

CITIZEN ADVISORY COMMITTEE

Lee County Metropolitan Planning Organization
Thursday, March 3, 2022
City of Cape Coral Public Works Building
815 Nicholas Parkway East, Cape Coral, FL 33990
3:00 p.m.



AGENDA

Call to Order

Roll Call

1. Public Comments on Items on the Agenda
2. LeeTran Report
3. FDOT Report

New Business

4. *Review and Approval of the January 6, 2022 CAC Meeting Summary (Calandra Barraco)
5. *Review and Approval of a TIP Amendment to add Transit Bus Replacements to FY 2021/2022 (Don Scott)
6. *Review and Approval of Transit Performance Measures (Ron Gogoi)
7. *Review and Approval of the USBR 15 Bicycle Route (Ron Gogoi)
8. +Review and Provide Comments on the Draft FY 2022/2023 & FY 2023/2024 Unified Planning Work Program (Don Scott)
9. Summary of the Joint Lee and Charlotte-Punta Gorda MPO Boards Meeting Items and Discussion (Don Scott)

Other Business

10. Public Comments on Items not on the Agenda
11. Announcements
12. Topics for next meeting
13. Information and Distribution Items

Adjournment *Action Items +May Require Action

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CITIZEN ADVISORY COMMITTEE

Lee County Metropolitan Planning Organization
Thursday, January 6, 2022
City of Cape Coral Public Works Building
815 Nicholas Parkway East, Cape Coral, FL 33990
3:00 p.m.



Meeting Minutes

The meeting was called to order at 3:00 p.m. by Chair Rick Anglickis. The Pledge of Allegiance was recited.

Roll Call

The roll was recorded by MPO staff. There was a quorum. Members in attendance included Rick Anglickis, Carie Call, Bev Larson, Joshua Goergen, Marion Briggs, Elaine Sarlo, Ed Blot, Steve Henry, Bruce Bohlander, Ted Tryka, Lewis Gould, Kevin Berry, and Jessica Russo. Others in attendance included Victoria Peters and Richard Oujevolk with FDOT; and Lee County MPO staff Don Scott, Ron Gogoi, and Calandra Barraco.

Chair Anglickis asked the newly approved members of the CAC to provide brief introductions. Ms. Elaine Sarlo and Mr. Joshua Goergen then provided brief introductions.

Agenda Item #1 - Public Comments on Items on the Agenda

There were no public comments on items on the agenda.

Agenda Item #2 – LeeTran Report

Mr. Don Scott provided the LeeTran report that was given by Ms. Dawn Huff at the earlier TAC meeting. The report noted LeeTran was moving forward with their three infrastructure projects as well as starting the mobility-on-demand (MOD) project in Bonita Springs.

Agenda Item #3 – FDOT Report

Ms. Victoria Peters with FDOT provided the FDOT report. Ms. Peters provided information on the February 3 public hearing for SR 865 and the progress of the Work Program cycle. Chair Anglickis asked for an update on the Colonial/I-75 interchange project. Ms. Peters said she would contact the project manager for that information and then send the update to the committee through the MPO. Mr. Ed Blot asked about the solution at Six Mile Cypress. Mr. Scott said it would be a continuous flow intersection.

New Business

Agenda Item #4 - *Review and Approval of the November 4, 2021 CAC Meeting Summary

Ms. Bev Larson made the motion to approve the November 4, 2021 Meeting Summary. Mr. Steve Henry seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 - *Election of Officers for 2022

Mr. Don Scott presented this agenda item for the Election of Officers for 2022. Mr. Scott said that consistent with the CAC bylaws, a Chair and Vice-Chair are to be elected at the first regularly scheduled meeting of each calendar year. He added Mr. Rick Anglickis is the current Chair and Mr.

Al O'Donnell is the current Vice-Chair. He then opened the floor for nominations. Ms. Bev Larson nominated Mr. Anglickis to continue as Chair, and Ms. Marion Briggs seconded the nomination.

Ms. Bev Larson made the motion to re-elect Mr. Rick Anglickis as Chair for 2022. Mr. Bruce Bohlander seconded the motion. There were no objections or other nominations, and the motion passed unanimously.

Ms. Bev Larson made the motion to re-elect Mr. Al O'Donnell for Vice-Chair. Ms. Carie Call seconded the motion. There were no objections or other nominations, and the motion passed unanimously.

Agenda Item #6 - *Review and Approval of the Amendments to the 2045 Long Range Transportation Plan to add the widening of Corkscrew Road project east of Alico Road, add in bicycle pedestrian projects in Fort Myers, adjust project limits, advance project phases and adjust cost estimates consistent with recent changes in five-year work programs

Mr. Scott presented this agenda item for the review and approval of amendments to the 2045 Long Range Transportation Plan (LRTP) to add the widening of Corkscrew Road east of Alico Road, adjust project costs and project phases consistent with recent changes with programmed projects over the next five years. He provided a Power-Point presentation in which he reviewed the following amendments being considered: Add the design, right-of-way and construction project phases for the widening of Corkscrew Road from two to four lanes between Alico Road and Verdana Village in which the design and right-of-way phases are included in the 2026 to 2030 time frame and the construction phases is included in the 2031 to 2035 time frame; Add in the list of the City of Fort Myers bicycle pedestrian projects consistent with the projects identified in the recently completed Fort Myers Bicycle Pedestrian Master Plan; Adjust project costs and project phases to match the Transportation Improvement Program and local Capital Improvement Program projects; Advance the design phase for the SR 31 project from SR 80 to SR 78 into the 2021-2025 time frame to match the FDOT Tentative Work Program; Extend the Hanson Street project limits from Fowler Street to Veronica Shoemaker to match the previously adopted Cost Feasible map and what was included in the transportation model; Revise the cost feasible map to match the amended project list; and Add in a project identification column to provide a reference for reviewers that are not familiar with the local road names. The proposed underline and strike through changes to the document and tables were attached to the agenda packet, posted to the MPO website, and shown as slides at the meeting. Mr. Scott's presentation can be viewed here: [LRTP Presentation](#). The committee discussed the Burnt Store project, funding, inaccuracy of estimates, San Carlos project actual bid/estimate/budgeted amounts, Work Program estimates, adjusting estimates, increased project costs, difficulty in planning, bid prices, Collier example, and smaller buses on backorder due to production lags. Chair Anglickis asked for a motion.

Mr. Lewis Gould made the motion to approve the amendments to the 2045 LRTP. Ms. Bev Larson seconded the motion. There were no objections, and the motion passed unanimously.

Mr. Scott then explained TRIP funds for regionally coordinated projects and also discussed the frequency of updates to estimates.

Agenda Item #7 - *Review and Approve Amendments to the Unified Planning Work Program

Mr. Scott presented this agenda item for the review and approval of the Unified Planning Work Program (UPWP) amendments to Task 4.4 consultant planning funds and project timing. The underline and strike through changes to the Task 4.4 sheets were attached to the agenda packet, posted to the MPO website, and shown as slides at the meeting. Mr. Scott explained that the UPWP Task 4.4, Administration and Planning Consultant Services, is being amended to include the Cape

Coral evacuation study that was not included in the second year, which is the current year, of the UPWP when it was first developed and to update the timing of several projects. Chair Anglickis asked for a motion.

Ms. Bev Larson made the motion to approve the UPWP amendments. Mr. Bruce Bohlander seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #8 - *Recommend MPO Adoption of the 2022 Highway Safety Targets

Mr. Scott presented this agenda item to review and recommend MPO Board adoption of 2022 Highway Safety Performance Measure Targets. He said every year the MPO is required to adopt the Highway Safety Performance Targets. He noted FDOT has been maintaining ‘zero’ for the target for the five (5) Highway Safety Performance Measures since the statewide targets were first established in 2018. He added the Lee MPO continues to support the Florida statewide targets and referenced the link below of the safety performance measures reporting by MPO area. He also reviewed the safety targets that staff is recommending for 2022 to be consistent with FDOT that are listed below:

Statewide and MPO Safety Performance Targets

| PERFORMANCE MEASURES | STATEWIDE TARGET (2022) | MPO TARGET (2022) |
|--|-------------------------|-------------------|
| Number of Fatalities | 0 | 0 |
| Number of Serious Injuries | 0 | 0 |
| Fatality Rate per 100 million Vehicle Mile Travelled (VMT) | 0 | 0 |
| Serious Injuries per 100 Million Vehicle Miles Travelled (VMT) | 0 | 0 |
| Total Number of Non-motorized Fatalities and Serious Injuries | 0 | 0 |

Safety Performance Measure Targets by MPO Area : https://leempo.com/wp-content/uploads/T08a.2016-to-2020_FHWA_PerformanceMeasuresPerMPO.pdf Mr. Scott also provided a Power Point presentation that included slides with information on Safety Performance Measures and crash dashboard data. Mr. Scott’s presentation can be viewed here: [2022 Highway Safety Targets](#). He asked if there were any comments. The committee discussed crash data in construction versus non-construction zones, zero not being a realistic or obtainable goal, setting a more logical goal, FDOT position on Vision Zero, FHWA rolling average tracking, enforcement, public service announcements, FDOT changing how roads are designed, incorporating safety into design, other state examples, cyclists on road, SR 82 example, Federally funded roads and cyclists right to use, changing legislation to prohibit cyclists on road, other area examples, lack of sidewalks in Cape Coral, people not using existing sidewalks, children traveling to school in dark, Sanibel data, example of TIGER data, electric bicycles use and regulation, lack of enforcement for existing regulations, law enforcement short staffed, current regulations, possible future legislation, electric bicycle rental companies versus private use, tremendous area growth, Cape sidewalk estimates, ADA related terminology for bicycles and mobility devices, and delivery vehicles on sidewalks. Chair Anglickis asked if there was a motion to recommend adoption.

Mr. Joshua Goergen made the motion to recommend MPO adoption of the 2022 Highway Safety Targets. Ms. Marion Briggs seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #9 - Update on the SR 865 (San Carlos) Project Development & Environment Study

Mr. Scott introduced Mr. Richard Oujevolk with FDOT who then presented this agenda item as an update on the SR 865 Project Development and Environment (PD&E) Study. Mr. Oujevolk provided a Power Point presentation that included slides with information on safety, project limits, project goals, preferred alternative, evaluation matrix, schedule, funding, contacts, and coordination with other local projects. The presentation can be viewed here: [SR 865 Update](#) The committee discussed cyclists access and riding on the road, description and use of sharrows, public meetings and coordination with involved jurisdictions, public comments on project, current traffic flow and counts, replacing signal, limitations of existing roadway, lifespan of bridge, replacement plan for bridge, statutory regulations related to barrier islands, center turn lane as reversible travel lane, Streetlight data on traffic volumes, addition of traffic signal and impacts, and collection/analyzation of data. Chair Anglickis thanked Mr. Oujevolk for his presentation. Ms. Peters then provided an update on the Colonial/I-75 projects that she had received via email during the meeting after her request for information from the project manager earlier in the meeting. Chair Anglickis asked if Ms. Peters could also find out the estimated completion dates for the first two project phases. Ms. Peters said she would forward that information to the committee as soon as she received it.

Agenda Item #10 - Information on the Federal Transportation Bill - Infrastructure Investment and Jobs Act

Mr. Scott presented this informational agenda item on the Federal Transportation Bill – Infrastructure and Jobs Act. He reviewed the information from the USDOT on the apportionment levels and a bill analysis done by the national Association of Regional Planning Councils that was attached to the agenda packet, posted to the MPO website, and shown as slides at the meeting. The presentation included information on an explanation of the bill, formula funding projections, bipartisan breakdown chart, bill transportation breakdown, three funding types, infrastructure allocations per resident, general fund transfers, new construction typical section, resurfacing typical section, supply chain variables, upcoming tasks and can be viewed here: [Federal Infrastructure Bill](#) The committee discussed Polk County allocations. Chair Anglickis asked if there were any questions. Ms. Briggs asked if Mr. Scott could provide the link to the cost estimate information discussed. Mr. Scott said he would send it out to the committee.

Other Business

Agenda Item #11 - Public Comments on Items not on the Agenda

There were no public comments on items not on the agenda.

Agenda Item #12 – Announcements

Chair Anglickis reminded the committee about the February 3 public hearing for SR 865. Mr. Oujevolk noted the meeting would also have an online option. Mr. Scott informed the committee that there would not be a CAC meeting in February due to the Joint Charlotte – Punta Gorda and Lee MPO Boards meeting being held in Punta Gorda on February 18 at 10:00 a.m. Chair Anglickis noted the next CAC meeting would be held on March 3. Ms. Bev Larson then presented thank you flowers to MPO staff Ms. Calandra Barraco. Ms. Barraco thanked the committee.

Agenda Item #13 - Topics for next meeting

Chair Anglickis asked for Mr. Scott to assist in coordination of a meeting between all involved parties in order to create a project for a vehicular bridge in Lehigh Acres near a new school. Mr. Scott said

he would drive out and examine the area. Chair Anglickis asked if there were other topics for the March meeting. Mr. Scott said he would have several.

Agenda Item #14 – Information and Distribution Items

The information and distribution items included the latest FDOT RoadWatch report and the proposed Florida House and Senate Bills for the 2022 legislative session.

The meeting was adjourned at 4:25 p.m.

An audio recording of the meeting can be accessed here: https://soundcloud.com/user-390911534/01-06-2022-cacwma?si=1ac02c0c948240be980a2c71cef266e7&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing

***Action Items +May Require Action**

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**AMENDMENT TO THE FY 2021/2022 THROUGH
FY 2025/2026 TIP TO ADD A PROJECT FOR
BUS REPLACEMENTS IN THE CURRENT FISCAL YEAR**

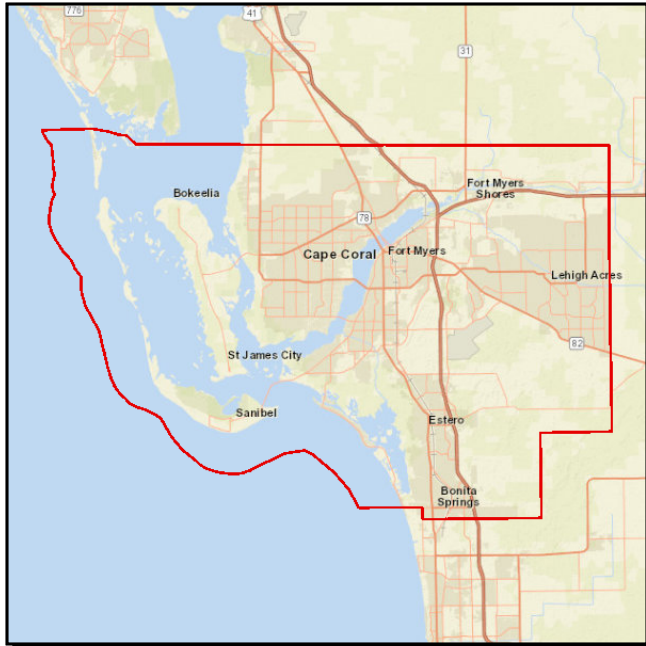
RECOMMENDED ACTION: Amend the Transportation Improvement Program (TIP) to add a transit project to cover the replacement of four buses in the current fiscal year (the new TIP sheet is **attached**).

The current FY 2022 through FY 2026 Transportation Improvement Program (TIP) is being amended to add a transit project for bus replacements in the current fiscal year. The Long Range Plan includes projected funding for bus replacements in each year out of the multi-modal enhancement box. The current Transportation Improvement Program includes funding for bus replacements in FY 23/24 & FY 24/25 at half of the usual amount and there is no funding currently shown in FY 25/26. The replacement of four buses is consistent with LeeTran's bus replacement needs shown on their attached vehicle replacement schedule.

LEETRAN BUS PURCHASE

Project Number: 450527-1

Non-SIS



From:

Work Summary: CAPITAL FOR FIXED ROUTE

To:

Lead Agency: MANAGED BY LEE COUNTY

Length: .000

LRTP #: Page 5-21, Table 5-16

| Phase | Fund Source | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| CAP | GFSU | 1,120,000 | 0 | 0 | 0 | 0 | 1,120,000 |
| CAP | SU | 980,000 | 0 | 0 | 0 | 0 | 980,000 |
| Total | | 2,100,000 | 0 | 0 | 0 | 0 | 2,100,000 |

Prior Cost < 2021/22: 0
Future Cost > 2025/26: 0
Total Project Cost: 2,100,000
Project Description:

Vehicle Replacement Schedule

| Types of Vehicles | 2022 | | 2023 | | 2024 | | 2025 | | Total | |
|-----------------------------|------------------------|-----------|------------------------|-----------|------------------------|-----------|------------------------|-----------|-------------------------|-----------|
| | Amount | Number | Amount | Number | Amount | Number | Amount | Number | Amount | Number |
| ADA/Paratransit Small buses | \$ 1,243,125.00 | 13 | \$ 800,000.00 | 8 | \$ 840,000.00 | 8 | \$ 888,200.00 | 8 | \$ 3,771,325.00 | 37 |
| F/R Buses | \$ 3,700,000.00 | 7 | \$ 4,410,000.00 | 8 | \$ 4,630,500.00 | 8 | \$ 4,862,025.00 | 8 | \$ 17,602,525.00 | 31 |
| Total | \$ 4,943,125.00 | 20 | \$ 5,210,000.00 | 16 | \$ 5,470,500.00 | 16 | \$ 5,750,225.00 | 16 | \$ 21,373,850.00 | 68 |

RECOMMEND MPO SUPPORT FY 2022 TAMP AND PTASP TARGETS

RECOMMENDED ACTION: Review LeeTran's Transit Asset Management Plan (TAMP) and Public Transportation Agency Safety Plan (PTASP) Performance Targets for FY 2022 and recommend MPO adopt a resolution supporting the Targets.

FTA regulations require public transportation providers to update their Transit Asset Management Plan (TAMP) every 4 years and set performance targets. They are also required to update the targets on an annual basis. The FTA regulations also require public transportation providers to develop a Public Transportation Agency Safety Plan (PTASP) and establish targets annually.

Per the FTA regulations, MPOs are required to **either** establish their own TAMP and PTASP targets **or** support the performance targets of public transportation providers operating within their metropolitan areas. By choosing the latter option, an MPO commits to plan and program projects that contribute toward achievement of a public transit provider targets.

The Lee MPO has chosen to support the LeeTran targets and have been doing so every year since 2018 for the TAMP performance targets, and since 2021 for the PTASP performance targets. LeeTran has recently updated its TAMP and has set performance targets for FY 2022 through FY 2026. LeeTran has also updated its PTASP and set targets for FY 2022. **At their March 3rd meetings, the TAC and CAC will be asked to recommend that the MPO Board adopt a resolution supporting LeeTran's FY 2022 – FY 2026 TAMP, and FY 2022 PTASP targets.** The targets are shown in **Attachment A**. More information is provided in **Attachment B**.

ATTACHMENT A

TRANSIT ASSET MANAGEMENT (TAM) PERFORMANCE MEASURE (ULB)



| ASSET CATERGORY | VEHICLE CLASS/TYPE | ASSETS | AVG VEHICLE AGE | DEFAULT ULB | FY 21 PERFORMANCE METRIC % EXCEEDING ULB | FY22 TARGET | FY23 TARGET | FY24 TARGET | FY25 TARGET | FY26 TARGET |
|-----------------|------------------------------|--------|-----------------|---|--|-------------|-------------|-------------|-------------|-------------|
| ROLLING STOCK | BU - BUS | 71 | 8.3 | 14 | 0% | 0% | 0% | 0% | 0% | 0% |
| | CU -CUTAWAY | 50 | 4.8 | 10 | 0% | 0% | 0% | 0% | 0% | 0% |
| | OR - OTHER | 5 | 3.1 | 14 | 0% | 0% | 0% | 0% | 0% | 0% |
| | VN - VAN | 8 | 5.0 | 8 | 0% | 0% | 0% | 0% | 0% | 0% |
| EQUIPMENT | AUTO | 11 | 10.3 | 8 | 90% | 90% | 100% | 100% | 100% | 100% |
| | TRUCKS & TIRE VEHICLE | 38 | 8.8 | 8 | 23% | 23% | 44% | 44% | 39% | 31% |
| ASSET CATERGORY | ASSET CLASS/TYPE | ASSETS | AVG GROUP AGE | DEFAULT ULB RATING (LESS THAN 3.0 RATING) | FY 21 PERFORMANCE METRIC % EXCEEDING ULB | FY22 TARGET | FY23 TARGET | FY24 TARGET | FY25 TARGET | FY26 TARGET |
| FACILITY | PASSENGER/PARKING FACILITIES | 4 | 15 | <3.0 | 0% | 0% | 0% | 0% | 0% | 0% |
| | ADMIN FACILITIES (HQ) | 2 | 24 | <3.0 | 50% | 50% | 50% | 50% | 50% | 50% |
| | MAINT FACILITIES | 3 | 7 | <3.0 | 0% | 0% | 0% | 0% | 0% | 0% |

LEETRAN ADOPTED SAFETY PERFORMANCE TARGETS (SPT's)



| Mode of Transit Service | Total Fatalities | Fatality Rate per 100,000 mi. | Total Injuries | Injury Rate Per 100,000 mi. | System Reliability Mean Distance Between Mechanical Failure | Total Safety Events | Safety Event Rate Per 100,000 Mi. |
|-------------------------|------------------|-------------------------------|----------------|-----------------------------|---|---------------------|-----------------------------------|
| MB - Bus | 0 | 0 | 15 | ≤ 0.5 | ≤ 63,533 | 14 | ≤ 0.47 |
| DR-Demand Response | 0 | 0 | 0 | 0 | ≤ 75,696 | 0 | 0 |

- Safety event and injury targets are based on reducing each by one event for every mode from CY 2021 NTD data
 - Every year target is met, it will be reduced by one event until reaching zero
- Reliability based on NTD reported road calls verses revenue miles



EVOLVE

Rethink. Revitalize. Reinvent.



SAFETY PERFORMANCE TARGETS

AND

TAM PERFORMANCE MEASURES

Lee County Transit - LeeTran

Introduction

Joseph McCabe

Safety & Training Coordinator

Paul Clark

Fleet & Facilities

Maintenance Manager

Overview

- Safety Performance Targets (SPT's)
- LeeTran SPT's Short and Long Term Goals
- Transit Asset Management (TAM)
Performance measure (ULB)
- Transit Asset Management (TAM)
Performance Measures Useful Life (UL)

LEETRAN ADOPTED SAFETY PERFORMANCE TARGETS (SPT's)



| Mode of Transit Service | Total Fatalities | Fatality Rate per 100,000 mi. | Total Injuries | Injury Rate Per 100,000 mi. | System Reliability Mean Distance Between Mechanical Failure | Total Safety Events | Safety Event Rate Per 100,000 Mi. |
|---------------------------|------------------|-------------------------------|----------------|-----------------------------|---|---------------------|-----------------------------------|
| MB - Bus | 0 | 0 | 15 | ≤ 0.5 | ≤ 63,533 | 14 | ≤ 0.47 |
| DR-Demand Response | 0 | 0 | 0 | <u>0</u> | ≤ 75,696 | 0 | <u>0</u> |

- Safety event and injury targets are based on reducing each by one event for every mode from CY 2021 NTD data
 - Every year target is met, it will be reduced by one event until reaching zero
- Reliability based on NTD reported road calls verses revenue miles

LEETRAN SPT'S SHORT AND LONG TERM GOALS



Short Term Goals:

- Decrease safety event numbers from year-to-year
- Increase reliability rates from year-to-year

Long Term Goals:

- Maintain 0 fatality rate
- Achieve a 0 injury rate
- Reduce safety event rate as low as possible
- Maintain or increase vehicle reliability

TRANSIT ASSET MANAGEMENT (TAM) PERFORMANCE MEASURE (ULB)



| ASSET CATERGORY | VEHICLE CLASS/TYPE | ASSETS | AVG VEHICLE AGE | DEFAULT ULB | FY 21 PERFORMANCE METRIC % EXCEEDING ULB | FY22 TARGET | FY23 TARGET | FY24 TARGET | FY25 TARGET | FY26 TARGET |
|-----------------|------------------------------|--------|-----------------|---|--|-------------|-------------|-------------|-------------|-------------|
| ROLLING STOCK | BU - BUS | 71 | 8.3 | 14 | 0% | 0% | 0% | 0% | 0% | 0% |
| | CU - CUTAWAY | 50 | 4.8 | 10 | 0% | 0% | 0% | 0% | 0% | 0% |
| | OR - OTHER | 5 | 3.1 | 14 | 0% | 0% | 0% | 0% | 0% | 0% |
| | VN - VAN | 8 | 5.0 | 8 | 0% | 0% | 0% | 0% | 0% | 0% |
| EQUIPMENT | AUTO | 11 | 10.3 | 8 | 90% | 90% | 100% | 100% | 100% | 100% |
| | TRUCKS & TIRE VEHICLE | 38 | 8.8 | 8 | 23% | 23% | 44% | 44% | 39% | 31% |
| ASSET CATERGORY | ASSET CLASS/TYPE | ASSETS | AVG GROUP AGE | DEFAULT ULB RATING (LESS THAN 3.0 RATING) | FY 21 PERFORMANCE METRIC % EXCEEDING ULB | FY22 TARGET | FY23 TARGET | FY24 TARGET | FY25 TARGET | FY26 TARGET |
| FACILITY | PASSENGER/PARKING FACILITIES | 4 | 15 | <3.0 | 0% | 0% | 0% | 0% | 0% | 0% |
| | ADMIN FACILITIES (HQ) | 2 | 24 | <3.0 | 50% | 50% | 50% | 50% | 50% | 50% |
| | MAINT FACILITIES | 3 | 7 | <3.0 | 0% | 0% | 0% | 0% | 0% | 0% |

TRANSIT ASSET MANAGEMENT (TAM)

PERFORMANCE MEASURES USEFUL LIFE (UL)

| ASSET CATERGORY | VEHICLE CLASS/TYPE | ASSETS | AVG VEHICLE AGE | USEFUL LIFE AGE | USEFUL LIFE USAGE | FY 21 PERFORMANCE METRIC % EXCEEDING USEFUL LIFE | FY22 TARGET | FY23 TARGET | FY24 TARGET | FY25 TARGET | FY26 TARGET |
|----------------------|-----------------------|--------|-----------------|-----------------|-------------------|--|-------------|-------------|-------------|-------------|-------------|
| ROLLING STOCK | BU - BUS | 71 | 8.3 | 12 | 500,000 | 28% | 21% | 18% | 13% | 11% | 11% |
| | CU - CUTAWAY | 50 | 4.8 | 5 | 150,000 | 60% | 48% | 48% | 46% | 46% | 46% |
| | OR - OTHER | 5 | 3.1 | 5 | 150,000 | 0% | 0% | 60% | 60% | 80% | 80% |
| | VN - VAN | 8 | 5.0 | 5 | 150,000 | 13% | 88% | 100% | 100% | 100% | 100% |
| EQUIPMENT | AUTO | 11 | 10.3 | 4 | 100,000 | 100% | 100% | 100% | 100% | 100% | 100% |
| | TRUCKS & TIRE VEHICLE | 38 | 8.8 | 4 | 100,000 | 60% | 68% | 52% | 55% | 52% | 55% |

- Useful Life (UL) is factored by age and/or usage
- Rolling stock Useful Life (UL) criteria differs from Useful Life Benchmark (ULB) and is based on minimum determined service years and/or mileage

Questions?

ENDORSEMENT OF USBR 15 EXPANSION AND DESIGNATION THROUGH LEE COUNTY

RECOMMENDED ACTION: Recommend that the MPO Board adopt a resolution endorsing the expansion and designation of USBR 15 through Lee County.

The US Bicycle Route System is a national network of bicycle routes connecting urban and rural communities via signed roadways and trails. Routes are proposed by Adventure Cycling, a national advocacy non-profit organization and the technical arm of American Association of State Highway Transportation Officials (AASHTO) before these routes are approved by AASHTO.

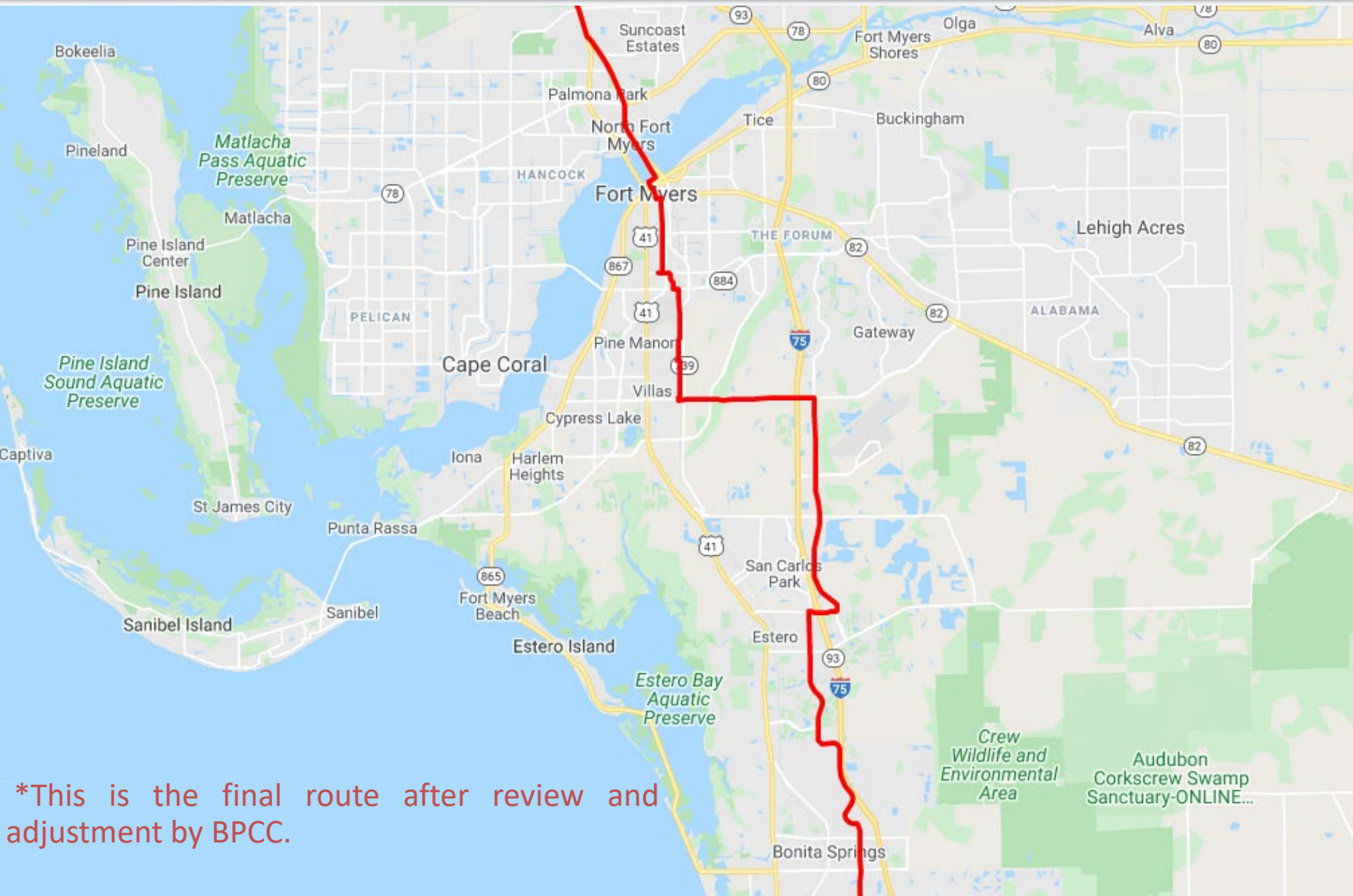
USBR 15 runs 14 miles from the Georgia border to Madison, Florida. The route is being proposed for extension from Madison to Miami Dade County, traversing a distance of 496 additional miles through 22 counties in Florida, including Lee County.

The original alignment in Lee County was reviewed and adjusted by MPO staff and the BPCC. **Attachment A** includes the map of the proposed route in Lee County and a step by step route direction.

AASHTO designation requires Resolutions or Letters of Support from each local government jurisdiction through which the Route will traverse before an application to AASHTO for Route Designation is completed and submitted by FDOT. Accordingly, the Cities of Bonita Springs, Fort Myers, the Village of Estero, and the Lee County BOCC have adopted resolutions supporting the proposed extension and designation through Lee County.

MPO staff would like to reinforce the support for the USBR 15 extension and will be asking the TAC and CAC at their March 3rd meetings to recommend that the MPO Board adopt a resolution endorsing the expansion and designation of USBR 15 through Lee County.

USBR 15* in Lee County



*This is the final route after review and adjustment by BPC.

Proposed Route in Lee County

Route enters Lee County on US 41 (from north)

- **Unincorporated Lee County:** *US 41 → N Fork Dr → Bus US 41 → Edison Bridge*
- **Fort Myers:** *Edison Bridge → Fowler St → MLK Blvd → Central Ave → Winkler Ave → Evans Ave → Colonial Blvd → JYLP Trail*
- **Unincorporated Lee County:** *JYLP Trail → 6 Daniels Pkwy → Treeline / Ben Hill Pkwy → Three Oaks Pkwy*
- **Bonita Springs:** *Imperial Pkwy → Livingston Rd (Collier County)*

Status of Route in Lee County

- City of Bonita Springs: Resolution Adopted by City Council and support documents transmitted to FDOT
- City of Fort Myers: Resolution to be adopted at Nov 1st City Council Meeting
- Lee County BOCC: Resolution to be adopted at __/__/21 Commission Meeting
- Lee MPO: After resolutions adopted by all 3 jurisdictions, a Resolution will be adopted by the Lee MPO Board

**REVIEW AND PROVIDE COMMENTS ON THE DRAFT FY 2022/2023
AND FY 2023/2024 UNIFIED PLANNING WORK PROGRAM TASKS**

RECOMMENDED ACTION: Review and provide comments on the draft tasks included in the FY 2022/2023 and FY 2023/2024 Unified Planning Work Program.

Every two years the MPO is required to develop and submit the Unified Planning Work Program (UPWP), the MPO's budget, to the FDOT and the Federal Highway Administration (FHWA) for review. At the meeting, staff will go through the MPO funding and planned tasks for the next two years as well as providing information on the new funding tables template. The Committee will be asked to approve the final version of the UPWP at its May 5, 2022 meeting.



**UNIFIED PLANNING WORKPROGRAM
FOR
FISCAL YEARS 2022/23 - 2023/24
(July 1, 2022- June 30, 2024)**

To be Adopted: May 13, 2022

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

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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)J 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 (056)
FDOT financial project number 439312-4-14-01 PL Funds
FDOT Contract Number ?

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

**FISCAL YEARS 2023 - 2024
UNIFIED PLANNING WORK PROGRAM**

**Lee County
Metropolitan Planning Organization**

VOTING MEMBERS

Councilmember Teresa Watkins Brown, City of Fort Myers
Chair

Vice-Chair

Mayor Kevin Ruane, Lee County Commissioner District 1
Treasurer

Councilmember Fred Forbes, City of Bonita Springs
Councilmember Laura Carr, City of Bonita Springs
Mayor John Gunter, City of Cape Coral
Councilmember Tom Hayden, City of Cape
Councilmember Dan Sheppard, City of Cape Coral
Councilmember Keith Long, City of Cape Coral
Councilmember Jessica Cosden, City of Cape Coral
Councilmember Johnny Streets, Jr., City of Fort Myers
Councilmember Fred Burson, City of Fort Myers
Mayor Ray Murphy, Town of Fort Myers Beach
Vice Mayor Richard Johnson, City of Sanibel
Commissioner Cecil Pendergrass, Lee County District 2
Commissioner Ray Sandelli, Lee County District 3
Commissioner Brian Hamman, Lee County District 4
Commissioner Frank Mann, Lee County District 5

ALTERNATES

Councilmember Darla Betzer Bonk, City of Fort Myers
Councilmember Jim Atterholt, Town of Fort Myers Beach
Councilmember Michael Miller, City of Sanibel
Vice Mayor Jon McLain, Village of Estero
Councilmember Jennifer Nelson, City of Cape Coral
Councilmember Gloria Tate, City of Cape Coral
Councilmember Welsh, City of Cape Coral

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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 |
| AV/CV | Autonomous Vehicle/Connected Vehicle |
| 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 | Citizen Advisory Committee |
| CAD | Computer Aided Drafting |
| CAMP | Corridor Access Management Plan |
| CAP | Commuter Assistance Program |
| CAT | Collier Area Transit |
| CEMP | Comprehensive Emergency Management Plan |
| CFASP | 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 |

| | |
|------------|--|
| FAST | Fixing Americas Surface Transportation |
| 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 |
| GMISI | Grants Management Information System |
| 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 |
| L RTP | Long Range Transportation Plan |
| LUAM | Land Use Allocation Model |
| MAP-21 | Moving Ahead for Progress in the 21st 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 and System Preservation Program |
| TD | Transportation Disadvantaged |
| TOM | Transportation Demand Management |
| TOP | 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 2022/23 and 2023/24. 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, 2022 through June 30, 2023 for FY 22/23 and from July 1, 2023 through June 30, 2024 for FY 2023/24.

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 2022/23 through 2023/24. 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.

Section 120 of Title 23, USC, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, USC. FDOT will provide soft match for the FHWA Metropolitan Planning Program (MPP/PL) funds using toll revenue expenditures, to the extent that credits are available, 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 and 5305 funds budgeted in this UPWP which is 18.07% for a total of \$283,742 for FY 22/23.

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), the Bicycle Pedestrian Coordinating Committee (BPCC), the Traffic Management Operations Committee 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 2022/23 and FY 2023/24 Transportation Planning Priorities: A major emphasis area in the UPWP continues to include the development of performance measure targets and incorporating the how we are striving to meet the targets in our planning documents.

The MPO will be working on developing its project priorities for Surface Transportation Program (STP) and State, Transportation Alternatives (TA), Transportation Regional Incentive Program (TRIP), Strategic Intermodal System (SIS) and Multi-Modal Enhancement Box funds over the Spring in both 2023 and 2024 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.

LeeTran will also continue programs for compilation of data for the monthly and annual National Transit Database submissions; continue efforts to improve the ADA compliance, passenger safety and amenities. LeeTran will also be updating the Public Transportation Agency Safety Plan and continuing with the update of the Transit Development Plan.

Status of Transportation Planning Activities

MPO Planning Activities

Transportation Planning Activities in the Lee County metropolitan area are undertaken with funds obtained through Titles 23 and 49, U.S.C.

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), M-Cores, 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), 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 projects.

The Lee MPO also participates in the Lee and Charlotte County Punta-Gorda Metropolitan Planning Organizations' TAC meetings and the two Boards have adopted regional TRIP projects and resolutions.

Long Range Transportation Plan

The MPO adopted and amended the 2045 LRTP to be consistent with changes to projects. The MPO has begun the initial data collection for updating the Long Range Transportation Plan (LRTP) to a 2050 horizon year that will be adopted by the MPO Board in December of 2025.

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.

Goods and Freight Movement Planning

The Lee MPO continues to plan for increasing freight demands from our population increases and changes in how households and businesses are using online orders to purchase goods. A Goods and Freight study was updated as part of the Long Range Plan and staff continues to collect and analyze freight shipping and impacts.

Congestion Management/ITS

The MPO continues to participate in the Community Traffic Safety Committee to participate in resolving short term Congestion Management solutions as well as bringing back improvements that need to be included in the priority process. The MPO also participated in the development of the TSM&O Plan that is now being used to prioritize projects and studies to address improvements included within the document.

Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Alternatives (TA) Program priorities in the spring of 2021 and 2022. The MPO also endorsed applications for bicycle pedestrian facilities to be implemented with Safe Routes to School (SRTS) Program funds. The MPO also prioritized SU funded bicycle pedestrian projects in the spring of 2021 and 2022 as well. The MPO also takes part in FDOT's Electronic Review Comment (ERC) Team and has been regularly reviewing design plans for 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. The MPO also attends periodic Local Agency Project meetings to keep informed of project status and assist with programming changes and increased funding requests due to project cost increases.

Public Transportation Planning

The MPO updated the Transit Element of the Long Range Transportation Plan as part of the development of the 2045 LRTP and participated with LeeTran on the update of the Transit Development Plan. The MPO participates in the funding of transit planning staff and studies and programs supporting transit improvements.

Transportation Performance Measures

For the reporting of Performance Measures for Highway Safety, Pavement and Bridge, System Performance and Transit Asset Management as required by MAP-21, the Lee MPO has adopted targets consistent with FDOT's targets. The MPO has also adopted the Transit Safety and TAMP targets developed by LeeTran.

The MPO continues to analyze the transportation system performance on a regular basis to help determine projects and programs to address issues and to help meet the targets. In particular, the MPO analyzes traffic crash data on an ongoing basis in support of our partner agencies and their programs as well as for prioritizing projects and programs that will help reduce multi-modal crashes, fatalities and injuries.

FDOT Planning Activities

The Florida Department of Transportation provides support to the MPO in all of the planning activities that are listed over the previous two pages. This support ranges from participation in the various projects related to these items to producing Statewide, Districtwide and Lee County only studies that we use to better define projects and programs that are needed to improve existing and future transportation conditions in our MPO area. Listed below are specific projects/programs that the FDOT District One is providing:

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

6. EDTM/Community Impact Assessment
7. Federal Functional Classification
8. Traffic Count Program
9. Modal Development Technical Support
10. Strategic Intermodal System Plans
11. Commuter Services
12. State Highway Systems Corridor Studies
13. Complete Street Studies
14. Freight Mobility Support
15. Promoting and Coordinating Safety for all Modes of Transportation, including bicycle and pedestrian

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 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 and make recommendations back to the CAC and the Board.

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 and Federal Transit Administration funds with toll revenue credits. 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 (Contract G1V50), approved on April 5, 2021 with an expiration of December 31, 2023;
- c. The FTA Section 5305 Joint Participation Agreement (Contract G1K83), approved on June 9, 2020 with an expiration of December 3, 2022;
- d. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;

- e. The Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;
- f. The Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013; and
- g. The Planning Funds Agreement approved on May 15, 2020 for the term from July 1, 2020 through June 30, 2022.

The MPO operates under a duly adopted set of bylaws as does its advisory and coordinating committees. Official records of MPO business are maintained at the MPO offices, located at 815 Nicholas Parkway East, Cape Coral, Florida 33990. All of the MPO's records are available for inspection during normal business hours.

Cost Analysis Certification
Lee County MPO
Unified Planning Work Program - FY 2023
Adopted 5/13/2022
Revision Number: Initial Adoption

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

Name: Victoria Peters

Community Liaison, District 1
Title and District

Signature May 13, 2022

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

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

OBJECTIVE

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

REQUIRED ACTIVITIES

- Staff support of MPO, MEC, TAC, and CAC meetings including meeting notification, advertisement and the preparation of minutes and agenda packages.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide Florida Government in the Sunshine (Sunshine Law) updates to MPO, MEC, 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 process.
- Maintaining records for proper management committee members in special committees and Boards not part of the MPO planning
- Processing of invoices, performance of grant requirements, annual financial audits and budgets.
- Present annual audit report to the MPO Executive Committee
- Employee paid time off, retirement, health and life 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 FHWA every four years.
- Participating in MPOAC and CUTS and meetings, as required, to receive information on the best planning practices, to discuss and provide input on planning requirements, to provide input on projects and programs that impact our MPO area.
- 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.
- Attend training for Title VI, Environmental Justice and Limited English Proficiency Programs.

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, MEC, 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.
- Fall/Winter of 2022 and 2023: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- February/March 2023 and 2024: Joint state certification reviews.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Monthly PL funding: Put together progress reports and invoices.
- Ongoing: Advertising of meetings, public hearings, public notices and legal ads.
- Monthly: Travel to meetings, training and workshops.
- As Provided: Staff attended Environmental/Title VI training hosted by FDOT, FHWA and FTA.
- Quarterly: Participation in the statewide MPO Advisory Council and FDOT District One Coordinated Urban Transportation Studies (CUTS) meetings.
- Spring 2023 and 2024: 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 and reports.

Task No: 1.1 Program Management and Support

Estimated Budget Detail for FY 2023/2024

| 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 and fringe benefits | \$307,000 | - | - | - | - | - | \$307,000 |
| | Subtotal: | \$307,000 | - | - | - | - | - | \$307,000 |
| B. Travel | | | | | | | | |
| | Travel and Training | \$10,000 | - | - | - | - | - | \$10,000 |
| | Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| C. Other Direct Expenses | | | | | | | | |
| | Advertising | \$8,000 | - | - | - | - | - | \$8,000 |
| | MPO Insurance (D&O, Life, Workers Comp and Office) | \$25,000 | | | | | | \$25,000 |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | Subtotal: | \$33,000 | - | - | - | - | - | \$33,000 |
| | Total: | \$350,000 | - | - | - | - | - | \$350,000 |

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 amendments 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 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 2020/21 and FY 2021/22 UPWP.
- Amendments to the FY 2022/23 and FY 2023/24 UPWP.

END PRODUCT

- March 15, 2024: Develop draft UPWP for FYs 24/25 and 25/26, including all necessary budget spreadsheets for review.
- May 15, 2024: Develop final UPWP for FYs 24/25 and 2025/26.
- As needed: Amendments to the adopted 2 year UPWP.

| Task No: 1.2 Unified Planning Work Program | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|----------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | FTA Local Match | Trans. Disa d. | Total |
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | \$10,000 | - | - | - | - | - | \$10,000 |
| | | | | | | | | |
| | Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| | Total: | \$10,000 | - | - | - | - | - | \$10,000 |

| Task No: 1.2 Unified Planning Work Program | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|----------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | FTA Local Match | Trans. Disa d. | Total |
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | \$10,000 | - | - | - | - | - | \$10,000 |
| | | | | | | | | |
| | Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| | Total: | \$10,000 | - | - | - | - | - | \$10,000 |

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

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 outreach materials: develop notifications and announcements 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 e-mail contact 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, project documents and studies.
- 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 and meetings, safety events, chamber meetings and project meetings.
- 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 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, studies and projects.
- Development of public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous: Updates to the MPO Website.
- Various: Participate in Safety Events.
- Various: Presentations at neighborhood meetings, business meetings, advocacy meetings, Chambers events, ECCL, transit meetings, public meetings and workshops 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.
- 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 Committees and the public regarding projects.
- Ongoing: Attendance and participation in safety workshops and events.
- Ongoing: Presentations to neighborhood communities, business groups, associations and other agencies on existing and future MPO plans, programs and projects to educate on the planning process and to receive comments, questions and input to provide better and more accurate plans and projects that meet the needs of our communities.

| Task No: 1.3 Public Involvement and Outreach Program | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 |

| Task No: 1.3 Public Involvement and Outreach Program | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 |

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 and storage 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 the copy machine.
- Annually update equipment inventory.

PREVIOUS WORK

- 2021: Purchase 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 office software including GIS maintenance fees.

END PRODUCT

- 2022: 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; HOD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Monthly: Rental and lease agreements for office, storage facility, 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 2022/2023

| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | FTA Local Match | Trans. Dis ad. | Total |
|---------------------------------|------------------------------------|------------------|------------------|-----------------|------------------------|------------------------|-----------------------|--------------|
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Other Direct Expenses | | | | | | | | |
| | Office Rent & MPO storage | \$5,500 | - | - | - | - | - | \$5,500 |
| | Telephones & Conference Calling | \$5,000 | | | | | | \$5,000 |
| | Copier Lease/Copy Charges | \$9,000 | | | | | | \$9,000 |
| | Network & File storage | \$2,000 | | | | | | \$2,000 |
| | Internet & Website hosting | \$3,000 | | | | | | \$3,000 |
| | Office Supplies | \$2,400 | | | | | | \$2,400 |
| | Mailings, Postage & P.O. Box | \$3,000 | | | | | | \$3,000 |
| | Map, brochure & booklet printing | \$4,000 | | | | | | \$4,000 |
| | Computers & Software upgrades | \$18,100 | | | | | | \$18,100 |
| | IT Service and Maintenance | \$3,000 | | | | | | \$3,000 |
| | | | | | | | | |
| | | | | | | | | |
| | Subtotal: | \$55,000 | - | - | - | - | - | \$55,000 |
| | Total: | \$55,000 | - | - | - | - | - | \$55,000 |

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance

Estimated Budget Detail for FY 2023/2024

| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | FTA Local Match | Trans. Disa d. | Total |
|---------------------------------|------------------------------------|------------------|------------------|-----------------|------------------------|------------------------|-----------------------|-----------------|
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Other Direct Expenses | | | | | | | | |
| | Office Rent & MPO storage | \$5,500 | - | - | - | - | - | \$5,500 |
| | Telephones & Conference Calling | \$5,000 | | | | | | \$5,000 |
| | Copier Lease/Copy Charges | \$9,000 | | | | | | \$9,000 |
| | Network & File storage | \$2,000 | | | | | | \$2,000 |
| | Internet & Website hosting | \$3,000 | | | | | | \$3,000 |
| | Office Supplies | \$2,400 | | | | | | \$2,400 |
| | Mailings, Postage & P.O. Box | \$3,000 | | | | | | \$3,000 |
| | Map, brochure & booklet printing | \$4,000 | | | | | | \$4,000 |
| | Computers & Software upgrades | \$18,100 | | | | | | \$18,100 |
| | IT Service and Maintenance | \$3,000 | | | | | | \$3,000 |
| | | | | | | | | |
| | | | | | | | | |
| | Subtotal: | \$55,000 | - | - | - | - | - | \$55,000 |
| | Total: | \$55,000 | - | - | - | - | - | \$55,000 |

Section: ADMINISTRATION, _____ UPWP Task No: 1.5
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. These activities include coordinating consistent multi-modal improvements across County lines, working jointly to time the projects within the Long Range Plans and working together on traffic modeling, mapping, data collection and safety programs in support of transportation and economic development projects and activities.

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 to update the regional network maps.
- Staff support to Joint Lee and Collier meetings - 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 coordination meetings with any other adjoining MPO or Jurisdiction, such as the Babcock meetings and ad hoc subcommittee meetings, as needed.
- Update TRIP and SIS project 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.

PREVIOUS WORK

- 2020/2021 and 2021/2022: Participation in TAC, CAC, BPCC, ITS/CMS and MPO meetings with the Collier MPO. Participation in TAC and MPO meetings with the Charlotte County Punta Gorda MPO. Put together and participate in Joint MPO meetings with adjoining MPO's.
- 2020/2021 and 2021/2022: Coordination and development of the agendas for the joint meetings.
- Spring 2021 and 2022: Reviewed, evaluated, coordinated with project sponsors, Collier MPO and Charlotte MPO, prioritized TRIP proposals and developed and reviewed packages.
- Staff participation in coordination meetings with Collier, Charlotte MPOs/Counties 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, 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

- Periodically: Staff support for Joint TAC, CAC, Bicycle/Pedestrian and MPO meetings with Collier County.
- Annually: Staff support to the Lee/Charlotte MPO Board meetings.
- As needed: Staff support and participation in regional coordination meetings including the

- Ad Hoc subcommittee meetings.
- Spring 2023 and 2024: Prioritize and process the TRIP priorities with the Collier and Charlotte MPO's.
- As needed: Updates to regional network maps, joint regional multimodal plans and SIS priorities.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties.
- As needed: Attend other adjoining MPO committee meetings.
- Bi-Monthly: Staff participation in the Collier and Charlotte MPO's Technical Advisory Committee and Collier Congestion Management meetings.
- As needed: Participate in meetings of the Heartland, TBARTA and RPC meetings.

| Task No: 1.5 Regional Coordination | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 |

| Task No: 1.5 Regional Coordination | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 |

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 a plan for grant compliance, financial plans and the TOP 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 - 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 - LRTP.

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 at conferences and training courses relating to UPWP tasks (44.21.00).
- Participation in the State and Federal review of MPO certification (44.21.00).
- Update the Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.23.02)
- Major Update of the Title VI Plan. (44.21.00)
- Prepare and update the Transit Asset Management and Safety Plans (44.16.14).
- 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/major update of the 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).
- Consider conducting a Comprehensive Operations Analysis as an ancillary study to the Transit Development Plan update or major update (TDP) (44.16.14)
- Conduct a Bus Stop Inventory to achieve a goal of 100% system review every five years.
- 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 as part of asset management requirements (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)

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

- MPO staff ensures a competitive project selection process for awarding 5310 local match and other grant opportunities (44.26.12).
- Conduct various 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).
- MPO staff submits 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 MPOs on transit issues (44.23.02).
- Encourage transit participation in local municipalities' development review processes to ensure access to bus stops (44.26.14).
- Continue efforts to improve ADA Compliance, passenger safety, and passenger amenities through the Bus Stop Amenities Plan.
- A review and identification of existing and potential areas for transit facilities.
- 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 *Partnering for Transportation* program (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).
- Monthly and Annually: 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).
- Work on the development of the online trip planner (44.26.14).
- Coordinate and review the Transit Bus Pull-out and Queue 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 updates and amendments (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 2023 and 2024: National Transit Database information filing (44.21.00).
- Monthly: National Transit Database Report filing (44.21.00).
- Semi-Annually: 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 2018 and 2019: 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).
- Update the Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.23.02)
- Major Update of the Title VI Plan (44.21.00).
- Update the Transit Asset Management Plan and Transit Safety Plans (44.16.14).

Task No: 1.6 Transit Program Management and Support

Estimated Budget Detail for FY 2022/2023

| Budget Category | Budget Category Description | CPG | FTA 5307 | FTA 5305 Carry-forward | FTA 5307 Local Match | Total | Trans. Dis ad. | FTA Soft Match |
|------------------------------|--|------------------|------------------|------------------------|----------------------|------------------|----------------|-----------------|
| A. Responsible Agency | | | | | | | | |
| | MPO staff salaries | \$10,000 | - | - | - | \$10,000 | - | \$2,000 |
| | LeeTran staff salaries | \$100,000 | | \$210,000 | | \$310,000 | - | \$62,000 |
| | Subtotal: | \$110,000 | | \$210,000 | | \$320,000 | - | \$64,000 |
| | LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element | \$137,414 | \$200,000 | - | \$40,000 | \$377,414 | - | \$27,483 |
| | Subtotal: | \$247,414 | - | | | | - | \$27,483 |
| | Total: | \$247,414 | \$200,000 | \$210,000 | \$40,000 | \$697,414 | - | \$91,483 |

Task No: 1.6 Transit Program Management and Support

Estimated Budget Detail for FY 2023/2024

| Budget Category | Budget Category Description | CPG | FTA 5307 | FTA 5305 Carry-forward | FTA 5307 Local Match | Total | Trans. Dis ad. | FTA Soft Match |
|------------------------------|--|------------------|------------------|------------------------|----------------------|------------------|----------------|-----------------|
| A. Responsible Agency | | | | | | | | |
| | MPO staff salaries | \$10,000 | - | - | - | \$10,000 | - | \$2,000 |
| | LeeTran staff salaries | \$197,414 | | | | \$197,414 | - | \$39,483 |
| | Subtotal: | \$207,414 | | | | \$207,414 | - | \$41,483 |
| | LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element | \$40,000 | \$200,000 | \$0 | \$40,000 | \$280,000 | - | \$8,000 |
| | Subtotal: | \$40,000 | \$200,000 | \$0 | \$40,000 | \$280,000 | - | \$8,000 |
| | Total: | \$247,414 | \$200,000 | \$0 | \$40,000 | \$487,414 | - | \$49,483 |

Section: ADMINISTRATION
LOCALLY FUNDED ACTIVITIES

UPWP Task No: 1.7 Task:

OBJECTIVE

To supplement FHWA and FTA funds and to provide the local match for state or federal grants. 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

- 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.
- 2020/21: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2021/22: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

END PRODUCT

- Ongoing: Review of the impacts of pending legislation; 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 2022/2023 | | | | | | | | |
| Budget Category | Budget Category Description | F H W A (P L) | FHW A (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 |

| Task No: 1.7 Locally Funded Activities | | | | | | | | |
|---|--|------------------------------|------------------|-------------|-----------------------|-----------------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| Budget Category | Budget Category Description | F H W A (P L) | FHW A (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 |

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.
- Work with the TMOC, 511, local traffic reporters, LeeTran, Lee County School District and 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 and TSM&O Plan, 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.
- Monitor opportunities through federal discretionary ITS grant and other programs to fund ITS planning and Implementation of ITS projects in Lee County.
- 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.
- Monitoring and reporting of performance measures in support of approved targets.

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

PREVIOUS WORK

- Development and mapping of crash data statistics.
- Bi-monthly: Staff support of TMOC meetings, including preparation of minutes, meeting notifications and agenda distribution.
- Annually: Solicitation of public input on reporting congested locations.
- Periodically: Publication of a Congestion Monitoring and the State of the System report.
- Annually: Collection and reporting of performance measures, analysis of progress to meeting approved targets.
- As necessary: Update of the Congestion Management Process and TSM&O plans.
- 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

- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- Bi-annually: Update the State of the System Reports and the TSM&O plan.
- Monthly: Staff participation in CTST meetings.
- Bi-Monthly: Staff participation in the TIM Meetings.
- Annually: Collection and reporting of performance measures, analysis of progress to meeting approved targets.
- As Needed: Participation in conducting road safety audits.
- Ongoing: Development of traffic data, crash and roadway inventory/condition maps and graphics.

| Task No: 2.1 Congestion Management, ITS and Data Development | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$30,000 | - | - | - | - | - | \$30,000 |
| | Subtotal: | \$30,000 | - | - | - | - | - | \$30,000 |
| | Total: | \$30,000 | - | - | - | - | - | \$30,000 |

Task No: 2.1 Congestion Management, ITS and Data Development

Estimated Budget Detail for FY 2023/2024

| 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 | \$30,000 | - | - | - | - | - | \$30,000 |
| | Subtotal: | \$30,000 | - | - | - | - | - | \$30,000 |
| | Total: | \$30,000 | - | - | - | - | - | \$30,000 |

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.

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 2022/2023 | | | | | | | | |
| 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 |

| Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-----------------|-------------|---------|
| Estimated Budget Detail for FY 2023/2042 | | | | | | | | |
| 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 |

3.0 SYSTEMS PLANNING

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT 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, grant opportunities and changes to local and State Plans.
- Use input from the MPO, MEC, TAC, CAC, BPC, TMOC, 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, 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.
- Development, analysis and monitoring of performance measures to help prioritize projects that meet the MPO's adopted targets.
- Review and comment on the consistency of proposed projects.
- Development of future zonal data in support of the 2050 LRTP update.
- Analysis and update of project cost estimates, project timing and transportation conditions in support of LRTP amendments.

PREVIOUS WORK

- Amendments and modifications to the 2040 and 2045 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 2045 LRTP.
- Work with FDOT to develop the update to the Regional Transportation model including the existing and future year zonal data and future population projections.

END PRODUCTS

- Fall 2022: Development of the 2050 zonal data for the LRTP update.
- As needed: Develop updated project cost estimates.
- As needed: Run transportation model alternatives of proposed projects in support of local and regional planning needs and amendments.
- As needed: Amendments to the 2045 Long Range Transportation Plan.
- Winter 2024: Development of the scopes of work for the development of the 2050 LRTP update.

| Task No: 3.1 Long Range Transportation Plan | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$25,000 | - | - | - | - | - | \$25,000 |
| | Subtotal: | \$25,000 | - | - | - | - | - | \$25,000 |
| | Total: | \$25,000 | - | - | - | - | - | \$25,000 |

| Task No: 3.1 Long Range Transportation Plan | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 | \$25,000 | - | - | - | - | - | \$25,000 |
| | Subtotal: | \$25,000 | - | - | - | - | - | \$25,000 |
| | Total: | \$25,000 | - | - | - | - | - | \$25,000 |

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, airport priorities and statewide intermodal priorities in accordance with the Public Involvement Plan (PIP).
- Development of the Draft and Adopted TIP for approval and distribution.
- Amendments to the Adopted TIP as necessary in accordance with the PIP.
- Review of 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 the Local Agency Program (LAP) coordination meetings with FDOT and local governments in Lee County and participate in resolving issues.
- Publish annual obligations listing.
- Working with the FDOT to report and monitor the Highway Safety, Pavement and Bridge, System and Transit Asset Management performance measures and identifying projects to help meet the adopted targets.

PREVIOUS WORK

- June 2021: Published the FY 2022 - FY 2026 Transportation Improvement Plan.
- June 2022: Published the FY 2023- FY 2027 Transportation Improvement Plan.
- Spring 2023 and 2024: Updated MPO priorities.
- Fall of 2022 & 2023: Review and distribute FDOT's Draft Tentative Work Program.
- Yearly: Published annual obligations listing.
- Ongoing: Amended FY 2022- FY2026 and FY2023- FY 2027 TIPs.
- Quarterly: Participated in LAP coordination meetings.

END PRODUCT

- Spring 2023 and 2024: Update transportation priorities.
- Spring 2023 and 2024: Working with FDOT to report and monitor the transportation performance measures and identify project priorities that help address meeting adopted targets.
- June 2023 and 2024: Adopt and publish TIP.
- As needed: Amendments to adopted TIP's to address project changes.
- Quarterly: Participation in FDOT/Local Government coordination meetings.

| Task No: 3.2 Transportation Improvement Program | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$10,000 | - | - | - | - | - | \$10,000 |
| | Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| | Total: | \$10,000 | - | - | - | - | - | \$10,000 |

| Task No: 3.2 Transportation Improvement Program | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 | \$10,000 | - | - | - | - | - | \$10,000 |
| | Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| | Total: | \$10,000 | - | - | - | - | - | \$10,000 |

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 interjurisdictional 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.
- Identify freight hot spots, high freight use 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.
- Analyze and produce freight project priorities.

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.

END PRODUCTS

- Ongoing: Coordination with freight stakeholders on freight and goods activities.
- As Needed: Development of goods and freight project priorities.
- Ongoing: Coordination with stakeholders and partner agencies on freight data and necessary projects to support efficient and safe goods movement throughout the region.

| Task No: 3.3 Freight and Goods Movement Planning | | | | | | | | |
|--|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 |

| Task No: 3.3 Freight and Goods Movement Planning | | | | | | | | |
|--|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 |

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
Task: SPECIAL PROJECTS AND STUDIES

UPWP Task No: 4.1

OBJECTIVE

To undertake 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 Plans and participate in the review and impact of large developments.

REQUIRED ACTIVITIES

- Participate in the review process of development impacts 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 for consistency with MPO plans.
- Work with Injury Prevention Council (IPC) on transportation safety 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

- 2021: Reviewed and analyzed Babcock development and traffic analysis.
- 2021/2022: Attend and review roadway planning and project development meetings including State Road SR 31, I-75, San Carlos Boulevard and other projects. Review projects for consistency with MPO Plans.
- Work with the Injury Prevention Council
- Review of developments and traffic analysis to address changes in MPO planning documents.

END PRODUCTS

- Ongoing: Participate in coordination meetings on upcoming PD&E, Design and Construction Projects.
- As needed: Participation in state and local governments' corridor and small area studies.
- As needed: Review and comment on project traffic reports and PD&E studies.
- As needed: Development reviews and traffic analysis.
- Monthly: Attend and participate with the IPC on transportation safety and issues.

| Task No: 4.1 Special Projects and Studies | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$25,000 | - | - | - | - | - | \$25,000 |
| | Subtotal: | \$25,000 | - | - | - | - | - | \$25,000 |
| | Total: | \$25,000 | - | - | - | - | - | \$25,000 |

| Task No: 4.1 Special Projects and Studies | | | | | | | | |
|---|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$25,000 | - | - | - | - | - | \$25,000 |
| | Subtotal: | \$25,000 | - | - | - | - | - | \$25,000 |
| | Total: | \$25,000 | - | - | - | - | - | \$25,000 |

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.
- Update Lee County bicycle/pedestrian facility databases and maps as needed.
- Review project proposals for Safe Routes to School (SRTS) funds and obtain MPO endorsement.
- Development of the Bicycle and Pedestrian Master Plans and Safety Action Plans.
- Update evaluation criteria for TA, SRTS and Multi-Box funded proposals and prioritize projects.
- Develop bicycle pedestrian project cost estimates in support of MPO funded projects.
- 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.
- Work with our various partners to reach out on safety and education public service materials, programs and presentations to address bicycle and pedestrian crashes.

PREVIOUS WORK

- Staff support to BPCC meetings.
- Identify and prioritize Bicycle/Pedestrian projects.
- Endorse Safe Route to School (SRTS) Applications.
- Develop and update the Countywide Bicycle Pedestrian Master Plan and safety Actions Plans.
- Scoping, Project Management and Support of local Bicycle Pedestrian Plans.
- Attend local jurisdiction bicycle/pedestrian meetings.
- Solicit and analyze TA, SRTS and multi-modal 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 2023 and 2024: Identify, analyze and prioritize bicycle/pedestrian priorities.
- Spring 2023 and 2024: Endorse Safe Route to School (SRTS) Applications.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Ongoing: Update of the bicycle/pedestrian facilities maps.
- Quarterly: Analysis of bicycle pedestrian crash data and production of tables and graphics in support of local partners and outreach activities.

| Task No: 4.2 Bicycle Pedestrian and Pathway Planning | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$28,000 | - | - | - | - | - | \$28,000 |
| | Subtotal: | \$28,000 | - | - | - | - | - | \$28,000 |
| | Total: | \$28,000 | - | - | - | - | - | \$28,000 |

| Task No: 4.2 Bicycle Pedestrian and Pathway Planning | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 | \$28,000 | - | - | - | - | - | \$28,000 |
| | Subtotal: | \$28,000 | - | - | - | - | - | \$28,000 |
| | Total: | \$28,000 | - | - | - | - | - | \$28,000 |

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.
- 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

- 2021 and 2022: Filed planning grant application.
- Spring of 2022: LCB Board's evaluation of LeeTran as the CTC.
- Spring of 2021 and 2022 minor updates to the TDSP.

END PRODUCT

- Spring of 2023 and 2024: LCB's annual evaluation of the designated CTC.
- March of 2023 and 2024: Coordinate with CTC staff regarding minor TDSP update
- April 2023 and April 2024: Complete minor TDSP update and submit to LCB for approval.
- May 2023 and 2024: Submit LCB minor TDSP update to TAC, CAC, and MPO for endorsement.
- May 2023 and 2024: Submit MPO endorsed TDSP to the CTD.
- June 2023 and 2024: File applications for FY 2023/24 and FY 2024/25 TD Planning Grants.

| Task No: 4.3 Transportation Disadvantaged Program | | | | | | | | |
|---|-----------------------------|-----------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | - | - | - | - | - | \$32,000 | \$32,000 |
| | Subtotal: | - | - | - | - | - | \$32,000 | \$32,000 |
| 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: | - | - | - | - | - | \$36,000 | \$36,000 |

| Task No: 4.3 Transportation Disadvantaged Program | | | | | | | | |
|---|-----------------------------|-----------|-----------|----------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 | - | - | - | - | - | \$33,000 | \$33,000 |
| | Subtotal: | - | - | - | - | - | \$33,000 | \$33,000 |
| 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: | - | - | - | - | - | \$37,000 | \$37,000 |

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 requirements.
- Staff manage and monitor consultant contracts for consistency with federal and state requirements, including Title VI and DBE compliance.
- 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 for the development of Bicycle Pedestrian Master Plans and other local agency projects.

PREVIOUS WORK

- 2021/2022: Preparation and advertisement of RFP for selection of General Planning Consultants.
- 2019/2020: Develop scopes for developing elements of the Long Range Transportation Plan and the management of the projects until completion.
- 2019: Scope, selection and development of the City of Fort Myers Bicycle Pedestrian Master Plans.
- 2021: Scope, selection and contract for the SUN Trail Feasibility Study.
- Conduct 2019/2020 and 2020/2021 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 or changes to land use assumptions throughout the County. These tasks also include transportation model runs in support of the LRTP update and plan amendments.
- Fall 2022 and 2023: Conduct 2021/2022 and 2022/2023 audits
- Spring 2023 and 2024: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Spring 2023: Prioritize and develop for implementation the Bicycle Pedestrian Safety Action Plan countermeasures.
- Summer/Fall 2022: Develop scopes and task work orders to support the local efforts for discretionary grant opportunities consistent with the NOFOs from the programs identified in the new Infrastructure Bill.
- Fall/Winter 2022: Develop the 2050 zonal data for the Regional Model Update.
- Fall 2022: Produce and Active Transportation Plan consistent with the new infrastructure bill requirements.

- Summer/Fall 2022: Continue with conducting vehicle, bicycle and pedestrian crash outreach activities consistent with the Safety Action plan and in support of reducing fatalities and injuries. Continue coordination activities with the Streets Alive, Lee Trauma Center, law enforcement agencies and other local agencies on high crash trend issues in support of education, enforcement and public outreach activities. This will include media outreach such as PSA's and safety program materials like helmets and lights.
- Summer 2022 and Ongoing: Complete the performance measure dashboard. Analyze the performance measure data and report results and implement plans and projects in support of meeting the targets. This includes updating the State of the System reporting to account for recent pandemic impacts.
- Fall 2023/Spring 2024: Develop scopes of work for the update of the Long Range Plan including the Goods and Freight element, the Bicycle Pedestrian Element, the TS&MO/Congestion Management Plan and the Transit Development Plan. Begin the update of the Long Range Plan tasks.
- Summer 2022 – Spring 2023: Complete the Cape Coral evacuation study.
- Summer/Fall 2022: Complete the Bonita and Estero Rail corridor study in support of the Sun Trail system connection from Bonita up to JY Linear Park.
- Summer 2022: Collect and Analyze Origin and Destination data for use in the transportation model trip table adjustments and analyze trip information for other ongoing studies and projects.
- 2022/2023: Conduct Bicycle Pedestrian Count Data Collection.

*

| Task No: 4.4 Administrative and Planning Consultant Services | | | | | | | | |
|--|--|------------------|-----------|--------------|----------|------------------|------------------|------------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | STATE (TLWR) | FTA 5305 | FT A State Match | Local Funds | Total |
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | \$15,000 | - | - | - | - | - | \$15,000 |
| | Subtotal: | \$15,000 | - | - | - | - | - | \$15,000 |
| B. Administrative and Consultant Services | | | | | | | | |
| | Accounting Services | \$20,000 | - | - | - | - | - | \$20,000 |
| | Legal Services | \$20,000 | | | | | | \$20,000 |
| | MPO Audit | \$26,000 | | | | | | \$26,000 |
| | TIP Reporter Tool | \$9,800 | | | | | | \$9,800 |
| | Regional Model Alternatives | \$20,000 | | | | | | \$20,000 |
| | Support for discretionary grant programs | \$66,656 | | | | | | \$66,656 |
| | Produce and Active Transportation Plan | \$40,000 | | | | | | \$40,000 |
| | Complete Dashboard and Performance Measure Analysis | \$20,000 | | | | | | \$20,000 |
| | Develop the 2050 zonal data | \$75,000 | | | | | | \$75,000 |
| | Conduct bicycle and pedestrian counts | \$20,000 | | | | | | \$30,000 |
| | Conduct vehicle, bicycle and pedestrian safety outreach activities | \$80,000 | | | | | | \$80,000 |
| | Cape Coral Evacuation Study | \$100,000 | | | | | \$100,000 | \$200,000 |
| | Conduct and analyze origin destination data for model update | \$40,000 | | | | | | \$45,000 |
| | | | | | | | | |
| | Subtotal: | \$537,456 | | | - | - | \$100,000 | \$637,456 |
| | Total: | \$552,456 | | | - | - | \$100,000 | \$552,456 |

Task No: 4.4 Administrative and Planning Consultant Services

Estimated Budget Detail for FY 2023/2024

| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | STATE (TLWR) | FTA 5305 | FTA State Match | Local Funds | Total |
|--|--|------------------|------------------|---------------------|-----------------|------------------------|--------------------|------------------|
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | \$15,000 | - | - | - | - | - | \$15,000 |
| | Subtotal: | \$15,000 | - | - | - | - | - | \$15,000 |
| B. Administrative and Consultant Services | | | | | | | | |
| | Accounting Services | \$20,000 | - | - | - | - | - | \$20,000 |
| | Legal Services | \$20,000 | | | | | | \$20,000 |
| | MPO Audit | \$26,000 | | | | | | \$26,000 |
| | TIP Reporter Tool | \$9,800 | | | | | | \$9,800 |
| | Regional Model Alternatives | \$25,000 | | | | | | \$25,000 |
| | Performance Measure Analysis | \$30,000 | | | | | | \$30,000 |
| | Conduct vehicle, Bicycle & Pedestrian Safety Outreach Activities | \$75,000 | | | | | | \$75,000 |
| | Begin development of the Long Range Plan Update Elements | \$66,871 | | | | | | \$66,871 |
| | Support for discretionary grant programs | \$70,000 | | | | | | \$70,000 |
| | Conduct Bicycle Pedestrian Count Data Collection | \$25,000 | | | | | | \$25,000 |
| | | | | | | | | |
| | | | | | | | | |
| | Subtotal: | \$367,671 | - | - | - | - | - | \$367,671 |
| | Total: | \$382,671 | - | - | - | - | - | \$382,671 |

Section: PROJECT PLANNING
Task: LEE COUNTY COMPLETE STREETS

UPWP Task No: 4.5

OBJECTIVE

To support activities related to the performance measure data collection and reporting for the TIGER V project.

REQUIRED ACTIVITIES

- Ongoing administrative activities related to the project.
- Collecting performance measure data and conducting the reporting requirements.

PREVIOUS WORK

- Project Management of the construction activities.
- Produce reporting requirements.
- Produce final close-out documents for the project.
- November/December 2019, 2020 & 2021: Collect performance data consistent with the grant requirements and produce performance data collection report.

END PRODUCTS

- November/December 2022: Data collection and reporting of the performance data for the completed project.
- November/December 2023: Data collection and reporting of the performance data for the completed project.

| Task No: 4.5 Lee County Complete Streets Initiative | | | | | | | | |
|---|---|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2022/2023 | | | | | | | | |
| 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 | \$3,000 | - | - | - | - | - | \$3,000 |
| | Subtotal: | \$3,000 | - | - | - | - | - | \$3,000 |
| B. Consultant Services | | | | | | | | |
| | Performance data collection and reporting | \$35,000 | - | - | - | - | - | \$35,000 |
| | Subtotal: | \$38,000 | - | - | - | - | - | \$38,000 |
| | Total: | \$38,000 | - | - | - | - | - | \$38,000 |

| Task No: 4.5 Lee County Complete Streets Initiative | | | | | | | | |
|---|---|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2023/2024 | | | | | | | | |
| 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 | \$3,000 | - | - | - | - | - | \$3,000 |
| | Subtotal: | \$3,000 | - | - | - | - | - | \$3,000 |
| A. Consultant Services | | | | | | | | |
| | Performance data collection and reporting | \$50,000 | - | - | - | - | - | \$50,000 |
| | Subtotal: | \$53,000 | - | - | - | - | - | \$53,000 |
| | Total: | \$53,000 | - | - | - | - | - | \$53,000 |

BUDGET TABLES

TABLE 1, 2022/23 AGENCY PARTICIPATION TABLE
TABLE 2, 2022/23 FUNDING SOURCE TABLE

TABLE 1, 2023/24 AGENCY PARTICIPATION TABLE
TABLE 2, 2023/24 FUNDING SOURCE TABLE

APPENDIX A

State and Federal Planning Factors and Emphasis Areas

Florida Planning Emphasis Areas 2021

The Florida Department of Transportation (FDOT) Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Florida MPOs should consider emphasizing the following four (4) planning topics when updating their UPWPs.

Safety

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

Equity

Executive Order 14008, [*Tackling the Climate Crisis at Home and Abroad*](#), created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, [*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*](#), outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

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

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

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

Emerging Mobility

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

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

Contact Information:

Abra Horne, FDOT, Metropolitan Planning Administrator

850-414-4901

Abra.Horne@dot.state.fl.us



Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Deputy Administrator
Federal Highway Administration

Enclosure

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA’s [Sustainable Transportation](#) or FTA’s [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

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

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

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

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

Public Involvement

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

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

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

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

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

Data in Transportation Planning

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

APPENDIX B

Statements and Assurances

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

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DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The 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.

Name:
Title: MPO Chairman (or designee)

Date

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LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the 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.

Name:

Title: MPO Chairman (or designee)

Date

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 MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The 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 contract work of the Lee County MPO, in a non-discriminatory environment.

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

Name:
Title: MPO Chairman (or designee)

Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Name:
Title: MPO Chairman (or designee)

Date

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APPENDICES A and E

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

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

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

APPENDIX C

MPO Planning Study Matrix

APPENDIX D

Comments on the Draft version of the UPWP

**SUMMARY OF THE JOINT LEE AND CHARLOTTE-PUNTA
GORDA MPO BOARDS MEETING ITEMS AND DISCUSSION**

INFORMATION ITEM:

Staff will provide a summary of the February 18, 2022 Joint Meeting items and Board discussion for the committee.

INFORMATION AND DISTRIBUTION

- a. [Legislative Tracking Spreadsheet](#)
- b. [Appropriations Project Request Matrix](#)
- c. [FDOT Road Watch Report](#)