

METROPOLITAN PLANNING ORGANIZATION BOARD

9:00 a.m., Friday, March 18, 2016
City of Cape Coral Council Chambers
1015 Cultural Park Boulevard
Cape Coral, Florida 33990
239-244-2220



AGENDA

Call to Order

Pledge of Allegiance

Roll Call

- 1 Citizens Advisory Committee Meeting Report
- 2 Bicycle Pedestrian Coordinating Committee Report
- 3 Public Comments on Consent Agenda Items
- 4 Consent Agenda
 - A. Approval of Resolution Endorsing School District Priorities for Safe Route to School Funds
 - B. Review of the Draft Public Involvement Plan to open Public Comment Period
 - C. Approval of the CAC Bylaw Amendments
 - D. Approval of the MPO Bylaw Amendments
- 5 Public Comments will be taken at each Item

New Business

6. *Amendments to the FY 2014/2015 and FY 2015/2016 Unified Planning Work Program to Add the Leadership Academy Activities and to De-obligate Round-a-bout and Cape Coral Bicycle Pedestrian Planning Studies Funding to be used under the new Planning Funds Agreement on July 1st (Don Scott)
7. Update and Presentation on the Round-a-bout Study (DPA)
8. +Review of the Draft FY 2016/2017 and FY 2017/2018 Unified Planning Work Program (Don Scott)

Other Business

9. Public Comments on Items not on the Agenda
10. Update on MPO Projects
11. LeeTran Report
12. FDOT Report
13. Announcements
14. Information and Distribution Items

Adjournment ^Roll Call Vote *Action Items +May Require Action

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Johnny Limbaugh at the Lee MPO at 239-330-2242 or by email at jlimbaugh@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Lee County MPO Title VI Coordinator Johnny Limbaugh at (239) 330-2242 or by writing him at P.O. Box 150045, Cape e Coral, Florida 33915-0045.

Consent Agenda

APPROVAL OF RESOLUTION 16-02 ENDORSING THE LEE COUNTY SCHOOL DISTRICT SAFE ROUTE TO SCHOOL PRIORITIES

RECOMMENDED ACTIONS: Approve Resolution 16 - 02 in **Attachment A** endorsing the Lee County School District priorities for Safe Route to School funds.

There is \$7 million/year in Safe Route to School (SRTS) Program funds available statewide for implementing bicycle pedestrian infrastructure projects. Each applicant is required to assign project priorities if there are more than one proposal. Additionally, as per the Lee MPO process in place for SRTS projects, priorities assigned by each applicant is endorsed by the MPO Board before staff can sign the accompanying applications and submit them to FDOT. The deadline for submission of applications to FDOT is March 31, 2016.

In response to FDOT's call for project proposals for SRTS funds in fiscal years 2018 through 2020, the Lee County School District is submitting two projects. The school district projects in order of their priorities are as follows:

- Priority #1:** The proposal calls for sidewalks that will benefit Tice Elementary School. Cost Estimate: \$849,594
Maintaining Agency: Lee County BOCC
Proposed Sidewalks: South side of Tice St from New York Dr to Lynnedda Ave; east side of Waverley Ave from existing sidewalk to Palm Beach Blvd; east side of New York Dr from Glenwood Ave to Palm Beach Blvd; and west side of Alameda Ave from Shaw Blvd to Palm Beach Blvd.
- Priority #2:** The proposal calls for sidewalks that will benefit Trafalgar Elementary School located in Cape Coral. Cost Estimate: \$689,425
Maintaining Agency: City of Cape Coral
Proposed Sidewalks: Both sides of Trafalgar Pkwy from SW 16th Ct to SW 22nd Ct; and west side of SW 20th Avenue/Nott Rd from Trafalgar Pkwy to Pine Island Rd.

At its January 26th meeting, the BPCC recommended MPO endorsement of the school district priorities. Likewise, the TAC and CAC recommended MPO endorsement at their March 3rd meetings. Accordingly, staff is recommending that the MPO approve Resolution 16-02 in **Attachment A** endorsing the Lee County

School District prioritized projects. A location map showing the two projects is attached and the completed applications are included on the enclosed CD.

RESOLUTION 16-02

A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION ENDORSING THE LEE COUNTY SCHOOL DISTRICT'S PRIORITIZED PROJECTS FOR SAFE ROUTE TO SCHOOL FUNDS

Whereas, the Safe Route to School (SRTS) Program, administered by the Florida Department of Transportation (FDOT), is a competitive program designed to offer assistance in making it easier and safer for Florida's children in Kindergarten through High School to walk or bicycle from home to and from public and private schools; and

Whereas, the FDOT is soliciting applications for Fiscal Years 2017/18 through 2019/20 SRTS funds; and

Whereas, the Lee County School District is submitting an application to FDOT for a sidewalk on south side of Tice St from New York Dr to Lynnedda Avenue, east side of Waverley Avenue from existing sidewalk to Palm Beach Boulevard, east side of New York Drive from Glenwood Avenue to Palm Beach Boulevard; and west side of Alameda Avenue from Shaw Boulevard to Palm Beach Boulevard that will benefit Tice Elementary School, and which is ranked by the School District as their #1 priority; and

Whereas, the Lee County School District is submitting an application for a sidewalk on both sides of Trafalgar Parkway from SW 16th Court to SW 22nd Court and west side of SW 20th Avenue/Nott Road from Trafalgar Parkway to Pine Island Road that will benefit Trafalgar Elementary School and Trafalgar Middle School in Cape Coral, and which is ranked by the School District as their #2 priority.

Therefore be it resolved the Lee County Metropolitan Planning Organization endorses the two prioritized projects for which applications are being submitted by the Lee County School District to FDOT for the FYs 2017/18 through 2019/20 SRTS Program funds.

PASSED AND DULY ADOPTED this 18th day of March, 2016.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

By: _____

Commissioner Brian Hamman, Chairman

Attest: _____

Donald Scott, MPO Executive Director



THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966 ♦ WWW.LEESCHOOLS.NET

DAWN M HUFF
LONG-RANGE PLANNER
Planning, Growth & School Capacity
Phone: 239-337-8142
FAX: 239-335-1460

STEVEN K. TEUBER
CHAIRMAN, DISTRICT 4
MARY FISCHER
VICE CHAIRMAN, DISTRICT 1

JEANNE S. DOZIER
DISTRICT 2
CATHLEEN O'DANIEL MORGAN
DISTRICT 3

PAMELA H. LARIVIERE
DISTRICT 5

GREGORY K. ADKINS, ED. D.
SUPERINTENDENT

KEITH B. MARTIN, ESQ.
BOARD ATTORNEY

March 4, 2016

Ranjit Gogoi, AICP
Transportation Planning Administrator,
Lee County Metropolitan Planning Organization (MPO)
815 Nicolas Parkway East
P.O. Box 150045
Cape Coral, FL 33915-0045

Dear Mr. Gogoi:

The School District of Lee County is committed to finding ways to allow students to travel to and from school by safe and healthy means.

This project is ranked First out of two projects submitted. The location that will be the focus for this Florida Safe Routes to School's project is known as; Tice St, New York Dr, Waverly Ave & Alameda Ave. There are no sidewalks or bicycle paths available for safe travel of students along these roads. Students are forced to walk to school in the roadway, causing vehicles to pass very close to them. The request is for approximately 3,835 LF+/- of sidewalk.

The school that is in closest proximity to the proposed sidewalk is Tice Elementary located at 4524 Tice St Fort Myers, FL. 33905. There are over 571 students ranging in ages from 5 to 11 years and with a capacity of 577 students. Elementary school starts at 7:55 am and dismisses at 2:15 pm and a potential for students to be in the traffic traveled area from 7:00 am until session and after school until 3:30 pm. The speed limit in this area is 30 mph.

Fortunately, to date, there have been no fatalities; however, there have been two crashes involving a bicycle and one pedestrian crash and the conditions are favorable for more accidents to occur. Children cross these busy thoroughfares and traffic in this area has busy morning and afternoon periods.

The proposed project will decrease the possibility of a bike or pedestrian accident particularly as it relates to students traveling to and from school in the Fort Myers area.

The estimated cost of this project according to our local DOT office is Eight Hundred Forty Nine Thousand Five Hundred Ninety Four Dollars 00/100 \$849,594.00.

Sincerely,

Dawn Huff

Dawn Huff
Long Range Planner
School District of Lee County



THE SCHOOL DISTRICT OF LEE COUNTY

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Ranjit Gogoi, AICP
Transportation Planning Administrator,
Lee County Metropolitan Planning Organization (MPO)
815 Nicolas Parkway East
P.O. Box 150045
Cape Coral, FL 33915-0045

Dear Mr. Gogoi:

The School District of Lee County is committed to finding ways to allow students to travel to and from school by safe and healthy means.

This project is ranked Second out of two projects submitted. The location that will be the focus for this Florida Safe Routes to School's project is known as; Trafalgar Pkwy & SW 20th Ave/Nott Rd. There are no sidewalks or bicycle paths available for safe travel of students along these roads. Students are forced to walk to school in the roadway, causing vehicles to pass very close to them. The request is for approximately 8,800 LF+/- of sidewalk.

The school that is in closest proximity to the proposed sidewalk is Trafalgar Elementary located at 1850 SW 20th Ave Cape Coral, FL. 33991. There are over 800 students ranging in ages from 5 to 11 years and with a capacity of 785 students. Elementary school starts at 7:55 am and dismisses at 2:10 pm and a potential for students to be in the traffic traveled area from 7:00 am until session and after school until 3:30 pm. The speed limit in this area is 30 - 35 mph.

Fortunately, to date, there have been no fatalities or pedestrian crash however, the conditions are favorable for accidents to occur. Children cross these busy thoroughfares and traffic in this area has busy morning and afternoon periods.

The proposed project will decrease the possibility of a bike or pedestrian accident particularly as it relates to students traveling to and from school in the Cape Coral area.

The estimated cost of this project according to our local DOT office is Six Hundred Eighty Nine Thousand Four Hundred Twenty Five Dollars 00/100 \$689,425.00.

Sincerely,

Dawn Huff

Dawn Huff
Long Range Planner
School District of Lee County

REVIEW OF THE UPDATED DRAFT PUBLIC INVOLVEMENT PLAN (PIP) TO SEND OUT FOR PUBLIC COMMENT

RECOMMENDED ACTIONS: Review of the updated draft Public Involvement Plan to send it out for public comment prior to final approval following a forty-five day public comment period (**attached**).

The MPO staff has updated the *Public Involvement Plan* (PIP) addressing the comments that we have received and is now seeking approval of the draft prior to advertising and sending it out for public comment. The document has been updated to include changes in our regional coordination activities, additional language to address public involvement activities for LeeTran requirements, updated pictures and references to federal legislation. The revisions also include the soon to be approved changes to the Committee's and the Board reflecting the addition of Estero. The TAC and CAC reviewed and approved the draft document for advertising at their September meeting.

Adopted:
?/2016

PUBLIC INVOLVEMENT PLAN



815 Nicholas Parkway
P.O. Box 150045
Cape Coral, Florida 33915-0045
Phone: 239-244-2220
Fax: 239-790-2695
www.leempo.com



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ACRONYMS			
ACRONYM	DESCRIPTION	ACRONYM	DESCRIPTION
AADT	Annual Average Daily Traffic	CUTS	Coordinated Urban Transportation Systems
ADA	American Disabilities Act	DB	Design Build
ADM	Administration	DBE	Disadvantaged Business Enterprise
AMDA	Application for Master Development Approval	DMS	Dynamic Messaging System
AMPO	Association of Metropolitan Planning Organization	DOT	Department of Transportation
ATIS	Advanced Traveler Information System	DRI	Development of Regional Impact
ATMS	Advanced Traffic Management System	EAR	Evaluation and Appraisal Report
ATPPL	Alternative Transportation in Parks and Public Lands	EEO	Equal Employment Opportunity
BOCC	Board of County Commissioners	EMO	Environmental Management Office
BPAC	Bicycle Pedestrian Advisory Committee	ENV	Environmental Mitigation
BPCC	Bicycle Pedestrian Coordinating Committee	ESRI	Environmental Systems Research Institute
BRT	Bus Rapid Transit	EST	Environmental Screening Tool
Bus.	Business	ETAT	Environmental Technical Advisory Team
CAC	Citizen's Advisory Committee	ETDM	Efficient Transportation Decision Making
CAD	Computer Aided Drafting	FAC	Federal Aid Circular
CAMP	Corridor Access Management Plan	FAP	Federal Aid Program
CAP	Capital Grant	FDOT	Florida Department of Transportation
CAT	Collier Area Transit	FGCU	Florida Gulf Coast University
CEI	Construction Engineering Inspection	FHWA	Federal Highway Administration
CEMP	Comprehensive Emergency Management Plan	FIHS	Florida Interstate Highway System
CFASPP	Continuing Florida Aviation System Planning Process	FM	Federal Management
CFDA	Catalogue of Federal Domestic Assistance	FMR	Federal Management Regulation
CFR	Code of Federal Regulations	FPN	Financial Project Number
CIGR	County incentive Grant Program with Growth Management Funds	FPTA	Florida Public Transportation Association
CIP	Capital Improvement Program	FS	Florida Statutes
CM/TSM	Congestion Mitigation/Transportation System Management	FSUTMS	Florida Standard Urban Transportation Model Structure
CMR	Congestion Monitoring Report	FY	Fiscal Year
CMP	Congestion Management Process	GA	General Aviation
CMS	Congestion Management System	GIS	Geographical Information Systems
COOP	Continuity of Operation Plan	HWY	Highway
CRA	Community Redevelopment Agency	I-	Interstate
CRT	Commuter Rail Transit	ICAR	Intergovernmental Coordination and Review
CTC	Community Transit Coordinator	IDAS	Intelligent Transportation Systems Deployment Analysis System
CTST	Community Traffic Safety Team	ITS	Intelligent Transportation System
CTD	Commission for Transportation Disadvantaged	IMS	Incident Management System
CUTR	Center for Urban Transportation Research	ISTEA	Intermodal Surface Transportation Efficiency Act of 1991

ACRONYMS			
ACRONYM	DESCRIPTION	ACRONYM	DESCRIPTION
JPA	Joint Participation Agreement	SIB	State Infrastructure Bank
LAP	Local Agency Program	SIS	Strategic Intermodal System
LAR	Local Advance Reimbursement	SMS	Safety Management System
LC	Lee County	SOV	Single Occupancy Vehicle
LCB	Local Coordinating Board	SR	State Road
LCDOT	Lee County Department of Transportation	SRTS	Safe Route to School
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan	STP	Surface Transportation Program
LOS	Level of Service	SW	Sidewalk
LRTP	Long Range Transportation Plan	SWFIA	Southwest Florida International Airport
LUAM	Land Use Allocation Model	SWFMRT	Southwest Florida Metro-Regional Transportation
MCC	Model Coordinating Committee	SWFRPC	Southwest Florida Regional Planning Council
MN	Maintenance	TA	Transportation Alternatives
M&O	Maintenance and Operations	TAC	Technical Advisory Committee
MPO	Metropolitan Planning Organization	TAN	Transportation Advisory Network
MPOAC	Metropolitan Planning Organization Advisory Council	TAZ	Traffic Analysis Zone
MPP/PL	Metropolitan Planning Program	TD	Transportation Disadvantaged
MSTU	Municipal Service Taxing Unit	TDM	Transportation Demand Management
N, S, E, W	North, South, East, West	TDP	Transit Development Plan
NARC	National Association of Regional Councils	TDSP	Transportation Disadvantaged Service Plan
NEPA	National Environmental Policy Act	T/E Grant	Trip Equipment Grant
NHAC	Principle Arterials	TEA	Transportation Enhancement Application
NS/EW	North South/East West	TEA-21	Transportation Equity Act for the 21 st Century
OMB	Office of Management and Budget	TELUS	Transportation Economic and Land Use System
OPS	Operations Grant	TIA	Traffic Impact Analysis
PDA	Personal Digital Assistant	TIM	Traffic Impact Analysis
PDC	Present Day Cost	TIP	Transportation Improvement Plan
PD&E	Project Development and Environment	TMA	Transportation Management Area
PE	Preliminary Engineering	TMC	Transportation Monitoring Center
PIP	Public Involvement Plan	TMOC	Traffic Management Operations Committee
PL	Planning	TOP	Transportation Operations Program
PTO	Public Transportation Organization	TRANPLAN	Transportation Planning
RFP	Request for Proposal	TRIP	Transportation Regional Incentive Program
ROW, R/W	Right of Way	TRB	Transportation Research Board
RW	Runway	ULAM	Urban Land Use Allocation Model
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users	UPWP	Unified Planning Work Program
SAP	Specific Area Plans	USC	United States Code
SEIR	State Environment Impact Report	UZA	Urbanized Area



ACRONYMS			
ACRONYM	DESCRIPTION	ACRONYM	DESCRIPTION
VASI	Visual Approach Slope Indicator		
ZDATA	Zonal Data		



1. Purpose

The *Public Involvement Plan (PIP)* identifies a proactive public involvement process for the development of the Long Range Transportation Plan and other planning activities of the Lee County Metropolitan Planning Organization (MPO). This process provides for complete information, timely public notice, full access to key decisions and early and continuing involvement of the public.

The obligation to provide information and consider public input in decision-making was made explicit by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). This strong federal emphasis on public involvement was continued in the Transportation Equity Act for the 21st Century (TEA-21) in 1998, continued in SAFETEA in 2003 and SAFETEA-LU in 2005, finally through Moving Ahead for Progress in the 21st Century (MAP-21) in July 2012. The true test of a successful public involvement plan is the level of public awareness and feedback. Too often, public participation does not occur until after the community-at-large becomes aware of an unpopular decision, at which point large citizen efforts become necessary to change decisions after the fact. A planning process that involves the average citizen early makes the public a participant in any decision that is ultimately made.

The *Public Involvement Plan* was adopted by the Lee County Metropolitan Planning Organization on April 18, 1997, and it has been amended as needed since then.

2. Lee County Metropolitan Planning Organization Board and Committee Agendas and Advertisement Requirements

Lee County Metropolitan Planning Organization (MPO)	Technical Advisory Committee (TAC)	Citizen Advisory Committee (CAC)
<ul style="list-style-type: none"> • Consists of 18 voting members that include: <ul style="list-style-type: none"> • Lee County: 5 • City of Cape Coral: 5 • City of Fort Myers: 3 • City of Bonita Springs: 2 • City of Sanibel: 1 • Town of Fort Myers Beach: 1 • Village of Estero: 1 	<ul style="list-style-type: none"> • Consists of 18 voting members that include: <ul style="list-style-type: none"> • Local agency planners, engineers, and transit operators who make recommendations to the Lee County MPO on transportation plans, programs, amendments, and priorities on behalf of the agencies they represent. 	<ul style="list-style-type: none"> • Consists of 26 members that include: <ul style="list-style-type: none"> • 2 members from different communities within each county commission district • 11 members are distributed based on jurisdiction <ul style="list-style-type: none"> • City of Cape Coral: 5 • City of Fort Myers: 3 • City of Sanibel: 1 • Town of Fort Myers Beach: 1 • City of Bonita Springs: 2 • Village of Estero: 1 • 1 Transportation-handicapped • 2 At-Large positions to ensure minority, LEP and low income participation



Traffic Management and Operations Committee (TMOC)

- Consists of 19 voting members that include:
- Local agency traffic engineers and planners. It oversees the MPO's congestion management system, and recommends congestion mitigation measures for programming with federal funds. It also oversees the planning of Intelligent Transportation Systems project and programs.

Transportation Disadvantaged Local Coordinating Committee (TDLCB)

- Consists of government, social service agency, citizen, and consumer representatives who oversee the provision of safe, efficient, cost-effective and quality transportation services to Lee County's elderly, handicapped and low income residents

Bicycle Pedestrian Coordinating Committee (BPCC)

- Consists of 20 voting members that include:
- 16 Local personnel who are responsible for bicycle and pedestrian planning for their agencies. It coordinates these agencies' bicycle/pedestrian planning activities, reviews provisions for pedestrians and cyclists in state and federal aid surface transportation projects, and advises the Lee County MPO on the development of the bicycle and pedestrian element of its transportation plan and the programming of bicycle and pedestrian facilities.
- 4 At-Large Citizen seats for Lee County Citizen's that are active in the community.

Board/Committee	Advertise with News-press		Post on MPO Website	Submit Notification to Local Jurisdiction TV stations	Mail out Packet	Email out Packet
	# of days Submitted prior to Meeting	# of days Advertised prior to Meeting	# of days Posted prior to Meeting	# of days Submitted prior to Meeting	# of days Mailed out prior to Meeting	# of days Emailed out prior to Meeting
MPO	11	7	8	8	8	8
CAC	n/a	n/a	8	8	8	8
TAC	n/a	n/a	8	8	8	8
TMOC	n/a	n/a	8	8	8	8
TDLCB	16	14	8	8	14	14
BPCC	n/a	n/a	8	8	8	8

3. Long Range Transportation Plan (LRTP)



The intent and purpose of the Long Range Transportation Plan (LRTP) is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through the urbanized area, while minimizing transportation related fuel consumption and air pollution.

When developing the LRTP, the MPO must consult with a wide variety of state and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the LRTP.

The MPO shall, at a minimum, include the following in its public participation process:

- Provide reasonable public access to technical and policy information used in the development of the LRTP;
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the LRTP;
- Demonstrate explicit consideration and response to public input received during the plan development process;
- Employ visualization techniques to describe the LRTP (maps and charts of changes);
- Make the LRTP and any associated information available in electronic format such as World Wide Web (the MPO's website);
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households;
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP; and
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.

The Lee County MPO would like to have participants from the entire community attending the public hearings and workshops given by the MPO. The public is encouraged to contact the Lee County MPO Staff seven (7) days in advance of a public hearing or workshop for the LRTP update if they are in need of assistance for transportation to and from the event being held by the Lee County MPO. The Lee County MPO shall make arrangements to meet the need from the public to the best of their ability.

The Lee County MPO must submit a major LRTP amendment to the District and other parties every five (5) years. The next scheduled major LRTP update is due by the end of 2015. MPO Staff is currently undergoing activities to update the LRTP and meet the deadline of December 2015. See Appendices I and II for the Regional Public Involvement Program.



L RTP Plan Update and Amendment Process

MAJOR UPDATE PROCESS (Adoption) The LRTP is required to be updated every five (5) years.	MAJOR AMENDMENT This includes major changes to project costs, initiation dates, design concept, scope changes for existing projects, adding or deleting projects from the plan
<ul style="list-style-type: none"> ▪ Staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The TAC will review each request received to determine if extensive technical investigation of the suggested modification would be required, and if so, whether such investigation is or is not justified. The TAC will determine the kind of analysis and the level of effort required, designate responsibilities for any further work, and evaluate the probable benefits of any further analysis and testing it deems necessary. ▪ When developing the LRTP, MPO's must consult with a wide variety of State and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of disabled, and other interested parties with a reasonable opportunity to comment on the LRTP. ▪ At the commencement of the process of the LRTP, the MPO shall extend notice to the Department and the Port Authority advising the scope of the work to be under taken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs. ▪ Advertise the Major Update/Major amendment in the local newspaper, on local TV stations, and on the Lee County MPO's website, the public hearing notices of the proposed changes to the plan are advertised 30 days prior to the scheduled hearing. ▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan with proposed changes on the Lee County MPO's website 14 days prior to the public hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's LRTP. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Take proposed changes to the Committees of the Lee County MPO Board for review and comments. ▪ Take proposed changes to the Lee County MPO's Board for review and comments and open a public comment period of 30 days at the Lee County MPO's meeting. ▪ Bring the final version back to the Lee County MPO Board for final approval and adoption after a 30 day public review period has been completed, this will require a roll call vote. 	

- Seek out and consider the needs of those traditionally underserved by the existing transportation systems, including but not limited to low-income and minority households.
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP.
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.

Administrative Modification

This includes minor changes to project/phases costs, funding sources , project/phase initiation dates, does not require public review and comment or re-demonstrating fiscal constraint

- Lee County MPO staff will make corrected changes in draft form and bring them to the Committees for recommendation of approval to the Lee County MPO Board.



4. Transportation Improvement Program (TIP)

In accordance with the Metropolitan Planning Organization (MPO) Program Management Handbook, the MPO shall provide all interested parties reasonable opportunity to comment on the Transportation Improvement Program (TIP) as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. The MPO will coordinate with LeeTran on including



their Program of Projects (POP) in the TIP and provide public review and participation to help meet the public requirements necessary for their various grant programs. This will include informing the public that the TIP public hearing requirements are being used to cover the public hearing requirements for Section 5307 funding.

In addition the MPO shall do the following when developing the Transportation Improvement Program (TIP):

- Provide adequate and timely notice about public participation activities;
- Use visualization techniques to describe the TIP;
- Make public information available in electronic formats such as World Wide Web;
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems such as low-income and minority households;
- Provide additional opportunity for public comment if the Final TIP differs significantly from the Draft TIP;
- Demonstrate explicit consideration and response to public input and provide a summary, analysis, and report on the comments received on the TIP if there were a significant number of comments received;
- Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations and freight movements).

The Lee County MPO must submit the approved TIP to the District and other parties no later than July 15. The District will review the TIP and prepare written comments within 14 calendar days of receipt from the Lee County MPO no later than August 1.

TIP Plan Amendment Process

AMENDMENT	PROCEDURES
Annual TIP Adoption	<ul style="list-style-type: none"> ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations, and freight movements). ▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.



	<ul style="list-style-type: none"> ▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO’s website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing. ▪ Post the draft plan on the Lee County MPO’s website 14 days prior to the public hearing. ▪ At the commencement of the process of the TIP, the MPO shall extend notice to the State Department of Transportation and the Port Authority advising the scope of the work to be under taken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households. ▪ When significant written and oral comments are received on a draft Transportation Improvement Program as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final TIP. ▪ If the final TIP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.
<p>TIP Amendment:</p> <p>This is needed if a project is added or deleted, fiscal constraints are impacted, or if changes are made in the scope of work.</p>	<ul style="list-style-type: none"> ▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan amendment on the Lee County MPO’s website 14 days prior to the public hearing. ▪ Advertise in local newspaper, on local jurisdictions TV stations, and on the Lee County MPO’s website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under



	<p>consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues.</p> <ul style="list-style-type: none"> ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.
<p>Administrative TIP Amendment:</p> <p>This is an amendment that does not have to go to the full MPO Board for approval as defined by the MPO Program Management Handbook and further allowed by Resolution 08-09 adopted by the MPO Board on June 20, 2008.</p>	<ul style="list-style-type: none"> ▪ FHWA has agreed to allow the MPO Director to process an Administrative TIP amendment for these types of projects rather than having to go before the full board. ▪ The amendment takes place between July 1 and September 30. ▪ The project must appear in the amendment exactly as it appears in the newly adopted TIP.

5. MPO Local Priorities

The Transportation Advisory Network (TAN) members receive notification of the upcoming public hearing items such as recommended Surface Transportation Program (STP), Congestion Mitigation/Transportation System Management (CM/TSM), Transportation Enhancement Activity (TA), bicycle pedestrian box, and aviation priorities prior to the annual update of the Lee County Metropolitan Planning Organization's (MPO's) project priorities. A public meeting is conducted prior to the adoption of these transportation improvement priorities.

Local Priorities Process

PRIORITY	PROCEDURES
<p>STP Priorities</p>	<ul style="list-style-type: none"> ▪ MPO staff will prepare a list of unfunded projects from the previous year's priority list and add new projects from the MPO's Cost Feasible Highway Plan if necessary. ▪ Staff will submit the list of projects to FDOT for development of cost estimates ▪ Staff will bring STP priorities to all of the Committees for recommendations to the Board. ▪ A public hearing will be held at the beginning of the MPO meeting to adopt the priorities. The MPO Board will consider the comments received prior to the public hearing and during the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.
<p>CM/TSM Priorities</p>	<ul style="list-style-type: none"> ▪ The MPO staff solicits mail-in coupons from the public regarding congested locations that need to be addressed. The coupons are published in the local newspapers, are available on the website and are distributed to the school district and transit bus drivers. The congested problems raised during this process are



	<p>addressed by each of the affected jurisdictions through the committee meetings and are also used as candidate projects for prioritization.</p> <ul style="list-style-type: none"> ▪ The TMOC will identify candidate projects ▪ MPO staff and TMOC will finalize project limits, location map and project drawings ▪ MPO staff will submit the projects on the state highway system via Project Application to FDOT by early February (date changes slightly each year) to develop cost estimates. FDOT will conduct site reviews, obtain estimates, etc. on top priority projects and provide feedback by the end of May. Cost estimates on local roads will be developed by the local jurisdictions. ▪ The TMOC will recommend priorities to the TAC and CAC. Preliminary list of MPO/TPO Priorities are due to FDOT by mid-March (date changes slightly each year). ▪ The TMOC recommended priorities and the results from the mail-in coupons responses are taken to the TAC and CAC for recommendations to the MPO Board. The MPO Board will then hold a public hearing and consider all comments made from the public, the recommendations from the CAC and TAC, and the results from the mail-in coupon responses, before assigning priorities for adoption. MPO/TPO adopted priority list is due to FDOT by July 1.
<p>Transportation Enhancement Activities (TA) Priorities</p>	<ul style="list-style-type: none"> ▪ MPO staff will send out a notice of Solicitation for Proposals for Transportation Enhancement Funds to the TAC, CAC, and the BPCC. ▪ MPO staff will mail a notification to members in the TAN mailing list announcing the Solicitation for Proposals for Transportation Enhancement Funds. Members of the TAN list will be encouraged to contact their local government’s planning or public works department or elected officials if they have projects they would like a local government agency to sponsor during that year’s application cycle. ▪ MPO staff will review the applications for project eligibility and completeness and the projects will be subsequently evaluated and ranked using an evaluation criterion. ▪ The eligible transportation enhancement projects rankings will be brought before the BPCC, TAC, and the CAC for review and recommendation of project priorities. ▪ All project proposals must be submitted using a Project Application. Applications are due to FDOT by February 1. ▪ Preliminary list of MPO/TPO Priorities is due to FDOT by mid-March. ▪ FDOT will conduct site reviews, obtain estimates, etc. on top priority projects and provide feedback by the end of May. ▪ A public hearing will be held at the beginning of the MPO meeting for adoption of the transportation enhancement priorities. The MPO Board will consider the comments from the public hearing, the recommendations by the advisory committees, and assign priorities for adoption. MPO/TPO adopted priority list is due to FDOT by July 1.
<p>Multi-Modal Enhancement Box Priorities</p>	<ul style="list-style-type: none"> ▪ MPO staff will prepare a list of unfunded projects from the previous year’s priority list and add other projects from the MPO’s Bicycle Pedestrian Element if necessary. ▪ Staff will submit the list of projects to FDOT for development of cost estimates





	<ul style="list-style-type: none"> ▪ The projects will be brought before the BPCC for recommendations of priorities to the TAC and CAC. ▪ The TAC and CAC will review the BPCC recommended priorities before they make recommendations to the MPO. ▪ A public hearing will be held at the beginning of the MPO meeting to adopt the bicycle pedestrian priorities. The MPO Board will consider the comments received prior to the public hearing, the comments from the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.
Port Authority Aviation Priorities	<ul style="list-style-type: none"> ▪ Lee County Port Authority will forward its aviation priorities for the Southwest Florida International Airport and the Page Field Airport to MPO staff ▪ The TAC and CAC will review the aviation priorities before making recommendations to the MPO Board for endorsement. ▪ The MPO Board will review the priorities at their meeting before endorsing them.

6. Unified Planning Work Program (UPWP)

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the Lee County MPO's transportation planning process of its proposed work program for each fiscal year. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the Lee County MPO. In addition, the Unified Planning Work Program provides the basis for federal funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds. The Transportation Disadvantaged activities are funded with State dollars. The UPWP will also include a list of ongoing or upcoming planning projects that are being done throughout the County. This list will include who the responsible agency is, the cost of the study, a short description of what is being done and the anticipated completion date.

The UPWP is submitted in draft form by March 15, to the FDOT District. The Lee County MPO addresses any comments and adopts the Final UPWP by May 15. The MPO and District must resolve any outstanding issues by June 30 or funding could be delayed. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the UPWP by June 30. Once the UPWP



is finalized it is sent to the District.

Unified Planning Work Program Amendment Process

AMENDMENT	PROCEDURES
<p>Biennial UPWP Adoption: This process is completed every other year.</p> <p>UPWP Modifications:</p> <ul style="list-style-type: none"> • Do NOT change the FHWA approved PL budget • Do NOT change the scope of the FHWA funded work task 	<ul style="list-style-type: none"> ▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan on the Lee County MPO’s website 14 days prior to the public hearing. ▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and on the Lee County MPO’s website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s Unified Planning Work Program. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households. ▪ When significant written and oral comments are received on a draft UPWP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final UPWP. ▪ If the final UPWP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available. <hr/> <ul style="list-style-type: none"> ▪ Revisions are coordinated with FDOT and are brought through the TAC, CAC, and MPO Board for approval. ▪ Document changes are forwarded to affected agencies.



- Do NOT add or delete a work task
- Do NOT change the ratio of consultant versus staff time within a task.

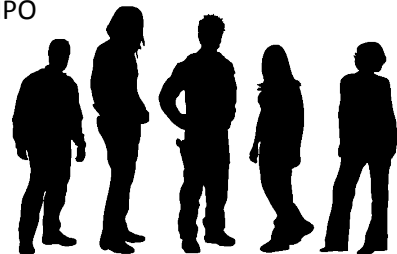
UPWP Amendments:

Change the FHWA approved PL budget, the scope of the FHWA work tasks, and add or delete a work task

- The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.
- The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled.
- Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing.
- Post the draft plan amendment on the Lee County MPO’s website 14 days prior to the public hearing.
- Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO’s website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing.
- A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s Unified Planning Work Program. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.

7. Public Involvement Plan (PIP)

The Public Involvement Plan (PIP) shall be reviewed annually by MPO Staff and any updates or revisions will be brought to the Lee County MPO and committees for approval to ensure the Lee County MPO’s planning process provides full and open access to the general public. The PIP shall also be reviewed as part of the certification process conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Transportation Management Areas (TMAs) and during the annual certification process that is required for each MPO.



A public comment period of 45 days shall be provided prior to the adoption or amendment of the PIP.

- Notice of the 45 day comment period shall be published in a newspaper of general circulation (The News-Press) in Lee County and a notification will be mailed out to the TAN.
- The TAN shall be given the opportunity to comment on any proposed amendments to this Public Involvement Plan (PIP) prior to their adoption.
- A copy of the proposed amendments will be published on the Lee County MPO’s website.



The Lee County MPO shall coordinate its public involvement process with state and local governments’ public involvement processes to enhance public consideration of the issues, plans, and programs, and reduce redundancies and costs.

The public is encouraged to provide verbal or written comments at public hearings, workshops, and exhibits; at monthly Lee County MPO Board and committee meetings, and through newsletters and notices mailed to the TAN mailing list. The public is given a three (3) minute timeframe to state their issues and concerns at the discretion of the Chairman and the Committee members.

8. Congestion Management Process (CMP)

A major component of the Congestion Monitoring Process is the publication of mail-in coupons in newspapers throughout Lee County and on the Lee County MPO’s website, soliciting the identification of congested roads and suggestion for how to correct the problem. In addition, congestion report forms are distributed among law enforcement, emergency response agencies, LeeTran and Lee County School bus drivers asking them to identify congested locations. Press releases are also sent to local television and radio stations encouraging them to publicize this effort and provide coverage in their regular broadcasts. The congestion report forms can also be found on the Lee County MPO’s website, where you can complete the form and submit it right from your computer.

9. Transportation Disadvantaged Service Plan

The Transportation Disadvantaged Service Plan is an annually updated tactical plan jointly developed by the Planning Agency and the Coordinator which contains development, service and quality assurance components. The Local Coordinating Board reviews and approves the Service Plan and it is submitted to the Commission for the Transportation Disadvantaged for final action. The Service Plan will cover a five year period, with annual updates due prior to July 1 of each subsequent year.

TDSP Amendment Process

AMENDMENT	PROCEDURES
TDSP Annual Update	<ul style="list-style-type: none"> ▪ The Lee County MPO staff for the TD program will advertise the proposed draft of the TDSP Annual Update document via the local jurisdictions’ (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels and



TDSP Major Update:

(occurs every five years) and due by October 30th

on the Lee County MPO’s website fourteen (14) days prior to the Lee County Local Coordinating Board meeting scheduled to review said proposed draft TDSP.

- The Lee County MPO staff for the TD program will distribute the agenda package to the Lee County LCB board members fourteen (14) days prior to the Lee County Local Coordinating Board meeting.
- The proposed draft of the TDSP Annual Update document will be presented to the Lee County Local Coordinating Board for their approval at the LCB meeting in April or May of each year.
- The LCB approved annual update of the TDSP will be submitted to the TAC, CAC and MPO for endorsement.
- The public hearing notice of the proposed draft of the major update to the TDSP will be published in the News-Press fourteen (14) days prior to the scheduled hearing.
- Post the draft of the major TDSP update on the Lee County MPO’s website fourteen (14) days prior to the public hearing.
- The proposed draft of the major TDSP update will be advertised via the local jurisdictions’ (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels fourteen (14) days prior to the public hearing.
- The Lee County MPO staff for the TD program will distribute the agenda package to the Lee County LCB board members fourteen (14) days prior to the Lee County Local Coordinating Board meeting.
- The proposed draft of the TDSP Major Update document will be presented to the Lee County Local Coordinating Board for their approval at the LCB meeting in September.
- The LCB approved major update of the TDSP will be submitted to the TAC, CAC and MPO for endorsement.

10. Transit Development Plan (TDP)

AMENDMENT	PROCEDURES
TDP Annual Update	<ul style="list-style-type: none"> ▪ The annual update of the TDP will be submitted to the TAC, CAC and MPO as an informational item.
TDP Major Update	<ul style="list-style-type: none"> ▪ The public meeting notice of the proposed draft of the major update to the TDP will be published in the News-Press fourteen (14) days prior to the scheduled hearing. ▪ Post the draft of the major TDP update on the Lee County MPO’s website fourteen (14) days prior to the public hearing. ▪ The proposed draft of the major TDP update will be advertised via the local jurisdictions’ (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels fourteen (14) days prior to the public hearing. ▪ The major update of the TDP will be submitted to the TAC, CAC and MPO for endorsement.

11. Other Planning Documents for Public Review

Other documents that have recently come through the MPO Board and its Committees for their input are the Land Use Study, Bus Pull-out Study, Bus Queue-jump Study, and Rail Feasibility Study.

Future documents/studies that will come through the MPO Board and its Committees include the Lee County Complete Streets Initiative, Bicycle Pedestrian Element to the LRTP, Freight Element to the LRTP, Cape Coral Bike Route Study, and the Round-a-bout Study. The specific public involvement required will change depending on the type of document but as a minimum shall follow these procedures:



PROCEDURES

- Document will be presented to the TAC, CAC, and MPO Board for endorsement.
- Document will be posted on the MPO website for public review at least eight (8) days prior to the MPO meeting.
- There will be a public comment period at the scheduled public meeting in order to receive input from the public and affected communities.

12. Lee County Metropolitan Planning Organization (MPO) vs. State and Local Government Roles in Public Involvement during Transportation System Planning, Programming and Implementation

The Lee County MPO is responsible for developing comprehensive long and mid-range plans for Lee County's Surface Transportation System. In accordance with this Public Involvement Plan, the Lee County MPO holds public workshops in the course of the development of the Transportation System Plan, and public hearings prior to its adoption or amendment. The Lee County MPO may also hold public workshops on proposed plan amendments.

Every year the Lee County MPO updates its priorities for programming projects from its mid-range transportation plan, congestion management system and other sources from Lee County's share of the state and federal funds allocated to Florida Department of Transportation (FDOT) District 1. These priorities are then transmitted to FDOT to guide it in programming Lee County projects in the new fifth year of its five (5) year Work Program. Once FDOT updates its Work Program, the Lee County MPO incorporates the projects within Lee County from it into the Lee County MPO's TIP, thereby qualifying the projects in it for federal funding. Once a project phase has been programmed in the TIP, it will be dropped from the Lee County MPO's priority list during the next annual update. FDOT also holds a series of public hearings at various locations within each of its districts, advertised and conducted in accordance with its own rules, before adopting its updated Work Program.

Lee County and most cities make the commitment to fund a project in a coming year by incorporating



it into their multi-year capital improvement programs where they follow their own public involvement procedures. Just before a project phase reaches the current year of the capital improvement program, it is included in the jurisdiction's proposed budget for the coming fiscal year, at which point there will be more public hearings, advertised and conducted in accordance with its own ordinances and state law, before the budget is adopted.

The first phase in the implementation of a major transportation improvement project usually involves some sort of project planning study such as a project development and environmental study, or a corridor or alignment study. During these project planning studies, alternative locations, alignments, cross-sections, and configurations are evaluated in considerable detail in terms of their feasibility, cost, and environmental and community impacts by staff working for FDOT or the local government that is responsible for implementing the project. At this stage, the implementing agency, following its own public involvement process, will usually hold one (1) or more public workshops to inform the public about, and solicit public comments on, the concepts under consideration before making a final recommendation. Prior to deciding whether to proceed with the project as recommended, the implementing agency will also hold a final public hearing, which will be advertised and conducted in accordance with its own requirements. The Lee County MPO's role in these project planning workshops and hearings is generally limited to commenting on the consistency of the concepts and recommendations with the Lee County MPO's transportation plan, unless the implementing agency decides not to proceed with the project, in which case the MPO may need to reconsider its transportation system plan and evaluate other system-level alternatives.



13. Federal Public Participation Standards

The public involvement process requirements of 23 CFR Part 450, Section 450.316(b)(1), are listed below. These requirements encourage a proactive public involvement process and early and continuing involvement of the public in the planning process. A brief discussion describing how the *Public Involvement Plan (PIP)* meets these requirements is included following each of the criteria listed below.

- (i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

A 45 day comment period for the draft PIP was initiated by the Lee County MPO at its regularly scheduled October 21, 2011 meeting. The Public Involvement Plan (PIP) was approved at a public hearing conducted by the Lee County MPO at their regularly scheduled meeting on January 20, 2012, following a 57 day comment period.

The Lee County MPO will initiate a 45 day comment period for the proposed revisions to the draft PIP on August 15, 2012 at their regularly scheduled meeting. The Public Involvement Plan (PIP) will be approved at a public meeting conducted by the Lee County MPO at their regularly scheduled



November 16, 2012 meeting, following a 92 day comment period, as long as no major changes occur during that timeframe.

- (ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns.
- (iii) Provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Program's (TIP's) and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- (iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIP's (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan) TIP and major amendment(s);
- (v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- (vi) Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households;
- (vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;
- (viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the Lee County MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;
- (ix) Public involvement processes shall be periodically reviewed by the Lee County MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
- (x) These procedures will be reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMAs), and as otherwise necessary for all MPO's, to assure that full and open access is provided to decision-making processes.



- (xi) Metropolitan public involvement processes shall be coordinated with state-wide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

In addition to the foregoing public involvement process requirements of 23 CFR Part 450, TEA-21 amended 23 USC 134 and 49 USC 5303 to require MPO's to consult with transit users, freight shippers, and service providers before approving a LRTP or TIP:

Before approving a Long Range Transportation Plan (LRTP) (also when developing and before approving a Transportation Improvement Program (TIP)), each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the Long Range Transportation Plan (LRTP), in a manner that the Secretary deems appropriate.

Although regulations implementing these provisions have yet to be promulgated, the *Public Involvement Plan (PIP)* addresses this requirement in the following places:

14. Federal Regulations

The Lee County Metropolitan MPO has adopted these documents regarding various federal Civil Rights laws and they are available on the MPO website, www.leempo.com.

The *Lee County Metropolitan Planning Organization (MPO) ADA Compliance Policy, January 2014 Edition*, which addresses the Americans with Disabilities Act, of 1990, 42 U.S.C. 12101. (ADA). This is a policy statement regarding equal opportunity and accessibility for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities and transportation and requiring the establishment of TDD/telephone relay services.

The *Lee County Metropolitan Planning Organization's (MPO's) Title VI complaint procedures 2014 Edition* and the *Overview of the Lee County Metropolitan Planning Organization (MPO) Title VI Policies for Annual Certification Compliance, 2014 Edition* which addresses the provisions in Title VI of the Civil Rights Act of 1964 (and amended) that 'no person shall, on the grounds of race, color, or national origin or based upon sex, disability or age, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The *Lee County Metropolitan Planning Organization's (MPO's) July 2011 Edition of the Florida Department of Transportation (FDOT) Disadvantaged Business Enterprise program plan, (DBE)*. This addresses regulations in the US Department of Transportation 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts.



15. Public Participation Goals and Public Involvement Tools Evaluation

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. In order to ensure that this occurs, the public must be kept informed of activities, and must be given a meaningful opportunity to participate in the development and review of public policy. Thus it is important to have an ongoing program to involve citizens through the use of the CAC, public workshops, press releases and other public outreach activities.

The Public Participation Goal of the Lee County MPO is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.



PUBLIC INVOLVEMENT TOOL	EVALUATION CRITERIA	PERFORMANCE GOAL(S)	METHODS TO MEET GOAL(S)
Public Participation Evaluation Report	Annual report to indicate if the PIP reflects the practices and effectiveness of the MPO	2% increased in returned surveys from the prior year and statistical increase in overall MPO evaluation score.	Evaluate performance measures to determine if Strategies for engaging the public are working.
MPO Website	Number of hits	Minimum of 50 hits/month and a 5% increase in hits/quarter.	Use other public involvement tools to

			increase advertisement of the website.
TAN List Database	Number of returned items	Maximum of 2% return rate per mailing.	Make immediate corrections when items are returned.
MPO Newsletter	Number of returned newsletters, how often the newsletter is distributed	Maximum of 2% return rate per mailing with a minimum of 2 mailings per year.	<ul style="list-style-type: none"> ▪ Make immediate corrections to mailing lists when the items are returned as undeliverable. ▪ Continue to print items that receive favorable comments and correct or improve mistakes or items that receive negative comments. ▪ Have at least 2 mailings of the newsletter annually.
Developing Community Knowledge of the MPO	Number of community meetings attended	Increase number of community meetings attended	<ul style="list-style-type: none"> ▪ Attend festivals, special events, lectures. ▪ Add contact names to mailing list, develop community profiles
Project Specific Newsletters	Calls, letters, etc.; Number of persons contacted	Increase awareness of the Lee MPO and its projects and increase participation and the number of attendees at the MPO meetings.	Increase or decrease distributions to more accurately target an area that may be affected.
Advertisements	Number of Advertisements submitted per year.	Minimum of 12 Advertisements per year.	Encourage publication of Press Releases in order to keep the public and the media informed of MPO activities.
TV Message Boards	Calls, letters, etc; Number of persons reached	Minimum of 15% of meeting attendees/survey respondents indicated that they saw the meeting notice.	Provide information to the Government Access TV channel as soon as it is available to increase the airtime. Encourage making the announcements prominent.
Project Specific Websites	Calls, letters, etc; Number of hits	<ul style="list-style-type: none"> ▪ Minimum of 30 hits per month. ▪ Increase of at least 10% over the life of the project. <p>NOTE: Expectations may be higher depending on the size of the study area.</p>	Use other public involvement tools to increase advertisement of the website.
Small Group Meetings	Calls, letters, etc.; Met the	N/A. These meetings are held at the request of affected groups.	MPO staff and any consulting staff should be available in a timely

	expectations of the group		manner to hold small group meetings regarding any MPO activity or issue. The meeting should be formatted to provide specific information requested by the group and should highlight issues that are of interest to the group.
Project Specific Open Houses/Workshops	Calls, letters, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	<ul style="list-style-type: none"> ▪ Schedule at convenient times and locations. ▪ Hold multiple workshops. ▪ Use other tools to increase awareness.
Public Hearings	Calls, letters, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	Schedule hearings at convenient times and locations. Use other public involvement tools to increase awareness of hearings.
Citizen Advisory Committee	Calls, letters, etc.; Attendance	<p>Monitor attendance at the CAC meetings and contact the MPO Board for direction if:</p> <ul style="list-style-type: none"> ▪ Any CAC member has incurred three (3) consecutive absences from regularly scheduled meetings – OR- ▪ Any CAC member has missed four (4) of the preceding six (6) regularly scheduled meetings. 	MPO and consultant staff should encourage appointed members to attend committee meetings. Lack of attendance may indicate the need to replace that committee member.
MPO Informational Items	Calls, letters, etc.; Number of persons reached.	Number of informational materials produced each year.	Increase distribution by having materials available at public meetings, on the MPO website, and in public places.
Comment Cards	Calls, letters, etc.; Number of responses	20% of meeting attendees filled out a comment form –OR- 2% of visitors to a website submitted a comment form –OR- 20% of mail recipients returned a comment card.	Encouraged responses by explaining the importance of receiving comments.
MPO Logo	Calls, letters, etc.	Recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on



			materials for all MPO sponsored activities.
Surveys	Calls, letters, etc.; Number of responses	40% of contacted persons participated in the survey – OR- 20% of mail recipients returned the survey.	Encouraged responses by explaining the importance of receiving feedback.

16. Public Outreach Techniques

The Lee County MPO uses several different techniques for public outreach. Listed below are the techniques the Lee County Metropolitan Planning Organization is currently pursuing.

Limited English Proficiency Plan (LEP)

The intent of the Lee County MPO's Limited English Proficiency Plan is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Lee County MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations. This document is located on the MPO website at www.leempo.com, under publications.

Transportation Advisory Network (TAN) Mailing List

As part of the initial public involvement program adopted by the Lee County MPO in 1994, a mailing list consisting of interested individuals, organizations and businesses known as the Transportation Advisory Network (TAN) was established. The TAN continues to provide key contact persons for outreach efforts, the dissemination of information, and informal review of and comment on draft Lee County MPO documents, to ensure sensitivity to varied community needs, concerns, values and interests. In 1998, the TAN was expanded to include churches with large minority congregations, environmental organizations, local fire districts, other entities representing stakeholders affected and others traditionally under served by the transportation planning process. The Lee County MPO staff updates the membership list and adds individuals and organizations continuously. Distributed at public meetings is an informational card or sign in sheet for the public to complete to enable staff in adding members to the TAN Mailing List, in order to receive future notices of ongoing issues such as Plan Amendments, workshops, events and priorities. The public can also visit our website at www.leempo.com and click on the link to request to be added.

Media Coverage

The Lee County MPO submits legal ad notices for all MPO Board meetings to the News-Press at least 11 days before the scheduled meeting, so that the advertisement can be run seven (7) days before the scheduled meeting.

The Lee County MPO submits an advertisement to the Local jurisdictions television stations at least eight (8) days before the scheduled meetings, stating the location of the meetings along with a link to the MPO website where the meeting agenda can be viewed, so that the televisions stations can run

the advertisement for at least one (1) week before the scheduled meeting date.

MPO Website

The Lee County MPO has an active website which provides access to the public to view and review all documents and issues that the Lee County MPO is currently addressing. Documents that can be found on the Website include: Staff contact information, current LRTP, TIP, UPWP, PIP, meeting agendas (posted eight (8) days prior to the scheduled meeting), meeting minutes, audio files of all scheduled meetings, a link to the Joint Lee/Collier Long Range Transportation Plan (LRTP) Website, current year meeting schedule, 3rd Edition Bicycle Facilities map, etc. The public can access this information by going to the website at www.leemppo.com. Staff has included a counter on each of the website pages in order to evaluate the effectiveness of the site in regards to reaching out to the public. The counters will also allow staff to evaluate how effective each individual page is in regards to the annual Public Involvement Evaluation Report. Staff anticipates receiving at least 5,000 hits to the MPO Website for the year. The MPO Staff is currently researching the cost of transcribing documents on the MPO Website into different languages so that we are able to reach the Limited English Proficiency (LEP) communities.

Public Hearings

Public Hearings will be held by the MPO prior to the adoption or amendment of the LRTP, the TIP and the Transportation Project Priorities. The public hearing may be held as part of a regularly scheduled MPO Board meeting.

Public Workshops

Public Workshops shall be held prior to the adoption of the MPO's LRTP. Copies of comments received at the workshop shall be provided to the MPO Board and its committee's prior to the adoption of the Long Range Plan. Public workshops are also held by each of the jurisdictions developing transportation projects in the community that is being affected.

Newsletters

The Lee County MPO sends out general information newsletters and when appropriate notifications for public hearing items such as the LRTP and TIP, to the TAN mailing list, the local library system and it is also available on the MPO Website. These newsletters include information about any bicycle/pedestrian issues, ongoing transit projects, transportation disadvantaged issues, port authority issues, freight and goods issues, TIP Amendments, LRTP Updates, scheduled workshops, priorities, etc. The Lee County MPO is currently researching the cost of converting Newsletters into different languages so that the MPO can reach the Limited English Proficiency (LEP) communities.

Brochures

The Lee County MPO distributes an informational brochure, maps and graphics about the Lee County MPO Board and its Committees, to local jurisdictions, local libraries, the different Chamber of Commerce, and it is also available on the MPO website.



17. Feedback Information

The Lee County MPO completes an End of Year Public Involvement Evaluation Report in December of each year. This report gives results such as the number of agendas distributed via mail and email, the number of citizens that signed in at the different meetings, the amount of new members added to our TAN list, the amount of survey responses received, etc.

*The Lee County MPO distributes a Public Participation Plan Survey at each of its Lee County MPO Board meetings and its Committee's meetings, to receive information on what the public would like to see in the future, and to let Staff know what strategies are and are not working, when it comes to reaching the public and keeping them informed on what issues are currently being addressed. This Public Participation Plan Survey is also available on the MPO website at www.leempo.com.

The Lee County MPO Board and its Committee's allow for the public to speak at each of their meetings, in order to receive comments from the public on the issues currently being addressed and the issues that the public would like to see addressed.

The Lee County MPO has incorporated a section on all survey's and feedback materials that is specific as to how the public encounter the feedback form they are currently participating in. Such as a "How did you hear about us?" radio, television, newsletter, internet, newspaper, etc. This will help staff in evaluating where the public participation is coming from in order to re-evaluate it each year during the Public Involvement Evaluation Report in December.



APPENDIX I
REGIONAL PUBLIC INVOLVEMENT PROGRAM





REGIONAL PUBLIC INVOLVEMENT PROGRAM

INTRODUCTION

On January 27, 2004, the Lee and Collier County MPOs entered into an interlocal agreement to promote and establish a forum for communication and coordination and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, *Florida Statutes*, 23 C.F.R. 450.312, and the goals and requirements of the Transportation Equity Act for the 21st Century (TEA-21) and its successor legislation, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU). The agreement committed both MPOs to develop a bi-county transportation model, a joint regional long range transportation plan, joint regional priorities, and a Joint Regional Public Involvement Plan. According to this Agreement, a joint regional public involvement component must be included in each MPO's existing public involvement plan and adopted as part of the Public Involvement Plan update. This joint regional component will prescribe public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including the development of the joint regional long range transportation plan and the annual regional priority list, within the bi-county area.

OVERVIEW OF EXISTING REGIONAL COORDINATION

The Collier County and the Lee County MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the

Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPO staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Finally, both MPOs annually hold at least one joint Metropolitan Planning Organization policy board, a joint Technical Advisory Committee meeting, a joint Citizens Advisory Committee meeting and a joint Bicycle/Pedestrian Committee meeting.

As an example, currently the two MPO's are working on the Old US 41 PD&E study, to ensure that this project is consistent with the local and regional plans.



REGIONAL PUBLIC PARTICIPATION GOAL AND OBJECTIVES

The goals and objectives of the Lee and Collier County MPO's Public Involvement Plans will also govern the public involvement process of the regional transportation plan.

The Public Participation Goal of the Lee County Metropolitan Planning Organization is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data sharing, MPO newsletters, MPO brochures, and coordinated media outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional issues and priorities and to share public involvement received that affects the regional plans. Both MPO's have now included regional web pages on their respective websites that is used to inform the public on regional plans, meetings and projects and to encourage public input into the regional programs that are established.

REGIONAL WEBSITE

The Lee and Collier MPO's have established a regional website component that consists of regional web pages on both of the MPO websites. These web pages include the adopted regional documents, minutes and agendas for the joint meetings, regional maps, priorities and upcoming meetings of interest. Changes to the web pages are coordinated between the staffs to ensure that the data on each website is up to date and consistent.

NEWSLETTERS

The newsletters and informational notices published by each MPO in accordance with its respective Public Involvement Plan shall be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities, and project planning activities for facilities on the joint regional transportation plan. The two MPO staffs should collaborate or consult with each other in the preparation of articles on regional matters to be used in their newsletters.

BROCHURES

Each MPO, when it next prints its public information notices and brochures, should incorporate basic information about the coordination of its planning activities with the other MPO, such as annual joint committee meetings.

MEDIA OUTREACH

The Lee County and Collier County MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation issues, and provide event-driven press releases and news items to publicize joint regional long range transportation planning activities such as joint MPO and Committee meetings, joint studies of transportation issues affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

Media outreach may also include public service announcements in partnerships with other agencies. These outreach efforts should complement and not conflict with or pre-empt efforts already being conducted by the Lee County and Collier County MPOs based on their Public Involvement Plans.

ADOPTION OF TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The priorities are usually adopted at a Joint MPO Board meeting.

Procedures to Follow	
<input type="checkbox"/>	Lee County and Collier MPO staff will seek the solicitation of Proposals for TRIP funds from their local jurisdictions and will also discuss upcoming opportunities at TAC and CAC committee meetings.
<input type="checkbox"/>	Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds
<input type="checkbox"/>	Staff of the two MPOs will coordinate together in reviewing the applications for project eligibility and completeness, and ranking the proposals using the evaluation criteria approved by both MPOs.
<input type="checkbox"/>	The TACs and the CACs for both MPOs will review the TRIP proposals at their individual joint meetings and recommend project priorities to the two MPO Boards.
<input type="checkbox"/>	A public meeting will be held at a joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and any comments received prior to or at the meeting before assigning and adopting TRIP priorities.



- Staff from one the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

ADOPTION OF STRATEGIC INTERMODAL SYSTEM (SIS) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in updating priorities for SIS funds. The approval of these priorities will occur at a joint MPO Board meeting.

Procedures to Follow	
<input type="checkbox"/>	Lee County and Collier MPO staff will prepare a list of unfunded projects from the previous year's SIS priority list and add new projects from the two MPO's Joint Multimodal Regional Plan if necessary.
<input type="checkbox"/>	MPO staff will evaluate and rank all the projects on the list, if necessary, using the evaluation parameters approved by the TACs of both MPOs
<input type="checkbox"/>	The TACs and the CACs for both MPOs will review the updated list at their individual or joint meetings and recommend project priorities to the two MPO Boards.
<input type="checkbox"/>	Approval of the priorities will occur at joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and the comments from the public before assigning and adopting SIS priorities.



APPENDIX II

**LEE COUNTY/CHARLOTTE COUNTY – PUNTA GORDA MPO'S
REGIONAL PUBLIC INVOLVEMENT PROGRAM**



REGIONAL PUBLIC INVOLVEMENT PLAN BETWEEN THE LEE COUNTY AND CHARLOTTE COUNTY-PUNTA GORDA MPO'S

INTRODUCTION

On May 27, 2010 an Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Lee County and the Charlotte County-Punta Gorda MPOs was executed. As part of this agreement, both MPOs agreed to collectively develop and adopt a Joint Regional Public Involvement Process Component for inclusion into each MPO's existing public involvement process. This Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including development of the Joint Regional Long Range Transportation Plan Component and a project priority list for the Regional Multi-Modal Transportation System within the two county areas.

OVERVIEW OF EXISTING REGIONAL COORDINATION

The Lee County and Charlotte County-Punta Gorda MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPOs staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Both MPOs hold joint Metropolitan Planning Organization policy board meetings on an as needed basis. Representatives of each of the MPO's joint Citizen's Advisory Committee, and Bicycle Pedestrian Coordinating Committee meetings will attend each other's meetings, as needed.

REGIONAL PUBLIC INVOLVEMENT GOALS AND OBJECTIVES

The goals and objectives of the Lee County and Charlotte County-Punta Gorda MPO's Public Involvement Plans will also govern the public involvement process of the regional transportation plan.

The Public Involvement Goals of the Lee County and Charlotte County-Punta Gorda Metropolitan Planning Organizations are to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan (PIP) for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data

sharing, MPO newsletters, MPO brochures, and coordinated media outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional issues and priorities and to share public involvement received that affects the regional plans and priorities. Each MPO posts adopted regional documents, agendas and minutes from joint meetings, regional maps, priorities and upcoming meetings of interest to their websites.

NEWSLETTERS

Any newsletters published by each MPO in accordance with its respective Public Involvement Plan shall be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities, and project planning activities for facilities on the joint regional transportation plan. The two MPO staffs should collaborate or consult with each other in the preparation of articles on regional matters.

BROCHURES

Each MPO, will incorporate basic information about the coordination of its planning activities with the other MPO, such as annual joint Board meetings in its public information notices and brochures.

MEDIA OUTREACH

The Lee County and Charlotte County–Punta Gorda MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation issues, and provide information on joint regional long range transportation issues affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

Media outreach may also include public service announcements in partnerships with other agencies. These outreach efforts should complement and not conflict with or pre-empt efforts already being conducted by the Lee County and Charlotte County– Punta Gorda MPOs based on their Public Involvement Plans.

Adoption of Transportation Regional Incentive Program (TRIP) Priorities

The Lee County and Charlotte County – Punta Gorda MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The adoption of



TRIP priorities will usually occur separately at the Lee and Charlotte Punt Gorda MPO Board meetings before the two MPOs adopt the assigned priorities. The procedures that the MPOs will follow are:

- Lee County and Charlotte County-Punta Gorda MPO staffs will bring up the upcoming TRIP funding cycle separately at the Technical Advisory Committees (TAC) and Citizen’s Advisory Committees (CAC).
- Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds.
- The TACs and CACs for both MPOs will review the TRIP proposals at their individual meetings and recommend project priorities to the MPO Boards.
- The MPO Boards will consider the priorities at each of their respective MPO Board meetings considering the recommendations of the TACs and CACs and the comments from the public before assigning and adopting TRIP priorities.
- Staff from the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

**This document will serve as an appendix to each MPOs individual Public Involvement Plan.*



REVIEW AND APPROVAL OF AMENDMENTS TO THE CAC BYLAWS

RECOMMENDED ACTIONS: Review and approval of amendments to the **attached** CAC bylaws.

The CAC bylaws are being amended to address the additional language to cover the opportunity for CAC members to call in and participate in the CAC meetings (will not count towards the quorum and will not be allowed to vote). The CAC unanimously approved this item at their March 3, 2016 meeting.



CITIZEN'S ADVISORY COMMITTEE BYLAWS

March 18, 2016

~~June 22, 2012~~

815 Nicholas Parkway East
Cape Coral, Florida 33990

Mailing Address:
P.O. Box 150045
Cape Coral, Florida 33915-0045
239-244-2220
Fax: 239-790-2695
www.leempo.com

SECTION I. CREATION, NAME AND AUTHORITY

A committee of citizens, which shall be known as the Citizen's Advisory Committee (CAC), is hereby created at the direction of the Lee County Metropolitan Planning Organization (MPO), pursuant to Section 339.175 of the Florida Statutes and 23 CPR Part 450, Section 450.316 (b).

SECTION II. PURPOSE

It shall be the purpose of the CAC to assist the MPO in conducting effective public information and participation programs, and to act as a representative panel for the purpose of advising the MPO of public opinion on policy issues to be considered by the MPO.

SECTION III. FUNCTIONS

The functions of the CAC shall include:

1. Advising MPO staff on the development, refinement, and implementation of the *Public Involvement Plan*, including the planning of public information and involvement efforts during the development or amendment of the Long-Range Transportation Plan and the Transportation Improvement Program, and prior to soliciting proposals for funding of transportation enhancement activities.
2. Assisting the MPO in identifying transportation needs and issues, in formulating goals and objectives for the transportation planning process, and in setting priorities.
3. Providing opportunities for community organizations, special interest groups, and the general public to comment on alternatives and proposals under consideration by the MPO.
4. Advising and assisting MPO staff in maintaining a mailing list of organizations, interest groups, and news media and their spokespersons or contacts.

SECTION IV. RESPONSIBILITIES

1. CAC members should seek out opportunities to discuss transportation issues with other residents of the communities they have been appointed to represent, so as to familiarize themselves with the range of public opinion among residents of diverse social and economic backgrounds.
2. CAC members should seek to reflect the general public sentiment of their communities, and not merely their own personal views, in the advice they give to the MPO.
3. The CAC shall monitor the implementation of the *Public Involvement Plan*, identify any problem areas, and make recommendations for improving its effectiveness.
4. The CAC shall address itself to those tasks assigned to it by the MPO through the Unified Planning Work Program or through special request.
5. The CAC shall consider any issue brought before it by the public, its members, MPO staff, or the MPO's participating entities. If, in its opinion, action or further study is required, the CAC shall so report to the MPO or ask the MPO staff to refer the matter to the TAC or the appropriate agency.
6. CAC members shall familiarize themselves with the transportation planning process, the status of existing plans and programs, the responsibilities of the various participating agencies and officials, applicable legal requirements, and community involvement techniques. Although a general familiarity with the transportation planning process will be necessary, members are not expected to become experts in the technical aspects of transportation planning.

SECTION V. MEMBERSHIP

1. Each County Commissioner shall appoint two (2) members to the CAC from different communities within his or her district. Each of the other voting members of the MPO shall appoint one (1) member to the CAC who lives in his or her city. If a voting member is unable to find a volunteer to sit on the CAC that lives in his or her district the voting member may appoint someone who lives outside of their jurisdiction to represent their jurisdiction as long as the appointee lives in Lee County. The MPO shall also appoint a transportation handicapped member on an at-large basis and two other at-large members that will be filled with low income and/or minority members of the community. The appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present. Members of the CAC shall serve at the pleasure of the MPO members who appointed them, or their successors. (A notification letter will be sent to all elected officials that are new to the MPO Board regarding this process.) Due to the fact that each member of the CAC is appointed by a member of the MPO Board, the CAC Committee *does not* have alternate members.
2. The members of the Metropolitan Planning Organization Citizen's Advisory Committee shall be citizens and year-round residents of the city or county commission district which their appointers represent Lee County; or, in the case of the at-large, mobility handicapped member, of the Metropolitan Planning Organization's transportation study area. Members or their immediate family members (spouse, child, parent or sibling) shall not be declared candidates or elected officials of the Lee County Commission, municipalities in Lee County or Lee County Constitutional Officers. Members shall not be employees of any of the local governments represented on the MPO or of the state or federal departments of transportation. Should the status of any CAC member change in such a way as to disqualify him/her from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for CAC membership shall provide written notice to the MPO staff, the CAC Chairman and the MPO member responsible for appointing their replacements.
3. Each member of the CAC is expected to demonstrate his/her interest in the CAC's activities through active participation in CAC meetings and public information and community involvement efforts. Member's shall be granted an excused absence if they contact MPO Staff prior to the meeting via email or by phone with a follow up email as to why they were unable to attend the meeting. Excused absences are counted as a regular absence. However, MPO Staff will keep a record of excused and unexcused absences and present this record to the appointor/MPO Board if the member is in violation of the participation requirements. Should any member be absent from three (3) consecutive regular CAC meetings, or from four (4) out of six (6) consecutive regular CAC meetings within a twelve (12) month period, staff recommendation will be made to the MPO Board to remove this member for lack of participation, regardless if the absence was excused or unexcused. Participation in the CAC meetings by phone will be counted for a Members consideration of attendance for up to two meetings per year for the purposes of recording absences under this section. Member's attendance will be reviewed quarterly with the Committee and MPO Staff will review attendance monthly. MPO Staff will follow the following guidelines to help insure adequate participation for the CAC meetings:
 - When a CAC member misses two (2) consecutive CAC meetings, MPO Staff will prepare a letter to the member and let them know that if they miss another meeting they will be in violation of the CAC bylaws and the MPO Board may choose to remove the member from the CAC unless they request a leave of absence. The appointing MPO Board member will also be copied on the letter.
 - If a CAC member misses three (3) consecutive meetings or four (4) out of the last six (6) meetings then Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed due to lack of participation and the fact that their constituencies are not being represented at the meetings.
 - If a CAC member or a member of his/her immediate family becomes a declared candidate for the Lee County Commission, a municipality in Lee County or a Lee County Constitutional Officer, the CAC member will immediately be removed and MPO Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed immediately.

If a CAC member becomes employed by any of the local governments represented on the MPO or of the state or federal departments of transportation, the CAC member will immediately be removed and MPO Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed immediately.

4. Should a temporary circumstance prevent a member from participation, a leave of absence may be granted by the CAC for a period of no more than three (3) months. A CAC member should submit the request to the MPO Staff in writing and address it to the CAC Chairman. No more than two (2) leave of absences will be granted to a member, except in the situation of an eminent death or hospitalization of an immediate family member. All leave of absence requests will be forwarded to the appointer of the CAC member requesting the leave.
5. If, at any time, the MPO finds that any CAC member is not performing his or her duties or is impairing the ability of the CAC to meet its responsibilities under these bylaws, the MPO may, by majority vote, remove that member from the CAC.
6. All CAC members will be required to complete a CAC Application at time of nomination by an MPO Board member. Members of the public wishing to serve on the CAC shall submit a completed application which is available at the Lee MPO's office and can be requested by telephone at 239-330-2242 or by email at mmarion@leempo.com. Completed applications will be forwarded to the eligible elected official within the jurisdiction from which the individual resides for endorsement. Endorsed applications will be forwarded to the MPO Board for approval.

SECTION VI. OFFICES, DUTIES AND TERMS OF OFFICE

1. The first regularly scheduled CAC meeting of each calendar year shall be an organizational meeting for the purpose of electing the following officers:
 - a. Chairman
 - b. Vice Chairman.
2. Officers shall be elected by a majority of the MPO-ratified members of the CAC present and voting at the annual organizational meeting, provided a quorum is present.
3. Each Officer so elected shall serve for one (1) year or until he or she is re-elected or a successor is elected.
4. Newly elected CAC officers shall be declared installed following their election at the organizational meeting.
5. The Chairman shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with the MPO staff, and act as a liaison with the MPO, its staff, government bodies, and other related committees.
6. The Vice Chairman shall, during the absence of the Chairman, have and exercise all of the duties and powers of the Chairman.
7. In the event of a vacancy in the office of Chairman, the Vice Chairman shall automatically assume the office of Chairman for the remainder of the unexpired term. In the event of a vacancy in the office of Vice Chairman, a new Vice Chairman shall be elected at the next meeting of the CAC to serve the remainder of the unexpired term.
8. In the event both Chairman and Vice Chairman expect to be absent from a CAC meeting, the Committee shall elect one of their attending members to chair the meeting.

SECTION VII. SUBCOMMITTEES AND TASK FORCES

1. The CAC may create subcommittees by majority vote of the members to perform specific tasks in furtherance of the duties assigned it by the MPO, or as necessary to deal with administrative and procedural matters. Members of subcommittees shall be appointed by the CAC Chairman.
2. At the request of the MPO, the Chairman shall appoint CAC members to serve on joint task forces with representatives of other organizations.

SECTION VIII. MEETINGS

1. Meetings shall be scheduled by the MPO staff agency on a regular monthly basis, or as necessary to accomplish the tasks assigned the CAC by these bylaws, the Unified Planning Work Program, the *Public Involvement Plan*, or the MPO; or when requested by the MPO Chairman. The CAC shall meet at least once in any three (3) month period. Meetings shall be advertised a minimum of seven (7) calendar days prior to the meeting. An eight (8) days' notice should be given for the cancellation, rescheduling, or relocation of regular meetings. Special meetings may be called by the Chair, or, when two or more signatory agencies request such a meeting. A special meeting should have a minimum of three (3) days' notice, indicating the reason for the meeting and notifying all signatory agencies.
2. An agenda shall be prepared for each meeting by the MPO staff. At the conclusion of each meeting, the Chairman shall entertain suggestions from the membership for the next meeting's agenda.
3. A majority of the MPO-ratified members of the CAC shall constitute a quorum for the transaction of business. Vacant positions shall not be counted in determining the quorum requirement. Affirmative votes by a majority of the members present and voting at any meeting at which a quorum exists shall be necessary to adopt any measure.
4. Members of the CAC that cannot attend the meeting in person, may elect to call into the meeting to participate in the discussions but their participation in the meeting shall not count towards the meeting quorum and those members calling in will not be permitted to vote on the items. Members who want to call in will need to provide a 24-hour notice to the MPO staff to get the conference call in number.
5. Minutes shall be kept of all meetings, and summaries shall be made of all oral comments received from the public. Secretarial, duplication and mailing services will be provided to the CAC by the MPO staff.
6. Except as otherwise provided herein, *Robert's Rules of Order* shall be followed at all meetings.
7. The public attending a CAC meeting have the opportunity to address the Committee limiting their comments to three (3) minutes each, unless this is extended by the Chair. If the speaker is reading from as prepared text, a copy should be provided to the recording secretary. The speaker should state their name and should direct questions to the Chairman only.
8. When a CAC member abstains from a vote due to a conflict they must complete Form 8B which is included in Attachment A. CAC member conflict of interest and compliance issues are guided by Section 112.3143 of the Florida Statutes. A member of the CAC shall not vote present on an action item. All members must either vote in favor or against an item unless a conflict of interest is present.
9. Members must be physically present to participate in CAC meetings to ensure participation with other members and the public. ~~Participation by phone or other technologies is not available at this time.~~

SECTION IX. ADOPTION AND AMENDMENTS

1. The CAC will review these bylaws annually and update them as needed.
2. These bylaws may be amended by the affirmative votes of two-thirds of the members, provided a copy of the proposed amendment shall have been sent to every member at least eight (8) calendar days before it is voted upon.
3. These Bylaws supersede and replace any and all Bylaws adopted by the Citizen's Advisory Committee.
4. These Bylaws and any amendments to the Bylaws will become effective upon the endorsement of the Lee County MPO Board.

REVIEW AND APPROVAL OF AMENDMENTS TO THE MPO BYLAWS

RECOMMENDED ACTIONS: Review and approval of amendments to the MPO bylaws (**attached**).

The MPO bylaws are being amended to address the additional voting members, language on the rotation of officers among the representative governmental entities, the consent agenda and additional language on providing for alternates on the Executive Committee.



**LEE COUNTY
METROPOLITAN PLANNING ORGANIZATION
BYLAWS**

~~June 22, 2012~~

815 Nicholas Parkway E.
Cape Coral, Florida 33990

Mailing Address:
P.O. Box 150045
Cape Coral, Florida 33915-0045
239-244-2220
Fax: 239-790-2695
www.leempo.com

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CHAPTER 1

ORGANIZATION

1.01 GENERAL

- (1) The purpose of these bylaws is to inform the public of the nature of the Metropolitan Planning Organization's business, operations, delegation of authority, internal organization and other related matters. Additionally, the intent is to provide procedures and policies for the Metropolitan Planning Organization in order to allow it to fulfill the requirements of the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continual basis.
- (2) Section 339.175, *Florida Statutes*, specifies the authority and responsibility of the Metropolitan Planning Organization and the Florida Department of Transportation for the management of the continuing, cooperative and comprehensive transportation planning process for the urbanized area that is consistent with the federal laws and regulations.
- (3) The Metropolitan Planning Organization shall operate in accordance with applicable provisions of the Uniform Rules of Procedure adopted by the Florida Administration Commission pursuant to subsection 120.54(5), *Florida Statutes*. In the event of a conflict, the Uniform Rules of Procedure shall take precedence over the provisions of these Bylaws.

1.02 **THE AGENCY** The Metropolitan Planning Organization consists of the appointed members, voting and non-voting, of the Metropolitan Planning Organization.

1.03 **THE AGENCY HEAD** The agency head is the collegial body of voting members of the Metropolitan Planning Organization.

1.04 GENERAL DESCRIPTION OF THE METROPOLITAN PLANNING ORGANIZATION

- (1) **Voting Members**

- (a) **Apportionment of Membership** Pursuant to Section 339.175, *Florida Statutes*, the Governor of the State of Florida is authorized to designate and apportion the voting membership among the governmental entities that shall constitute the Metropolitan Planning Organization based on an equitable population ratio and geographic factors. As reapportioned and approved by all participating parties on ~~December 16, 2009~~, the Metropolitan Planning Organization shall consist of the following voting members:

Designated Local Government Entities	Apportioned Number of Members
Lee County	5
Fort Myers	3
Sanibel	1
Cape Coral	<u>5</u>
Fort Myers Beach	1
Bonita Springs	2
<u>Estero</u>	<u>1</u>

- (b) **Regular Members** The governmental body of each governing entity so designated shall appoint the appropriate number of members to the Metropolitan Planning Organization from eligible officials. The Governor shall appoint individual members only when the local entity involved fails to appoint a member as required by law. Metropolitan Planning Organization members shall serve a term of four (4) years. Membership shall be terminated upon the member leaving his/her elective or appointed office for any reason or by a majority vote of the total membership of the county or city governing body represented by the members. Vacancies shall be filled by the original appointing body. Members may be appointed for one or more additional four (4) year terms.
- (c) **Alternate Members** If desired, an Metropolitan Planning Organization member governmental entity may appoint, in accordance with procedures prescribed by the Governor, an alternate for one or more of its regular Metropolitan Planning Organization members. The alternate member must be an elected official and serve the same governmental entity or a general-purpose local government with jurisdiction within all or part of the area that the regular member serves, as authorized in Section 339.175(3)(a), *Florida Statutes*. An alternate voting member's term shall be for no longer than the term of the voting member he or she represents as defined in 339.175(3)(b), *Florida Statutes*.
- (i) Unless the Governor prescribes a different procedure, alternate members shall be appointed by action taken at an official meeting of the governmental entity. The member governmental entity shall notify the Metropolitan Planning Organization chairperson in writing that the ap-

pointed individual may act as an alternate member in accordance with 339.175(3)(a), *Florida Statutes*, if the regular member cannot attend a meeting. A copy of the governmental entity's minutes of the meeting when the alternate member was appointed shall accompany this written notification.

(ii) Unless the Governor prescribes a different procedure, the Metropolitan Planning Organization shall acknowledge the appointment of each alternate member by reading the notification of appointment into the minutes of the first Metropolitan Planning Organization meeting following notification by the governmental entity.

(iii) Alternate members may vote in place of absent voting members serving the same governmental entities that appointed them at any Metropolitan Planning Organization meeting.

(2) **Non-voting Members** Representatives of the Florida Department of Transportation shall serve as non-voting advisors of the Metropolitan Planning Organization. Such representatives shall include but shall not be limited to the Deputy Secretary for District One or their designee in his/her absence ~~the Director of Production for the Florida Department of Transportation.~~

(3) **Officers and Duties**

(a) The Metropolitan Planning Organization shall hold an organizational meeting as part of the first regular meeting that occurs after the month of November each year for the purpose of electing the following officers:

(i) Chairperson

(ii) Vice Chairperson

(iii) Treasurer

(b) Officers shall be voting members of the Metropolitan Planning Organization and elected by the majority of the members present at the organizational meeting and shall serve a term of one year, starting with the new calendar year. Although individually elected, it is nevertheless recognized that for the benefit of Lee County as a whole, the position of Chairperson should be rotated amongst each of the representative governmental entities on a regular basis with the incoming jurisdiction, though not the necessarily the same Board member, in any given year holding the position of Vice Chairperson in the preceding year. In the event that the specific member holding either the Chair or Vice Chair resigns, and is not merely absent, from the Board before the completion of their term, their jurisdiction may appoint with the Board's confirmation another member to complete the remainder of the term.

- (c) The Chairperson shall preside over all meetings and may appoint other members to represent the Metropolitan Planning Organization on councils, committees, task forces, etc. or at meetings or other events, or to perform certain tasks. In the event of the Chairperson's absence or at his or her direction, the Vice Chairperson shall assume the powers and duties of the Chairperson. In the absence of either the Chairperson or the Vice Chairperson, then the members of the Metropolitan Planning Organization may appoint a person to preside over the meeting and assume the powers and duties of the Chairperson for that particular meeting.
- (d) The Treasurer shall attend all Board meetings; Maintain knowledge of the organization and personal commitment to its goals and objectives; understand financial accounting for nonprofit governmental organizations; Manage, with the Director and Chairman, the Board's review of and action related to the Board's financial responsibilities; Work with the Director and the Chairman to ensure that appropriate financial reports are made available to the Board on a timely basis; and assist in the review of the annual audit and help answer Board members' questions about the audit.
- (e) All officers will be authorized to sign off on check requests in coordination with the Director (requiring two signatures to process from those four people).
- (f) The agency clerk for the MPO is the Transportation Planner. The clerk is charged with the responsibility of preparing the meeting minutes and maintaining the agency records.
- (g) The Board members shall also take the opportunity at the organizational meeting to conduct an annual performance evaluation of the Executive Director and any other direct reports to the Board. All other MPO staff or consultants shall be reviewed independently by the Executive Director.

(4) **Quorum** A majority of the voting members of the Metropolitan Planning Organization, present in person or represented by alternates, shall constitute a quorum for the transaction of business.

(5) **Options in the Absence of a Quorum**

- (a) In the absence of a quorum, the members present may fix the time to which to adjourn, recess, take measures to obtain a quorum or constitute themselves a committee of the whole to consider and make recommendations on any matters on the agenda with the exception of the election of officers, amendment of the bylaws, adoption of plans, setting project priorities, endorsement of the Transportation Improvement Program, and adoption or amendment of the Unified Planning Work Program budget. Four (4) voting members of the Metropolitan Planning Organization, present in person or represented by alternates, shall constitute a quorum for a committee of the whole.

- (b) The question of whether to adopt the recommendations of the committee of the whole shall be placed on the agenda of the next Metropolitan Planning Organization meeting as unfinished business.

1.05 **GENERAL DESCRIPTION OF THE METROPOLITAN PLANNING ORGANIZATION'S OPERATIONS**

(1) **Responsibilities and Functions of the Metropolitan Planning Organization**

- (a) The Metropolitan Planning Organization is charged with the overall responsibility for review and approval of the urban transportation planning and programming process for the Lee County area and all plans and programs that are developed through the process. The Metropolitan Planning Organization is responsible for defining transportation-related goals and objectives and ensuring that the transportation planning process embodies these goals and objectives.
- (b) The Metropolitan Planning Organization is responsible for the preparation and publication of the following documents:
 - (i) Long Range Transportation Plan, Transportation Improvement Program and Unified Planning Work Program.
 - (ii) Other documents which are required by the State and the Federal Government.
- (c) **Subcommittees** may be designated by majority vote of the Metropolitan Planning Organization as necessary to investigate and report on specific subject areas of interest to the Metropolitan Planning Organization, or to deal with administrative and legislative procedures. The powers and duties of each subcommittee and its members shall be established by resolution.
- (d) **Participation in the Metropolitan Planning Organization Advisory Council** Pursuant to Sections 35-1.002 and 35-1.005, F.A.C., prior to December 31st of each year, the Metropolitan Planning Organization shall appoint one of its voting members to represent it on the statewide Metropolitan Planning Organization Advisory Council (MPOAC), and another of its voting members to be his/her alternate, who shall serve at its pleasure during the following calendar year, providing they continue to be voting members of the Metropolitan Planning Organization. The Metropolitan Planning Organization shall also appoint two (2) employees of the Metropolitan Planning Organization staff agency to be the Metropolitan Planning Organization's representative and alternate on the Metropolitan Planning Organization Staff Director's Advisory Committee for the following calendar year. The Chairperson shall certify these appointments in writing to the Metropolitan Planning Organization Advisory Committee prior to

December 31st. Any vacancies shall be filled in the same manner as the annual appointments are made.

(2) Citizen Advisory Committee

- (a) The Metropolitan Planning Organization shall appoint twenty-four (24) citizen advisors to the Metropolitan Planning Organization, who shall act as a collegial body known as the Metropolitan Planning Organization Citizen Advisory Committee. The Metropolitan Planning Organization Citizen Advisory Committee shall be responsible for advising the Metropolitan Planning Organization on the policy aspects of issues before the Metropolitan Planning Organization, public involvement programs and other duties assigned it by the Metropolitan Planning Organization.
- (b) Each County Commissioner shall appoint two (2) members to the CAC from different communities within his or her district. Each of the other voting members of the MPO shall appoint one (1) member to the CAC who lives in his or her city. If a voting member is unable to find a volunteer to sit on the CAC that lives in his or her district the voting member may appoint someone who lives outside of their jurisdiction to represent their jurisdiction as long as the appointee lives in Lee County. The MPO shall also appoint a transportation handicapped member on an at-large basis and two other at-large members that will be filled with low income and/or minority members of the community. The appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present. Members of the CAC shall serve at the pleasure of the MPO members who appointed them, or their successors. (A notification letter will be sent to all elected officials that are new to the MPO Board regarding this process.) Due to the fact that each member of the CAC is appointed by a member of the MPO Board, the CAC Committee **does not** have alternate members.
- (c) The members of the Metropolitan Planning Organization Citizen's Advisory Committee shall be citizens and year-round residents of the city or county commission district which their appointers represent Lee County; or, in the case of the at-large, mobility handicapped member, of the Metropolitan Planning Organization's transportation study area. Members or their immediate family members (spouse, child, parent or sibling) shall not be declared candidates or elected officials of the Lee County Commission, municipalities in Lee County or Lee County Constitutional Officers. Members shall not be employees of any of the local governments represented on the MPO or of the state or federal departments of transportation. Should the status of any CAC member change in such a way as to disqualify him/her from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for CAC membership shall provide written notice to the MPO staff, the CAC Chairman and the MPO member responsible for appointing their replacements.

(d) Each member of the CAC is expected to demonstrate his/her interest in the CAC's activities through active participation in CAC meetings and public information and community involvement efforts. Member's shall be granted an excused absence if they contact MPO Staff prior to the meeting via email or by phone with a follow up email as to why they were unable to attend the meeting. Excused absences are counted as a regular absence. However, MPO Staff will keep a record of excused and unexcused absences and present this record to the appointer/MPO Board if the member is in violation of the participation requirements. Should any member be absent from three (3) consecutive regular CAC meetings, or from four (4) out of six (6) consecutive regular CAC meetings within a twelve (12) month period, staff recommendation will be made to the MPO Board to remove this member for lack of participation, regardless if the absence was excused or unexcused. Member's attendance will be reviewed quarterly with the Committee and MPO Staff will review attendance monthly. MPO Staff will follow the following guidelines to help insure adequate participation for the CAC meetings:

- When a CAC member misses two (2) consecutive CAC meetings, MPO Staff will prepare a letter to the member and let them know that if they miss another meeting they will be in violation of the CAC bylaws and the MPO Board may choose to remove the member from the CAC unless they request a leave of absence. The appointing MPO Board member will also be copied on the letter.
- If a CAC member misses three (3) consecutive meetings or four (4) out of the last six (6) meetings then Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed due to lack of participation and the fact that their constituencies are not being represented at the meetings.
- If a CAC member or a member of his/her immediate family becomes a declared candidate for the Lee County Commission, a municipality in Lee County or a Lee County Constitutional Officer, the CAC member will immediately be removed and MPO Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed immediately. If a CAC member becomes employed by any of the local governments represented on the MPO or of the state or federal departments of transportation, the CAC member will immediately be removed and MPO Staff will prepare a letter to the appointing MPO Board member to ask for a replacement member to be appointed immediately.

(e) Should a temporary circumstance prevent a member from participation, a leave of absence may be granted by the CAC for a period of no more than three (3) months. A CAC member should submit the request to the MPO Staff in writing and address it to the CAC Chairman. No more than two (2) leave of absences will be granted to a member except in the situation of an

eminent death or hospitalization of an immediate family member. All leave of absence requests will be forwarded to the appointer of the CAC member requesting the leave.

- (f) If, at any time, the MPO finds that any CAC member is not performing his or her duties or is impairing the ability of the CAC to meet its responsibilities under these bylaws, the MPO may, by majority vote, remove that member from the CAC.
- (g) All CAC members will be required to complete a CAC Application at time of nomination by an MPO Board member. Members of the public wishing to serve on the CAC shall submit a completed application which is available at the Lee MPO's office and can be requested by telephone at 239-330-2242 or by email at mmarion@leempo.com. Completed applications will be forwarded to the eligible elected official within the jurisdiction from which the individual resides for endorsement. Endorsed applications will be forwarded to the MPO Board for approval.
- (h) The Metropolitan Planning Organization Citizen Advisory Committee shall adopt, and may from time to time amend bylaws, subject to ratification by the Metropolitan Planning Organization.

(3) Technical Advisory Committee

- (a) The Metropolitan Planning Organization, in cooperation with the Florida Department of Transportation, shall appoint technical advisors to the Metropolitan Planning Organization who shall act as a collegial body known as the Metropolitan Planning Organization Technical Advisory Committee and shall include the departments or divisions of Lee County and the signatory municipalities of the interlocal agreement creating the Metropolitan Planning Organization that are responsible for community development or comprehensive planning, transportation or engineering or public works, and operating modes of transportation or intermodal facilities;
 - The Lee County Port Authority;
 - The Lee County School District;
 - The Collier County Metropolitan Planning Organization;
 - The Southwest Florida Regional Planning Council
 - The Charlotte County Punta Gorda MPO

The director of each such department, division, or agency may appoint one (1) planner, engineer, or other appropriate employee, or a member of a volunteer board performing similar functions for it, as its voting representative. Representatives of other local, regional, state, and federal agencies may be non-voting associate members of the Metropolitan Planning Organization Technical Advisory Committee if required by federal or state law or regulations, at the Governor's request or upon appointment by a majority of

the Metropolitan Planning Organization policy board or of the voting members of the Committee.

(4) Bicycle Pedestrian Coordinating Committee

- (a) The Metropolitan Planning Organization, in cooperation with the Florida Department of Transportation, shall appoint technical advisors and four (4) at large citizen advisors to the Metropolitan Planning Organization, who shall act as the collegial body known as the Metropolitan Planning Organization Bicycle Pedestrian Coordinating Committee and shall include the departments or divisions of Lee County and the signatory municipalities of the interlocal agreement creating the Metropolitan Planning Organization that are responsible for community development or comprehensive planning, transportation, engineering or public works, and operating modes of transportation or intermodal facilities. The Metropolitan Planning Organization Bicycle Pedestrian Coordinating Committee shall be responsible for advising the Metropolitan Planning Organization on the policy aspects of issues before the Metropolitan Planning Organization, public involvement programs and other duties assigned it by the Metropolitan Planning Organization.
- (b) The at large citizen appointments must follow the same guidelines for membership as those of the Citizen's Advisory Committee (detailed in section 1.05(2) of this document).

1.06 GENERAL POLICIES OF THE METROPOLITAN PLANNING ORGANIZATION General Policies shall apply to all committees and participants of the Metropolitan Planning Organization.

- (1) The adoption of reports, studies, plans, and programs must be by the majority vote of both regular voting and duly appointed alternate members constituting a quorum, after review and recommendations by the Metropolitan Planning Organization Technical and Citizen Advisory Committees and the Bicycle Pedestrian Coordinating Committee.
- (2) All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system plan, balanced with respect to area wide needs and properly related to area wide comprehensive plan goals and objectives.

1.07 GENERAL INFORMATION CONCERNING THE METROPOLITAN PLANNING ORGANIZATION

- (1) **Principal Office** The principal office of the Metropolitan Planning Organization is located at the City of Cape Coral's City Complex, 815 Nicholas Parkway E., Cape Coral, Florida 33991.

(2) **Office Hours** The office hours shall be from 8:00 a.m. to 5:00 p.m.

1.08 **STATUTORY CHAPTERS AND RULES** Statutory chapters which affect the Metropolitan Planning Organization's operation include the following:

Chapter 120, *Florida Statutes*

Chapter 163, *Florida Statutes*

Chapter 339, *Florida Statutes*

23 U.S.C. 134

49 U.S.C. 5303-5306

23 C.F.R. Part 450 or 1410

49 C.F.R. Part 613 or 621

1.09 **PUBLIC INFORMATION AND INSPECTION OF RECORDS**

(1) **Public Records** All public records within the meaning of Chapter 119, *Florida Statutes* (1973) and not otherwise restricted by law may be inspected by the public at the Metropolitan Planning Organization's principal office during the office hours. Copies of the Metropolitan Planning Organization's documents, publications and recorded actions are also available on the Metropolitan Planning Organization's website at www.mpo-swfl.org.

(2) **Charge for Service** A charge for the service at cost of copying public records may be imposed. All board members are exempt from this Charge for Service.

1.10 **PUBLIC ACCESS TO THE METROPOLITAN PLANNING ORGANIZATION**

Unless restricted by state or federal law, the public shall have access to all public records and meetings of the Metropolitan Planning Organization. The Metropolitan Planning Organization in its discretion may provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the urban transportation planning process.

CHAPTER 2

AGENDA AND SCHEDULING OF MEETINGS AND WORKSHOPS

2.01 **NOTICE OF MEETING**

(1) **Meeting Day and Location** Meetings of the Metropolitan Planning Organization shall be held on the Friday following the third Thursday of every month at 9:00 a.m.—at the City of Cape Coral Council Chambers, 1015 Cultural Parkway Boulevard, Cape Coral, Florida 33991.

(2) **Meeting Day Changes** The Chairperson or Vice Chairperson may change the meeting date or time so long as:

- (a) All voting and non-voting members of the Metropolitan Planning Organization are given notice of the change at least forty-eight (48) hours prior to the meeting and the members of the Metropolitan Planning Organization have received the agenda at least three (3) working days in advance of this new meeting date;
- (b) One (1) major newspaper of general circulation in the area where the meeting will take place is notified of the change; and
- (c) All persons and government agencies that have asked to receive notice or agendas of Metropolitan Planning Organization meetings are given notice of the change at least forty-eight (48) hours prior to the meeting.

2.02 AGENDAS OF MEETINGS AND WORKSHOPS

(1) At least eight (8) days prior to a meeting or workshop, the Metropolitan Planning Organization Staff shall prepare and make available an agenda for distribution on the request of any interested person.

(2) Agenda Items

- (a) Requests to include items on the agenda shall be brought before the MPO Board for their review to include on future meeting agendas.
- (b) The agenda shall list the items in the order they are to be considered. For good cause stated in the record, items on the agenda may be considered out of their stated order with the approval of the person designated to preside.

(3) Order of Business

- (a) The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy-making shall be listed and summarized on the agenda. Additions to agenda items such as "old business," "consent agenda," "new business," "other business" or "other matters which may come before the Metropolitan Planning Organization" or similar terms shall be for consideration of solely ministerial or internal-administrative matters which do not affect the interests of the public generally.
- (b) The Metropolitan Planning Organization may utilize the following or a different form substantially the same in detail, in preparing its agenda:

LEE COUNTY
METROPOLITAN PLANNING ORGANIZATION

[Time, date & place of meeting]

THIS MEETING IS OPEN TO THE PUBLIC

- (i) Call to Order
 - (ii) Roll Call
 - (iii) Review of Minutes
 - (iv) Consent Agenda: Specific listing of routine, reoccurring, or non-controversial business of the Board designed to be acted upon collectively in order to facilitate the timely and efficient conduct of the Board's meeting. Any Board member may request that an item on the consent agenda be removed for individual discussion and action.
 - (iv) Old Business: *Specific listing of all matters involving Metropolitan Planning Organization discretion or policy-making with brief summary of each.*
 - (vi) New Business: *Specific listing of all matters involving Metropolitan Planning Organization discretion or policy-making with brief summary of each.*
 - (vii) Other Business: *Specific listing of all matters involving Metropolitan Planning Organization discretion or policy-making with brief summary of each.*
 - (viii) Adjournment
- (4) The person designated to preside may make specific changes in the agenda after it has been made available for distribution, only for "good cause" shown.
- (5) The Metropolitan Planning Organization Staff shall be responsible for the minutes of the meetings and for all notices and agendas. Furthermore, Staff shall furnish a recording secretary for all Metropolitan Planning Organization meetings and will assist the Chairperson in the preparation, duplication and distribution of all printed materials necessary for the Metropolitan Planning Organization meetings. The minutes of the meetings shall be published and distributed to the members.

2.03 EMERGENCY MEETINGS

- (1) The Chairperson or Vice Chairperson may call for an emergency meeting for the purpose of acting upon emergency matters affecting the public health, safety and welfare.
- (2) Whenever an emergency meeting is scheduled to be held, the Metropolitan Planning Organization shall notify at least one major newspaper of general circulation in the area where the meeting will take place of the time, date, place and purpose of the meeting. Also, the Metropolitan Planning Organization shall place a notice on local jurisdiction TV Channels.

2.04 SPECIAL MEETINGS

- (1) The Chairperson or Vice Chairperson may call for a special meeting outside of the advertised meeting schedule for the purpose of acting on items of Board interest.
- (2) Whenever a special meeting is scheduled the Metropolitan Planning Organization shall follow the same notification requirements as a regular meeting in accordance to section 2.01.

2.05 EXECUTIVE COMMITTEE MEETINGS AND DUTIES

- (1) The Executive Committee shall be comprised of the Chair, Vice-Chair and the Treasurer along with one (1) representative from each jurisdiction selected from the regular members of the Board that is not covered by the officers listed above (to ensure that we have one member from each jurisdiction).
- (2) In the event any Executive Committee member is unable to attend their jurisdiction's designated Alternate may attend in their place, for jurisdictions with multiple Board members a designated Executive Committee Alternate will need to be selected from their regular Board membership.
- (3) A quorum of the Executive Committee is set at four members.
- (4) The Chair of the MPO Board shall serve as the Chair of the Executive Committee. In the event of the Chair's absence or at his or her direction, the Vice Chair shall assume the powers and duties of the Chairperson. In the absence of either the Chair or the Vice Chair, then the members of the Executive Committee may appoint a person to preside over the meeting and assume the powers and duties of the Chair for that particular meeting.
- (5) The Executive Committee will meet on an as needed basis to address administrative and budget items, to address items that are not feasible to be heard by the full Board based on timing or to hear items referred to the Executive Committee by the Board.

CHAPTER 3 AMENDMENTS

3.01 **PUBLIC NOTICE** These bylaws may be amended at any non-emergency meeting providing notice of the meeting has been given in accordance with section 2.01, the consideration of a bylaws amendment has been included on the agenda made available in accordance with section 2.02, and the text of the proposed amendment(s) has been provided with the agenda to each Metropolitan Planning Organization member and made available to the public.

3.02 **SUPERMAJORITY REQUIRED** The affirmative vote of two-thirds of the voting membership of the, or their alternates, shall be required to amend these bylaws.

ADOPTION OF AMENDMENTS TO THE FY 14/15 AND FY 15/16 UNIFIED PLANNING WORK PROGRAM

RECOMMENDED ACTION: Review and approval of amendments to the FY 14/15 and FY 15/16 Unified Planning Work Program (UPWP) to add a task and de-obligate funding.

The MPO staff is proposing amendments to the Unified Planning Work Program (the MPO's budget) to add a task to cover the staff time for the Leadership Academy training and meetings in support of the program. In addition, staff is adding funding to Task 3.3 Freight and Goods to cover the remaining months of this fiscal year and to de-obligate a portion of the planning projects funding identified under task 4.4. The de-obligation of a portion of the project funding for the Round-a-bout (\$60,000) and the Cape Coral Bicycle Pedestrian studies (\$45,000) is being done so that this funding will be available to complete these projects under the new Planning Agreement beginning on July 1, 2016.

As part of our new requirements under the MPO Planning funds agreement, the current Planning projects that are funded with SU funds are being terminated at the end of this fiscal year (June 30, 2016) and both of these projects will be moved under the new agreement (and any new Planning projects funded with SU dollars will also be included under the new agreement). As part of this process, the two current agreements need to be terminated by the MPO Board ending on June 30, 2016 with the new funding agreement approved by the Board when we have a final version for execution. Attached are drafts of the two termination agreements that include the de-obligation amounts that will be brought back to the Board for approval after legal review and for action at the same meeting as the Board approves the new Planning funds agreement.

The MPO Board action today is amending the UPWP to reflect these changes and to provide FDOT with the amount of funding that is being de-obligated from these projects. The **attached** pages include the strike through/underline changes to the task sheets along with the resolution.

The TAC and CAC unanimously approved this item at their respective meetings that were held on March 3, 2016.

Task: PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

To properly manage the transportation planning process, ensuring that it is continuous, cooperative and comprehensive.

METHODOLOGY

- Staff support of MPO, TAC, and CAC meetings including meeting notification, advertisement and the preparation of minutes and agenda packages.
- Orientation of new TAC, CAC and MPO members.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide Florida Government in the Sunshine (Sunshine Law) updates and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory committee members in special committees and Boards not part of the MPO planning process.
- Maintaining records for proper management of charges, performance of grant requirements, annual financial audits and budgets.
- Present annual audit report to MPO' Executive Committee.
- Employee paid time off and health benefits.
- Preparing and submitting monthly progress reports, invoices, and related documents, as required.
- Preparing for and participating in the MPO's joint certification reviews with FDOT each year and with FHWA every four years.
- Travel and participation in training activities.
- Preparing agreements, and resolutions that are not specific to another task.
- Participation in the statewide MPO Advisory Council and its subcommittees.
- Staff attendance at conferences and educational seminars related to its UPWP tasks, but not specific in another UPWP task.
- Update Lee County MPO's Continuity of Operations Plan (COOP), as needed.
- Establish, re-establish, or maintain staff planning functions during and following a natural or man-made catastrophic event in accordance with COOP.
- Update the master organizational interlocal agreements as necessary.
- Update the transportation planning funds joint participation agreement.
- Monitor CAC so that it represents minorities in proportion to the 2010 Census.
- Postage and purchase of office supplies.

Section: ADMINISTRATION **UPWP Task No: 1.1**
Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK

- Developed lease agreement with the City of Cape Coral and prepared stand- alone policies and procedures related to the administration of the MPO.
- Preparation of agenda packages and technical assistance for the MPO Board, TAC and CAC Committee's.
- Coordination with federal, state and local government committees and MPO Committees.
- Preparation of contracts and agreements between the MPO and participating agencies.
- Preparation of Certification Documentation, agreements, resolutions and JPA's.

END PRODUCT

- Monthly: Agenda packages for MPO, TAC, and CAC meetings.
- Summer/Fall of 2014 and 2015: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- January 2014 and 2015: Joint state certification reviews.
- Spring 2016: Prepare surveys and reporting data in support of Leadership Academy tasks. Attend and participate in webinars and travel to one out of state meeting in conjunction with the Leadership Academy training program.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Accounting services.
- Monthly, with each PL fund invoice: Progress reports.
- Quarterly: Participation in the statewide MPO Advisory Council and the FDOT District 1 Coordinated Urban Transportation Studies (CUTS) Committee.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$249,000	Lead Agency: Lee County MPO
State (soft match)	\$54,918	
Local (MPO)	\$0	
Total	\$303,918	

FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$188,000	
State (soft match)	\$41,464	
Local (MPO)	\$0	
Total	\$229,464	

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.1**
Task: LONG RANGE TRANSPORTATION PLANNING

OBJECTIVE

Develop and maintain a Long Range Transportation Plan (LRTP) that is technically sound, multimodal in nature, financially feasible and consistent with community values, state and federal planning emphasis areas (PEAs), neighboring counties and Lee County's travel demand for the next twenty years.

METHODOLOGY

- Review and produce necessary amendments to keep up with changes in the growth patterns, financial resources, political environment and changes to local and State Plans.
- Use input from the MPO, TAC, CAC, BPCC, TMOG, Local Coordinating Board (LCB), FDOT and the public to keep the LRTP up-to-date.
- Provide model runs in-house for local governments who do not have in-house modeling capabilities and produce future traffic projections for various projects.
- Support for and review of the development and validation of the Lee model.
- Completion of new financial resource forecasts for a comprehensive update of the long range multimodal transportation plan which extends the horizon year to 2040, including projection of needed funds for operations and maintenance.
- Commence work leading to a 2040 needs and financially feasible highway, ITS, bicycle pedestrian, paratransit and transit elements.
- Prepare public involvement plan for the development of the Long Range Transportation plan.
- Consideration of social, economic, energy, and environmental effects and distribution of benefits and adverse environmental impacts with respect to low income and minority communities and any other traditionally underserved and under-represented groups during the comprehensive update.
- Review and comment on the consistency of proposed local government comprehensive plan amendments and revisions with the MPO's Long Range Transportation Plan.
- Development of base year and future zonal data in support of future LRTP updates.
- Modeling of Land Use Scenarios in support of Local Comprehensive Plan changes and the 2040 LRTP.

PREVIOUS WORK

- Conversion of the model and networks from Transportation Planning (TRANPLAN) to Cube Voyager as part of the development of the 2035 Long Range Transportation Plan.
- 2010: Adopted 2035 Long Range Transportation Plan.
- September 2012, December 2012 and May 2013: Amendments to the 2035 Long Range Transportation Plan.
- Fall/Winter 2013: Begin running land use scenarios to test land use changes and Transit Orientated Development that will increase transit use and reduce trip lengths and trips.
- Spring 2014: Begin developing future year zonal data, future population projections, revenue forecasts in support of the 2040 LRTP update.

END PRODUCTS

- Fall/Winter 2014: Develop Needs plan Alternatives.
- Summer 2014: Development of the LRTP update scopes and Public Involvement Plan.
- Spring/Summer 2015: Begin development of Cost Feasible alternatives. Update of the Goods and Freight, Transit, Congestion Management and the Bicycle Pedestrian Elements.
- Summer 2015: Development of the Needs Plan.
- December 2015: Adoption of the 2040 Long Range Transportation Plan.
- Ongoing: Amendments as Necessary

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.1**
Task: LONG RANGE TRANSPORTATION PLANNING (CONTINUED)

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$20,000	Lead Agency: Lee County MPO
State (soft match)	\$4,411	
Total	\$24,411	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$20,000 <u>17,500</u>	
State (soft match)	\$4,411 <u>3,860</u>	
Total	\$24,411 <u>21,360</u>	

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.3**
Task: FREIGHT AND GOODS MOVEMENT PLANNING

OBJECTIVE

To improve the efficiency of intermodal transportation and intermodal capital investments and enhance inter-jurisdictional coordination and cooperation.

METHODOLOGY

- Participate in regional freight/intermodal efforts such as the Strategic Intermodal System (SIS), freight workshops, and seminars.
- Continue coordination with the Lee County Port Authority and Seminole Gulf Rail Road (RR) on freight and goods movement activity.
- Update and expand list of contact names, addresses and phone numbers of freight stakeholders in Southwest Florida, and continue coordination with major freight stakeholders.
- Conduct additional freight related studies if necessary.
- Identify freight hot spots, high freight corridors and operational improvements that address swept path width, off tracking, motor vehicles, bicycle and pedestrian conflicts within Lee County.
- Analyze the results of the Truck survey questions as part of Congestion Management Process for Public and Stakeholders.

PREVIOUS WORK

- Review and provide input and data for the development of the Strategic Intermodal System (SIS).
- Development and approval of a Lee County MPO Goods and Freight Studies.
- Coordination with freight operators and local agencies on goods and freight movement issues and identify needed improvements.

END PRODUCTS

- Ongoing: Coordination with freight stakeholders on freight and goods activities.
- Spring 2015 and 2016: Truck driver survey and inventory of problem locations as part of Goods and Freight study in order to develop a list of infrastructure improvements to address operational problems.
- Summer 2015 and 2016: Identify projects from the truck driver survey to solve operational problems and remove goods and freight bottlenecks.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$5,000	Lead Agency: Lee County MPO
State (soft match)	\$1,103	
Total	\$6,103	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$5,000 7,500	
Local (FTA match)	\$1,403 654	
Total	\$6,403 9,154	

Section: PROJECT PLANNING**UPWP Task No: 4.4****Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES****OBJECTIVE**

Select consultants to assist staff with administrative and transportation planning activities in support of the UPWP work tasks where staff resources need additional support or specific administrative and planning expertise.

METHODOLOGY

- Staff development of scopes and RFPs for the selection of qualified consultants in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new and existing requirements.
- Staff monitor consultant contracts for Title VI and DBE compliance. Comply with DBE policy by reporting to FDOT on actual payments to DBE contractors.
- Staff submittal of scopes, contracts and agreements to FDOT and FHWA for review and approval prior to advertisement and selection.
- Consultant Services that include the development and modeling of land use scenarios in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include the development of existing and future zonal data in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include transportation modeling support for LRTP amendments and updates.
- Consultant Services that include transit modeling and planning in support of LRTP amendments and updates.
- Consultant Services that include transit studies in support of the Transit Authority and/or the County's Transit Task Force. Completing the tasks identified in the Lee County Transit Authority Action Plan.
- Administrative Consultant support to the MPO staff including accounting and conducting audit services.
- Consultant Services that include assisting staff with public involvement activities.
- Consultant Services that include the collection of traffic data, development of performance measures and analyzing the effectiveness of Congestion Management Projects and Programs. Corridor analysis of Congestion Management improvements, including ITS, TSM, transit, access management and TDM measures.
- Consultant Services that include conducting planning studies and feasibility assessments of Congestion Management and Bicycle/Pedestrian projects.
- Consultant Services that includes assisting staff with the implementation of the recommendations from the Bicycle/Pedestrian Master Plan including conducting a Bicycle/Pedestrian Action Plan, safety and education programs.

PREVIOUS WORK

- 2012: Prepared RFP for and selected General Planning Consultants (six) that conducted various studies including transit studies, traffic modeling, grant applications, traffic data collection and traffic studies.
- 2009: Scope, RFP and selection of the Long Range Transportation Plan Consultant.
- 2011/2012: Scope, RFP and selection of the Rail Feasibility Study Consultant.
- 2014: Scoping of the San Carlos Trolley lane planning study.
- Summer 2012: Development of scope for the development of land use scenarios in support of the 2040 LRTP update and begin project.
- 2012/2013: Develop a Bicycle/Pedestrian Action Plan scope and complete project.
- Summer 2012 and 2013: Conduct 2011/2012 and 2012/2013 audits
- Fall 2013: Scope and develop RFP for MPO legal services.

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)

END PRODUCTS

- Ongoing: IT Support services.
- Ongoing: Legal support services.
- Summer 2014 and 2015: Conduct 2013/2014 and 2014/2015 audits
- Summer/Fall 2014: Implement the recommendations of the Bicycle Pedestrian Safety Action Plan. Develop scope of work to support the implementation of the bicycle/pedestrian priorities including education outreach activities, road safety audits, working with law enforcement agencies on high crash trend issues and the development of media packages in support of educations/enforcement activities.
- Fall 2014/Spring 2015: Develop scope(s) and conduct the tasks for the development and update of the 2040 LRTP including the update of the Bicycle/Pedestrian Master Plan, the update of the Goods and Freight Plan, the Congestion Management Plan, the Transit element consistent with the Transit Development Plan, conducting the public involvement, producing the final plan documentation and reporting the projects similar to the TIP reporter tool.
- Spring 2015: Collection of data for performance measures consistent with final federal and state requirements to supplement current MPO developed performance measures.
- Summer 2014 through Winter of 2014: Staff project management and support of the Transit Queue Jump study and the Transit Bus Pull out study that are funded with SU funds.
- Summer 2014 through Spring 2015: Staff project management and support of the Round-a-bout feasibility study funded with SU funds.
- Summer 2014 through Spring 2015: Development of scope for the Cape Coral Bicycle Pedestrian Master Plan and advertising RFP for selection of consultant to conduct the study. Task includes the project management and support of the project with the assistance of City of Cape Coral staff.
- Ongoing: Develop scope of services for the implementation of the recommendations of the rail feasibility study recommendations including coordinating with all of the affected local jurisdictions with the implementation of Comprehensive Plan language in support of the rail corridor.
- Summer 2015 through Spring 2016: Bicycle Pedestrian data collection activities in support of the bicycle/pedestrian program.
- Fall 2014: Allocate \$50,000 in PL Consultant funding for FDOT’s effort to develop, fund and maintain Lee County’s portion of the Districtwide Model.
- Winter 2014: Develop scope(s) for the analysis of proposed Needs and Cost Feasible Plan alternatives. This task will include the analysis of various alternatives using various performance measures.
- Spring 2015 and 2016: Maintenance of the TIP reporter tool to provide TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Winter 2014: Contract services to update the MPO website to handle a high volume of information and in an organized manner while making it easier for staff to update and edit.
- Ongoing: Contract for administrative services support on an as needed basis.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$20,000	<u>Lead Agency:</u> Lee County MPO
PL consultant**	\$419,671	
State (soft match)	\$96,971	
SU Consultant Projects**	\$700,000 78,000	
Total	\$714,642	
FINANCIAL PARTICIPATION – 2015/16		**The Consultant Services include the LRTP update, implementing the recommendations from the Bicycle Pedestrian Safety Action Plan, LRTP amendments, Audit services, Legal Services, CMS, Bicycle Pedestrian and Round-a-bout studies.
PL staff	\$20,000	
PL consultant**	\$333,079	
State (soft match)	\$77,873	
SU Consultant Projects**	\$552,000 447,000	
Total	\$982,952 877,952	

**AMENDMENT TO THE TRANSPORTATION LAP FUNDS
JOINT PARTICIPATION AGREEMENT**

Financial Project No.: <u>434991-1-18-01</u> <small>(item-segment-phase-sequence)</small>	Fund: <u>ACSU</u> Function: <u>215</u> Federal No.: <u>F800756648001</u>	FLAIR Approp.: <u>088704</u> FLAIR Obj.: <u>131551</u> Org. Code: <u>55012010130</u>
Contract No.: <u>ARS40</u>	DUNS No.: <u>80939-7102</u>	Vendor No.: <u>F80-0756-648-001</u>
CFDA Number & Title: _____	CSFA Number & Title: _____	

THIS AMENDMENT TO THE JOINT PARTICIPATION AGREEMENT (Amendment) made and entered into on this 18th day of March 2016, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 801 North Broadway, Bartow, FL the Lee County Metropolitan Planning Organization whose address is P. O Box 150045, Cape Coral, FL 33915-0045.

RECITALS

WHEREAS, the Department and the MPO on May 20, 2016 entered into a Transportation Planning Funds Joint Participation Agreement, hereinafter called the "Agreement", whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. The duration of the Agreement is modified. The Agreement will expire on June 30, 2016.
2. Any remaining services within the UPWP for the Agreement that have not been completed prior to June 30, 2016, will be included in the UPWP for the forthcoming Metropolitan Planning Agreement between the Department and the MPO that is expected to commence on July 1, 2016.
3. The total amount for services performed under the Agreement must be decreased by \$60,000.
4. The final invoice for the Agreement must be submitted by the MPO to the Department no later than August 31, 2016.
5. Other than as expressly set forth above, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

The remainder of this page intentionally left blank.

Signed, Sealed and Delivered in the presence of:

MPO

Florida Department of Transportation

Lee County Metropolitan Planning Organization

MPO Name

Commissioner Brian Hamman

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chair

Title

Title

Witness

Witness

Signature

Signature

Legal Review

Department of Transportation

**AMENDMENT TO THE TRANSPORTATION LAP FUNDS
JOINT PARTICIPATION AGREEMENT**

Financial Project No.: <u>435012-1-18-01</u> <small>(item-segment-phase-sequence)</small>	Fund: <u>ACSU</u> Function: <u>215</u> Federal No.: <u>F800756648001</u> DUNS No.: <u>809397102</u>	FLAIR Approp.: <u>088704</u> FLAIR Obj.: <u>131551</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F80-0756-648-001</u>
Contract No.: <u>G0143</u> CFDA Number & Title: _____	CSFA Number & Title: _____	

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MPO

Florida Department of Transportation

Lee County Metropolitan Planning Organization

MPO Name

Commissioner Brian Hamman

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chair

Title

Title

Witness

Witness

Signature

Signature

Legal Review

Department of Transportation

RESOLUTION 16-03

A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION APPROVING AMENDMENTS TO THE FY 2014/2015 and FY 2015/2016 UNIFIED PLANNING WORK PROGRAM FOR TASK REVISIONS AND DE-OBLIGATIONS

Whereas, the Lee County Metropolitan Planning Organization (MPO) is designated by the Governor of the State of Florida as the body responsible for the Urban Transportation Planning Process for the Lee MPO area; and

Whereas, the Unified Planning Work Program is defined as the MPO's transportation planning work program which identifies the budget and tasks that will be undertaken by the Lee County MPO; and

Whereas, the MPO staff is adding an additional task, moving funding and de-obligating funds to cover needs of the MPO; and

NOW THEREFORE, BE IT RESOLVED by the Lee County Metropolitan Planning Organization Board:

That the attached amendments to the Unified Planning Work Program that adds a work task for Task 1.1 Administrative and Planning Consultant Services, moves funding from Task 3.1 Long Range Transportation Planning to 3.3 Freight and Goods Movement Planning and de-obligates planning study funding from Task 4.4 Administrative and Planning Consultant Services.

PASSED AND DULY ADOPTED this 18th day of March 2016.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

Commissioner Brian Hamman, MPO Chairman

Donald Scott, Lee County MPO Executive Director

UPDATE AND PRESENTATION ON THE ROUNDABOUT STUDY

RECOMMENDED ACTION: This is not an action item. The MPO's consultant will provide an update on the ongoing Lee County Roundabout Study.

The Lee MPO Roundabout study has been underway since November of last year. Since then the consultant team has conducted initial screening analysis, crash analysis and detailed roundabout operational analysis at all eighteen intersections where roundabouts have been proposed. **Attachment A** includes a map that identifies the locations.

The consultant has met twice with a project steering committee comprising of MPO, LCDOT, FDOT, City of Fort Myers, City of Sanibel and LeeTran staff to go over the results of the analyses.

At the March 18th MPO Board meeting, the consultant will provide an overview of the roundabout study, provide progress update the on-going activities and outline the next steps including potential recommendations by the MPO Board at its April 22nd meeting.

**PRESENTATION AND REVIEW OF THE DRAFT FY 2016/2017
AND FY 2017/2018 UNIFIED PLANNING WORK PROGRAM**

RECOMMENDED ACTION: Review and provide comments on the draft tasks included in the FY 2016/2017 and FY 2017/2018 Unified Planning Work Program.

Every two years the MPO is required to develop and submit the Unified Planning Work Program (UPWP) to the FDOT and the Federal Highway Administration (FHWA). A draft of the document is provided on the **enclosed** disk and staff will go through the MPO planned tasks for the next two years. The Board will be asked to approve the final version of the UPWP at its May 20, 2016 meeting.



**UNIFIED PLANNING WORK PROGRAM
FOR
FISCAL YEARS 2016/17 – 2017/18
(July 1, 2016 – June 30, 2018)**

Adopted May 20, 2016

Commissioner Brian Hamman, Chair

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

815 Nicholas Parkway East, P.O. Box 150045, Cape Coral, Florida 33915-0045

(239) 244-2220 Fax: (239) 790-2695

www.leempo.com

Prepared by the staff and the participating agencies of the Lee County Metropolitan Planning Organization. This report was financed in part by the U.S. Department of Transportation, Federal Highway and Transit Administrations; the Florida Department of Transportation (FDOT); and participating local governments.

"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration (FTA), U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code (USC). The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

CFDA # 20.205, Highway Planning and Construction

Federal Aid Project Number 0261 (051)

FDOT financial project number 425668-1-14-01 for FY 16/17 & FY 17/18

CFDA # 20.505, Federal Transit Technical Studies Grant (Metropolitan Planning)

FDOT financial project number 410115-1-14-22

FISCAL YEARS 2016 - 2017
UNIFIED PLANNING WORK PROGRAM

Lee County
Metropolitan Planning Organization

VOTING MEMBERS

Commissioner Brian Hamman, Lee County District 4
Chair

Town of Fort Myers Beach
Vice-Chair

Mayor Kevin Ruane, City of Sanibel
Treasurer

Mayor Ben Nelson, City of Bonita Springs
Vice Mayor Stephen McIntosh, City of Bonita Springs
Mayor Marni Sawicki, City of Cape Coral
Council Member John Carioscia, City of Cape Coral
Council Member Rick Williams, City of Cape Coral
Council Member Marilyn Stout, City of Cape Coral
Council Member Jessica Cosden, City of Cape Coral
Mayor Randy Henderson, City of Fort Myers
Council Member Mike Flanders, City of Fort Myers
Council Member Johnny Streets Jr., City of Fort Myers
Council Member Alan Mandel, Town of Fort Myers Beach
Commissioner John Manning, Lee County District 1
Commissioner Cecil Pendergrass, Lee County District 2
Commissioner Larry Kiker, Lee County District 3
Commissioner Frank Mann, Lee County District 5
Mayor Nick Batos, Village of Estero

ALTERNATES

Council Member Mike Gibson, City of Bonita Springs
Council Member Jim Burch, City of Cape Coral
Council Member Gaile H. Anthony, City of Fort Myers
Council Member Mick Denham, City of Sanibel
Council member Rexann Hosafros, Town of Fort Myers Beach

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ACRONYMS USED IN THIS UPWP

3-C	Continuing, Cooperative and Comprehensive
AMDA	Application for Master Development Approval
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATIS	Advanced Traveler Information System
ATPPL	Alternative Transportation in Parks and Public Lands
ATMS	Advanced Traffic Management System
BOCC	Board of County Commissioners
BPCC	Bicycle Pedestrian Coordinating Committee
BPAB	Bicycle Pedestrian Advisory Board
BPAC	Bicycle Pedestrian Advisory Committee
BRT	Bus Rapid Transit
CAC	Citizens' Advisory Committee
CAD	Computer Aided Drafting
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CAT	Collier Area Transit
CEMP	Comprehensive Emergency Management Plan
CFASPP	Continuing Florida Aviation System Planning Process
CFDA	Catalogue of Federal Domestic Assistance
C.F.R.	Code of Federal Regulations
CIC	Citizen Involvement Committee
CIP	Capital Improvement Program
CMR	Congestion Monitoring Report
CMS	Congestion Management System
CMS/ITS	Congestion Management System/Intelligent Transportation System
CMP	Congestion Management Process
COA	Comprehensive Operations Analysis
COOP	Continuity of Operation Plan
CPU	Central Processing Unit
CRA	Community Redevelopment Agency
CRT	Commuter Rail Transit
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantaged
CTS	Center Transportation Studies
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Systems
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
DRA	Downtown Redevelopment Agency
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
EEO	Equal Employment Opportunity
ESRI	Environmental Systems Research Institute
EST	Environmental Screening Tool
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAC	Federal Aid Circular
FAP	Federal Aid Program

FDOT	Florida Department of Transportation
FGCU	Florida Gulf Coast University
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Federal Management
FMR	Federal Management Regulation
FPTA	Florida Public Transportation Association
F.S.	Florida Statute
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMIS	Grants Management Information System
I-	Interstate
ICAR	Intergovernmental Coordination and Review
IDAS	Intelligent Transportation Systems Deployment Analysis System
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
ITSSC	Intelligent Transportation Systems Stakeholder Committee
JARC	Job Access and Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCDOT	Lee County Department of Transportation
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MAP-21	Moving Ahead for Progress in the 21 ST Century
M&O	Maintenance and Operations
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MPOFPA	Metropolitan Planning Organization Freight Program Assessment
MPP/PL	Metropolitan Planning Program
MSTU	Municipal Service Taxing Unit
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NS/EW	North South/East West
OMB	Office of Management and Budget
PD&E	Preliminary Design and Environmental
PDA	Personal Digital Assistant
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
PL	Federal Planning Funds
RFP	Request For Proposals
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SAP	Specific Area Plans
SEC.	Section
SEIR	State Environmental Impact Report
SHS	State Highway System
SIB	State Infrastructure Bank

SIS	Strategic Intermodal System
SOV	Single Occupancy Vehicle
SR	State Road
SRTS	Safe Route to School
STP	Surface Transportation Program
SWFMRT	Southwest Florida Metro-Regional Transportation
SWFRPC	Southwest Florida Regional Planning Council
TAC	Technical Advisory Committee
TAN	Transportation Advisory Network
TAOC	Transit Authority Oversight Committee
TAZ	Traffic Analysis Zone
TCEA	Transportation Concurrency Exceptions Area
TCSP	Transportation Community an System Preservation Program
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TE	Transportation Enhancement
TELUS	Transportation Economic and Land Use System
TEA	Transportation Enhancement Application
TEA-21	Transportation Equity Act for the 21 st Century
TIA	Traffic Impact Analysis
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMC	Transportation Monitoring Center
TMOC	Traffic Management and Operations Committee
TOP	Transportation Outreach Program
TRANPLAN	Transportation Planning
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
ULAM	Urban Land Use Allocation Model
UPWP	Unified Planning Work Program
USC	United States Code
UZA	Urbanized Area
ZDATA	Zonal Data

INTRODUCTION

This Unified Planning Work Program (UPWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Lee County Metropolitan Planning Organization (MPO) for fiscal years 2016/17 and 2017/18. This work program includes funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), State funded tasks and Locally funded tasks. The FY runs from July 1, 2016 through June 30, 2018 for FY 2016/17 and from July 1, 2017 through June 30, 2018 for FY 2017/18.

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the MPO's transportation planning process of its proposed budget for fiscal years 2016/17 through 2017/18. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the MPO. In addition, the Unified Planning Work Program (UPWP) provides the basis for federal funding of the transportation planning activities to be undertaken with FHWA or FTA funds.

Following this introduction is a discussion of the organization and management of the Lee County Metropolitan Planning Organization (MPO). Within the main sections of the Unified Planning Work Program, the specific transportation planning activities to be undertaken in the two fiscal years by the MPO staff are organized into four major sections, each of which may include a number of individual tasks:

1. Administration This section includes those functions required to manage the transportation planning process on a continuing basis, including program administration, development, review and reporting, as well as such activities as intergovernmental coordination, coordination and implementation of regional transportation planning initiatives for the urbanized area of Southwest Florida, so as to form a closer coalition among Collier, Charlotte, Glades, Hendry and Sarasota counties, citizen participation, public information, involvement and education of the public about all aspects and phases of transportation planning with focus on early and continuous gathering of information from the public in order to facilitate optimal transportation decision making and staff training. It also includes any planning activities not identified as part of any task in another section.

2. Systems Monitoring This section includes those work tasks needed to monitor and analyze travel behavior and factors affecting travel, such as socio-economic, land use, environmental, and transportation system data. Information collected in these tasks is used extensively in many other Unified Planning Work Program tasks, including the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) updates, Congestion Management, Transit Planning, and project planning.

3. Systems Planning This section includes transportation system planning tasks related to contingency operations and long or short range transportation planning and programming. Specific tasks may include further improvement and revalidation of the travel demand forecasting model; the development, review, amendment and updating of the Long Range Transportation Plan and Transportation Improvement Program.

4. Project Planning This section includes those work tasks concerned with preparing more detailed plans for specific projects and programs identified in the more conceptual system level plans, such as airport master plans, transportation disadvantaged, corridor studies and bicycle/pedestrian studies.

Each of the local governments that participate in the Lee County Transportation Study has adopted a comprehensive plan in accordance with Chapter 163, Florida Statutes (FS). Each of these plans contain a traffic circulation element which, for the most part, reflects the MPO's long-range transportation plan in effect at the time it was last updated. Each of the local governments participates in the MPO's planning process through the Technical Advisory Committee (TAC) and the MPO. This UPWP has been developed to be consistent, to the maximum extent feasible, with the approved growth management plans of the participating local governments and the Strategic Regional Comprehensive Policy Plan (SRPP) of the Southwest Florida Regional Planning Council (RPC).

The level of planning effort represented by this UPWP reflects federal and state requirements as well as local needs and issues and is constrained by the funds available to carry out the program.

FY 2016/17 and FY 2017/18 Transportation Planning Priorities: A major emphasis area in the UPWP includes the development of final performance measures and the targets associated with the measures. Another major emphasis area is the completion of the Lee County Complete Streets Initiative funded through Transportation Investment Generating Economic Recovery (TIGER) program.

The MPO will be working on developing its project priorities for Surface Transportation Program (STP) and State, Transportation Enhancement (TE), Transportation Regional Incentive Program (TRIP), Strategic Intermodal System (SIS) and Multi-Modal Enhancement Box funds over the Spring in both 2017 and 2018 to help guide FDOT in the development of its Work Program.

The MPO will continue to participate in the implementation of FDOT's Efficient Transportation Decision Making Process to environmentally screen the proposed future projects, and may prepare a multi-year business plan to supplement the UPWP if the MPO will need to carry over a significant percentage of its annual allocation of PL funds for use in later years.

As Lee County is an attainment area for the National Ambient Air Quality Standards, this MPO is not required to undertake an air quality planning program (although it does consider projections of vehicle emission in the comparison of network alternatives), nor does any other agency do air quality planning for Lee County.

During this planning cycle LeeTran will complete the update to the Transit Development Plan. LeeTran will also continue programs for compilation of data for the monthly and annual National Transit Database submissions and conduct surveys from transit patrons to make service as effective as possible for all riders. LeeTran will also be planning and designing bus stops and shelters, review and update the safety and security plans, paratransit plans, and Human Service Agency Coordination plans. Major planning studies to be undertaken during the planning period include the planning for expansion at the Rosa Parks Transfer Center, a major update of the Transit Development Plan and an Economic Development Study.

Status of Transportation Planning Activities

MPO Planning Activities

Transportation Planning Activities in the Lee County metropolitan area are undertaken with funds obtained through Title 23 USC of the Federal - AID Highway Program and 49 USC of the Federal Transit Act.

Regional Planning

During the last UPWP time frame, the Lee MPO participated in meetings of the District 1 Coordinated Urban Transportation Systems (CUTS) committee, Continuing Florida Aviation System Planning Process (CFASPP), MPOAC meetings and in the District and State-wide meetings with FDOT, Charlotte-Punta Gorda MPO, Collier MPO, Lee County DOT, Hendry County and Charlotte County.

The Lee MPO participated in the Collier MPO's Technical Advisory Committee (TAC) and Congestion Management Systems/Intelligent Transportation Systems (CMS/ITS) committee, the joint Lee-Collier Technical Advisory Committee (TAC), Citizen's Advisory Committee (CAC), Metropolitan Planning Organization (MPO) Board, and the Bicycle Pedestrian Coordinating Committee (BPCC)/Pathways Advisory Committee meetings. The Lee County and Collier MPOs worked together in prioritizing Transportation Regional Incentive (TRIP) funds and Regional Enhancement funds for pathways. The two MPOs also updated their regional facility maps.

The Lee MPO also participated in the Lee-Charlotte County Punta-Gorda Metropolitan Planning Organization (MPO) TAC meetings and the two Boards have adopted regional TRIP projects.

Long Range Transportation Plan

The MPO amended the 2035 LRTP to be consistent with changes to projects as well as taking advantage of additional funding through grant opportunities. The MPO recently completed the major update to the 2040 Long Range Transportation Plan (LRTP).

Short Range Transportation Planning

The MPO's TIP has been amended several times to add new projects, adjust project limits and project funding due to rising construction costs. The MPO is managing the ongoing \$10 million Transportation Investment Generating Economic Recovery (TIGER) grant project that is designing and constructing a system of coordinated sidewalks, pathways, bike lanes/paved shoulders and bus shelters on various roadways along transit routes.

Goods and Freight Movement Planning

The Lee MPO completed an update to the Goods and Freight Element and held a freight summit, coordinated with the Collier and Charlotte Punta Gorda MPO's, with major freight haulers and freight users to provide information and gain input on projects.

Congestion Management/ITS

The MPO is currently conducting a roundabout feasibility study at locations vetted through the Committees and the Board to determine if designing and constructing round-a-bouts at these various locations will provide safety and congestion benefits.

The MPO also conducted public surveys in the spring of 2015 to identify congested traffic

locations. LeeTran and Lee County School District bus drivers as well as law enforcement and public safety officials also participated in the survey to provide input. The MPO also updated the Annual Congestion Monitoring Report to current conditions as part of the LRTP update to measure the current transportation performance and to compare it over time since the original performance measure analysis were reported in 2010.

Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Alternatives (TA) Program priorities in the spring of 2015 and 2016. The MPO also endorsed applications for bicycle pedestrian facilities to be implemented with Safe Routes to School (SRTS) Program funds that year. The MPO, with FDOT's assistance has been able to take advantage of some additional STRS funding to move several projects forward in the Spring of 2016. The MPO also prioritized SU funded bicycle pedestrian projects in the spring of 2015 and 2016 though the priorities submitted in 2016 were the projects that could not be funded in the previous year. The MPO also updated the MPO Bicycle Pedestrian master Plan project priorities and the recommendations included in the Master Plan. The MPO also takes part in FDOT's Electronic Review Comment (ERC) Team and has been regularly reviewing design plans of resurfacing and capacity projects in Lee County to ensure accommodation of bicycle pedestrian and transit facilities consistent with the adopted MPO and local plans. The MPO also participates in the review of design plans of traffic operations projects and stand-alone bicycle pedestrian projects that are programmed through the MPO priority process, or funded by District 1 with Highway Safety Program funds. The MPO participates in field reviews with FDOT and affected jurisdictions during the design review phase.

Public Transportation Planning

The MPO updated the Transit Element of the Long Range Transportation Plan as part of the development of the 2040 LRTP and LeeTran is currently working on the Transit development Plan that will be completed by the end of September 2016. The MPO and Lee County Transit (LeeTran) worked on and completed the countywide bus pullout study and a bus queue jump study along the US 41 corridor. The two projects were aimed towards enhancing service efficiency and safety. The PD&E Study for the San Carlos is now underway that is looking at transit, bicycle/pedestrian and traffic operational improvements that will improve the operations of this facility.

The completion of the LeeTran Operations and Maintenance facility on Evans Road was completed last year and LeeTran is also moving forward with the Fort Myers Beach Park n' Ride facility.

Local Planning Activities – To be added

FDOT Planning Activities

FDOT District One has been involved in the following activities:

1. Geographical Information Systems (GIS) Application Development and System Maintenance
2. Systems Planning and Reviews
3. Interchange Reviews
4. Travel Demand Model Development

5. Efficient Transportation Decision Making (ETDM)/Community Impact Assessment
6. Statistics
7. Federal Functional Classification
8. Traffic Counts Program
9. Modal Development Technical Support
10. Commuter Services
11. District 1 and Statewide Freight Mobility and Trade Plan

ORGANIZATION AND MANAGEMENT

The Lee County Metropolitan Planning Organization (MPO) is an intergovernmental transportation planning agency created by an interlocal agreement among Lee County, Fort Myers, Cape Coral, Sanibel, Fort Myers Beach, Bonita Springs, Estero and the Florida Department of Transportation (FDOT). It is comprised of eighteen (18) elected officials representing the above mentioned jurisdictions. The Lee County MPO is a completely independent governmental entity.

The MPO was reorganized to its present form in 1978, at which time a Citizen Advisory Committee (CAC) was formed to provide policy recommendations to the MPO. In 1980, the Lee County Metropolitan Planning Organization (MPO) disbanded the Citizen Advisory Committee (CAC) because of activities the Lee County Metropolitan Planning Organization (MPO) considered improper. It was replaced in 1981 by a Citizen Involvement Committee (CIC) whose role was restricted to advising the Lee County Metropolitan Planning Organization (MPO) and its staff on public information and involvement activities. The Citizen Involvement Committee (CIC) was re-constituted a year later as the Citizen Advisory Committee (CAC), with its role once again expanded to include providing recommendations to the Lee County Metropolitan Planning Organization (MPO) on policy issues.

Since 1982, the CAC has functioned to provide recommendations to the Lee County Metropolitan Planning Organization from the public's perspective on proposed transportation system plans, priorities for state and federal funding, and other transportation issues. As stated in its bylaws, it currently consists of 25 members, including two (2) members from different communities within each county commission district, appointed by the corresponding county commissioner. The other 14 members of the Lee County Metropolitan Planning Organization Citizen Advisory Committee will be distributed based on jurisdiction. The City of Cape Coral will appoint five (5) members, the City of Fort Myers will appoint three (3) members, the City of Bonita Springs will appoint two (2) members, and the City of Sanibel, the Town of Fort Myers Beach and Estero will each appoint one (1) member who lives within his/her jurisdiction. In addition, the Lee County Metropolitan Planning Organization as a whole will appoint one (1) transportation-disabled member and two (2) other at-large positions to encourage minority and low income participation.

Generally, the topics discussed at the Citizen Advisory Committee meetings correspond to those topics to be considered at upcoming Lee County Metropolitan Planning Organization Board meetings. The Citizen Advisory Committee members may also serve on task forces or steering committees to study special items making recommendations to the full CAC and the Board, such as was created for the review of the MPO staffing and how other MPO's are run that met until late in 2011.

The Technical Advisory Committee (TAC) consists of local and state agency planners, engineers, and transit operators who make recommendations to the Lee County Metropolitan Planning Organization (MPO) on transportation plans, programs, amendments, and priorities on behalf of the agencies they represent. By doing so, it provides a continuing liaison with local, state, and federal agencies involved in transportation planning process.

A Traffic Management Operations Committee (TMOC) is sponsored by the MPO to make recommendations on traffic operations, ITS and congestion management matters requiring intergovernmental coordination at the technical level as well as making recommendations on congestion mitigation projects and priorities.

A Bicycle Pedestrian Coordinating Committee (BPCC) is sponsored by the MPO to coordinate local governments' and FDOT's bicycle/pedestrian planning and project development activities, to review the provisions for cyclists and pedestrians in plans for state highway improvements and to advise on the development of the bicycle/pedestrian element of the MPO's long range transportation plan as well as the currently ongoing development of the County-wide Bicycle/Pedestrian Master Plan. It is also responsible for reviewing and making recommendations on bicycle and pedestrian improvements proposed for funding from the transportation enhancement program and from the box funds that are set-aside from the urban-attributable funds by the MPO for bicycle and pedestrian.

The MPO also appoints a Local Coordinating Board (LCB) to oversee the Transportation Disadvantaged program for Lee County. LCB meets quarterly. Assistance on transit planning issues is provided to the MPO by LeeTran (the division of Lee County government that operates the local transit system). Legal counsel to the MPO is provided by Gray Robinson.

Technical assistance by the Florida Department of Transportation (FDOT) is provided primarily through the District 1 offices in Bartow and in Fort Myers. Federal financial assistance is provided by the Federal Highway Administration and the Federal Transit Administration. The Florida Department of Transportation matches the Federal Highway Administration funds with toll revenue credits and provides a cash match equal to half the non-federal share of the FTA Section 5305 grant. Additional financial support is also contributed by the participating local governments. The Florida Commission for the Transportation Disadvantaged provides a planning grant that funds most of the cost of staff support for the Transportation Disadvantaged Program (Task 4.3)

Local transportation needs are re-evaluated annually. Based on this evaluation, project priorities are established and made part of the MPO's annual Transportation Improvement Program (TIP). These priorities are forwarded to FDOT to guide it in the annual update of its Five Year Work Program. The FDOT then programs these projects, in priority order to the maximum extent practical, considering production schedules and funding constraints. In the event that it cannot meet the MPO's priorities, the FDOT reports back to the MPO to explain why. By Federal and/or State law, all surface transportation improvement projects must be included in and consistent (to the maximum extent feasible) with the MPO's TIP in order to be eligible for Federal and State funding. Consequently, the MPO's TIP is the primary document that guides all State and Federally funded transportation improvements in Lee County.

The MPO has in place various agreements with state and local governments and agencies that promote the continuing, cooperative and comprehensive (3-C) planning process. These agreements include the following:

- a. The Interlocal Agreement for the Creation of Metropolitan Planning Organization that was finalized in March 2016.

- b. The FTA Section 5305 Joint Participation Agreement, adopted November 29, 2012 with a expiration of December 2016;
- c. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;
- d. The Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;
- e. The Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013; and

The MPO operates under a duly adopted set of bylaws as do its advisory and coordinating committees.

Official records of MPO business are maintained at the MPO offices, located on 815 Nicholas Parkway East, Cape Coral, Florida 33990. All of the MPO's records are available for inspection during normal business hours.

1.0 ADMINISTRATION

1.1 PROGRAM MANAGEMENT AND SUPPORT

1.2 UNIFIED PLANNING WORK PROGRAM

1.3 PUBLIC INVOLVEMENT AND OUTREACH
PROGRAM

1.4 EQUIPMENT AND RESOURCE PURCHASE,
UPGRADE AND MAINTENANCE

1.5 REGIONAL COORDINATION

1.6 TRANSIT PROGRAM MANAGEMENT AND
SUPPORT

1.7 LOCALLY FUNDED ACTIVITIES

OBJECTIVE

To properly manage the transportation planning process, ensuring that it is continuous, cooperative and comprehensive.

REQUIRED ACTIVITIES

- Staff support of MPO, TAC, and CAC meetings including meeting notification, advertisement and the preparation of minutes and agenda packages.
- Orientation of new TAC, CAC and MPO members.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide Florida Government in the Sunshine (Sunshine Law) updates and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory committee members in special committees and Boards not part of the MPO planning process.
- Maintaining records for proper management of charges, performance of grant requirements, annual financial audits and budgets.
- Present annual audit report to MPO' Executive Committee.
- Employee paid time off, retirement and health benefits.
- Preparing and submitting monthly progress reports, invoices, and related documents, as required.
- Preparing for and participating in the MPO's joint certification reviews with FDOT each year and with FHWA every four years.
- Travel as part of local, regional and statewide meetings and training for staff and the Board.
- Preparing MPO agreements and resolutions.
- Update and test the MPO's Continuity of Operations Plan (COOP), as needed.
- Monitor CAC so that it represents minorities in proportion to the 2010 Census.

Section: ADMINISTRATION _____ **UPWP Task No: 1.1**
Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK

- Preparation of agenda packages and technical assistance for the MPO Board, TAC and CAC Committee's.
- Coordination with federal, state and local government committees and MPO Committees.
- Preparation of contracts and agreements between the MPO and participating agencies.
- Preparation of State and Federal Certification Documentation, agreements, resolutions and JPA's.

END PRODUCT

- Monthly: Agenda packages for MPO, MEC, TAC, and CAC meetings.
- Summer/Fall of 2016 and 2017: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- January/February 2017 and 2018: Joint state certification reviews.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Monthly, with each PL funding invoice: Progress reports.
- Ongoing: Advertising of meetings, public hearings and legal ads.
- Monthly: Travel to meetings, training and workshops.
- Summer/Fall 2016: Participation and travel related to Leadership Academy webinars and in person workshop in Boston.
- Spring 2017 and 2018: MPOAC weekend institute training for selected Board members.
- Ongoing: Coordination with Committees and MPO Board on transportation related issues.
- Ongoing: Update of MPO informational materials.

Section: ADMINISTRATION _____ UPWP Task No: 1.2
Task: UNIFIED PLANNING WORK PROGRAM

OBJECTIVE

Maintain a UPWP document for the Lee County MPO that reflects the anticipated annual funding requirements and description of staff activities undertaken to carry out the metropolitan transportation planning process.

REQUIRED ACTIVITIES

- Preparation of a two year UPWP, coordination and monitoring of UPWP activities and participating agency UPWP support, and amendment of the UPWP as necessary during the year.
- Preparation of a multi-year business plan, to project future tasks and funding needed.
- Incorporate all applicable federal and state rules and procedures in developing the UPWP.
- Submit all draft documents to all review agencies at the local, state and federal levels.
- Incorporate agency comments and submit final document to FDOT, FHWA and FTA for approval.

PREVIOUS WORK

- Development of the Fiscal Year FY 2014/15 and FY 2015/16 UPWP.
- Amendments to the FY 2014/15 and FY 2015/16 UPWP.

END PRODUCT

- March 15, 2018: Develop draft UPWP for FYs 2018/19 and 2019/20, including all necessary budget spreadsheets for review.
- May 15, 2018: Develop final UPWP for FYs 2018/19 and 2019/20.
- As needed: Any amendments to the adopted 2 year UPWP.

Task No: 1.2 Unified Planning Work Program Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$8,000	-	-	-	-	-	\$8,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 1.2 Unified Planning Work Program Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$12,000	-	-	-	-	-	\$12,000
	Subtotal:	\$12,000	-	-	-	-	-	\$12,000
	Total:	\$12,000	-	-	-	-	-	\$12,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: ADMINISTRATION _____ **UPWP Task No: 1.3**
Task: PUBLIC INVOLVEMENT AND OUTREACH PROGRAM

OBJECTIVE

Involve and educate the public about all aspects and phases of transportation planning with a focus on early and continuous gathering of information from the public in order to facilitate optimal transportation decision making.

REQUIRED ACTIVITIES

- Create public and media awareness of the Lee County MPO.
- Update MPO brochures; develop newsletters and notification cards as needed to disseminate information.
- Increase media relations and maintain positive and proactive media presence.
- Provide interviews and answer questions on MPO projects to print and broadcast media.
- Prepare and conduct surveys to gain public input.
- Annual review of the MPO's *Public Involvement Plan* (PIP), and maintenance of the MPO's mailing and e-mail list.
- Conduct public information and participation efforts consistent with the MPO's Public Involvement Plan.
- Continuously update the Lee County MPO Web site with meeting dates and information and project documents.
- Continue to monitor updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) as they apply to planning operations.
- Update Geographical Information Systems (GIS) maps using low income and minority community location data as defined in the Census files for Title VI documentation.
- Public relations work involving dissemination of MPO information at community events, safety events and business trade fairs.
- Attend training for Title VI, Environmental Justice and Limited English Proficiency Programs.
- Update the Limited English Proficiency (LEP) Plan as required by census data.
- Document measures of effectiveness for the Public Involvement Plan and make changes to procedures.

PREVIOUS WORK

- As Needed: Review and update of the Public Involvement Plan.
- Continuous: Update and adding of the mailing and e-mail contact lists.
- Distribution of MPO documents to the libraries in the Lee County Library System.
- Interviews and presentations related to MPO process, documentation and projects.
- Development of public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous updates of the MPO Website.
- June 2013: Staff attended Environmental/Title VI training hosted by FDOT, FHWA and FTA.
- August 20, 2013: Staff attended Title VI in Bartow that was hosted by FDOT and FHWA.
- November 2013: Streets Alive event in downtown Fort Myers.
- Various: Presentations at neighborhood meetings, APWA, ABM, Southwest Florida Chamber, Horizon Council, transit meetings, safety fairs etc.

Section: ADMINISTRATION _____ UPWP Task No: 1.3
Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH (CONTINUED)

END PRODUCTS

- Ongoing: Measures of effectiveness of public involvement activities.
- Annual: PIP update to reflect minor changes prompted by the results of the measures of effectiveness plan.
- Ongoing: Dissemination of information about MPO events and workshops.
- As Needed: Update the Limited English Proficiency (LEP) Plan. Attend training for LEP Programs.
- Ongoing: Continue to monitor updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) programs as they apply to planning operations. Attend training for Title VI and Environmental Justice Programs.
- Ongoing: Gather public input from the TAC, CAC and the public regarding ETDM projects.
- Ongoing: Presentations to neighborhood communities, business groups, associations and other agencies on the MPO and its projects.

Task No: 1.3 Public Involvement and Outreach Program								
Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$17,000	-	-	-	-	-	\$17,000
	Subtotal:	\$17,000	-	-	-	-	-	\$17,000
	Total:	\$17,000	-	-	-	-	-	\$17,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 1.3 Public Involvement and Outreach Program								
Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$17,000	-	-	-	-	-	\$17,000
	Subtotal:	\$17,000	-	-	-	-	-	\$17,000
	Total:	\$17,000	-	-	-	-	-	\$17,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: ADMINISTRATION _____ **UPWP Task No: 1.4**
Task: OFFICE EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE

OBJECTIVE

To provide for the capital and operating costs related to office operations including the purchase and maintenance of necessary equipment, rent for office space, office equipment, computer equipment, software and printing and publication costs.

REQUIRED ACTIVITIES

- Purchase of computers, laptops and equipment, software, and audio visual equipment.
- Computer network and IT costs, maintenance and upgrades of computers, laptop and equipment.
- Rental lease payments for the office space.
- Rental lease payments for the storage unit.
- Periodic updates of software and GIS software maintenance fees.
- Monthly payments of phone, internet, cloud storage, network and website bills.
- Lease of office equipment, such as copy machine.
- Annually update equipment inventory.

PREVIOUS WORK

- 2015: Purchase of two laptop computers (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Update equipment and inventory.
- Update and purchase of software including GIS maintenance fees.

END PRODUCT

- 2017: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- 2018: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Monthly: Rental and lease agreements for office, sharing storage with Charlotte Punta Gorda MPO, telephone, internet, webhosting services, e-fax services, conference phone services, virtual data hosting and copy machine.
- Ongoing: IT service for maintenance of computers and software.
- Ongoing: Service for printers.
- Update equipment inventory and software, as needed.
- Printing of Bicycle Maps for distribution.

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance
Estimated Budget Detail for FY 2016/2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
B. Other Direct Expenses								
	Office Rent & MPO storage	\$4,400	-	-	-	-	-	\$4,400
	Telephones & Conference Calling	\$2,800						\$2,800
	Copier Lease/Copy Charges	\$7,500						\$7,500
	Network & File storage	\$1,500						\$1,500
	Internet & Website hosting	\$2,200						\$2,200
	Office Supplies	\$2,600						\$2,600
	Mailings, Postage & P.O. Box	\$3,000						\$3,000
	Map, brochure & booklet printing	\$1,500						\$1,500
	Computers & Software upgrades	\$10,000						\$10,000
	IT Service and Maintenance	\$2,500						\$2,500
	Subtotal:	\$38,000	-	-	-	-	-	\$38,000
	Total:	\$38,000	-	-	-	-	-	\$38,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

 District MPO Liaison (Grant Manager) Name

 Signature

 Date

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance
Estimated Budget Detail for FY 2017/2018

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
C. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	Office Rent & MPO storage	\$4,400	-	-	-	-	-	\$4,400
	Telephones & Conference Calling	\$2,800						\$2,800
	Copier Lease/Copy Charges	\$7,500						\$7,500
	Network & File storage	\$1,500						\$1,500
	Internet & Website hosting	\$2,200						\$2,200
	Office Supplies	\$2,600						\$2,600
	Mailings, Postage & P.O. Box	\$3,000						\$3,000
	Map, brochure & booklet printing	\$1,500						\$1,500
	Computers & Software upgrades	\$10,000						\$10,000
	IT Service and Maintenance	\$2,500						\$2,500
	Subtotal:	\$38,000	-	-	-	-	-	\$38,000
	Total:	\$38,000	-	-	-	-	-	\$38,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

 District MPO Liaison (Grant Manager) Name

 Signature

 Date

Task: REGIONAL COORDINATION**OBJECTIVE**

Coordinate and implement regional transportation planning initiatives for the urbanized area of Southwest Florida, forming a closer coalition among Collier, Charlotte, Glades, Hendry and Desoto counties and other regional entities.

REQUIRED ACTIVITIES

- Amend the joint coordination agreements between the Lee County MPO and Collier MPO and the Charlotte MPO, as necessary.
- Coordinate with Collier MPO and FDOT in comprehensive update to the regional multimodal plan.
- Coordinate with Collier MPO and FDOT to update the bi-county regional network.
- Staff support to Joint Lee and Collier MPO activities, to the Joint Lee and Charlotte MPO activities, Lee/Collier MPO, TAC, CAC, BPCC/Pathways Committee, TMOC/Collier County ITS Committee meetings and Lee/Charlotte meetings including meeting notifications and the preparation of minutes and agenda packages.
- Staff support to joint meetings with any other adjoining MPO or Jurisdiction, as needed.
- Update TRIP, Regional Enhancement and SIS project priorities.
- Update criteria to the ranking of TRIP and SIS priorities.
- Participate in Continuing Florida Aviation System Planning Process (CFASPP), Charlotte County-Punta Gorda MPO's Technical Advisory Committee meetings, Collier CMS meetings and the Collier MPO's Technical Advisory Committee meetings.
- Attendance and participation in MPO Advisory Council meetings and FDOT District One Coordinated Urban Transportation Studies (CUTS) Committee meetings.

PREVIOUS WORK

- 2014/2015 and 2015/2016: Participation in joint TAC, CAC, BPCC and MPO meetings with the Collier MPO. Participation in Joint TAC meetings with the Charlotte County Punta Gorda meetings.
- 2014/2015 and 2015/2016: Coordination and development of the agendas for the joint meetings.
- Spring 2015 and 2016: Reviewed, evaluated, coordinated with project sponsors, Collier MPO and Charlotte MPO, prioritized TRIP proposals and developed and reviewed packages.
- Monthly: Staff participation at the Collier and Charlotte TAC meetings and coordination associated with those meetings.
- Staff participation in coordination meetings with Collier, Charlotte MPO's/County's and Hendry County over grant opportunities, specific projects affecting both entities and the development/amendment of the Long Range Transportation Plan (LRTP) and other planning documents.
- As Needed: Review SIS criteria and Regional Needs and Cost Feasible Plans.
- As Needed: Update and adopt Bi-County Regional Transportation Networks, SIS Priorities, SUN Trail network, Regional Bicycle Pedestrian Network and Priorities.

END PRODUCTS

- Semi-annual: Staff support for Joint TAC, CAC, Bicycle/Pedestrian and MPO meetings with Collier County.
- Annually: Staff support to the Lee/Charlotte MPO meetings.
- Spring 2017 and 2018: Prioritize TRIP priorities and Regional Enhancement Priorities with the Collier and Charlotte MPO's.
- As needed: Updates to bi-county regional network, joint regional multimodal plans and SIS priorities.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties such as Glades and Hendry Counties.

- Quarterly: Participation in the statewide MPO Advisory Council and the FDOT District 1 Coordinated Urban Transportation Studies (CUTS) Committee meeting.
- As needed: Attend Collier County MPO CMS/ITS meetings.
- Bi-Monthly: Staff participates in the Collier and Charlotte MPO's Technical Advisory Committee meetings.
- As needed: Participate in meetings of the Heartland Rural Mobility Study, TBARTA and RPC meetings.
-

Task No: 1.5 Regional Coordination Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	Subtotal:	\$18,000	-	-	-	-	-	\$18,000
B. Travel								
	Travel and training	\$4,000	-	-	-	-	-	\$4,000
	Subtotal:	\$4,000	-	-	-	-	-	\$4,000
	Total:	\$22,000	-	-	-	-	-	\$22,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

**Task No: 1.5 Regional Coordination
Estimated Budget Detail for FY 2017/2018**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	Subtotal:	\$18,000	-	-	-	-	-	\$18,000
B. Travel								
	Travel and Training	\$4,000	-	-	-	-	-	\$4,000
	Subtotal:	\$4,000	-	-	-	-	-	\$4,000
	Total:	\$22,000	-	-	-	-	-	\$22,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: ADMINISTRATION _____ **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

To manage, support and coordinate transit related activities including the development of financial plans and the TDP in order to maintain the current Lee County transit operations and plan for its growth. This task relates to Grants Management Information System (GMIS) Planning Line Item Code 44.21.00 - Program Support and Administration Work; GMIS Planning Line Item Code 44.25.00 Transportation Improvement Plan; GMIS Planning Line Item Code 44.26.15 Support Transit Capital Investment Decision through Planning; GMIS Planning Line Item Code 44.26.14 - Planning for Transit System Management and Operations; GMIS Planning Line Item Code 44.26.16 Incorporating Safety and Security in Transportation Planning; GMIS Planning Line Item Code 44.26.12 - Coordination of Non-Emergency Human Service Transportation and GMIS Planning Line Item Code 44.23.02 – Long Range Transportation Planning.

REQUIRED ACTIVITIES

This task will include program coordination and administration by LeeTran and the Lee MPO for UPWP tasks involving transit, paratransit, ridesharing and emergency contingency planning, including:

- Staff support and attendance by LeeTran at MPO Committee and Board meetings (44.21.00).
- Bookkeeping, financial and progress reporting Certification of compliance with civil rights laws (EEO, Title VI and Americans with Disabilities Act (ADA))(44.21.00).
- Completion of annual electronic filing of certifications and assurances for FTA assistance 44.21.00).
- Attendance by LeeTran personnel of conferences and training courses relating to its UPWP tasks (44.21.00).
- Participation in the State and Federal review of MPO certification (44.21.00).
- Update of annual Disadvantaged Business Enterprise (DBE) goals (44.21.00).
- Staff work on data, analysis and filing of applications for the economic stimulus funding for Section 5307 and 5311 Programs (44.21.00).
- Annually review and update Transit Development Plan (TDP) in light of performance data collected, financial projections developed and the latest information on future development and demographic trends. Appropriate analytical tools will be selected for use in assessing needs, determining service demand and supply, and testing future service scenarios (44.23.02).
- Apply for and program transit grants and improvements (44.21.00, 44.25.00)
- Conduct on-board surveys, public opinion surveys, and collect input from stakeholders to generate data for use in preparing daily and monthly statistics for federal and state reports, and gauge operations, safety and security, efficiency, user-friendliness, demand, and public perception of the transit system (44.21.00, 44.26.16, 44.26.14).
- Collect and analyze data on public transportation facilities and equipment as required by federal, state, and local governments (44.26.15).
- Collect data monthly as prescribed by the National Transit Database requirements (44.26.00).
- Evaluate individual route performance from collected data (44.26.14, 44.26.24).
- Continue “mystery rider” program to evaluate the quality of service delivery, driver customer service, bus condition, safety, and fare collection (44.21.00, 44.26.14).
- Collect and report monthly safety and security data as required by the FTA (44.26.16).
- Provide performance indicator data to FDOT and CUTR for their analysis, and publish the information to the general public (44.21.00)
- MPO administer program, update the Locally Coordinated Human Services Transportation Plan (LCHSTP) for Job Access and Reverse Commute (JARC) and New Freedom programs in coordination with LeeTran (44.26.12)
- MPO staff ensures a competitive project selection process for awarding JARC, New Freedom and other grant opportunities (44.26.12).

Section: ADMINISTRATION **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

REQUIRED ACTIVITIES (CONTINUED)

- Conduct transit studies as needed (44.21.00, 44.26.14, 44.23.02).
- Continue to identify and implement service improvements and efficiencies (44.26.15).
- Submit the FTA 5305 grant applications to the FDOT (44.21.00).
- Identify and evaluate potential energy conservation measures (44.26.14).
- Through coordination with Lee County Public Safety, update the Emergency Transportation Operations element of the Comprehensive Emergency Management Plan (CEMP) to correct deficiencies identified during annual hurricane preparedness exercises (44.26.16).
- Update the Transit Security Plan annually or after any re-assessment of risks of interruption of transportation operations due to a natural or man-made disaster. Inventory existing preparedness measures (44.26.16).
- Work with representatives of the disabled community to gather input for service and facility improvements (44.26.12).
- Coordinate with other paratransit service providers to identify strategies to make the best use of resources in providing efficient, cost effective, and high quality paratransit services (44.26.12).
- Facilitate and Coordinate with the Charlotte and Collier MPO's on transit issues (44.23.02).
- Encourage transit participation in local municipalities' development review processes to ensure access to bus stops (44.26.14).
- Review and update, if necessary, the *ADA Complimentary Paratransit Plan* and *Community Transportation Coordinator (CTC) Transition Plan* (44.26.12).
- Complete an accessibility assessment of passenger amenities (44.26.12).
- Administer the JARC and New Freedom programs (44.26.12).

PREVIOUS WORK

- Updates to Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.26.12).
- Major update of the Title VI Plan to incorporate new requirements that take effect in early 2012 (44.21.00).
- Comprehensive major update of the Transit Development Plan (44.21.00, 44.23.02).
- Development of a Transit Vision Plan (44.23.02).
- Each year, LeeTran has prepared budgets, which are approved by the Lee County Board of County Commissioners. Prior budgets have included recurring operating costs as well as capital improvements for development of a new transit facility, replacement vehicles, related support equipment, construction of intermodal transfer and park and ride facilities (44.21.00, 44.26.15, 44.26.14).
- Fall 2012/Summer 2013: Coordinate with MPO on the application process for JARC and New Freedom projects (44.26.12).
- Development of the Beach Trolley Lane Study and presentation of the initial results to the MPO Board (44.21.00).
- Participated in the Transit Task Force whose charge was to identify a long-term dedicated funding source for transit operations (44.21.00, 44.23.02).
- 2014 and 2015: Submit TDP Plan Annual Report to the TAC, CAC, MPO and LCB (44.21.00).
- September 2012 and 2013: LeeTran's annual budget (44.21.00).
- May 2015 and 2016: Annual update of the Financial Plan (44.21.00, 44.25.00).
- Annually: report data to National Transit Database (44.21.00).
- Monthly: report data to National Transit Database (44.21.00).
- Monthly and Quarterly: Monitoring of energy prices and supply in coordination with other public agencies (44.21.00).

Section: ADMINISTRATION **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK (CONTINUED)

- Annual participation in the development and implementation of Lee County's Hurricane Evacuation Plan (44.26.10).
- Monthly: Analysis of the use of alternative fuels and equipment (44.26.15).
- Completion of a Comprehensive Operations Analysis which led to a new route structure and increased frequency on specific routes without significant increases in budget (44.16.14).
- Summer/Fall 2009: Develop the Program Management Plan and the Locally Coordinated Human Services Transportation Plan for JARC and New Freedom Programs and project selection process (44.26.12).
- Work on the development of the online trip planner (44.26.14).
- Coordinate and review the Transit Bus Pull-out and Queue Jump studies with the MPO (44.26.15).
- Update as necessary with Collier County the interlocal agreement that connects service between Lee and Collier (44.21.00).
- 2015: Implementation of the State of Good Repair Grant and completion of the construction of the LeeTran facility (44.26.15, 44.25.00).
- Development of transit data and revenues for the LRTP update (44.23.02).

END PRODUCT

- Monthly: Attendance and participation in the MPO Committee and Board meetings (44.21.00).
- Annual: Financial and progress reporting (44.21.00).
- Annually: Annual LeeTran Audit (44.21.00).
- January 2017 and 2018: National Transit Database information filing (44.21.00).
- Monthly: National Transit Database Report filing (44.21.00).
- Quarterly: Quality evaluations from "Mystery Rider" program (44.21.00).
- Monthly: Quarterly Safety and Security Reports (44.26.16).
- Monthly: Transit reporting, forecasting, management and planning (44.21.00).
- Annual: Publish transit performance data in accordance with Transit Block Grant requirements (44.21.00).
- Spring 2017 and 2018: Update special needs transportation plans before hurricane season (44.26.16).
- Annually: Transit Security Plan update (44.26.16).
- Carbon Emission Reduction/Fuel Savings Efforts (44.26.14).
- Annually, only if required: Review and update *ADA Complementary Paratransit Plan* (only if there are changes to Federal ADA law) (44.21.00).
- Annually, only if required: Review and update *CTC Transition Plan*. These are contingency plans which will be put into effect should the CTC resign or be terminated (44.26.12).
- Summer 2016: Develop the major TDP update for submittal by the end of September 2016 (44.23.02).
- Summer/Fall 2016: Prepare Rosa Parks feasibility study (44.23.02).
- Fall 2016: Conduct Economic Development study (44.23.02).

+Section 5305 for FY 2017/2018 will be applied for in April 2017

Task No: 1.6 Transit Program Management and Support
Estimated Budget Detail for FY 2016/2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	LeeTran Planning	-	-	\$163,555	\$20,444	\$20,444	-	\$204,443
	Subtotal:	\$8,000	-	\$163,555	\$20,444	\$20,444	-	\$212,443
B. Consultant Services								
	Transit LRTP & modeling updates	-	-	\$50,000	\$6,250	\$6,250	-	\$62,500
	Subtotal:	-	-	\$50,000	\$6,250	\$6,250	-	\$62,500
	Total:	\$8,000	-	\$213,555	\$26,694	\$26,694	-	\$274,943

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

**Task No: 1.6 Transit Program Management and Support
Estimated Budget Detail for FY 2017/2018**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
C. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	LeeTran Planning	-	-	\$163,555	\$20,444	\$20,444	-	\$204,443
	Subtotal:	\$8,000	-	\$163,555	\$20,444	\$20,444	-	\$212,443
D. Consultant Services								
	Transit LRTP & modeling updates	-	-	\$50,000	\$6,250	\$6,250	-	\$62,500
	Subtotal:	-	-	\$50,000	\$6,250	\$6,250	-	\$62,500
	Total:	\$8,000	-	\$213,555	\$26,694	\$26,694	-	\$274,943

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: ADMINISTRATION _____ **UPWP Task No: 1.7**
Task: LOCALLY FUNDED ACTIVITIES

OBJECTIVE

To supplement FHWA and FTA funds, to provide the local match for state or federal grants, and to cover any MPO expenses which may not be eligible for reimbursement with FHWA PL, FTA Section 5305, or Transportation Disadvantaged (TD) funds.

REQUIRED ACTIVITIES

- Payment of claims from MPO officials for reimbursement of any personal legal expenses incurred as a consequence of their conscientious performance of official MPO duties, not reimbursable by other agencies or insurance.
- Expenses of preparing and transmitting MPO resolutions and policy positions on pending legislation or rulemaking to, and related communications with, state or federal legislators or regulatory agencies.
- Preparation, submittal, and presentation of grant and loan applications in case it cannot be accommodated in another UPWP task.
- Consultant work order costs not covered under other funding including the local match for 5305 funding.
- Pay for travel, professional membership dues and expenses that are not eligible for reimbursement with PL funds.
- Match Grant Funding as necessary to meet requirements of the funding sources.
- Funds to operate the MPO until reimbursement.

PREVIOUS WORK

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- Local match funding for 5305 funds.
- 2014/15: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2015/16: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

END PRODUCT

- Ongoing: Preparing and transmitting resolutions, letters and policy positions with respect to legislative issues.
- As needed: Pay for travel, professional membership dues and expenses that are not eligible for reimbursement with PL funds.
- As needed: Local match funding for FTA 5305 funds.
- As needed: Preparation of grant and loan applications that cannot be accommodated in another UPWP task.
- Annually: Contribute local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- As needed: Funds to operate the MPO until reimbursement.

**Task No: 1.7 Locally Funded Activities
Estimated Budget Detail for FY 2016/2017**

Budget Category	Budget Category Description	FHWA (P/L)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Local	Total
A. Personnel Services and Expenses								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	\$73,191	\$73,191
	Subtotal:	-	-	-	-	-	\$73,191	\$73,191

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

**Task No: 1.7 Locally Funded Activities
Estimated Budget Detail for FY 2017/2018**

Budget Category	Budget Category Description	FHWA (P/L)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Local	Total
B. Personnel Services and Expenses								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	\$73,191	\$73,191
	Subtotal:	-	-	-	-	-	\$73,191	\$73,191

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

2.0 SYSTEMS MONITORING

2.1 CONGESTION MANAGEMENT, INTELLIGENT
TRANSPORTATION SYSTEMS (ITS) AND DATA
DEVELOPMENT

2.2 EFFICIENT TRANSPORTATION DECISION
MAKING (ETDM) PROCESS

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.1
Task: CONGESTION MANAGEMENT, INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
AND DATA DEVELOPMENT

OBJECTIVE

To monitor the performance of the various transportation modes and intermodal connections, identify locations where congestion frequently occurs or can be expected to occur in the future, and identify cost-effective and expeditious remedial measures to be implemented. Also to coordinate ITS project planning and development and integrate it within the area's overall transportation planning process, as well as integrating it within the FDOT District 1 regional ITS architecture. To monitor and analyze traffic volumes, highway levels of service, traffic crashes, and the characteristics and condition of the motor vehicle, bicycle, and pedestrian networks.

REQUIRED ACTIVITIES

- Staff support to the Traffic Management and Operations Committee (TMOC), including meeting notifications, preparation of agenda packages and preparation of meeting minutes.
- Review of the existing data collection and performance monitoring programs of local government agencies and FDOT to identify any gaps in coverage or deficiencies in the reliability or comparability of congestion measures; and, identification, encouragement, and facilitation of corrective efforts.
- Solicitation of public input on congested areas and potential solutions through the use of mail-in "coupons" to be published in local newspapers, and through an interactive form on the MPO's Website, publicized through the broadcast and print media.
- Work with the TMOC, 511, local traffic reporters, LeeTran, Lee County School District and CTC bus drivers, local law enforcement and public safety officers to identify congested roadways to be evaluated and to solicit mitigation suggestions.
- Work with the TMOC in identifying congestion mitigation measures including traffic operations improvements, low cost ITS projects, and travel demand management strategies such as reducing Single Occupancy Vehicle (SOV) trips or shifting them to other modes—in cooperation with FDOT and the local governments, to address congestion problems identified through this task.
- Update the Congestion Management Process, as necessary.
- Publication of a congestion monitoring and State of the System report.
- Monitoring of Travel Demand Management Practices in Lee County.
- Work with local governments and employers in promoting travel demand reduction measures.
- Participation in local, inter-county, FDOT District 1 and technical committee meetings and seminars.
- Work with Lee County Traffic Division in evaluating the benefits of deploying selected projects from the 2035 ITS elements using Intelligent Transportation Systems Deployment Analysis System (IDAS) or related software.
- Monitor opportunities through federal discretionary ITS grant and other programs to fund ITS planning and implementation of ITS projects in Lee County.
- Continue to monitor transportation legislation and grant opportunities with relevance to ITS project planning and deployment.
- Participate in FDOT's Lee and Collier Traffic Incident Management (TIM) Team meetings.
- Participate in Lee County Community Traffic Safety Team (CTST) meetings.
- Continuing maintenance, analysis, and publication of traffic crash statistics and updating of inventories of road system characteristics and conditions by FDOT and local governments.
- Development of performance measures in support of analysis of the transportation system and travel characteristics. Participation in the statewide Mobility Performance Measures team.

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.1
Task: CONGESTION MANAGEMENT, INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
AND DATA DEVELOPMENT (CONTINUED)

PREVIOUS WORK

- Development and display of crash data statistics.
- Bi-monthly: Staff support of TMOC meetings, including preparation of minutes, meeting notification, and agenda distribution.
- Annually: Solicitation of public input on reporting congested locations.
- Annually: Publication of a Congestion Monitoring and the State of the System report.
- 2012: Update of the Congestion Management Process
- Coordination with local governments to determine traffic count locations throughout Lee County, in an effort to identify the gaps in coverage of monitoring programs.
- Continual updating of the physical inventory of county roads by Lee County DOT
- Participate in the ongoing data collection efforts of other agencies in the County and use off the data for ongoing projects.
- Process and analyze demographic and geographic data necessary to implement transportation plans and programs.

END PRODUCT

- Spring 2017 and 2018: Mail-in coupons published, distributed, compiled and analyzed.
- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- Summer 2017 and 2018: Analyze survey results and update the Congestion Monitoring Reports.
- Monthly: Staff participation in CTST meetings.
- As Needed: Participation in conducting road safety audits.
- Ongoing: Development of traffic data, crash and roadway inventory/condition maps and graphics.
- Quarterly: Participation in the Statewide Mobility Performance Measure team.
- Fall 2016: Development of updated performance measures from Leadership Academy coordination.

Task No: 2.1 Congestion Management, ITS and Data Development Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$22,000	-	-	-	-	-	\$22,000
	Subtotal:	\$22,000	-	-	-	-	-	\$22,000
	Total:	\$22,000	-	-	-	-	-	\$22,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 2.1 Congestion Management, ITS and Data Development Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$22,000	-	-	-	-	-	\$22,000
	Subtotal:	\$22,000	-	-	-	-	-	\$22,000
	Total:	\$22,000	-	-	-	-	-	\$22,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.2
Task: EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) PROCESS

OBJECTIVE

To continue the ETDM process by preparing Purpose and Needs Statements, preparing socio-cultural and economic data reports and digitizing the projects into the Environmental Screening Tool (EST) for existing or upcoming projects.

REQUIRED ACTIVITIES

- In conjunction with other responsible agencies, develop the planning screens, programming screens and project development phases for major projects.
- Support early and ongoing community coordination to disseminate public information, gather public input and determine community impacts.
- Assist FDOT in maximizing project implementation efficiencies by addressing significant problems associated with project design and development and identifying fatal flaws in an early stage.

PREVIOUS WORK

- Provide the FDOT District 1 ETDM Coordinator with Purpose and Needs Statements for projects that were on MPO's Priority List or are going through the screening.
- Needs Plan and Cost Feasible projects screened as part of the LRTP update.
- Identification and participation of staff in the ETDM reviews of upcoming projects, such as the proposed San Carlos Trolley lane project.

END PRODUCTS

- Ongoing: Review socio-cultural and economic data reports for ETDM projects.
- Ongoing: Review and respond to Environmental Technical Advisory Team (ETAT) comments.
- As needed: Work with FDOT to develop a community profile of Lee County.
- As Needed: Coordinate with FDOT and develop projects to be submitted through the ETDM process.
- As Needed: Participation with FDOT, Consultants in the review of upcoming projects.
- As Needed: Work with FDOT and Consultants in the public review of upcoming projects.

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$,2,500	-	-	-	-	-	\$2,500
	Subtotal:	\$2,500	-	-	-	-	-	\$2,500
	Total:	\$2,500	-	-	-	-	-	\$2,500

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$2,500	-	-	-	-	-	\$2,500
	Subtotal:	\$2,500	-	-	-	-	-	\$2,500
	Total:	\$2,500	-	-	-	-	-	\$2,500

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

3.0 SYSTEMS PLANNING

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT PLANNING

Task: LONG RANGE TRANSPORTATION PLANNING**OBJECTIVE**

Develop and maintain a Long Range Transportation Plan (LRTP) that is technically sound, multimodal in nature, financially feasible and consistent with community values, state and federal planning emphasis areas (PEAs), neighboring counties and Lee County's travel demand for the next twenty years.

REQUIRED ACTIVITIES

- Review and produce necessary amendments to keep up with changes in the growth patterns, financial resources, political environment and changes to local and State Plans.
- Use input from the MPO, TAC, CAC, BPCC, TMOG, Local Coordinating Board (LCB), FDOT, Local Agencies and the public to keep the LRTP up-to-date.
- Review and provide future traffic projections for various proposed projects from the regional model.
- Support for and review of the development and validation of the Lee model.
- Completion of new financial resource forecasts for a comprehensive update of the long range multimodal transportation plan which extends the horizon year to 2040, including projection of needed funds for operations and maintenance. Provide updated revenues, such as grants, in support of LRTP amendments.
- Prepare public involvement plan for the development of the Long Range Transportation plan.
- Consideration of social, economic, energy, and environmental effects and distribution of benefits and adverse environmental impacts with respect to low income and minority communities and any other traditionally underserved and under-represented groups during the comprehensive update.
- Review and comment on the consistency of proposed local government comprehensive plan amendments and revisions with the MPO's Long Range Transportation Plan.
- Development of base year and future zonal data in support of future LRTP updates.
- Modeling of Land Use Scenarios in support of the 2040 LRTP and Local Comprehensive Plan changes.
- Analysis and update of project cost estimates, project timing and transportation conditions in support of LRTP amendments.

PREVIOUS WORK

- Conversion of the model and networks from Transportation Planning (TRANPLAN) to Cube Voyager as part of the development of the 2035 Long Range Transportation Plan.
- 2015: Adopted 2040 Long Range Transportation Plan.
- Sept 2012, Dec 2012, May 2013 and May 2014: Amendments to the 2035 Long Range Transportation Plan.
- Development of land use scenarios to test land use changes for incorporation in the 2040 Long Range Transportation Plan.
- Development of the project cost data and transportation revenues in support of the development of the 2040 LRTP.
- Work with FDOT to develop the Regional Transportation model including the existing and future year zonal data and future population projections.

END PRODUCTS

- Biannually: Amendments to the 2040 Long range Transportation Plan.
- As needed: Develop updated project cost estimates.
- As needed: Run transportation model alternatives of proposed projects in support of local and regional planning.
- Spring 2018: Develop scopes and collect data to start major update for the 2045 LRTP in December of 2020.

Task No: 3.1 Long Range Transportation Plan Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
	Total:	\$20,000	-	-	-	-	-	\$20,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 3.1 Long Range Transportation Plan Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
	Total:	\$20,000	-	-	-	-	-	\$20,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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District MPO Liaison (Grant Manager) Name

Signature

Date

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.2**
Task: TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVE

To update annually the Transportation Improvement Program (TIP) and amend it as needed during the course of the year; consistent with the planning requirements identified in 23 USC 134 (g).

REQUIRED ACTIVITIES

- Annual update of the project priorities for bicycle pedestrian, congestion management, Transit Development Plan, Airport priorities, statewide intermodal grant proposals and highway programs in accordance with the Public Involvement Plan (PIP).
- Development of the Draft and Adopted TIP for approval and distribution.
- Amendments of the Adopted TIP as necessary, in accordance with the PIP.
- Review FDOT's draft tentative work program for consistency with adopted priorities and compare the 4 common years with the adopted TIP.
- Continue to participate in Local Agency Program (LAP) coordination meetings with FDOT and local governments in Lee County and participate in resolving issues.
- Publish annual obligations listing.

PREVIOUS WORK

- June 2014: Published the FY 2015 - FY 2019 Transportation Improvement Plan.
- June 2015: Published the FY 2016 – FY 2020 Transportation Improvement Plan.
- Spring 2014 and 2015: Updated MPO priorities.
- December 2014 and October 2015: Review and distribute FDOT's Draft Tentative Work Program.
- 2014/15: Published annual obligations listing.
- Ongoing: Amended FY 2015 - FY 2019 and FY 2016 – FY 2020 TIPs.
- Quarterly: Participated in LAP coordination meetings.

END PRODUCT

- Spring 2017 and 2018: Update transportation improvement priorities.
- June 2017 and 2018: Publish TIP
- As needed: Amendments to adopted TIP's to address project changes.
- Quarterly: Participation in FDOT/Local Government/MPO coordination meetings.

Task No: 3.2 Transportation Improvement Program Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$8,000	-	-	-	-	-	\$8,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 3.2 Transportation Improvement Program Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$8,000	-	-	-	-	-	\$8,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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District MPO Liaison (Grant Manager) Name

Signature

Date

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.3**
Task: FREIGHT AND GOODS MOVEMENT PLANNING

OBJECTIVE

To improve the efficiency of intermodal transportation and intermodal capital investments and enhance inter-jurisdictional coordination and cooperation.

REQUIRED ACTIVITIES

- Participate in regional freight/intermodal efforts such as the Strategic Intermodal System (SIS), freight workshops, and seminars.
- Continue coordination with the Lee County Port Authority, local trucking companies and Seminole Gulf Rail Road (RR) on freight and goods movement activity.
- Update and expand list of contact names, addresses and phone numbers of freight stakeholders in Southwest Florida, and continue coordination with major freight stakeholders.
- Conduct additional freight related studies if necessary.
- Identify freight hot spots, high freight corridors and operational improvements that address swept path width, off tracking, motor vehicles, bicycle and pedestrian conflicts within Lee County.
- Analyze the results of the Truck survey questions as part of Congestion Management Process for Public and Stakeholders.

PREVIOUS WORK

- Review and provide input and data for the development of the Strategic Intermodal System (SIS).
- Development and approval of a Lee County MPO Goods and Freight Studies.
- Coordination with freight operators and local agencies on goods and freight movement issues and identify needed improvements.
- Preparation and conduct Freight and Goods summit at RSW.

END PRODUCTS

- Ongoing: Coordination with freight stakeholders on freight and goods activities.
- Spring 2017 and 2018: Truck driver survey and inventory of problem locations as part of Goods and Freight study in order to develop a list of infrastructure improvements to address operational problems.
- Summer 2017 and 2018: Identify projects from the truck driver survey to solve operational problems and remove goods and freight bottlenecks.

Task No: 3.3 Freight and Goods Movement Planning Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$5,000	-	-	-	-	-	\$5,000
	Subtotal:	\$5,000	-	-	-	-	-	\$5,000
	Total:	\$5,000	-	-	-	-	-	\$5,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 3.3 Freight and Goods Movement Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$5,000	-	-	-	-	-	\$5,000
	Subtotal:	\$5,000	-	-	-	-	-	\$5,000
	Total:	\$5,000	-	-	-	-	-	\$5,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

4.0 PROJECT PLANNING

4.1 SPECIAL PROJECTS AND STUDIES

4.2 BICYCLE PEDESTRIAN AND MULTI PURPOSE
PATHWAY PLANNING

4.3 TRANSPORTATION DISADVANTAGED PROGRAM

4.4 ADMINISTRATIVE AND PLANNING CONSULTANT
SERVICES

4.5 LEE COUNTY COMPLETE STREETS INITIATIVE

Section: PROJECT PLANNING _____ UPWP Task No: 4.1
Task: SPECIAL PROJECTS AND STUDIES

OBJECTIVE

To undertake small area studies and corridor studies to refine the metropolitan transportation system plan and other types of special studies not included in another task, to coordinate with and participate in the project planning activities of the participating agencies, accommodate unforeseen project planning needs which may arise during the program year, review Airport Master Plan and participate in Development of Regional Impact (DRIs) and Sector Plans review process.

REQUIRED ACTIVITIES

- Participate in the review process of DRIs, sub-DRIs and sector plans so that the land use and socio-economic data used in the LRTP reflects current growth and development decisions.
- Analysis of Transportation Element amendments for consistency with MPO plans and impact on future short term and long term plans.
- Review and comment on project traffic and alternative concepts for project development and environmental studies on state highways.
- Participation and review of ongoing Project Development and Environment studies for consistency with MPO plans.
- Work with Injury Prevention Council (IPBC) and Community Affinity Group on transportation related issues.
- Review and comment on multi-modal design plans for consistency with MPO plans.
- As per the Intergovernmental Coordination and review (ICAR) agreement and public transportation coordination agreement signed by the Southwest Florida Regional Planning Council (SWFRPC), MPO, Port Authority and FDOT, MPO staff will review airport master plans and identify and resolve any inconsistencies with MPO plans and programs or with transportation projects from the state work program.

PREVIOUS WORK

- 2013: Reviewed, analyzed and commented on Babcock development and traffic analysis.
- 2014/2015: Attend and review roadway planning and project development meetings including State Road SR 82, SR 78, I-75, Old US 41, San Carlos Boulevard, Metro Parkway, other projects. Review projects for consistency with MPO Plans.

END PRODUCTS

- Ongoing: Participate in the public meetings on upcoming PD&E, Design and Construction Projects.
- As needed: Participation in state and local governments' corridor and small area studies.
- As needed: Comment on project traffic reports and PD&E studies.
- As needed: DRI reviews.
- Monthly: Attend and participate with the IPC and the Community Affinity Group on transportation safety and issues.

Task No: 4.1 Special Projects and Studies Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	Subtotal:	\$18,000	-	-	-	-	-	\$18,000
	Total:	\$18,000	-	-	-	-	-	\$18,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 4.1 Special Projects and Studies Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	Subtotal:	\$18,000	-	-	-	-	-	\$18,000
	Total:	\$18,000	-	-	-	-	-	\$18,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: PROJECT PLANNING _____ UPWP Task No: 4.2
Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING

OBJECTIVE

To support on-going efforts by state and county agencies to implement multimodal urban/suburban mobility and pedestrian activities and facilities, to coordinate county, regional, and state pedestrian, bicycle, greenway and multi-purpose pathway projects, raise awareness of pedestrian and bicycling in Lee County and provide staff support to the Lee County MPO Bicycle Pedestrian Coordination Committee (BPCC).

REQUIRED ACTIVITIES

- Staff support to the BPCC meetings.
- Participate in updates of the Countywide Trails and Greenways Master Plan.
- Participate in local jurisdictions Bicycle Pedestrian Advisory Committee meetings.
- Work with local bicycle advocacy groups and other governmental agencies to develop bicycle awareness within the area.
- Increase citizen participation regarding bicycle, pedestrian, multipurpose pathway, recreation, and tourist planning and design at the county and municipal level.
- Update Lee County bicycle facility map as needed.
- Review project proposals for Safe Routes to School (SRTS) funds and obtain MPO endorsement.
- Development of the Bicycle and Pedestrian Master Plan.
- Update evaluation criteria for TEA/TA, SRTS and Box funded proposals and prioritize projects.
- Develop bicycle pedestrian project cost estimates in support of MPO funded projects.
- Coordination through the BPCC on the completion by MPO staff and local governments of the comprehensive update of the countywide inventory of sidewalks.
- Development and regular updates of Bicycle and Pedestrian Maps and graphics for distribution and use.
- Implement the recommendations identified in the Bicycle/Pedestrian Master Plan and the Bicycle Pedestrian Safety Action Plan.
- Provide staff and local agency training to educate transportation planners, engineers, transit staff and public works employees about bicycle/pedestrian design best practices, safety programs and benefits.
- Conduct sustainability training for local jurisdictions.
- Work with our various partners to put together a media campaign that includes safety and education public service announcements and programs to address the increase in bicycle and pedestrian crashes.

PREVIOUS WORK

- Staff support to BPCC meetings.
- Identify Bicycle/Pedestrian priorities.
- Endorse Safe Route to School (SRTS) Applications.
- Solicit and analyze Transportation Alternatives (TA) Project priorities.
- Develop and update the Countywide Bicycle Pedestrian Master Plan.
- Prepare agenda packages for BPCC meetings.
- Review and endorse SRTS applications.
- Attend local jurisdiction bicycle/pedestrian meetings.
- Solicit and analyze TA, SRTS and Box funded projects and prioritize through the Committees and the Board.
- Implementation of the recommendations from the Bicycle Pedestrian Master Plan and the Bicycle Pedestrian Safety Action Plan.

Section: PROJECT PLANNING _____ **UPWP Task No: 4.2**
Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING (Cont.)

END PRODUCT

- Monthly: Staff support to BPCC meetings including the preparation of agendas.
- Winter/Spring 2017 and 2018: Identify and analyze Bicycle/Pedestrian priorities.
- Spring 2017 and 2018: Endorse Safe Route to School (SRTS) Applications.
- As Needed: Solicit and analyze Transportation Alternatives (TA) and Box Project priorities.
- Spring 2017: Update the Countywide Bicycle Pedestrian Master Plan.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Spring 2015 and 2016: Updated Bicycle/Pedestrian priorities.
- Ongoing: Implementation of the recommendations from the Bicycle Pedestrian Master Plan and the Bicycle Pedestrian Safety Action Plan.

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	Subtotal:	\$23,000	-	-	-	-	-	\$23,000
	Total:	\$23,000	-	-	-	-	-	\$23,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 4.2 Bicycle Pedestrian and Pathway Planning Estimated Budget Detail for FY 2017/2018								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	Subtotal:	\$23,000	-	-	-	-	-	\$23,000
	Total:	\$23,000	-	-	-	-	-	\$23,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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District MPO Liaison (Grant Manager) Name

Signature

Date

Section: PROJECT PLANNING _____ UPWP Task No: 4.3
Task: TRANSPORTATION DISADVANTAGED PROGRAM

OBJECTIVE

To meet the MPO's responsibilities under Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, as the designated official planning agency for Lee County, to assist with the local administration and planning of the program for the coordination of transportation services for the transportation disadvantaged.

REQUIRED ACTIVITIES

The following are MPO staff responsibilities in either staff support of the Local Coordinating Board (LCB), or as a function by the Lee County MPO under Chapter 427, F.S. and Rule 41-2, F.A.C:

- Take appointments to fill vacancies on the LCB and planning grant applications to the MPO Board for approval.
- Staff support to the Local Coordinating Board including preparing agendas and documents.
- Review the section on Transportation Disadvantaged in the TIP and LRTP.
- Maintain a grievance resolution committee, review and update complaint and grievance procedures.
- Evaluate consumer satisfaction and conduct an annual evaluation of the Community Transportation Coordinator (CTC).
- Review the CTC Contingency Plan and update as needed.
- File planning grant applications for and prepare all necessary progress reports and requests for reimbursement by the Commission for the Transportation Disadvantaged (CTD).

The following is the responsibility of the designated CTC:

- Prepare Annual Operating Report and provide to Local Coordinating Board (LCB) and TD Commission.
- Prepare and file trip grant applications.
- Prepare annual updates to the Transportation Disadvantaged Service Plan (TDSP) and provide them for review by the LCB, TAC, CAC, MPO and TD Commission.
- Updates to the Memorandum of Agreement.
- Collect and report management data regarding transportation service for the transportation disadvantaged within Lee County as required by the CTD.

PREVIOUS WORK/MAJOR ACCOMPLISHMENTS

- 2013: CTC Competitive Procurement.
- 2014 and 2015: Filed planning grant application.
- Spring of 2015 and 2016: LCB Board's evaluation of Good Wheels Inc. as the CTC.
- April 2014 and 2015: Review and provide comments on the Transportation Disadvantaged section on the current TIP.
- Spring of 2015 and 2016 minor updates to the TDSP.

END PRODUCT

- Spring of 2017 and 2018: LCB's annual evaluation of the designated CTC.
- March of 2017 and 2018: Coordinate with CTC staff regarding minor TDSP update
- April 2017 and April 2018: Complete minor TDSP update and submit to LCB for approval.
- May 2017 and 2018: Submit LCB minor TDSP update to TAC, CAC, and MPO for endorsement.
- May 2015 and 2016: Submit MPO endorsed TDSP to the CTD.
- June 2017 and 2018: File applications for FY 2017/18 and FY 2018/19 TD Planning Grants.

**Task No: 4.3 Transportation Disadvantaged Program
Estimated Budget Detail for FY 2016/2017**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	\$28,719	\$28,719
	Subtotal:	-	-	-	-	-	\$28,719	\$28,719
B. Travel								
	Travel and Training	-	-	-	-	-	\$2,000	\$2,000
	Subtotal:	-	-	-	-	-	\$2,000	\$2,000
C. Other Direct Expenses								
	Advertising	-	-	-	-	-	\$1,500	\$1,500
	Postage and Packages	-	-	-	-	-	\$500	\$500
	Subtotal:	-	-	-	-	-	\$2,000	\$2,000
	Total:	-	-	-	-	-	\$32,719	\$32,719

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

**Task No: 4.3 Transportation Disadvantaged Program
Estimated Budget Detail for FY 2016/2017**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	\$28,719	\$28,719
	Subtotal:	-	-	-	-	-	\$28,719	\$28,719
B. Travel								
	Travel and Training	-	-	-	-	-	\$2,000	\$2,000
	Subtotal:	-	-	-	-	-	\$2,000	\$2,000
C. Other Direct Expenses								
	Advertising	-	-	-	-	-	\$1,500	\$1,500
	Postage and Packages	-	-	-	-	-	\$500	\$500
	Subtotal:	-	-	-	-	-	\$2,000	\$2,000
	Total:	-	-	-	-	-	\$32,719	\$32,719

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Section: PROJECT PLANNING**UPWP Task No: 4.4****Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES****OBJECTIVE**

Select consultants/contractors to assist staff with administrative and transportation planning activities in support of the UPWP work tasks where staff resources need additional support or specific administrative and planning expertise.

REQUIRED ACTIVITIES

- Staff development of scopes and RFPs for the selection of qualified consultants and contractors in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new and existing requirements.
- Staff monitor consultant contracts for consistency with federal and state requirements, including Title VI and DBE compliance.
- Staff submittal of scopes, contracts and agreements to FDOT and FHWA for review and approval prior to advertisement and selection.
- Consultant Services that include transportation modeling support for LRTP amendments and updates.
- Consultant Services that include transit modeling and planning in support of LRTP amendments and updates.
- Administrative support to the MPO staff including accounting, legal and audit services.
- Consultant Services that include assisting staff with public involvement activities.
- Consultant Services that include the collection of multi-modal traffic data, traffic modeling, data analysis in the development of performance measures and targets.
- Consultant Services that include conducting planning studies and feasibility assessments of Congestion Management and Bicycle/Pedestrian projects.
- Consultant Services that includes assisting staff with the implementation of the recommendations from the Bicycle/Pedestrian Master Plan including conducting a Bicycle/Pedestrian Action Plan, safety and education programs.

PREVIOUS WORK

- 2015: Preparation and advertisement of RFP for selection of General Planning Consultants.
- 2015: Preparation and advertisement of RFP for selection of Public Involvement Consultants.
- 2013/2104: Develop scopes for developing elements of the Long Range Transportation Plan.
- 2014/2015: Scope, RFP and selection of the Transit Bus Pullout and Bus Queue Jump studies consultants and staff time managing the projects.
- 2014: San Carlos Trolley lane planning study in preparation of the PD&E study.
- Conduct 2013/2014 and 2014/2015 audits.
- MPO legal services.
- MPO Accounting services.

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)

END PRODUCTS

- Ongoing: Accounting services.
- Ongoing: Legal support services.
- As needed: Consultant tasks to run regional model alternatives in support of projects throughout the County. These tasks also include transportation model runs in support of LRTP plan amendments.
- Fall 2016 and 2017: Conduct 2015/2016 and 2016/2017 audits
- Spring 2017 and 2018: Maintenance of the TIP reporter tool to provide TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Summer 2016: Advertise RFP and select consultant to conduct the Fort Myers Beach Bicycle Pedestrian Master Plan study. The task includes the staff management of the project activities with the assistance of Fort Myers Beach staff.
- Summer 2016: Conduct the Fort Myers Beach Lighting study. The task includes the staff management of the project activities with the assistance of Fort Myers Beach and Lee County staff.
- Summer/Fall 2016: Consultant completion of the Cape Coral Bicycle Pedestrian Master Plan. Task includes staff management of the project with the assistance of City of Cape Coral staff.
- Summer of 2016: Consultant completion of the conceptual designs for the Round-a-bout study and staff management of the project.
- Summer/Fall 2016: Scope the tasks necessary to update the MPO's website to enable flexibility in updating the content and including the necessary documents for public use.
- Winter/Spring 2016/2017: Develop scope for Consultant services to update the performance measures consistent with the input received through the Leadership Academy. The task should include recommendations on additional data collection activities that will be necessary to achieve the recommended results.
- Spring 2017: Develop scope of work to support the implementation of the bicycle/pedestrian priorities including education outreach activities, road safety audits, working with law enforcement agencies on high crash trend issues and the development of media packages in support of educations/enforcement activities.
- Summer 2017: Scope for Origin and Destination study using cell phone data in support of the 2045 LRTP update, land use scenario analysis and the upcoming Cape Coral evacuation study.
- Winter 2018: Develop Long Range Plan scopes of services for the major update of the plan to 2045.

Task No: 4.4 Administrative and Planning Consultant Services
Estimated Budget Detail for FY 2016/2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
B. Administrative and Consultant Services								
	Accounting Services	\$10,000	-	-	-	-	-	\$10,000
	Legal Services	\$16,000						\$16,000
	MPO Audit	\$23,000						\$23,000
	TIP Reporter Tool	\$10,000						\$10,000
	Regional Model Alternatives	\$22,500						\$22,500
	Fort Myers Beach Lighting Study	\$96,319						\$96,319
	Completion of Website Upgrade	\$8,000						\$8,000
	Begin Update of Performance measures and Targets	\$12,000						\$12,000
	Public Involvement outreach activities	\$18,000						\$18,000
	Complete Cape Coral Bike Ped Master Plan		\$45,000					\$45,000
	Complete Round-a-bout Study		\$60,000					\$60,000
	Fort Myers Beach Bike Ped master Plan		\$91,000					\$91,000
	Subtotal:	\$215,819	\$196,000	-	-	-	-	\$391,819
	Total:	\$245,819	\$196,000	-	-	-	-	\$411,819

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

 District MPO Liaison (Grant Manager) Name

 Signature

 Date

Task No: 4.4 Administrative and Planning Consultant Services
Estimated Budget Detail for FY 2017/2018

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
B. Administrative and Consultant Services								
	Accounting Services	\$10,000	-	-	-	-	-	\$10,000
	Legal Services	\$16,000						\$16,000
	MPO Audit	\$23,000						\$23,000
	TIP Reporter Tool	\$10,000						\$10,000
	Regional Model Alternatives	\$12,000						\$12,000
	Finalize Performance Measures and Targets	\$5,000						\$5,000
	Conduct Model Origin and Destination study	\$50,000						\$50,000
	Begin update MPO Bicycle Pedestrian Master Plan	\$7,386						\$7,386
	Subtotal:	\$133,386	-	-	-	-	-	\$133,386
	Total:	\$153,386	-	-	-	-	-	\$153,386

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Section: PROJECT PLANNING
Task: LEE COUNTY COMPLETE STREETS INITIATIVE

UPWP Task No: 4.5

OBJECTIVE

To support activities related to the development of the TIGER V Complete Streets Initiative project.

REQUIRED ACTIVITIES

- Consultant services to assist staff with the development of the Design Build RFP package for the selection of qualified consultants and contractors in support of the project.
- Consultant services to assist staff with the development of the Construction Engineering Inspection (CEI) RFP package for the selection of a qualified Engineering firm/team to oversee and manage the development of the project.
- Ongoing administrative activities related to the project.
- Submittal and amendments to agreements, contracts, RFP's for submittal to FHWA for review and approval.
- Conducting public involvement activities in support of the ongoing project activities.
- Development of performance measures, collecting performance measure data and conducting the reporting requirements.
- Performing the weekly, monthly, quarterly and yearly project status and development activity requirements.
- Development, monitoring and reporting of project schedules.
- Completing the necessary NEPA documentation and submittals.
- TIGER Grant reporting requirements.

PREVIOUS WORK

- Production of maps and graphics illustrating the project segments.
- Public involvement activities related to the development and review of the project.
- Winter/Spring 2014: Develop the Design Build package and Construction Engineering Inspection RFP's in support of the project.
- Spring 2014: Work with the consultants to conduct pre-bid meetings and contractor selection.
- Monthly and as needed, Design and Construction project meetings.
- Summer 2015: Collection and reporting of performance measure data.

END PRODUCTS

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Conduct public involvement related activities including updating the website and project updates, developing maps, graphics, videos and reports.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of updated project timelines.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Monthly/Quarterly: Meeting the reporting requirements of the TIGER grant.
- Winter 2017: Completion of the project and project close out.
- Spring 2017: Collection and reporting of performance data following the completion of the project.
- Spring 2018: Collection and reporting of performance data for the project.

**Task No: 4.5 Lee County Complete Streets Initiative
Estimated Budget Detail for FY 2016/2017**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
B. Consultant Services								
	Performance data collection and reporting	\$37,000	-	-	-	-	-	\$37,000
	Subtotal:	\$37,000	-	-	-	-	-	\$37,000
	Total:	\$45,000	-	-	-	-	-	\$45,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

**Task No: 4.5 Lee County Complete Streets Initiative
Estimated Budget Detail for FY 2017/2018**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$5,000	-	-	-	-	-	\$5,000
	Subtotal:	\$5,000	-	-	-	-	-	\$5,000
C. Consultant Services								
	Performance data collection and reporting	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
	Total:	\$20,000	-	-	-	-	-	\$20,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Section: PROJECT PLANNING
Task: TIGER DESIGN BUILD PROJECT

UPWP Task No: 4.6

OBJECTIVE

To support activities related to the design and construction of the TIGER V Complete Streets Initiative project.

REQUIRED ACTIVITIES

- Consultant services to assist staff with the development of the Design Build RFP package for the selection of qualified consultants and contractors in support of the project.
- Consultant services to assist staff with the development of the Construction Engineering Inspection (CEI) RFP package for the selection of a qualified Engineering firm/team to oversee and manage the development of the project.
- Ongoing administrative activities related to the project.
- Submittal of agreements, contracts, RFP's to FHWA for review and approval prior to advertisement and selection.
- Conducting public involvement activities.
- Development of performance measures and conducting the reporting requirements.
- Collection of existing transportation and economic data in support of the performance measure reporting requirements.
- Performing the weekly, monthly and yearly project status and development activities requirements.
- Development, monitoring and reporting of project schedules.
- Completing the necessary NEPA documentation and submittal.
- TIGER Grant reporting requirements.

PREVIOUS WORK

- Production of maps and graphics illustrating the project.
- Public involvement activities related to the development and review of the project.
- Winter/Spring 2014: Develop the Design Build package for advertisement.
- Winter/Spring 2014: Development of a Construction Engineering Inspection RFP in support of the project.
- Winter/Spring 2014: Develop and place bid advertisements consistent with federal requirements.
- Spring 2014: Work with the consultants to conduct pre-bid meetings.
- Ongoing: Tasks related to reporting requirements throughout the development of the project.
- Winter/Spring 2014: Development of the performance measures that will be used for the reporting requirements.
- Monthly and as needed, Design and Construction project meetings.

END PRODUCTS

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Conduct public involvement related activities including updating the website development and updates, developing maps, graphics, videos and reports in support of the project.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of project timelines.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Ongoing: Project reporting requirements by the Design Build and CEI firm consistent with the grant requirements.

Task No: 4.6 TIGER Design Build Project Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	USDOT (TIGER Grant)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff project management and administrative salaries	\$30,000	-	-	-	-	-	\$30,000
	Subtotal:	\$30,000	-	-	-	-	-	\$30,000
	Total:	\$30,000	-	-	-	-	-	\$30,000

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

Task No: 4.6 TIGER Design Build Project Estimated Budget Detail for FY 2016/2017								
Budget Category	Budget Category Description	USDOT (TIGER Grant)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff project management and administrative salaries	0	-	-	-	-	-	0
	Subtotal:	0	-	-	-	-	-	0
	Total:	0	-	-	-	-	-	0

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

District MPO Liaison (Grant Manager) Name

Signature

Date

BUDGET TABLES

TABLE 2, 2016/17 FUNDING SOURCE TABLE

TABLE 2, 2017/18 FUNDING SOURCE TABLE

**TABLE 2
FISCAL YEAR 2016/17 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305			SU Funds		TIGER Funds		State Grants		Local Contributions							Total Share			Total Cost			
		Federal	Consultants	Soft Match	Federal	State	Local	Staff	Consultants	Staff	Des/Cons	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local		
1. Administration																											
1.1	Program Management and Support	\$ 322,000		\$ 71,018																		\$ 322,000	\$ 71,018	\$ -	\$ 393,018		
1.2	Unified Planning Work Program (UPWP)	\$ 8,000		\$ 1,764																		\$ 8,000	\$ 1,764	\$ -	\$ 9,764		
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,749																		\$ 17,000	\$ 3,749	\$ -	\$ 20,749		
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 38,000		\$ 8,381																		\$ 38,000	\$ 8,381	\$ -	\$ 46,381		
1.5	Regional Coordination	\$ 22,000		\$ 4,852																		\$ 22,000	\$ 4,852	\$ -	\$ 26,852		
1.6	Transit	\$ 8,000		\$ 1,764	\$ 213,555	\$ 26,694	\$ 26,694															\$ 8,000	\$ 1,764	\$ 213,555	\$ 26,694	\$ 26,694	\$ 276,708
1.7	Locally Funded Activities	\$ -		\$ -									\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 208,000		\$ -	\$ -	\$ 281,191	\$ 281,191		
2. Data Collection and Management Systems																											
2.1	Congestion Management, ITS and Data Development	\$ 22,000		\$ 4,852																		\$ 22,000	\$ 4,852	\$ -	\$ 26,852		
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 2,500		\$ 551																		\$ 2,500	\$ 551	\$ -	\$ 3,051		
3. Systems Planning																											
3.1	Long Range Transportation Planning	\$ 20,000		\$ 4,411																		\$ 20,000	\$ 4,411	\$ -	\$ 24,411		
3.2	Transportation Improvement Program	\$ 8,000		\$ 1,764																		\$ 8,000	\$ 1,764	\$ -	\$ 9,764		
3.3	Freights and Goods Movement Planning	\$ 5,000		\$ 1,103																		\$ 5,000	\$ 1,103	\$ -	\$ 6,103		
4. Special Project Planning																											
4.1	Special Projects and Studies	\$ 18,000		\$ 3,970																		\$ 18,000	\$ 3,970	\$ -	\$ 21,970		
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073																		\$ 23,000	\$ 5,073	\$ -	\$ 28,073		
4.3	Transportation Disadvantaged Program	\$ -		\$ -							\$ 32,719											\$ -	\$ 32,719	\$ -	\$ 32,719		
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 235,819	\$ 56,422				\$ 196,000														\$ 255,819	\$ 56,422	\$ -	\$ 312,241		
4.5	Lee County Complete Streets Initiative	\$ 8,000	\$ 37,000	\$ 9,925																		\$ 45,000	\$ 9,925	\$ -	\$ 54,925		
4.6	Lee County Complete Streets Initiative Design Build Project			\$ -					\$ 30,000	\$ 3,000,000												\$ 3,030,000	\$ -	\$ -	\$ 3,030,000		
Total FY 2016/17 cost for all tasks		\$814,319		\$ 179,601	\$ 213,555	\$ 26,694	\$ 26,694	\$196,000	\$30,000	\$3,000,000	\$ 32,719	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727		208,000	\$ 4,057,874	\$ 239,015	\$ 307,885	\$ 4,604,774			
Total carryover from prior fiscal years		\$124,693																				\$ -	\$ -	\$ -			
Total cost, including carryover, for all tasks		\$814,319		\$ 179,601	\$ 213,555	\$ 26,694	\$ 26,694	\$196,000	\$30,000	\$3,030,000	\$ 32,719	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727		\$ 208,000	\$ 4,057,874	\$ 239,015	\$ 307,885	\$ 4,604,774			

**TABLE 2
FISCAL YEAR 2017/18 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305			SU Funds		State Grants		Local Contributions						Total Share			Total Cost	
		Federal	Consultants	Soft Match	Federal	State	Local	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Carryover	Federal	State		Local
1. Administration																						
1.1	Program Management and Support	\$ 320,000		\$ 70,577															\$ 320,000	\$ 70,577	\$ -	\$ 390,577
1.2	Unified Planning Work Program (UPWP)	\$ 12,000		\$ 2,647															\$ 12,000	\$ 2,647	\$ -	\$ 14,647
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,749															\$ 17,000	\$ 3,749	\$ -	\$ 20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 35,000		\$ 7,719															\$ 35,000	\$ 7,719	\$ -	\$ 42,719
1.5	Regional Coordination	\$ 22,000		\$ 4,852															\$ 22,000	\$ 4,852	\$ -	\$ 26,852
1.6	Transit	\$ 8,000		\$ 1,764	\$ 213,555	\$ 26,694	\$ 26,694												\$ 8,000	\$ 1,764	\$ 213,555	\$ 26,694
1.7	Locally Funded Activities	\$ -		\$ -								\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 208,000	\$ -	\$ -	\$ -	\$ 277,872
2. Data Collection and Management Systems																						
2.1	Congestion Management, ITS and Data Development	\$ 22,000		\$ 4,852															\$ 22,000	\$ 4,852	\$ -	\$ 26,852
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 2,500		\$ 551															\$ 2,500	\$ 551	\$ -	\$ 3,051
3. Systems Planning																						
3.1	Long Range Transportation Planning	\$ 20,000		\$ 4,411															\$ 20,000	\$ 4,411	\$ -	\$ 24,411
3.2	Transportation Improvement Program	\$ 8,000		\$ 1,764															\$ 8,000	\$ 1,764	\$ -	\$ 9,764
3.3	Freights and Goods Movement Planning	\$ 5,000		\$ 1,103															\$ 5,000	\$ 1,103	\$ -	\$ 6,103
4. Special Project Planning																						
4.1	Special Projects and Studies	\$ 18,000		\$ 3,970															\$ 18,000	\$ 3,970	\$ -	\$ 21,970
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073															\$ 23,000	\$ 5,073	\$ -	\$ 28,073
4.3	Transportation Disadvantaged Program	\$ -		\$ -						\$ 32,719									\$ -	\$ 32,719	\$ -	\$ 32,719
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 133,386	\$ 33,830															\$ 153,386	\$ 33,830	\$ -	\$ 187,216
4.5	Lee County Complete Streets Initiative	\$ 5,000	\$ 20,000	\$ 5,514															\$ 25,000	\$ 5,514	\$ -	\$ 30,514
4.6	Lee County Complete Streets Initiative Design Build Project	\$ -	\$ -	\$ -															\$ -	\$ -	\$ -	\$ -
Total FY 2017/18 cost for all tasks		\$690,886		\$ 152,378	\$ 213,555	\$ 26,694	\$ 26,694	\$0		\$ 32,719	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 208,000	\$ 904,441	\$ 211,791	\$ 304,566	\$ 1,420,799
Total carryover from prior fiscal years		\$0																		\$ -		\$ -
Total cost, including carryover, for all tasks		\$690,886		\$ 152,378	\$ 213,555	\$ 26,694	\$ 26,694	\$0		\$ 32,719	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 208,000	\$ 904,441	\$ 211,791	\$ 304,566	\$ 1,420,799

APPENDIX A

State Support - Federal Highway Administration (FHWA)
Planning (PL) Funds & State Support – Federal Transit
Administration (FTA) Section 5305 Funds

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**
(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Lee County Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. Yes
OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).	_____
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Grant Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: Lee County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: _____

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 statutes and regulations, and 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 Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

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: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lee County Metropolitan Planning Organization

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

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

Signature _____ Date: _____

Name Derek Rooney, Gray Robinson
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Section 5305(d)
Approved Project Budget for FFY15
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 69,444
44.22.00	General Development and Comprehensive Planning	<u>\$ 28,750</u>
44.23.01	Long Range Transportation Planning: System Level	<u> </u>
44.23.02	Long Range Transportation Planning: Project Level	<u>\$ 56,250</u>
44.24.00	Short Range Transportation Planning	<u> </u>
44.25.00	Transportation Improvement Program	<u>\$ 22,500</u>
44.26.00	Planning Emphasis Areas	<u> </u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>\$ 31,250</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u> </u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>\$ 31,250</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>\$17,500</u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>\$10,000</u>
44.27.00	Other Activities	<u> </u>
Total Net Project Cost		<u>\$ 266,944</u>

Accounting Classifications

44.30.01	Personnel	\$ 128,133
44.30.02	Fringe Benefits	<u>\$ 85,422</u>
44.30.03	Travel	<u> </u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u> </u>
44.30.06	Contractual	<u>\$ 53,389</u>
44.30.07	Other	<u> </u>
44.30.08	Indirect Charges	<u> </u>
Total Net Project Cost		<u>\$ 266,944</u>

Fund Allocations

44.40.01	MPO Activities	\$ 53,389
44.40.02	Transit Operator Activities	<u>\$ 213,555</u>
44.40.03	State and/or Local Agency Activities	<u> </u>
Total Net Project Cost		<u>\$ 266,944</u>
Federal Share (80%)		<u>\$ 213,555</u>
Local Share (20%)		<u>\$ 53,389</u>

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	<u>\$ 266,944</u>

Section 5305(d)
GMIS Planning Line Item Codes – FFY15
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 55,555
44.22.00	General Development and Comprehensive Planning	<u>\$ 23,000</u>
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	<u>\$ 45,000</u>
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	<u>\$ 18,000</u>
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>\$25,000</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>\$ 25,000</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>\$ 14,000</u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>\$ 8,000</u>
44.27.00	Other Activities	
	Total Net Project Cost	<u>\$ 213,555</u>

Accounting Classifications

44.30.01	Personnel	\$ 102,506
44.30.02	Fringe Benefits	<u>\$ 68,338</u>
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	<u>\$ 42,711</u>
44.30.07	Other	
44.30.08	Indirect Charges	
	Total Net Project Cost	<u>\$ 213,555</u>

Fund Allocations

44.40.01	MPO Activities	\$ 42,711
44.40.02	Transit Operator Activities	<u>\$ 170,844</u>
44.40.03	State and/or Local Agency Activities	
	Total Net Project Cost	<u>\$ 213,555</u>

FEDERAL FY 2016-2017 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal 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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more that \$100,000.00 for each such failure.

Date

Chairperson for the MPO

FEDERAL FY 2016-2017 DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510

- (1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
 - (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 Metropolitan Planning Organization 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. DOT.

Chairperson for the MPO

Date

Title VI / Non-Discrimination Policy Statement

The Lee County MPO assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Lee County MPO further agrees to the following responsibilities 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 subrecipient'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 subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.

Signature of Presiding Officer for the MPO/TPO

Date of Signature

Disadvantaged Business Enterprise Utilization

It is the policy of the Lee County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Lee County MPO contracts in a nondiscriminatory environment. The objects 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 barrier 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 Lee County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the Lee County MPO in a non-discriminatory environment.

The Lee County MPO shall require its consultants to not discriminate on the bases of race, color, national origin, sex, age handicap/disability, or income status 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.

Signature of Presiding Officer for the MPO/TPO

Date of Signature

Section: ADMINISTRATION _____ **UPWP Task No: 1.8**
Task: STATE SUPPORT (FHWA PL FUNDS)

OBJECTIVE

To provide guidance and technical assistance in support of the transportation planning process.

METHODOLOGY

- The Florida Department of Transportation will assist the MPO staff on tasks funded with PL funds. For fiscal years 2014/15 and 2015/16, FDOT will provide soft match for the FHWA Metropolitan Planning Program (MPP/PL) funds using toll revenue expenditures as a credit toward the non-federal matching share. The amount identified represents the total amount of soft match required for the amount of FHWA PL funds budgeted in this UPWP for tasks 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, and 4.4

PREVIOUS WORK

- Supportive technical assistance to the Lee County MPO through the FDOT District 1 Offices.

FINANCIAL PARTICIPATION – 2016/17		RESPONSIBLE AGENCY
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$179,601	
Local (MPO)	\$0	
Total	\$179,601	
FINANCIAL PARTICIPATION – 2017/18		
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$152,378	
Local (MPO)	\$0	
Total	\$152,378	

Section: ADMINISTRATION _____ **UPWP Task No: 1.9**
Task: STATE SUPPORT (FTA SECTION 5305 FUNDS)

OBJECTIVE

To provide one half the local match for the FTA Section 5305 funds supporting UPWP task 1.6.

METHODOLOGY

- A cash match to be provided. These funds are to be used to match FTA Section 5305 funds on UPWP task 1.6.

PREVIOUS WORK

- FY 2012/2013 and 2013/2014: State support was provided in the form of a cash match.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$0	Lead Agency: (See description of supported tasks) State funds split among supported tasks. Information on State funds for FY 2015/16 to be provided in April 2013.
PL consultant	\$0	
State (soft match)	\$26,694	
Local (MPO)	\$0	
Total	\$26,694	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$26,694	
Local (MPO)	\$0	
Total	\$26,694	

APPENDIX B

Federal and State Planning Factors and Emphasis Areas

Florida Planning Emphasis Area-2015

Advancing Multi-Modal Transportation Planning

Over the past decade, transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level. Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements.

Freight Planning

Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities, including throughput and trade, moves Florida's economy. All freight transportation modes can be considered and include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a [Freight and Mobility and Trade Plan](#). The plan defines policies and investments that will enhance Florida's economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their [Freight Planning](#) website.

Transit Planning

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's [Public Transit Office](#) webpage for more information.

Complete Streets

The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment. One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, community needs, and context sensitive solutions in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: [FDOT Complete Streets - Workshops](#) and [Multi-Modal Corridor Planning Guidebook](#).

Bicycle/Pedestrian

Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and support from all planning partners to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. FDOT has also implemented a Pedestrian and Bicycle Safety

Program that targets the reduction of fatalities and injuries of pedestrian and bicyclists by promoting conditions for safe and effective travel.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2014 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started as a result of the issuance of the 2014 State Planning Emphasis Area.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: [FDOT Safety Office Webpage](#), [State of Florida Pedestrian & Bicycle Strategic Safety Plan](#), [Bicycle and Pedestrian Council](#), and [Pinellas County Pedestrian Safety Plan](#).

Federal Planning Emphasis Areas

In 2015 the Federal Highway Administration and Federal Transit Administration issued a joint Planning Emphasis Areas letter to all MPOs encouraging them to place emphasis on the following areas as they develop their Unified Planning Work Programs. FDOT supports the MPOs consideration of the federal planning emphasis areas in the development of the UPWP. The [Federal Planning Emphasis Areas](#) are posted on the Office of Policy Planning website. The emphasis areas are:

MAP-21 Implementation
Regional Models of Cooperation
Ladders of Opportunity

Federal and State Planning Factors and Planning Emphasis Areas for FY 2016/17 and FY 2017/18

The FTA and FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in statewide and metropolitan (unified) planning work programs proposed for FTA and FHWA funding. For FY 2014/2015 the federal emphasis area is the development of Bicycle Pedestrian Safety Action plans and implementing the safety recommendations from that plan.

MAP-21 Federal Planning Factors

MAP-21 and the subsequent rulemaking have specified eight specific planning factors that FTA and FHWA uses in determining MPO and UPWP compliance with federal and state requirements. These 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 for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Improve the resiliency of the transportation system and reduce or mitigate stormwater impacts of surface transportation
9. Enhance travel and tourism
10. Emphasize the preservation of the existing transportation system.

MAP-21 PLANNING FACTORS AND EMPHASIS AREAS / UPWP TASK MATRIX

ITEM #	MAP-21 PLANNING FACTORS	UPWP TASKS																
		1.1	1.2	1.3	1.4	1.5	1.6	1.7	2.1	2.2	3.1	3.2	3.3	4.1	4.2	4.3	4.4	4.5
1	Support economic vitality of the metropolitan, especially by enabling global competitiveness, productivity and efficiency.																	
2	Increase safety of transportation system for motorized and non-motorized users.																	
3	Increase security of transportation system for motorized and non-motorized users.																	
4	Increase accessibility and mobility options for people and freight.																	
5	Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.																	
6	Enhance the integration and connectivity of the transportation systems, across and between modes, for people and freight.																	
7	Promote efficient system management and operation																	
8	Improve the resiliency of the transportation system and reduce or mitigate stormwater impacts of surface transportation																	
9	Enhance travel and tourism																	
10	Emphasize the preservation of the existing transportation system.																	

APPENDIX C

FTA Section 5305 Grant Application for Fiscal Year
2017/18

APPENDIX D

Joint Certification Statement on the Metropolitan Transportation Planning Process

**JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN
TRANSPORTATION PLANNING PROCESS**

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Lee County MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 16, 2016.

Based on a joint review and evaluation, the Florida Department of Transportation and the Lee County MPO recommend that the Metropolitan Planning Process for the **Lee County MPO** be certified.

District Secretary (or designee)

Date

MPO Chairman (or designee)

Date

On February 16, 2016, the Lee County Metropolitan Planning Organization (MPO) and the Florida Department of Transportation (FDOT) District One conducted a joint certification review based upon the process outlined in the FDOT Metropolitan Planning Organization Program Management Handbook. This review addressed all of the planning requirements mandated by law referenced in the Joint Certification Statement and the questions outlined in Section 7.11 of the MPO Handbook.

As a result of the review, both the MPO and FDOT staff agree the Lee Metropolitan Planning Organization's metropolitan planning process should be certified without any corrective actions. Below is a list of noteworthy MPO achievements.

- 1. Leadership Academy:** At the end of the year, the Lee MPO submitted an application and was one of seven MPO's selected to take part in the Transportation for America/FHWA Leadership Academy on measuring transportation investments.
- 2. Public Involvement:** As part of the LRTP update, the MPO used online engagement tools to increase the public input opportunities and interaction that occurs through that process. This increased the public input and comments received from several hundred during the 2035 LRTP updated to over 3,500 between the Land Use Scenario project and the adoption of the Cost Feasible Plan in December.
- 3. Bicycle/Pedestrian:** The Lee County MPO continued to focus efforts on bicycle and pedestrian planning. These activities include the development of the regional facility maps, the SUN Trail network and updates to the Master Plan. In addition, the MPO continues to administer the TIGER grant that is designing and constructing bicycle, pedestrian and transit facilities along the various roadways in Lee County.
- 4. Safety:** The MPO staff has expanded its efforts to advance safety. The MPO has increased the safety efforts through increased public outreach and educational opportunities that have included safety fairs, presentations, speaking engagements and the production of safety material. This safety material includes the production of reports, maps, graphics and other media to share with the media and other safety partners to help reduce fatalities and injuries with an emphasis on vulnerable users.
- 5. Congestion Management Process:** The MPO continues with the development of performance measures to evaluate the transportation system and the various modes. This included participating in the statewide committee and analyzing annual updates to the CMS performance measures as well as providing longer term performance measures as part of the LRTP update.
- 6. Goods and Freight:** The MPO held a regional Goods and Freight summit as part of the update of the Goods and Freight element of the Long Range Plan. The summit was held in coordination with the Collier and Charlotte Punta Gorda MPO's and included public and private representatives of the freight community. The MPO also is working with the Regional Planning Council on developing Comprehensive Planning language to help preserve the Seminole Gulf rail corridor. The RPC received a grant

through the Department of Economic Opportunity to help assist with this project which is the second phase of the original Rail Feasibility Study.

7. **Transit:** The MPO completed the Transit Bus Queue Jump and Bus Pullout studies to help improve future transit operations and in support of future phases of those two projects.

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APPENDIX E

Lobbying Certification Statement

**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 **Lee County MPO** that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the **Lee County MPO**, 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 **Lee County MPO** 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.

Commissioner Brian Hamman, Chair
Lee County Metropolitan Planning Organization
May 20, 2016

APPENDIX F

Debarment and Suspension Certification

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The **Lee County MPO** 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 **Lee County MPO** 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.

Commissioner Brian Hamman, Chair
Lee County Metropolitan Planning Organization
May 20, 2016

APPENDIX

Disadvantaged Business Enterprise Utilization

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The **Lee County MPO** 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 **Lee County MPO** 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.

Commissioner Brian Hamman, Chair
Lee County Metropolitan Planning Organization
May 20, 2016

APPENDIX H

Title VI / Nondiscrimination Policy Statement

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The **Lee County Metropolitan Planning Organization (MPO)** assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The **Lee County Metropolitan Planning Organization (MPO)** further agrees to the following responsibilities 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 *Appendix A* 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.

Commissioner Brian Hamman, Chair
Lee County Metropolitan Planning Organization
May 20, 2016

APPENDIX A

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

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

b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) 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.

APPENDIX I

Planning Study Matrix for FY 2016/17 and FY
2017/18

APPENDIX J

Comments on draft version of UPWP

(FHWA, FDOT, COMMITTEES AND PUBLIC
COMMENTS ON DRAFT UPWP AND HOW
THEY HAVE BEEN ADDRESSED)

APPENDIX K

FY 2017/18 Signature Pages

INFORMATION AND DISTRIBUTION

- a. Local Option Fuel Tax levies for Florida Counties

Local Option Fuel Tax Levies on Motor Fuel in Florida's Counties Estimation of Realized and Unrealized Tax Revenues Local Fiscal Year Ending September 30, 2015

County	Ninth-Cent Fuel Tax				1-6 Cents Local Option Fuel Tax				1-5 Cents Local Option Fuel Tax				Combined Total All Taxes			
	2015 Tax Rate	Countywide Realized Tax Revenues	Unutilized Tax Rate	Countywide Unrealized Tax Revenues	2015 Tax Rate	Countywide Realized Tax Revenues	Unutilized Tax Rate	Countywide Unrealized Tax Revenues	2015 Tax Rate	Countywide Realized Tax Revenues	Unutilized Tax Rate	Countywide Unrealized Tax Revenues	2015 Tax Rate	Countywide Realized Tax Revenues	Unutilized Tax Rate	Countywide Unrealized Tax Revenues
Alachua	1	\$ 1,193,217	0	\$ -	6	\$ 6,722,775	0	\$ -	5	\$ 4,954,132	0	\$ -	12	\$ 12,870,123	0	\$ -
Baker	1	\$ 182,780	0	\$ -	6	\$ 1,028,053	0	\$ -	0	\$ -	5	\$ 721,252	7	\$ 1,210,833	5	\$ 721,252
Bay	1	\$ 1,015,083	0	\$ -	6	\$ 5,717,682	0	\$ -	0	\$ -	5	\$ 4,207,015	7	\$ 6,732,765	5	\$ 4,207,015
Bradford	0	\$ 24,323	1	\$ 133,478	6	\$ 891,647	0	\$ -	0	\$ -	5	\$ 625,185	6	\$ 915,971	6	\$ 758,663
Brevard	0	\$ 858,880	1	\$ 2,480,113	6	\$ 19,206,568	0	\$ -	0	\$ -	5	\$ 11,816,332	6	\$ 20,066,448	6	\$ 14,096,446
Broward	1	\$ 8,551,459	0	\$ -	6	\$ 48,052,384	0	\$ -	5	\$ 36,104,896	0	\$ -	12	\$ 92,708,739	0	\$ -
Calhoun	0	\$ 23,601	1	\$ 34,685	6	\$ 328,538	0	\$ -	0	\$ -	5	\$ 162,459	6	\$ 352,138	6	\$ 197,144
Charlotte	1	\$ 944,244	0	\$ -	6	\$ 5,312,983	0	\$ -	5	\$ 3,796,853	0	\$ -	12	\$ 10,054,080	0	\$ -
Citrus	1	\$ 549,237	0	\$ -	6	\$ 3,095,255	0	\$ -	5	\$ 2,302,869	0	\$ -	12	\$ 5,947,361	0	\$ -
Clay	1	\$ 831,341	0	\$ -	6	\$ 4,679,201	0	\$ -	0	\$ -	5	\$ 3,534,331	7	\$ 5,510,542	5	\$ 3,534,331
Collier	1	\$ 1,344,871	0	\$ -	6	\$ 7,562,048	0	\$ -	5	\$ 5,724,492	0	\$ -	12	\$ 14,631,411	0	\$ -
Columbia	1	\$ 572,915	0	\$ -	6	\$ 3,222,840	0	\$ -	0	\$ -	5	\$ 1,987,347	7	\$ 3,795,755	5	\$ 1,987,347
DeSoto	1	\$ 139,621	0	\$ -	6	\$ 788,215	0	\$ -	5	\$ 500,473	0	\$ -	12	\$ 1,428,309	0	\$ -
Dixie	0	\$ 28,648	1	\$ 49,505	6	\$ 447,149	0	\$ -	0	\$ -	5	\$ 231,870	6	\$ 475,797	6	\$ 281,375
Duval	0	\$ 1,028,538	1	\$ 4,253,329	6	\$ 29,741,461	0	\$ -	0	\$ -	5	\$ 19,921,703	6	\$ 30,769,998	6	\$ 24,175,032
Escambia	1	\$ 1,524,660	0	\$ -	6	\$ 8,586,100	0	\$ -	4	\$ 4,749,023	1	\$ 1,187,256	11	\$ 14,859,783	1	\$ 1,187,256
Flagler	1	\$ 408,370	0	\$ -	6	\$ 2,286,760	0	\$ -	0	\$ -	5	\$ 1,708,921	7	\$ 2,693,129	5	\$ 1,708,921
Franklin	0	\$ 12,628	1	\$ 51,984	5	\$ 315,568	1	\$ 48,698	0	\$ -	5	\$ 243,481	5	\$ 328,196	7	\$ 344,161
Gadsden	0	\$ 202,503	1	\$ 238,015	6	\$ 2,540,066	0	\$ -	0	\$ -	5	\$ 1,114,811	6	\$ 2,742,588	6	\$ 1,352,825
Gilchrist	1	\$ 66,291	0	\$ -	6	\$ 373,402	0	\$ -	0	\$ -	5	\$ 262,452	7	\$ 439,693	5	\$ 262,452
Glades	1	\$ 42,713	0	\$ -	6	\$ 243,670	0	\$ -	0	\$ -	5	\$ 141,931	7	\$ 286,383	5	\$ 141,931
Gulf	1	\$ 59,444	0	\$ -	6	\$ 338,457	0	\$ -	0	\$ -	5	\$ 225,583	7	\$ 397,901	5	\$ 225,583
Hamilton	0	\$ 301,729	1	\$ 79,547	6	\$ 2,231,147	0	\$ -	0	\$ -	5	\$ 372,583	6	\$ 2,532,876	6	\$ 452,130
Hardee	1	\$ 144,440	0	\$ -	6	\$ 816,009	0	\$ -	5	\$ 498,860	0	\$ -	12	\$ 1,459,309	0	\$ -
Hendry	1	\$ 231,962	0	\$ -	6	\$ 1,313,380	0	\$ -	2	\$ 269,882	3	\$ 404,823	9	\$ 1,815,224	3	\$ 404,823
Hernando	1	\$ 772,963	0	\$ -	6	\$ 4,356,386	0	\$ -	2	\$ 1,210,318	3	\$ 1,815,478	9	\$ 6,339,648	3	\$ 1,815,478
Highlands	1	\$ 515,085	0	\$ -	6	\$ 2,902,001	0	\$ -	5	\$ 1,879,690	0	\$ -	12	\$ 5,296,776	0	\$ -
Hillsborough	1	\$ 6,551,838	0	\$ -	6	\$ 36,847,358	0	\$ -	0	\$ -	5	\$ 25,891,411	7	\$ 43,399,196	5	\$ 25,891,411
Holmes	1	\$ 111,437	0	\$ -	6	\$ 628,107	0	\$ -	0	\$ -	5	\$ 357,512	7	\$ 739,544	5	\$ 357,512
Indian River	0	\$ 171,439	1	\$ 614,171	6	\$ 4,415,023	0	\$ -	0	\$ -	5	\$ 2,876,648	6	\$ 4,586,462	6	\$ 3,490,819
Jackson	1	\$ 497,211	0	\$ -	6	\$ 2,797,004	0	\$ -	0	\$ -	5	\$ 1,286,851	7	\$ 3,294,215	5	\$ 1,286,851
Jefferson	1	\$ 118,979	0	\$ -	6	\$ 669,956	0	\$ -	0	\$ -	5	\$ 321,501	7	\$ 788,935	5	\$ 321,501
Lafayette	0	\$ 9,493	1	\$ 23,446	6	\$ 188,660	0	\$ -	0	\$ -	5	\$ 109,818	6	\$ 188,153	6	\$ 133,284
Lake	1	\$ 1,436,447	0	\$ -	6	\$ 8,085,309	0	\$ -	0	\$ -	5	\$ 6,020,350	7	\$ 9,521,756	5	\$ 6,020,350
Lee	1	\$ 3,080,765	0	\$ -	6	\$ 17,334,608	0	\$ -	5	\$ 12,833,678	0	\$ -	12	\$ 33,249,051	0	\$ -
Leon	1	\$ 1,373,248	0	\$ -	6	\$ 7,719,740	0	\$ -	5	\$ 5,801,604	0	\$ -	12	\$ 14,894,591	0	\$ -
Levy	0	\$ 44,562	1	\$ 181,651	6	\$ 1,275,052	0	\$ -	0	\$ -	5	\$ 850,814	6	\$ 1,319,615	6	\$ 1,032,465
Liberty	1	\$ 47,096	0	\$ -	6	\$ 286,090	0	\$ -	0	\$ -	5	\$ 119,299	7	\$ 313,186	5	\$ 119,299
Madison	1	\$ 294,106	0	\$ -	6	\$ 1,649,993	0	\$ -	5	\$ 478,893	0	\$ -	12	\$ 2,422,992	0	\$ -
Manatee	1	\$ 1,578,838	0	\$ -	6	\$ 8,879,199	0	\$ -	5	\$ 6,510,508	0	\$ -	12	\$ 16,968,546	0	\$ -
Marion	1	\$ 1,946,332	0	\$ -	6	\$ 10,947,988	0	\$ -	5	\$ 7,037,578	0	\$ -	12	\$ 19,931,899	0	\$ -
Martin	1	\$ 802,829	0	\$ -	6	\$ 4,516,223	0	\$ -	5	\$ 3,387,481	0	\$ -	12	\$ 8,706,533	0	\$ -
Miami-Dade	1	\$ 11,149,310	0	\$ -	6	\$ 62,720,884	0	\$ -	3	\$ 27,670,657	2	\$ 18,447,105	10	\$ 101,540,851	2	\$ 18,447,105
Monroe	1	\$ 494,500	0	\$ -	6	\$ 2,780,574	0	\$ -	3	\$ 1,268,510	2	\$ 845,673	10	\$ 4,543,584	2	\$ 845,673
Nassau	1	\$ 117,847	0	\$ -	6	\$ 3,246,356	0	\$ -	0	\$ -	5	\$ 1,583,385	7	\$ 2,764,202	5	\$ 1,583,385
Okaloosa	1	\$ 1,046,285	0	\$ -	6	\$ 5,876,973	0	\$ -	3	\$ 2,710,133	2	\$ 1,806,755	10	\$ 9,633,391	2	\$ 1,806,755
Okeechobee	1	\$ 310,083	0	\$ -	6	\$ 1,749,621	0	\$ -	5	\$ 1,104,474	0	\$ -	12	\$ 3,154,178	0	\$ -
Orange	0	\$ 1,049,975	1	\$ 6,295,958	6	\$ 41,332,528	0	\$ -	0	\$ -	5	\$ 29,488,950	6	\$ 42,382,503	6	\$ 35,784,908
Osceola	1	\$ 2,002,289	0	\$ -	6	\$ 11,247,881	0	\$ -	0	\$ -	5	\$ 8,714,767	7	\$ 13,250,140	5	\$ 8,714,767
Palm Beach	1	\$ 586,198	0	\$ -	6	\$ 3,007,582	0	\$ -	5	\$ 24,586,127	0	\$ -	12	\$ 63,459,907	0	\$ -
Pasco	1	\$ 2,577,570	0	\$ -	6	\$ 12,690,813	0	\$ -	5	\$ 9,438,368	0	\$ -	12	\$ 24,386,751	0	\$ -
Pinellas	1	\$ 3,970,449	0	\$ -	6	\$ 22,317,397	0	\$ -	0	\$ -	5	\$ 16,976,318	7	\$ 26,287,846	5	\$ 16,976,318
Polk	1	\$ 2,957,879	0	\$ -	6	\$ 16,676,496	0	\$ -	5	\$ 10,306,229	0	\$ -	12	\$ 29,940,605	0	\$ -
Putnam	1	\$ 331,371	0	\$ -	6	\$ 1,866,321	0	\$ -	5	\$ 1,242,663	0	\$ -	12	\$ 3,440,355	0	\$ -
St. Johns	0	\$ 212,990	1	\$ 1,023,215	6	\$ 6,940,625	0	\$ -	0	\$ -	5	\$ 4,792,526	6	\$ 7,153,525	6	\$ 5,815,742
St. Lucie	1	\$ 1,340,790	0	\$ -	6	\$ 7,542,946	0	\$ -	5	\$ 5,337,817	0	\$ -	12	\$ 14,221,513	0	\$ -
Santa Rosa	0	\$ 85,932	1	\$ 658,233	6	\$ 4,197,841	0	\$ -	0	\$ -	5	\$ 3,083,025	6	\$ 4,283,773	6	\$ 3,741,257
Sarasota	1	\$ 1,606,541	0	\$ -	6	\$ 9,026,477	0	\$ -	5	\$ 6,769,210	0	\$ -	12	\$ 17,402,229	0	\$ -
Seminole	1	\$ 2,086,007	0	\$ -	6	\$ 11,732,143	0	\$ -	0	\$ -	5	\$ 8,974,737	7	\$ 13,818,150	5	\$ 8,974,737

