/A
- ALDOT must supply a single opt-out request to FHWA and FTA by July 1<sup>st</sup> for all MPOs that choose to opt out.  
Pg. #: N/A
- All Complete Streets activities within a UPWP are eligible for reimbursement at 100% funding. A list of Complete Streets activities are available here: [https://www.fhwa.dot.gov/planning/spr-pl\\_match\\_waiver\\_memo.pdf](https://www.fhwa.dot.gov/planning/spr-pl_match_waiver_memo.pdf). Again, the percentage of the UPWP that is eligible for this funding

does not have a limit.

Pg. #: 27-29

- o Regardless of funding, the activities that are considered "Complete Streets Activities" should be in a task that is separated from other Bicycle and Pedestrian activities. This Complete Streets or Safe and Accessible Streets Task should only include activities that the latest guidance considers Complete Streets activities.

Pg. #: 27-29

- o In the funding tables, verify that FHWA and FTA are specified where appropriate.

Pg. #: 36-37

- o In one or more funding tables, designate a column that identifies funding spent on consultant work.

Pg. #: 36

- o Verify that the funding tables match the funding specified in the individual tasks throughout the document.

Pg. #: ✓

- o Verify the funding specified in the UPWP matches the Funding Letters sent out earlier in the year.

Pg. #: ✓

- o A map is not a requirement for the document, but if one is included, all maps should have sourcing information or reference information.

Pg. #: N/A

- o A list of current and planned studies should be included in the document. **See Appendix D.**

Pg. #: 27-29

- o An Indirect Cost Allocation Plan is required if the agency is using PL Funding for Indirect Cost. If an agency chooses not to use Federal Funding for Indirect Cost, they must include a statement in the UPWP certifying this. The Indirect Cost Plan must be a part of the UPWP.

Pg. #: Appendix E

1. The Indirect Cost Plan must show a Cost Allocation Rate
2. The Indirect Cost Plan must show a Certificate of Indirect Costs
3. The Indirect Cost Rate Section must show the approval letter (email) from the State

# Florida-Alabama TPO Draft FY 27 – FY 28 Unified Planning Work Program Comments and Responses from Spring 2026

## Federal Highway Administration (Alabama and Florida Divisions) & Federal Transit Administration

1. The first link on page 9 concerning VPI states page not found.  
**Staff response: The link will be updated in the final copy of the UPWP.**
2. Identify which activities represent the 2.5% PL set aside.  
**Staff response: Activities that represent the 2.5% PL set aside will be identified in the final copy of the UPWP.**
3. Provide a detailed description and end product for the consultant services in Task 3.  
**Staff response: A detailed description and end product will be added in Task 3 to the final copy of the UPWP.**
4. Provide a description of the end products for the 'Ongoing' data collection, ATMS/ITS coordination, and GIS Support tasks in Task 3.  
**Staff response: A detailed description and end products will be added in Task 3 to the final copy of the UPWP.**
5. Provide a detailed description and end product for the 'Interactive TIP Tool Update by Consultant' in Task 4.  
**Staff response: A detailed description and end product will be added in Task 4 to the final copy of the UPWP.**
6. Update Task 6 Activities Table or narrative to indicate consultant services will be used to accomplish tasks.  
**Staff response: An updated narrative indicating consultant services to be used will be updated in the Task 6 narrative of the final copy of the UPWP.**
7. Provide a statement on UPWP development related to stakeholder or public input opportunities.

Staff response: A statement on UPWP development will be added to the “A Brief Introduction to the UPWP” section of the final copy of the UPWP.

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

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

Staff response: The FDOT/MPO Agreement reference on page 14 will be updated and included in the final copy of the UPWP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Florida-Alabama TPO Staff**

1. In the Required Activities table in Task 3 (page 23), Bridge, Pavement, and System Performance Targets (PM 2 & 3) should also be included with the Safety Performance Targets. PM 2 & 3 need to be adopted annually by June of each year. This change will be made in the final copy of the UPWP.
2. ECRC Staff will update the Transportation Disadvantage fund amount to the 2026-27 Planning Grant allocation in Task 5 Funding Table and Summary Tables.
3. An Advanced Air Mobility Plan will be added as an additional plan in Task 5.

## APPENDIX C: ACRONYMS

## ACRONYMS

ACES	Automated/Connected/Electric/Shared-use Vehicles
ACS	American Community Survey
ADA	Americans with Disabilities Act
BUILD	Better Utilizing Investments to Leverage Development
CAC	Citizens' Advisory Committee
CFR	Code of Federal Regulations
CMPP	Congestion Management Process Plan
COOP	Continuity of Operations Plan
CPG	Consolidated Planning Grant
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
DBE	Disadvantaged Business Enterprise
DOD	U.S. Department of Defense
ECAT	Escambia County Area Transit
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
FL-AL TPO	Florida-Alabama Transportation Planning Organization
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

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

525-010-08  
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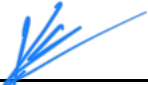
**DEBARMENT and SUSPENSION CERTIFICATION**


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

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

  
\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

  
\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Florida-Alabama TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Florida-Alabama 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 Florida-Alabama TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: \_\_\_\_\_

Title: MPO Chairman (or designee)

Date: \_\_\_\_\_

5-13-26

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

It is the policy of the Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama TPO, in a non-discriminatory environment.

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

  
\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

  
\_\_\_\_\_  
Date

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


Pursuant to Section 9 of US DOT Order 1050.2A, the Florida-Alabama 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 Florida-Alabama TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

  
\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

  
\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**APPENDICES A and E**

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

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.

FLORIDA DEPARTMENT OF TRANSPORTATION  
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

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

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

Name of Applicant: Florida-Alabama 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:

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

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

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

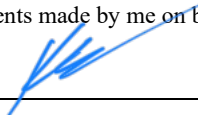
Name of the Applicant: Florida-Alabama Transportation Planning Organization

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

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

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

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

Signature  Date: 5-13-16

Name Kandase Lee, Chief Executive Officer Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

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

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

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

Name \_\_\_\_\_ Attorney for Applicant

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

# Title VI and Non-Discrimination Policy Statement



The Florida Alabama Transportation Planning Organization (TPO) is the metropolitan planning organization for Escambia and Santa Rosa counties in Florida and Orange Beach and the community of Lillian in Alabama. As a metropolitan planning organization, the Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama 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 Florida-Alabama TPO will promote the full and fair participation of all affected populations in the transportation decision-making process.

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

The Florida-Alabama 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 Florida-Alabama 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 5-13-26 \_\_\_\_\_

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

# EMERALD COAST REGIONAL COUNCIL

## Cost Allocation Plan

### 1. Purpose

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

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

### 2. Guiding Principles

The following principles govern all cost allocation decisions:

- Allowability – Costs must comply with award terms and 2 CFR 200.
- Allocability – Costs must benefit the program(s) charged.
- Reasonableness – Costs must reflect what a prudent person would incur.
- Consistency – Similar costs must be treated the same across all programs.

### 3. General Allocation Approach

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

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

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

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

#### **4. Direct Costs**

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

#### **5. Shared Direct Costs**

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

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

#### **6. Indirect Costs/De Minimis**

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

## **7. Employee Budget Allocation Methodology (Primary Method)**

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

## **8. Program Development Pool**

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

## **9. Treatment of Specific Cost Categories**

- Travel – Charged directly when program-specific; allocated for multi-program travel based on benefit to the specific programs involved.
- Supplies & Equipment – Charged based on employee allocation or direct correlation to the program(s) involved.
- Professional Services – Charged directly when tied to a program; otherwise allocated using allocation percentages.
- Facilities – Rent, utilities, and related costs are allocated based on Employee Budget Allocation Methodology.

## **10. Internal Controls & Governance**

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

## **11. Effective Date**

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

## **Appendix A – Relevant CFR References**

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

- 2 CFR §200.404 – Reasonable Costs
- 2 CFR §200.405 – Allocable Costs

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

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

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

**CERTIFICATE OF INDIRECT COSTS – DE MINIMIS RATE**

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

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

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

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

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

Signature: 

Name of Authorized Official: Jill Strickler

Title: Senior Accountant

Email Address and Phone: Jill.Strickler@ecrc.org 850.332.7976 ext209

Date of Execution: October 1, 2025