

METROPOLITAN PLANNING ORGANIZATION BOARD

1:30 p.m., Friday, May 13, 2022

Lee County Administration East Building
2201 Second Street, Room 118
Fort Myers, FL 33901



AGENDA

Call to Order Pledge of Allegiance Roll Call

1. Public Comments on Consent Agenda Items
2. *Consent Agenda
 - A. Approve the March 18, 2022 Meeting Minutes
 - B. Approve the Transportation Disadvantaged Planning Grant for FY 22/2023
 - C. Approve the Minor Update of the Transportation Disadvantaged Service Plan
3. Public Comments will be taken on Each New Business Item

Public Hearing Items

4. ^Review and Approve the FY 2022/2023 & FY 2023/2024 Unified Planning Work Program (Don Scott)

New Business

5. *Review and Approve the Lee and Charlotte-Punta Gorda TRIP Priorities (Don Scott)
6. *Review and Approve the Selection Committee Recommendations for General Planning Consultants (Don Scott)
7. *Approve the Public Transportation Grant Agreement and Resolution (Don Scott)
8. Review of the Draft FY 2022/2023 through FY 2026/2027 Transportation Improvement Program (Don Scott)

Other Business

9. Public Comments on Items not on the Agenda
10. LeeTran/TD Report
11. FDOT Report
12. Announcements
13. Information and Distribution Items

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

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

METROPOLITAN PLANNING ORGANIZATION BOARD

9:00 a.m., Friday, March 18, 2022
Lee County Administration East Building
2201 Second Street, Room 118
Fort Myers, FL 33901



Meeting Minutes

The meeting was called to order at 9:00 a.m. by MPO Executive Director Don Scott. The Pledge of Allegiance was recited.

The roll was called by MPO staff. A quorum was present. Lee County MPO Board Members in attendance included Lee County Commissioners Frank Mann (9:14 a.m.), Brian Hamman, Kevin Ruane, and Cecil Pendergrass; City of Cape Coral Mayor John Gunter; City of Cape Coral Councilmembers Keith Long, Robert Welsh, and Jessica Cosden; City of Fort Myers Councilmembers Fred Burson, Darla Betzer Bonk, and Johnny Streets Jr.; Village of Estero Mayor Katy Errington; City of Sanibel Vice-Mayor Richard Johnson (9:11 a.m.); and City of Bonita Springs Councilmembers Fred Forbes and Laura Carr (9:04 a.m.).

Others in attendance included the following - Wayne Gaither with FDOT; Persides Zambrano with the City of Cape Coral; Derek Rooney with GrayRobinson; Lee County MPO staff Don Scott, Calandra Barraco, and Ron Gogoi; Robert Codie and Joe McCabe with LeeTran; Lee County IT staff; LCSO deputy; member of the public Peg McDaniel; and D’Juan Harris with the Charlotte County – Punta Gorda MPO.

Agenda Item #1 - Election of a Vice-Chair for 2022 who will also Chair this meeting

Mr. Scott presented this agenda item to elect a Lee County MPO Board member to serve as the Vice-Chair of the MPO. He explained the MPO Board previously approved a Lee County member to serve as Vice-Chair in January and there has been a request from that member to select an alternate Lee County member to serve as Vice-Chair. He continued that staff is seeking election and approval of a Lee County Commission member to serve as Vice-Chair that will also Chair this meeting as the Chair is not able to attend.

Commissioner Kevin Ruane made the motion to elect Commissioner Cecil Pendergrass as Vice-Chair of the MPO Board for 2022. Commissioner Brian Hamman and Mayor John Gunter simultaneously seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #2 - Public Comments on Consent Agenda Items

Mr. Scott read a public comment from Mr. John Majka that had been submitted via email prior to the meeting. Mr. Majka’s public comment can be viewed here: <https://leempo.com/wp-content/uploads/John-Majka-Public-Comment-031822.pdf>

Agenda Item #3 - *Consent Agenda

- A. Approval of the January 21, 2022 Meeting Minutes

Commissioner Kevin Ruane made the motion to approve the January 21, 2022 Meeting Minutes. Councilmember Darla Betzer Bonk seconded the motion. There were no objections, and the motion passed unanimously

- B. Approval of the February 18, 2022 Joint Meeting Minutes

Commissioner Kevin Ruane and Councilmember Johnny Streets Jr. simultaneously made the motion to approve the February 18, 2022 Joint Meeting Minutes. Mayor John Gunter seconded the motion. There were no objections, and the motion passed unanimously

- C. Approval of the Local Coordinating Board Certification

Commissioner Kevin Ruane made the motion to approve the Local Coordinating Board Certification. Councilmember Darla Betzer Bonk seconded the motion. There were no objections, and the motion passed unanimously

Agenda Item #4 - Public Comments will be taken on Each New Business Item

Vice- Chair Pendergrass said public comments will be taken at each new business item.

Public Hearing Items

Agenda Item #5 - ^Review and Approve an Amendment to the FY 2021/2022 through FY 2025/2026 Transportation Improvement Program to Add Transit Bus Replacements in FY 2021/2022

Mr. Scott presented this agenda item to 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 was attached to the agenda packet, posted to the MPO website, and shown as a slide at the meeting. The information can also be viewed at this link: [TIP Amendment](#) Mr. Scott explained 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. Mr. Scott asked if there were any public comments or questions. There were none.

Commissioner Brian Hamman made the motion to approve the TIP Amendment to add Transit Bus Replacements in FY 2021/2022. Commissioner Kevin Ruane seconded the motion. A roll call vote was taken with all in favor, and the motion passed unanimously.

New Business

Agenda Item #6 - *Adopt a Resolution Supporting the LeeTran Transit Asset Management and Public Agency Safety Plan Performance Targets for FY 2022

Mr. Ron Gogoi presented this agenda item for the adoption of the Resolution Supporting the LeeTran Transit Asset Management Plan (TAMP) and Public Transportation Agency Safety Plan (PTASP) Performance Targets for FY 2022. The targets and resolution were attached to the agenda packet, posted to the MPO website, and shown as a slide at the meeting. They are also viewable here: [Targets and Resolution](#) Mr. Gogoi then provided a Power Point presentation that showed slides with information on an overview of the agenda item, transit asset targets, and safety performance targets. His presentation can be viewed here: <https://leempo.com/wp-content/uploads/Agenda-6.Transit-Performance-Targets-1.pdf> Mr. Gogoi said staff was asking for MPO Board adoption of the resolution supporting the performance targets. Vice-Chair Pendergrass asked if there were any public comments. There were none.

Councilmember Laura Carr made the motion to adopt a resolution in support of the LeeTran Transit Asset Management and Public Agency Safety Plan Performance Targets for FY 2022. Commissioner Brian Hamman and Councilmember Darla Betzer Bonk simultaneously seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #7 - *Adopt a Resolution Supporting the Expansion of US Bicycle Route 15 through Lee County

Mr. Gogoi presented this agenda item for the adoption of the resolution supporting the expansion of USBR 15 through Lee County. The staff report including the resolution and route map were attached to the agenda packet, posted to the MPO website, and shown as slides at the meeting. They can also be viewed here: [USBR 15](#) Mr. Gogoi then provided a Power Point presentation that included slides with information on existing route map, proposed expansion in Florida, US Bike Routes cyclist type and route characteristics, proposed USBR 15 through Lee County, route modification requests, and local government support in Lee County. His presentation can be viewed here: <https://leempo.com/wp-content/uploads/Agenda-7.USBR-15-FL-1.pdf> Mr. Gogoi noted MPO staff was

seeking MPO Board adoption of the resolution in support of the expansion of US BR 15 through Lee County. He asked if there were any questions. Mayor Katy Errington asked where the route through Estero was on the map. Mr. Gogoi showed the route on the map and explained the route. Councilmember Laura Carr asked if the route through Bonita was along Imperial. Mr. Gogoi replied yes. Councilmember Carr asked about use of electric bicycles and ordinances needed. Mr. Gogoi noted most of the route is on the roadway where electric bicycle speeds of up to 30 mph are not an issue. Councilmember Robert Welsh asked if there were any costs associated with the adoption in support of the USBR 15 route through Lee County. Mr. Gogoi replied there were no costs as the route uses existing facilities with bike lanes on road or shared use paths. Mayor Errington clarified that only existing routes are being used. Mr. Gogoi said yes and added that the route alignment may change in the future if better facilities are constructed. He used the example of the SUN Trail network expansion and possible Rail Trail corridor use. Vice-Chair Pendergrass asked if there were any other questions. Commissioner Hamman questioned the current SUN Trail route through North Fort Myers. Mr. Gogoi noted the route uses Littleton and Business 41 to cross the Edison Bridge. Mr. Gogoi also mentioned a request for a SUN Trail feasibility study to examine alternate routes to incorporate John Yarbrough Linear Park as well as the River District, downtown Fort Myers, and Midtown Fort Myers. Commissioner Hamman asked about possible amendments to the USBR 15 route in the future. Mr. Gogoi explained the involvement of Adventure Cycling and AASHTO with possible route alignments in the future. Mayor Errington commented on county owned and Estero owned roadways in the Estero area. Mr. Gogoi mentioned the route does not use the Estero owned section of Estero Parkway and added that the Estero Council had approved the route noting the route avoids the high speed area of US 41. Vice-Chair Pendergrass asked for a motion.

Councilmember Laura Carr made the motion to adopt the resolution in support of the expansion of USBR 15 through Lee County. Commissioner Kevin Ruane seconded the motion.

Vice-Chair Pendergrass asked if there were any public comments on the item. There were none.

There were no objections, and the motion passed unanimously.

Agenda Item #8 - +Review and Provide Input on the Draft Regional Collaborative Subcommittee Language from the Collier MPO

Mr. Scott introduced Mr. Derek Rooney, MPO legal counsel, who then presented this agenda item to review and provide input on the Regional Coordination language put forward by the Collier MPO Attorney. Mr. Rooney then provided a brief history of this agenda item including information on lack of quorum at previous joint meetings, conversations at last joint meeting with Charlotte County at which Collier did not show up, Collier initiative to establish two subcommittees that would meet four times per year, and possibility of staff only meetings satisfying this task due to Sunshine requirements for elected officials. Mr. Rooney noted this item was not for adoption only discussion. He also mentioned the possibility of a once per year regional workshop between the three MPOs as another option. Councilmember Carr asked Mr. Rooney to explain the subcommittees. Mr. Rooney explained. Vice-Chair Pendergrass commented on the difficulty to schedule meetings four times per year. Mayor Gunter echoed Vice-Chair Pendergrass's concern adding that four times a year is a bit excessive. Mr. Rooney asked if there would be support for a once per year regional symposium of workshops. Councilmember Cosden said she agreed with Vice-Chair Pendergrass and Mayor Gunter that four times per year is excessive and once a year is sufficient. Councilmember Carr asked who would be responsible for the website. Mr. Rooney replied there would be no formal creation. Vice-Chair Pendergrass commented that there has always been coordination between the neighboring counties. Mr. Scott added that staff of the MPOs meet as needed.

Agenda Item #9 - Information on the FY 2022 Federal Apportionments and the Discretionary Programs from the Infrastructure Bill

Mr. Scott presented this informational agenda item on FY 2022 Federal Apportionments and Discretionary Programs from the Infrastructure Bill. He provided a Power Point presentation that

included slides with information on overview of the IIJA, funding table, Lee MPO allocation and District One formula Federal fund distribution, example of competitive programs, funding program information, transit summary, multimodal and freight summary, aviation summary, and implementation considerations. He asked if there were any comments or questions. Vice-Chair Pendergrass asked if there were any comments or questions. There were none. Mr. Scott's presentation can be viewed here: <https://leempo.com/wp-content/uploads/Agenda-9-IIJA.pdf>

Other Business

Agenda Item #10 - Public Comments on Items not on the Agenda

Mr. Scott read a public comment from Mr. Robert Wilgosz that had been submitted via email prior to the meeting. Mr. Wilgosz's comment can be viewed here: <https://leempo.com/wp-content/uploads/Robert-Wilgosz-Public-Comment-031822.pdf> Mr. Scott said he was able to look up the median project and it appears to have started on Monday. Vice-Chair Pendergrass asked if Mr. Scott would respond to Mr. Wilgosz's comment. Mr. Scott replied yes.

Agenda Item #11 - LeeTran/TD Report

Mr. Joe McCabe with LeeTran thanked the MPO Board for supporting the performance measure targets and for the bus funding. Councilmember Carr asked how the mobility on demand (MOD) project was going in Bonita. Mr. Robert Codie with LeeTran said the MOD project was very successful and has exceeded expectations and the ridership of the bus route in the area.

Agenda Item #12 - FDOT Report

Mr. Wayne Gaither with FDOT presented the FDOT report. He announced a speed management workshop that would be held sometime in the summer with a virtual option. He said registration information would follow as it becomes available.

Agenda Item #13 - Announcements

Mr. Scott announced there would be an Old 41 PD&E public meeting on April 14 in-person at the Bonita Springs Recreation Center from 5:00 p.m. 7:00 p.m. and a virtual meeting on April 19. Vice-Chair Pendergrass asked if there were any other announcements. Councilmember Johnny Streets Jr. asked for a meeting between FDOT and Lee County to discuss intersection improvements at the intersection of Veronica Shoemaker and MLK due to numerous incidents. Vice-Chair Pendergrass mentioned there would be dual baseball games on March 20 and March 30 which might result in traffic delays.

Agenda Item #14 - Information and Distribution Items

There were no information and distribution items.

The meeting was adjourned at approximately 9:52 a.m.

An audio recording of the entire meeting can be accessed here: https://soundcloud.com/user-390911534/03-18-2022-mpowma?utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing

^Roll Call Vote *Action Items *May Require Action

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APPROVAL OF THE FY 2022/23 TRANSPORTATION DISADVANTAGED PLANNING GRANT FUNDS

RECOMMENDED ACTION: Approval of the FY 2022/2023 Transportation Disadvantaged Planning Funds for Lee County and approve resolution 22-07 (**attached**) authorizing the Executive Director to execute the Agreement.

Rule 41-2.014(2), *Florida Administrative Code*, describes planning related grant funds as those that may be used by the Designated Official Planning Agency which, for Lee County, is the Lee County Metropolitan Planning Organization. These funds are used to undertake our responsibilities under Chapter 427, *Florida Statutes*. This includes staff support to the Local Coordinating Board to implement planning services for the non-sponsored transportation disadvantaged in its service area. The money comes from the Transportation Disadvantaged Trust Fund, which was set up to provide a dedicated funding source for some of the operational and planning expenses of the Commission for the Transportation Disadvantaged in carrying out its legislative responsibilities.

For the Fiscal Year 2022/2023 planning grant year, which runs from July 1, 2022 to June 30, 2023, the planning grant allocation for Lee County is \$35,886.

RESOLUTION 22-07

A RESOLUTION of the Lee County Metropolitan Planning Organization, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Donald Scott, Executive Director to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Lee County Metropolitan Planning Organization.
3. The BOARD'S Registered Agent in Florida is Derek Rooney. The Registered Agent's address is: 1404 Dean Street, Suite 300, Fort Myers, FL 33901.

PASSED AND DULY ADOPTED THIS 13TH DAY OF MAY, 2022.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

Commissioner Cecil Pendergrass, MPO Vice Chair

Derek Rooney, Lee County MPO Attorney

ATTEST: Signature _____



Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	Lee County Metropolitan Planning Organization		
Federal Employer Identification Number	800756648		
Registered Address	P.O. Box 150045		
City and State	Cape Coral, FL	Zip Code	33915-0045
Contact Person for this Grant			
	Brian Raimondo	Phone Number Format 111-111-1111	239-330-2240
E-Mail Address [Required]	braimondo@leempo.com		
Project Location [County(ies)]			
	Lee County	Proposed Project Start Date	July 1, 2022
Budget Allocation			
			Grant Amount Requested
			\$35,886.00
			Total Project Amount
			\$35,886.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2022-23 Program Manual and Instructions for the Planning Grant.

Signature of Grant Recipient Representative

May 13, 2022

Date

Name: Donald Scott

Title: Executive Director

Florida Commission for the



Transportation Disadvantaged

FISCAL YEAR 2022-23
PROGRAM MANUAL AND INSTRUCTIONS
FOR THE
PLANNING GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. The trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. The Planning Grant Program was established to provide funding to designated official planning agencies to assist the Commission in their responsibilities at the local level and to provide support to the Local Coordinating Boards.

This manual contains information regarding the Transportation Disadvantaged Planning Grant Program administered by the Commission. It provides guidance to designated official planning agencies when implementing local transportation disadvantaged planning services under the Transportation Disadvantaged Program.

This manual is divided into two parts: Program Requirements and the Grant Recipient Information Instructions.

PART I PLANNING GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements that accompany the Planning Grant Program and the tasks that are required to be accomplished.

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

An eligible recipient is any official body, agency or entity designated by the Commission to fulfill the functions associated with staffing the local coordinating board (LCB) and other necessary local designated planning agency functions. The Metropolitan Planning Organization (MPO) shall serve as the planning agency in areas covered by such organizations unless the Commission has designated a service area beyond the area for which an MPO has been created to serve. In designated service areas not covered by a MPO, agencies eligible for selection as the designated planning agency include county or city governments, regional planning councils, local planning organizations or other planning providers who are currently performing planning activities in designated service areas or capable of such.

To be eligible for this grant agreement, there must be an active LCB in the respective service area to assist in the successful completion of the tasks herein. The determination of whether a LCB is functioning will be based on supportive documentation in the Commission files.

B. Allowable Activities

This is a fixed-price agreement to complete tasks identified in the law, rule, this Program Manual and the grant agreement. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the grant agreement. The amount paid is based on the weighted value of the tasks and deliverables listed below that have been accomplished for the invoiced period. Prior to payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables are based on the most recent regulations, guidelines or directives related to the particular task and deliverable. Specific required tasks are as follows:

TASK 1:

Weighted value = 17%

Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the LCB.

Deliverable: Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30th of the current grant cycle.

TASK 2 A:**Weighted value = 15%**

When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by planning agency staff or their designee as needed.

Deliverable:

Planning agency's letter of recommendation and signed resolution.

OR

TASK 2 B:

Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Deliverable:

LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

TASK 3:**Weighted value = 40%**

Organize and provide staff support and related resources for at least four (4) LCB meetings per year, holding one meeting during each quarter.

Provide staff support for committees of the LCB.

Provide program orientation and training for newly appointed LCB members.

Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.

LCB meetings will be held in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for LCB meetings. Agenda should include action items, informational items and an opportunity for public comment.
2. Official minutes of LCB meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.

3. A current full and active membership of voting and non-voting members to the LCB. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of LCB members.
4. A report of the LCB membership's attendance at the LCB meeting held during this grant period. This would not include committee meetings.

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; copy of public notice of meetings..

TASK 4:

Weighted value = 4%

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

Deliverable: Public workshop agenda, minutes of related workshop, and copy of public notice of workshop. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

TASK 5:

Weighted value = 4%

Develop and annually update by-laws for LCB approval.

Deliverable: Copy of LCB approved by-laws with date of update noted on cover page.

TASK 6:

Weighted value = 4%

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

TASK 7:

Weighted value = 4%

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Deliverable: CTC Organization and Certification Page of the AOR, signed by CTC representative and LCB Chair.

TASK 8: **Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

Deliverable: Completed AER in accordance with the most recent Commission’s AER instructions.

TASK 9: **Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

TASK 10: **Weighted value = 4%**

Planning agency staff shall attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings or annual training workshop.

Deliverable: Documentation related to attendance at such event(s); including but not limited to sign in sheets.

2. GRANT FUNDING

Each year, the Commission will calculate each service area’s allocation in accordance with Rule 41-2, FAC. Each service area's anticipated eligible allocation is subject to change based on appropriations by the Legislature.

LOCAL MATCH REQUIREMENT

There is no match required.

3. GRANT APPROVAL

All grants are subject to approval by the Commission or its designee. Once the completed Grant Recipient Information document has been received, a grant agreement will be forwarded to the recipient for execution. An authorizing resolution or documentation by the Grantee’s governing body shall also be submitted along with the executed grant agreement.

4. INVOICING

Invoices for trust funds will not be honored until the grant agreement has been executed by both the Commission and the Grantee and is on file at the Commission office. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted electronically to FLCTDInvoice@dot.state.fl.us unless otherwise notified by the Commission.

Grantee shall invoice on a quarterly basis. Invoices should be submitted after the last month of each quarter and shall include only the activities performed during that time. The Grantee shall provide sufficient detailed documentation to support the completion of task outlined above. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15 for each grant year.

PART II PLANNING GRANT RECIPIENT INFORMATION DOCUMENTATION

GENERAL INSTRUCTIONS

Presented in this part are specific instructions on the completion of the grant recipient information document. Additional assistance may be obtained by contacting the Commission.

A complete Grant Recipient Information document shall be submitted to the assigned CTD project manager via email. The original signed documentation shall be mailed to the Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399.

For those planning agencies who are responsible for more than one service area that has not been designated as a multi-county service area, a separate Planning Grant Recipient Information document must be submitted for each service area. However, one original resolution will satisfy the requirement for each service area.

TIMETABLE

- JULY 1** Earliest date that grant agreements can be effective for these grant funds. Commission's fiscal year begins on July 1. Grant Agreements not executed prior to July 1 will begin on the date of execution.
- JUNE 30** All Grant Agreements will terminate on June 30th the following year.
- AUGUST 15** Deadline for final invoices.

TRANSPORTATION DISADVANTAGED PLANNING GRANT RECIPIENT INFORMATION INSTRUCTIONS

Except for the following notes, the grant information document is essentially self-explanatory. If questions arise, please contact the Commission.

PLANNING GRANT REIPIENT INFORMATION

LEGAL NAME: The full legal name of the grantee's organization, not an individual. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant recipient's mailing address as registered in MyFloridaMarketPlace, and will be the address on the grant agreement. This address should also be consistent with the address associated with your Federal Employer Identification (FEI) Number.

CONTACT PERSON, PHONE NUMBERS AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact, their phone number and email address.

PROJECT LOCATION: This is the service area [county(ies)] the Planning Agency is designated to serve. Planning Agencies that serve several different service areas shall complete a separate Grant Recipient Information document for each service area.

PROPOSED PROJECT START DATE: The start date shall be July 1st each fiscal cycle or date of grant agreement execution if later than July 1st.

BUDGET ALLOCATION: Using the Commission approved Planning Grant Allocations chart, complete the funding category as appropriate. **Once the line item is complete, right click on the space provided for the "Total Project Amount." Select "update field" from the drop down box. This will automatically calculate the total project amount.**

**APPROVE THE MINOR UPDATE TO THE TRANSPORTATION
DISADVANTAGED SERVICE PLAN**

RECOMMENDED ACTION: Approve the updated Transportation Disadvantaged Service Plan (TDSP). A link to the document is provided below.

Annually, the Transportation Disadvantaged Service Plan is reviewed and updated. The changes this year include reflecting the new LCB membership and updating the employment and population data. The document may be viewed here: [TDSP](#)

On May 4, 2022, the Local Coordinating Board (LCB) unanimously recommended approval of this document.

ADOPTION OF THE FY 2022/2023 AND FY 2023/2024 UNIFIED PLANNING WORK PROGRAM

RECOMMENDED ACTION: 1. Adopt the **attached** FY 2022/2023 and FY 2023/2024 Unified Planning Work Program and resolution 22-06 authorizing the Vice-Chair or Designee to sign the MPO Agreement.

The MPO's Unified Planning Work Program (UPWP), the MPO's budget, for fiscal year 2022/2023 and fiscal year 2023/2024 is attached. The draft UPWP was submitted to the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration for their review and comments. The comments that we received from those agencies and the public are included in Appendix D and the MPO responses to the comments are included as well.

The TAC and CAC are meeting after the agenda is sent out so the results of their recommendation will be provided at the 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."

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Federal Aid Project Number 0261 (056)
FDOT financial project number 439312-4-14-01 PL Funds
FDOT Contract Number: G2815

CFDA # 20.505, Federal Transit Technical Studies Grant (Metropolitan Planning)
FDOT financial project number 410115-1-14-30 5305 Fund
FDOT Contract Number: G1V50

The MPO does not discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, or family status. For more information on the MPO's commitment to equity and nondiscrimination, or to express concerns visit www.leempo.com or contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com

FISCAL YEARS 2023 & 2024 UNIFIED PLANNING WORK PROGRAM

**Lee County
Metropolitan Planning Organization**

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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
BIL	Bipartisan Infrastructure Bill
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 for a total of \$411,541 for FY 22/23.

Statement of CPG participation:

The FDOT and the Lee County Metropolitan Planning Organization participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

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 23-FY24

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 G Peters

Liaison; FDOT District One
Title and District

Signature 5/13/2022

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.
- Yearly: Obtain Insurance that includes Directors and Officers, Business Owners, Workers Compensation, Life, Disability Insurance through an Insurance Broker (McGriff).

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, and virtual data hosting.
- Monthly: Lease of copier (through DeLage Landen) and copier, copy service/ charges (through Accent Business Products) procured through written quotes.
- Ongoing: IT service for maintenance of computers and software.
- Ongoing: Service for printers.
- Update equipment Inventory and yearly software license fees that includes ESRI, Microsoft, Acrobat, Survey Monkey, GoDaddy, SoundCloud, Quickbooks and Replicon through Government pricing.
- 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 2023 and 2024: 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).
- Develop an EV Charging Master 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	PL/CPG	FTA 5305 Carry-forward	Total	Trans. Disad.	FDOT Soft Match
A.						
	MPO staff salaries	\$10,000	-	\$10,000	-	\$2,206
	LeeTran staff salaries	\$163,413	\$210,000	\$373,413	-	\$78,041
	Subtotal:	\$173,413	\$210,000	\$383,413	-	\$80,247
	LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element	\$137,414	-	\$137,414	-	\$30,307
	Subtotal:	\$137,414		\$137,414	-	\$30,307
	Total:	\$310,827	\$210,000	\$520,827	-	\$110,554

Task No: 1.6 Transit Program Management and Support
Estimated Budget Detail for FY 2023/2024

Budget Category	Budget Category Description	PL/CPG	FTA 5305 Carry-forward	Total	Trans. Disad.	FDOT Soft Match
A.						
	MPO staff salaries	\$10,000	-	\$10,000	-	\$2,206
	LeeTran staff salaries	\$260,827		\$260,827	-	\$57,526
	Subtotal:	\$270,827		\$270,827	-	\$59,732
	LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element	\$40,000	\$0	\$40,000	-	\$8,822
	Subtotal:	\$40,000	\$0	\$40,000	-	\$8,822
	Total:	\$310,827	\$0	\$310,827	-	\$70,760

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 reviewing and commenting on Purpose and Needs Statements, socio-cultural and economic data reports and the project data in the Environmental Screening Tool (EST).

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 Railroad (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	-	-	-	-	-	\$31,886	\$31,886
	Subtotal:	-	-	-	-	-	\$31,886	\$31,886
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:	-	-	-	-	-	\$35,886	\$35,886

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*

- This funding is state funding from the Florida Commission for the Transportation Disadvantaged.

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. Develop a local Electric Vehicle (EV) Master Plan in support of grant funding for developing EV infrastructure improvements.
- 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. This is a continuation of activities started in FY 2022.
- 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. This is a continuation of activities started in FY 2022.
- 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. This is a continuation of activities started in FY 2022.
- 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. This is a continuation of activities started in FY 2022.
- 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. Develop a local EV Master Plan	\$99,656						\$99,656
	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	\$125,000					\$125,000	\$250,000
	Conduct and analyze origin destination data for model update	\$40,000						\$40,000
	Subtotal:	\$595,456			-	-	\$125,000	\$720,456
	Total:	\$610,456			-	-	\$125,000	\$735,456

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	\$94,870						\$66,871
	Support for discretionary grant programs	\$85,000						\$70,000
	Conduct Bicycle Pedestrian Count Data Collection	\$25,000						\$25,000
	Subtotal:	\$410,671	-	-	-	-	-	\$410,671
	Total:	\$425,671	-	-	-	-	-	\$425,671

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

TABLE 1
FISCAL YEAR 2022/23 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY
 This table summarizes the funds budgeted to be spent on each task by each responsible agency

	Task	Description	FHWA (PL)		CPG	SU	LOCAL	FDOT	Total
			Staff	Consultant					
1. Administration									
	1.1	Program Management and Support	\$307,000				\$0	\$67,710	\$374,710
	1.2	Unified Planning Work Program (UPWP)	\$10,000				\$0	\$2,206	\$12,206
	1.3	Public Involvement and Community Outreach	\$20,000				\$0	\$4,411	\$24,411
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$55,000				\$0	\$12,130	\$67,130
	1.5	Regional Coordination	\$20,000				\$0	\$4,411	\$24,411
	1.6	Transit Program Management and Support	\$10,000		\$310,827		\$0	\$70,760	\$391,587
	1.7	Locally Funded Activities	\$0				\$73,191		\$73,191
2. Data Collection and Management Systems									
	2.1	Congestion Management, ITS & Data Development	\$30,000				\$0	\$6,617	\$36,617
	2.2	Efficient Transportation Decision Making (ETDM) Process	\$5,000				\$0	\$1,103	\$6,103
3. Systems Planning									
	3.1	Long Range Transportation Planning	\$25,000				\$0	\$5,514	\$30,514
	3.2	Transportation Improvement Program	\$10,000				\$0	\$2,206	\$12,206
	3.3	Freights and Goods Movement Planning	\$8,000				\$0	\$1,764	\$9,764
4. Special Project Planning									
	4.1	Special Projects and Studies	\$25,000				\$0	\$5,514	\$30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$28,000				\$0	\$6,176	\$34,176
	4.3	Transportation Disadvantaged Program	\$0				\$0	\$35,886	\$35,886
	4.4	Administrative, Planning and Project Consultant Services	\$15,000	\$595,456				\$134,639	\$745,095
	4.5	Lee County Complete Streets Initiative	\$3,000	\$35,000				\$8,381	\$46,381
		Total fiscal year 2022/23 cost for all tasks	\$571,000	\$630,456	\$310,827		\$73,191	\$369,437	\$1,954,912
		Total carryover from prior fiscal years			\$210,000		\$250,000	\$42,000	
		Total cost, including carryover, for all tasks		\$1,201,456	\$520,827		\$323,191	\$411,437	\$2,456,911

**TABLE 2
FISCAL YEAR 2022/23 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	CPG		SU Funds		TD Grant		Local Contributions							Total Share			Total Cost	
		Federal	Consultants	Soft Match	Federal	Soft Match	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local
1. Administration																						
1.1	Program Management and Support	\$ 307,000		\$ 67,710															\$ 307,000	\$ 67,710	\$ -	\$ 374,710
1.2	Unified Planning Work Program (UPWP)	\$ 10,000		\$ 2,206															\$ 10,000	\$ 2,206	\$ -	\$ 12,206
1.3	Public Involvement and Community Outreach	\$ 20,000		\$ 4,411															\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 55,000		\$ 12,130															\$ 55,000	\$ 12,130	\$ -	\$ 67,130
1.5	Regional Coordination	\$ 20,000		\$ 4,411															\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 10,000		\$ 2,206	\$ 310,827	\$ 68,554													\$ 320,827	\$ 70,760		\$ 391,587
1.7	Locally Funded Activities	\$ -		\$ -						\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319			\$ -		\$ 73,191	\$ 73,191
2. Data Collection and Management Systems																						
2.1	Congestion Management, ITS and Data Development	\$ 30,000		\$ 6,617															\$ 30,000	\$ 6,617	\$ -	\$ 36,617
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 5,000		\$ 1,103															\$ 5,000	\$ 1,103	\$ -	\$ 6,103
3. Systems Planning																						
3.1	Long Range Transportation Planning	\$ 25,000		\$ 5,514															\$ 25,000	\$ 5,514	\$ -	\$ 30,514
3.2	Transportation Improvement Program	\$ 10,000		\$ 2,206															\$ 10,000	\$ 2,206	\$ -	\$ 12,206
3.3	Freights and Goods Movement Planning	\$ 8,000		\$ 1,764															\$ 8,000	\$ 1,764	\$ -	\$ 9,764
4. Special Project Planning																						
4.1	Special Projects and Studies	\$ 25,000		\$ 5,514															\$ 25,000	\$ 5,514	\$ -	\$ 30,514
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 28,000		\$ 6,176															\$ 28,000	\$ 6,176	\$ -	\$ 34,176
4.3	Transportation Disadvantaged Program	\$ -		\$ -					\$ 35,886										\$ -	\$ 35,886	\$ -	\$ 35,886
4.4	Administrative, Planning and Project Consultant Services	\$ 15,000	\$ 595,456	\$ 134,639															\$ 610,456	\$ 134,639		\$ 745,095
4.5	Lee County Complete Streets Initiative	\$ 3,000	\$ 35,000	\$ 8,381															\$ 38,000	\$ 8,381		\$ 46,381
Total FY 2022/23 cost for all tasks		\$1,201,456		\$ 264,986	\$ 310,827				\$ 35,886	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,512,283	\$ 369,437	\$ 73,191	\$ 1,954,912	
Total carryover from prior fiscal years					\$ 210,000	\$ 42,000											\$ 250,000	\$ 210,000	\$ 42,000	\$ 250,000	\$ 502,000	
Total cost, including carryover, for all tasks		\$1,201,456		\$ 264,986	\$ 520,827	\$ 110,554			\$ 35,886	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,722,283	\$ 411,437	\$ 323,191	\$ 2,456,911	

TABLE 1
FISCAL YEAR 2023/24 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY
 This table summarizes the funds budgeted to be spent on each task by each responsible agency

	Task	Description	FHWA (PL)		CPG	SU	LOCAL	FDOT	Total
			Staff	Consultant					
1. Administration									
	1.1	Program Management and Support	\$307,000				\$0	\$67,710	\$374,710
	1.2	Unified Planning Work Program (UPWP)	\$10,000				\$0	\$2,206	\$12,206
	1.3	Public Involvement and Community Outreach	\$20,000				\$0	\$4,411	\$24,411
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$55,000				\$0	\$12,130	\$67,130
	1.5	Regional Coordination	\$20,000				\$0	\$4,411	\$24,411
	1.6	Transit Program Management and Support	\$10,000		\$310,827		\$0	\$70,760	\$391,587
	1.7	Locally Funded Activities	\$0				\$73,191		\$73,191
2. Data Collection and Management Systems									
	2.1	Congestion Management, ITS & Data Development	\$30,000				\$0	\$6,617	\$36,617
	2.2	Efficient Transportation Decision Making (ETDM) Process	\$5,000				\$0	\$1,103	\$6,103
3. Systems Planning									
	3.1	Long Range Transportation Planning	\$25,000				\$0	\$5,514	\$30,514
	3.2	Transportation Improvement Program	\$10,000				\$0	\$2,206	\$12,206
	3.3	Freights and Goods Movement Planning	\$8,000				\$0	\$1,764	\$9,764
4. Special Project Planning									
	4.1	Special Projects and Studies	\$25,000				\$0	\$5,514	\$30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$28,000				\$0	\$6,176	\$34,176
	4.3	Transportation Disadvantaged Program	\$0				\$0	\$37,000	\$37,000
	4.4	Administrative, Planning and Project Consultant Services	\$15,000	\$410,671				\$93,883	\$519,554
	4.5	Lee County Complete Streets Initiative	\$3,000	\$50,000				\$11,689	\$64,689
		Total fiscal year 2023/24 cost for all tasks	\$571,000	\$460,671	\$310,827		\$73,191	\$333,094	\$1,748,783
		Total carryover from prior fiscal years					\$250,000		
		Total cost, including carryover, for all tasks		\$1,031,671	\$310,827		\$323,191	\$333,094	\$1,998,783

- - -

**TABLE 2
FISCAL YEAR 2023/24 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305		SU Funds		TD Grant		Local Contributions							Total Share			Total Cost	
		Federal	Consultants	Soft Match	Federal	Soft Match	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local
1. Administration																						
1.1	Program Management and Support	\$ 307,000		\$ 67,710															\$ 307,000	\$ 67,710	\$ -	\$ 374,710
1.2	Unified Planning Work Program (UPWP)	\$ 10,000		\$ 2,206															\$ 10,000	\$ 2,206	\$ -	\$ 12,206
1.3	Public Involvement and Community Outreach	\$ 20,000		\$ 4,411															\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 55,000		\$ 12,130															\$ 55,000	\$ 12,130	\$ -	\$ 67,130
1.5	Regional Coordination	\$ 20,000		\$ 4,411															\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 10,000		\$ 2,206	\$ 310,827	\$ 68,554													\$ 320,827	\$ 70,760		\$ 391,587
1.7	Locally Funded Activities	\$ -		\$ -							\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319		\$ -		\$ 73,191	\$ 73,191
2. Data Collection and Management Systems																						
2.1	Congestion Management, ITS and Data Development	\$ 30,000		\$ 6,617															\$ 30,000	\$ 6,617	\$ -	\$ 36,617
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 5,000		\$ 1,103															\$ 5,000	\$ 1,103	\$ -	\$ 6,103
3. Systems Planning																						
3.1	Long Range Transportation Planning	\$ 25,000		\$ 5,514															\$ 25,000	\$ 5,514	\$ -	\$ 30,514
3.2	Transportation Improvement Program	\$ 10,000		\$ 2,206															\$ 10,000	\$ 2,206	\$ -	\$ 12,206
3.3	Freights and Goods Movement Planning	\$ 8,000		\$ 1,764															\$ 8,000	\$ 1,764	\$ -	\$ 9,764
4. Special Project Planning																						
4.1	Special Projects and Studies	\$ 25,000		\$ 5,514															\$ 25,000	\$ 5,514	\$ -	\$ 30,514
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 28,000		\$ 6,176															\$ 28,000	\$ 6,176	\$ -	\$ 34,176
4.3	Transportation Disadvantaged Program	\$ -		\$ -					\$ 37,000										\$ -	\$ 37,000	\$ -	\$ 37,000
4.4	Administrative, Planning and Project Consultant Services	\$ 15,000	\$ 410,671	\$ 93,883															\$ 425,671	\$ 93,883		\$ 519,554
4.5	Lee County Complete Streets Initiative	\$ 3,000	\$ 50,000	\$ 11,689															\$ 53,000	\$ 11,689		\$ 64,689
Total FY 2023/24 cost for all tasks		\$1,031,671		\$ 227,539	\$ 310,827				\$ 37,000	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319		\$ 1,342,498	\$ 333,094	\$ 73,191	\$ 1,748,783
Total carryover from prior fiscal years																		\$250,000			\$ 250,000	\$ 250,000
Total cost, including carryover, for all tasks		\$1,031,671		\$ 227,539	\$ 310,827	\$ 68,554			\$ 37,000	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 250,000	\$ 1,342,498	\$ 333,094	\$ 323,191	\$ 1,998,783

APPENDIX A

State Planning Factors and Emphasis Areas

Florida Planning Emphasis Areas

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

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should "increase safety for motorized and non-motorized users." The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state's transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

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.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

Planning Factors

The FTA and FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in statewide and metropolitan (unified) planning work programs proposed for FTA and FHWA funding.

Planning Factors

These planning factors are:

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

PLANNING FACTORS AND EMPHASIS AREAS / UPWP TASK MATRIX

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

APPENDIX B

Joint Certification Statement on the Metropolitan
Transportation Planning Process

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

525-010-05c
POLICY PLANNING
02/18

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 4, 2022.

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

Name:
Title: Secretary LK Nandam (or designee)

Date

Name:
Title: MPO Vice Chair (or designee)

Date

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: Cecil Pendergrass
Title: MPO Vice Chair

May 13, 2022
Date

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: Cecil Pendergrass
Title: MPO Vice Chair

May 13, 2022
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: Cecil Pendergrass
Title: MPO Vice Chair

May 13, 2022
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: Cecil Pendergrass
Title: MPO Vice Chair

May 13, 2022

Date

APPENDICES A and E

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

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

- (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

PD&E AND PLANNING STUDIES MATRIX FOR FY 2022/2023 & 2023/2024

Project ID	Project	Project Start	Cost (in 1,000\$)	Deliverables (Emphasis on transportation products)	Anticipated Completion
1	Rail Feasibility Study	Spring 2021	\$450	SUN Trail options within the rail corridor	Winter 2022
2	Old US 41 from Collier Co/L to Bonita Beach Rd. PD&E Study	Spring 2019	\$1,600	Location and Design Approval for Widening Options	Early 2024
3	US 41/Bonita Beach Rd PD&E Study	Fall 2019	\$1,000	Location and Design Approval for Intersection Imp.	Late 2023
4	Burnt Store Rd from Tropicana to .25 miles N. of Charlotte Co/L. PD&E	Winter 2020	\$2,250	Location and Design Approval for Widening Options	Fall 2023
5	SR 31 from SR 80 to SR 78 PD&E	Jan 2020	\$2,000	TDP Plan	Spring 2024
6	SR 78 from I-75 to SR 31	Fall 2019	\$1,500	Location and Design Approval for Widening Options	Spring 2024
7	I-75 Master Plan Study	Early 2021	?	Proposed Priority Improvements	Late 2022
8	Pine Island SUP Study	Winter 2020	\$800	Options for PD&E study	Summer 2022

APPENDIX D

Comments on the Draft version of the UPWP

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: [Lee MPO](#)

UPWP Draft # or Date: [Draft #1](#)

Review #: [1](#)

Date of Review: [March/April,
2022](#)

Reviewed By: [Victoria Peters](#)

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

Comments should be categorized as:

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

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

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? [Yes If yes, page number: 1/Cover](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? [Yes If yes, page number: 1/Cover](#)
- Identification of agencies providing funds for the UPWP? [Yes If yes, page number: 1/Cover](#)
- Financial Project Number (FPN) for each contract shown in UPWP? [Yes If yes, page number: 1/Cover](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? [Yes If yes, page number: 1](#)
- Correct State Fiscal Years? [Yes If yes, page number: 1/Cover](#)
- Statement of nondiscrimination? [Yes If yes, page number: 1/Cover](#)
- DRAFT UPWP: Space for adoption date and revision dates? [Yes If yes, page number: 1/Cover-Adoption Date of May 13, 2022](#)
- FINAL UPWP: Adoption date and space for revision dates? [Yes If yes, page number: Click or tap here to enter text.](#)

[Choose a category](#)

[Click here to enter comments](#)

Required Content

Does the UPWP have the following information?

- Introduction? [Yes](#) If yes, page number: 11
- Organization and Management? [Yes](#) If yes, page number: 17
- UPWP Planning Task Pages? [Yes](#) If yes, page number: 79
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: 81-83
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: 7-9
- District Planning Activities? [Yes](#) If yes, page number: 87
- Indirect Rate Approval (if required)? [Not Applicable](#) If yes, page number: xx
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable](#) If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes](#) If yes, page number: 109
- **DRAFT UPWP:**
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) If yes, page number: 113 Placeholder page
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable](#) If yes, page number: [Using FDOT Travel Policy](#)
 - A place for the Cost Analysis Certification Statement? [Yes](#) If yes, page number: 21
 - A place for the FHWA Certifications and Assurances? [Yes](#) If yes, page number: 101-108
- **FINAL UPWP:**
 - The signed Resolution adopting the UPWP? [Select response](#) If yes, page number: xx
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response](#) If yes, page number: xx
 - The signed Cost Analysis Certification Statement? [Select response](#) If yes, page number: xx
 - The signed FHWA Certifications and Assurances? [Select response](#) If yes, page number: xx
 - UPWP Comments? [Select response](#) If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes-111](#)

Enhancement

[Click or tap here to enter text.](#)

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 11
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 63-75
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 13, 45 & 63-75
- **Statement of CPG participation:** "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually

consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D. [If yes, page number: ”](#). [No-to be included in their Final UPWP](#)

- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$360,878 for FY23 and FY24 [Yes If yes, page number: 11](#)
- Description of public involvement process used in development of MPO’s UPWP? [Yes](#) [No](#) [Page number:4, 31, 32 and 89.](#)
- Description of how the MPO’s addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: 98](#)
- Description of how the MPO’s UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: 95-97 and 99](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Yes If yes, page number: 13](#)

[Choose a category](#)

[Click here to enter comments](#)

MPO Organization and Management

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

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 17](#)
- Discussion of agreements, including date executed
 - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: 19, 29](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: 16](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes If yes, page number: 18 & 19](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: 18](#)
 - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [Yes If yes, page number: 16](#)
- Discussion and identification of operational procedures and bylaws including date executed?
 - Continuity of Operations (COOP): [Yes If yes, page number: 19](#)

- MPO Bylaws: [Yes If yes, page number: referred to on page 19](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [Yes If yes, page number: 105- to be signed on May 13, 2022](#)
 - Debarment and Suspension Certification? [Yes If yes, page number: 103 - 105- to be signed on May 15, 2022](#)
 - Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes If yes, page number: 104, 105- to be signed on May 15, 2022](#)
 - Title VI/Nondiscrimination Assurances? [Yes If yes, page number: 106 - - to be signed on May 15, 2022](#)
 - Appendices A and E? [Select response If yes, page number: 57](#)
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Not Applicable If yes, page number: xx](#)

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

Work Elements/Tasks Sheets

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

- MPO Administration? [Yes If yes, page number: 85 \(Table One\)](#)
- Transportation Improvement Program (TIP)? [Yes If yes, page number: 85](#)
- Long Range Transportation Plan (LRTP)? [Yes If yes, page number: 85](#)
- MPO Regional Activities Task (if required)? [Yes If yes, page number: 85](#)

[Enhancement](#) Update Financial Tables; pg. 29 to reflect a total of \$700,000 SU funds for FY23 and FY24 for LRTP efforts.

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

- Is each Task Sheet named and numbered? [Yes, see tasks listed on these pages in detail: page: 26, 27, 30, 33, 36, 37, 40, 44, 46, 50, 51, 54, 57, 60, 62, 66, 68, 70, 73, 74, 76,](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Tasks Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [No If yes, page number: N/A – Task No.: 1.7 = Locally Funded Activities cover memberships not grant eligible.](#)

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

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? **No**

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? **Yes** page number: pgs.: **79, 81, 83 & 85**

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

- Personnel Services? **Yes** If yes, page number: **70**
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. **Yes** - page **37 – items listed separately.**
- Travel? **Yes** If yes, page number: **70**
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **Yes** If yes, page number: **36 & 37**
- Direct Expenses? **Yes** If yes, page number: **37**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **No** If yes, page number: **N/A**
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** If yes, page number: **NA**
- Is Annual Audit expense included, if required? **Yes** If yes, page number: **71-74**

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

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes** Task 4.4 details on pgs. **73 and 74**
- Travel (if needed)? **Yes** Tasks **1.1, pgs. 26, 27, 46, 70**
- Direct Expenses (if needed)? **Yes** pgs. **26, 27, 36, 37, 70,**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **Yes**
- Equipment (if needed)? **Yes**

[No comment](#)

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes** page number: **39, Task 1.5**

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

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **Yes** If yes, page number: **81** [Click or tap here to enter text.](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: **39**
- Show amounts to be received by the MPO from other agencies (if applicable)? **Yes** If yes, page number: **81, 85**

- Show activities the funds are being used for? [Yes](#) If yes, page number: 81 & 83
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes](#) If yes, page number: [Click or tap here to enter text.](#)
 - Task name, activity description(s) and budgeted funds [Yes](#) If yes, page number: [Click or tap here to enter text.](#)

[Choose a category](#)

[Great detail on use of participating local funds on p 81 and p 82.](#)

Funding Source Budget Table

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

[No](#)

Total FY 2023 contract amounts:

- **DRAFT UPWP:**
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s PL Spreadsheet ***total should not include estimated amount to be de-ob’d from FY 2021-22***)? [Yes](#) ; pages 79-85
 - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [YES – shown in the FDOT Tentative WP](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- **FINAL UPWP:**
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet which will include the MPO Board approved de-ob’d amount)? [Yes – accurate PL amounts form Chris’s spreadsheet and Collier is not de-obligating this UPWP cycle-in DRAFT.](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob’d funds (if applicable) [Yes-in DRAFT](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Yes-in DRAFT](#)
- Does Funding Source Budget Table include soft match amounts? [Yes-in DRAFT](#)

[Choose a category](#)

[Click here to enter comments](#)

Total FY 2024 contract amounts:

- **DRAFT UPWP:**
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton’s PL Spreadsheet)? [Yes](#) If yes, page number: 79-85
 - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)

- FINAL UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet)? [Select response](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob’d funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Select response](#)

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

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

- Does **FINAL UPWP PL amounts** shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Draft UPWP is accurate and amounts/funds match MPO Agreement.](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [MPO Agreement wil have PL only – MPO not requesting SU at this time.](#)

[No comment](#)

Summary Budget Table

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

[No](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Yes, page 81](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Yes, page 85](#)

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

General UPWP Comments

[Enhancement](#)

Please add the CPG Statement: **Statement of CPG participation:** “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”.

[Editorial](#)

[Great job Don!! Your UPWP flows nicely and has lots of detail with explanations to help guide the general public as to the purpose of the UPWP and also displays the need for the Planning Studies. Thank you.](#)

[Choose a category](#)

[Choose a category](#)



Federal Highway Administration

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

Federal Transit Administration

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

Planning Comments

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

COMMENTS

	Page #	Comment Type	Comment Description
1			
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UPWP Response to Comments:

FDOT Review Checklist Comments:

Please add the CPG Statement: **Statement of CPG participation:** “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”.

Response:

The statement of CPG participation has been added to the Introduction on page 11.

FHWA Comments/Responses:

1. Funds - Review the Tables w/ Luis. PL // CPG // 5303(d)

I have a call into Luis to discuss.

2/3. The MPO provides a good summary of the UPWP's work sections: Admin. Systems Monitoring, Systems Planning and Project Planning, then transitions well into the MPO's FY 2022 - 2024 priorities. The MPO then effectively summarizes activities completed and/or in progress. This gives reviewing agencies and the general public an overview of the MPO's key activities.

Thanks.

4. Task No. 1.1 - MPO Insurance - \$25,000. Please define the service, who will provide, how does the MPO procure the service?

Language was added to the end products on page 25 to include the yearly process of obtaining insurance through a broker. The insurance includes Directors & Officers, Business Owners, Workers Compensation, Life, Disability. Current providers include The Hartford, Guardian and RSUI Group.

5. Task No. 1.4 - Copier Lease/Copy Charges - \$9,000. Please define the service, who will provide, how does the MPO procure the service?

Language was added to the end products on page 35 to reflect the current lease provider DeLage Landen and the copier and service through Accent Business Products that was procured through written quotes.

6. Task No. 1.4 - Computer & Software Upgrades - \$18,100. Please define the service, who will provide, how does the MPO procure the service?

Language was added to the end products on page 35 to reflect the current software providers that includes ESRI, Microsoft, Acrobat, Survey Monkey, GoDaddy, SoundCloud, Quickbooks and Replicon using government pricing.

7. Task 1.6 - Consultant Work (PL/CPG) for various tasks for \$137,414 in 22/23 and \$40,000 in 23/24. FHWA must review & approve the scope of work prior to MPO starting the task. This will be noted in the UPWP Approval Letter.

Understood.

8. Task No. 4.4 - Consultant Work (PL) for multiple tasks for \$595,456 in FY 2022 - 2023. FHWA must review & approve the scope of work prior to MPO starting the task. This will be noted in the UPWP Approval Letter.

Understood.

9. Task No. 4.4 - Consultant Work: PL for multiple tasks for \$410,671 in FY 2023- 2024. FHWA must review & approve the scope of work prior to MPO starting the task. This will be noted in the UPWP Approval Letter.

Understood.

10. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.

Language was added to task 4.4 for the tasks or projects that are continuing forward into the next fiscal year from last year.

11. If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modifications or amendment after review of FTA apportionments.

We have included the updated estimates that were provided for the next two years but understand that these may change.

12. If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document.

The estimated carry forward amount of \$210,000 is included in table 1.6 and the budget tables.

13&14. The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach... this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable.

The TAM and PTASP plans have been included in the LRTP and TIP and the MPO continues to provide some funding, consistent with our plans and priorities, to help meet the targets.

15. If planning activities are proposed for funding under FTA Section 5307 or other FTA program, please ensure they're listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).

Staff discussed this funding with LeeTran and the decision was to remove this funding from the task (this was added from discussions with a prior employee that no longer works for LeeTran and the reason for it being added is no longer needed).

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

The responses are being added after the comments in Appendix D.

17. Note, any equipment purchases equal to or greater than \$5,000 must have FHWA prior review and approval.

This is noted.

19. Task 2.2 contains the following description: "...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." This description doesn't go in alignment with the list of activities supporting the task.

The language on page 53 has been revised to reflect consistency with the recent/projected activities of this task.

20. Task 4.3. Can you indicate the source of those funds?

A note was added to the task description and the funding table to reflect that the funding comes from the Florida Commission for the Transportation Disadvantaged.

APPENDIX E

MPO Resolution

RESOLUTION 22-06

A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE MPO VICE CHAIR TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT AND TO APPROVE THE FY 2022/2023 AND FY 2023/2024 UNIFIED PLANNING WORK PROGRAM

Whereas, the Lee County Metropolitan Planning Organization has the authority to execute the Metropolitan Planning Organization Agreement per 23 U.S.C. 134, 23CFR 450 and F.S 339.175 and to approve the Unified Planning Work Program per 23 CFR 450.308 (b) and F.S. 339.175 (9); and

Whereas, on May 13, 2022, the Lee County Metropolitan Planning Organization Board reviewed and approved the FY 2022/2023 and FY 2023/2024 Unified Planning Work Program and the MPO Planning Agreement.

Now therefore, it be resolved by the Lee County Metropolitan Planning Organization that:

The MPO Vice Chair or designee is authorized to execute the attached MPO Planning Agreement and the FY 2023 and FY 2024 Unified Planning Work Program and to sign other related documents that may be required to process the UPWP and the Planning Agreement.

PASSED AND DULY ADOPTED this 13th day of May 2022.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

Commissioner Cecil Pendergrass, MPO Vice Chair

Derek Rooney, MPO Attorney

Donald Scott, MPO Executive Director

RESOLUTION 22-06

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LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

Commissioner Cecil Pendergrass, MPO Vice Chair

Derek Rooney, MPO Attorney

Donald Scott, MPO Executive Director

**REVIEW AND APPROVE THE LEE AND CHARLOTTE-PUNTA GORDA MPO
TRANSPORTATION REGIONAL INCENTIVE PROGRAM PRIORITIES**

RECOMMENDED ACTION: Review and approve the updated Lee and Charlotte-Punta Gorda MPO TRIP priorities.

The Transportation Regional Incentive Program (TRIP) provides funding for roadway and transit projects that are included on the previously adopted regional roadway network map. The TRIP priorities have been updated to be consistent with the current eligible projects included in the local Capital Improvement Elements. The TRIP priority projects require a minimum fifty percent local funding match.

The MPO agenda package was posted before the TAC and CAC meetings so the results of their recommendations will be provided at the meeting.

JOINT TRIP PRIORITIES FOR LEE AND CHARLOTTE COUNTY-PUNTA GORDA MPO

Adopted by Lee MPO in May 2022

Adopted by Charlotte County-Punta Gorda MPO in May 2022

Sponsor	Route	From	To	Proposed Improvement	Requested Phase	Total Cost	Requested TRIP Funds	Amount of TRIP Funds Prgrammed	Year Funded	2022 Joint Priority
Lee County	Burnt Store Rd	Van Buren Pkwy	1000 ft North of Lee Co	2L to 4L	PE	\$8,320,000	\$4,100,000			
Charlotte County	Harborview RD	Melbourne St	I-75	2L to 4L	CST	\$45,630,000	\$4,000,000	TBD	2025/2026	
Lee County	Corkscrew Road	E. Ben Hil Griffin Road	Bella Terra	2L to 4L	CST	\$24,525,000	\$6,975,000	\$2,651,966	2021/2022	
Charlotte County	Edgewater Dr/Flamingo Blvd Ext.	Midway Blvd	SR 776	2L to 4L	PE, CST	\$38,080,000	\$2,200,000			
Lee County	Ortiz Avenue	Colonial Blvd	SR 82	2L to 4L	CST	\$16,520,000	\$4,000,000			
Charlotte County	N. Jones loop Rd	Burnt Store Rd	Piper Rd	4L to 6L	PE, CST	\$45,020,000	5,000,000			
Lee County	Corkscrew Road	Bella Terra	Alico Road	2L to 4L	CST	\$16,068,000	\$4,000,000			
Charlotte County	Kings Hwy (CR 769)	Sandhill Blvd	DeSoto County line	2L to 4L	CST	\$9,000,000	\$5,000,000			
Lee County	Three Oaks Pkwy Ext.	Fiddlesticks Canal	Pony Drive	New 4L	CST	\$60,774,000	\$8,000,000			
Lee County	Three Oaks Pkwy	Pony Drive	Daniels Parkway	New 4L	CST	\$31,720,000	\$7,500,000			
Lee County	Ortiz Avenue	SR 82	Luckett Road	2L to 4L	CST	\$28,475,000	\$5,000,000			
Lee County	Alico Extension	Alico Road	SR 82	New 4L	CST	\$106,540,000	\$8,000,000			
Lee County	Ortiz Avenue	Luckett Road	SR 80	2L to 4L	CST	\$28,418,000	\$5,000,000			

REVIEW AND APPROVAL OF THE SELECTION COMMITTEE RECOMMENDATION FOR GENERAL PLANNING CONSULTANTS

RECOMMENDED ACTIONS: Review and Approve the General Transportation Planning Consultant selection committee rankings and provide staff direction to negotiate contracts with the recommended firms.

The MPO advertised a Request for Proposals (RFP) for General Transportation Planning Consultants to conduct projects and studies consistent with the MPO's Unified Planning Work Program. The RFP was advertised on March 24, 2022 with a deadline for submittal of the proposals on April 21, 2022. Staff received submittals from the following ten consulting firms:

- S&ME, Inc.
- The Corradino Group
- McMahon Associates Inc.
- Metro Forecasting Models
- McCormick Taylor
- Kimley-Horn
- Jacobs
- Stantec
- Pritchett Steinbeck Group Inc. (PSG)
- Benesch

The Selection Committee included Bruce Bohlander, Citizen Advisory Committee member; Dawn Huff, LeeTran; Scott Philips, Technical Advisory Committee; and Ron Gogoi, Lee County MPO. The Selection Committee is holding a public meeting on May 5th to determine the firms that they are ranking and recommending and that information will be provided at the MPO Board meeting (as the selection committee meeting is occurring after the agenda is sent out). The scope of work is **attached**.

Exhibit A

SCOPE OF SERVICES

The Lee County Metropolitan Planning Organization (MPO) is responsible for the development and implementation of a balanced, integrated, and multimodal transportation program which efficiently moves traffic. The MPO's goal is to ensure that a continuing, comprehensive and cooperative approach to planning for transportation needs is maintained and properly coordinated with other MPOs, Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). To reach their goal, the MPO annually develops and reviews planning activities relating to roadway capacity improvements, congestion management, enhancement, transit, and rail and aviation projects. Any firm chosen for this Scope of Services will support and assist MPO Staff and other consultants hired by MPO Staff with any tasks shown in the MPO's Unified Planning Work Program (UPWP).

The MPO requires the services of one or more Consultants to provide production support to the MPO transportation planning activities. The work involves providing guidance and assistance to the MPO staff on a work assignment basis in a variety of planning, engineering, administrative, technical, analytical, statistical, graphical, public involvement and product review activities. Specific tasks will be assigned to the consultant(s) selected by the Lee County MPO on an as-needed basis.

MAJOR TYPES OF WORK:

- Safety and Security Planning
- Policy Planning
- Systems Planning
- Sub-Area / Corridor Planning
- Land Planning / Engineering
- Transit Planning
- Traffic Data Collection
- Short and Long Range Planning
- Conceptual Design Services

The types of work involved may include, but is not limited to, the following examples:

SCOPE OF WORK:

1. Community Impact Assessment;
2. Safety And Security Planning;
3. Development of Project Traffic;
4. Preparation of Corridor Studies;
5. Development of Regional Impact Reviews;

6. Traffic Modeling;
7. Traffic Data Collection Services;
8. Access Management Studies;
9. Environmental Data Collection and Analysis;
10. Engineering Data Collection and Analysis;
11. Preliminary Right-Of-Way Analysis;
12. Traffic Operations Analysis Studies;
13. Preparation of Long Range Transportation Plan;
14. Level of Service Analysis;
15. Long Range Transportation Planning to include modeling assistance;
16. Modeling Land Use Scenarios;
17. Mapping and Graphics Production;
18. Transit Planning;
19. Conducting Bicycle/Pedestrian Action Plans;
20. Congestion Management Analysis;
21. Toll Feasibility Analysis;
22. Support Staff at Public Meetings;
23. Public involvement assistance including website development, newsletter production and other educational and informational materials, as necessary;
24. Assist staff and local governments identifying and analyzing grant opportunities and assisting with Grant Applications;
25. Develop project information, including community impacts, including input into the Efficient Transportation Decision Making (ETDM) process;
26. Evaluate potential Transportation Regional Incentive Program (TRIP) applications;
27. Review of Project Development & Environment studies;
28. Developing Project Cost Estimates;
29. Providing administrative support to the MPO;
30. Livability and Complete Streets Planning and Developing Active Transportation Plans;
31. Planning and Conceptual Design of Bicycle/Pedestrian, Intersection and Transit Improvements;
32. Traffic and Bicycle/Pedestrian Count Data Collection and Survey Data Collection;
33. Plans Review;
34. Development and Analysis of Performance Measures;
35. Resiliency Planning;
36. Developing an Electric Vehicle Infrastructure Plan;
37. Analysis of the impact and infrastructure planning for increased Autonomous, Ride Sharing Services and Electric Vehicle usage.

This scope of services was written by the Lee County MPO, but can be used by any FDOT District One MPO (Collier, Charlotte, Sarasota/Manatee or Polk MPOs) and/or Lee Tran. The contracts are classified as fixed term agreements for various and miscellaneous professional transportation planning consulting services which will be utilized on an as-needed basis. Tasks will be assigned by means of work orders, each of which will include a written scope of work specifying the products to be produced and/or services to be performed, and specify the completion date and maximum compensation to be paid for completion of the work specified therein. Projects for more

than \$25,000 shall require the approval of the MPO Board or Executive Committee. Compensation under the work orders shall be based upon the negotiated schedule of hourly rates and charges specified in the contract.

All work to be performed must follow federal and state laws, procedures and guidelines; and the selected firms shall be responsible for knowledge of and the compliance with all applicable local, state and Federal codes and regulations.

**APPROVE THE PUBLIC TRANSPORTATION GRANT
AGREEMENT AND RESOLUTION**

RECOMMENDED ACTION: Approve the Public Transportation Grant Agreement and the resolution authorizing the Vice-Chair or Designee to sign the necessary grant agreement documents (**attached**).

The Federal Transit Administration (FTA) Section 5305 funding is used by the MPO and LeeTran to conduct transit planning activities. The new Public Transportation Grant Agreement that includes an allocation of \$240,427 in FTA funds is attached for signature and submittal to FDOT.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 410115-1-14-31	Fund(s): Work Activity Code/Function: 215	DU	FLAIR Category: 088774
	Federal Number/Federal Award Identification Number (FAIN) – Transit only: 1001-2021-7		Object Code: 780000
Contract Number:	Federal Award Date:		Org. Code: 55012020129
CFDA Number: 20.505	Agency SAM/UEI Number: JQRKWPVB2AL9		Vendor Number: F800756648001
CFDA Title:	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research		
CSFA Number:	N/A		
CSFA Title:	N/A		

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT (“Agreement”) is entered into _____, by and between the State of Florida, Department of Transportation, (“Department”), and Lee County Metropolitan Planning Organization, (“Agency”). The Department and the Agency are sometimes referred to in this Agreement as a “Party” and collectively as the “Parties.”

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit “D”, Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 341.051, Florida Statutes, to enter into this Agreement.
- 2. Purpose of Agreement.** The purpose of this Agreement is to provide for the Department’s participation in using Federal Transit Administration (FTA) Section 5305(d), "Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research" funding, for the eligible expenses associated with FTA Section 5305(d) funded planning tasks included in the Agency’s approved and/or amended Unified Planning Work Program (UPWP), as further described in Exhibit "A", Project Description and Responsibilities, attached and incorporated into this Agreement (“Project”), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
- 3. Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- Aviation
- Seaports
- Transit
- Intermodal
- Rail Crossing Closure
- Match to Direct Federal Funding (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- Other

- 4. Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- Exhibit A: Project Description and Responsibilities
- Exhibit B: Schedule of Financial Assistance
- *Exhibit B1: Deferred Reimbursement Financial Provisions
- *Exhibit B2: Advance Payment Financial Provisions
- *Exhibit C: Terms and Conditions of Construction
- Exhibit D: Agency Resolution
- Exhibit E: Program Specific Terms and Conditions

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Form 725-000-01
STRATEGIC
DEVELOPMENT
OGC 01/22

- Exhibit F: Contract Payment Requirements
- *Exhibit G: Audit Requirements for Awards of State Financial Assistance
- *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
- *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to “days” within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through December 31, 2024. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the day of , or within days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department’s obligations under this Agreement for the Agency’s failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department’s maximum financial assistance. If any portion of the Project is located on the Department’s right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
 GRANT AGREEMENT**

Form 725-000-01
 STRATEGIC
 DEVELOPMENT
 OGC 01/22

- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

- a. The estimated total cost of the Project is \$240,427. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$240,427 and, the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:
- Travel expenses are NOT eligible for reimbursement under this Agreement.
- Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's

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Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

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- j. Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.
- k. Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project**

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Description and Responsibilities, and as set forth in **Exhibit “B”, Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit “A”, Project Description and Responsibilities**.

11. General Requirements. The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. Necessary Permits Certification.** The Agency shall certify to the Department that the Agency’s design consultant and/or construction contractor has secured the necessary permits.
- b. Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. Notification Requirements When Performing Construction on Department’s Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department’s right-of-way, the Agency shall provide the Department with written notification of either its intent to:
 - i.** Require the construction work of the Project that is on the Department’s right-of-way to be performed by a Department prequalified contractor, or
 - ii.** Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d.** If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e.** If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
 - i.** Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
 - ii.** Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
 - iii.** Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms

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and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors

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and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
 - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
 - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
 - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
 - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
 - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
 - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by

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Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than Federal entities).
 - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

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- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the Federal award;
 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 5. Withhold further Federal awards for the Project or program;
 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

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- i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as

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applicable.

- vi.** The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.
 - vii.** Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
 - viii.** As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- c.** The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

- a. Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- b. Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

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- c. Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. E-Verify.** The Agency shall:

 - i.** Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
 - ii.** Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. Executive Order 20-44.** Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the Agency receiving Department funding.
- i. Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

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- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

- b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.
- c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of

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the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

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OGC 01/22

- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY Lee County Metropolitan
Planning Organization

By: _____

Name: _____

Title: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: John M. Kubler, P.E.

Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

Don Conway



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
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EXHIBIT A

Project Description and Responsibilities

Refer to Attached UPWP

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EXHIBIT B

Schedule of Financial Assistance

Refer to Attached UPWP

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EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

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**EXHIBIT E
PROGRAM SPECIFIC TERMS AND CONDITIONS - TRANSIT**

(Section 5305(d): Metropolitan Transportation Planning Program)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Conformance with Enabling Legislation.** This Agreement is in conformance with Section 5305(d) of the Federal Transit Act (49 U.S.C. 5305(d)) and Chapter 341, F.S.
2. **Adherence to Certifications and Assurances.** The Agency shall ensure adherence to the various Federal requirements documented in FTA (formerly UMTA) Circular 8100.1a, including Title VI of the Civil Rights Act of 1964, Disadvantaged Business Enterprise requirements, and the Americans with Disabilities Act of 1990, and all other federally required certifications and assurances made in its application to the Department for Section 5305(d) funds.
3. **Adherence to Federal Planning Requirements.** The Agency shall adhere to all applicable planning requirements established and set forth by the U.S. Department of Transportation, including development and timely submission of its Transportation Improvement Program (TIP) and annual/biennial element and Unified Planning Work Program (UPWP).
4. **FTA Compliance.** The Agency shall comply with any special conditions imposed by the Federal Transit Administration (FTA) as a condition of grant approval. Costs incurred prior to execution of this Agreement cannot be charged to the grant. Costs incurred by the Agency to prepare and file an application are not eligible Project costs.
5. **Formula Information.** This program is authorized under 49 U.S.C., Sections 5305, and USDOT, FTA Circular C 8100.1C, *Program Guidance and Application Instructions for Metropolitan Planning Program Grants*, dated September 1, 2008, as amended. The Intermodal Surface Transportation Efficiency Act of 1991, as amended (ISTEA) has divided Metropolitan Planning Program (MPP) authorizations into two categories: 80 percent is designated for basic MPP work, with the remaining 20 percent designated for supplemental assistance. FTA combines both the basic and supplemental MPP assistance for each state when FTA publishes its annual apportionment notice in the Federal Register. The ISTEA also prescribes different formulas for apportioning and allocating basic and supplemental MPP assistance, as described below:

a) Basic MPP Assistance.

- 1) FTA apportions 80 percent of the available MPP assistance to the states, based on the ratio equal to the population in each state's urbanized areas divided by the total population in urbanized areas in all the states, as shown by the latest available decennial census prepared by the U.S. Bureau of the Census. If necessary, FTA is required to make adjustments to that formula to assure that each state is apportioned a minimum amount of .5 percent of this 80 percent basic assistance.
- 2) Each state must then allocate its MPP assistance to its MPOs consistent with the FTA-approved formula the state has developed with its MPOs.

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b) Supplemental MPP Assistance.

- 1) FTA then apportions the remaining 20 percent of the MPP assistance to the states to supplement costs experienced by MPOs in carrying out MPP activities. FTA's administrative formula for apportioning the remaining 20 percent focuses on the planning needs of the larger, more complex metropolitan areas.
- 2) The state must then allocate this supplemental MPP assistance consistent with a formula reflecting the additional costs its MPOs have experienced in carrying out the requisite planning, programming, and work selection necessary for the metropolitan area to comply with the various federal transportation requirements.

c) Non-Federal Share (Soft Match).

- 1) The Department may use transportation development credits (TDC) as authorized by Title 23 U.S.C. (Section 120) to satisfy the required 20-percent non-federal share (soft match) as required by the FTA 5305(d) grant program. The MPO shall describe the use of the TDCs in the introduction of its 2-year UPWP and show the total amount of TDCs used to satisfy the 5305(d) non-federal share in the UPWP Summary Budget Tables.

Note particularly, that states must allocate to each of its MPOs at least as much MPP assistance as that MPO received in federal fiscal year 1991. The Department uses the federally published allocations to program and make available the funding under the Section 5303 program to local agencies. The State program procedures Topic no. 725-030-040, Section 5303 Program, require the Districts to use the same federal allocations when preparing agreements with local agencies.

-- End of Exhibit E --

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EXHIBIT F

**Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

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EXHIBIT H

AUDIT REQUIREMENTS FOR AWARDS OF FEDERAL FINANCIAL ASSISTANCE

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.505

CFDA Title: Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

***Award Amount:** \$240,427

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: N/A

****Award is for R&D:** No

*The federal award amount may change with amendments

**Research and Development as defined at 2 CFR §200.87

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING
AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

www.ecfr.gov

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE
FOLLOWING:**

Title 23 – Highways, United States Code

<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code

<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141

www.dot.gov/map21

Federal Highway Administration – Florida Division

www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

www.fsr.gov



**UNIFIED PLANNING WORKPROGRAM
FOR
FISCAL YEARS 2020/21 - 2021/22
(July 1, 2020- June 30, 2022)**

Amended: September 17, 2021

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

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

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

"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration (FTA), U.S. Department of Transportation, under the State Planning and Research Program, Section 505 or Metropolitan Planning Program, Section 104(f)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 439312-3-14-01 PL Funds
FDOT financial project number 439312-2-14-02 SU Funds
FDOT financial project number 443605-1 TLWR Funds
FDOT Contract Number G1M85

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

FISCAL YEARS 2020 - 2022 UNIFIED PLANNING WORK PROGRAM

Lee County Metropolitan Planning Organization

VOTING MEMBERS

Mayor Katy Errington, Village of Estero
Chair

Councilmember Teresa Watkins Brown, City of Fort Myers
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 Jennifer Nelson, City of Cape Coral
Councilmember John Gunter, 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 Jessica Cosden, City of Cape Coral
Councilmember Darla Betzer Bonkl, City of Fort Myers
Councilmember Jim Atterholt, Town of Fort Myers Beach
Councilmember Michael Miller, City of Sanibel

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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 2020/21 and 2021/22. 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, 2020 through June 30, 2021 for FY 20/21 and from July 1, 2021 through June 30, 2022 for FY 2021/22.

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 2020/21 through 2021/22. 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 21/22.

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

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

2. Systems Monitoring This section includes those work tasks needed to monitor and analyze travel behavior and factors affecting travel, such as socio-economic, land use, environmental, and transportation system data. Information collected in these tasks is used extensively in many other Unified Planning Work Program tasks, including the Long

Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) updates, Congestion Management, Transit Planning, and project planning.

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

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

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

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

FY 2020/21 and FY 2021/22 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 2021 and 2022 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 finalizing the Public Transportation Agency Safety Plan and continuing with the update of the Transit Development Plan and the Comprehensive Operations Analysis Study.

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), SUN Trails meetings, 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 amended the 2040 LRTP to be consistent with changes to projects. The MPO is currently updating the Long Range Transportation Plan (LRTP) to a 2045 horizon year that will be adopted by the MPO Board on December 18, 2020.

Short Range Transportation Planning

The MPO's TIP has been amended several times to add new projects, adjust project limits and project funding due to rising construction costs. The MPO also completed the \$10 million Transportation Investment Generating Economic Recovery (TIGER) grant project that constructed fourteen miles of sidewalks, pathways, bike lanes/paved shoulders and ADA compliant bus shelters on various roadways along transit routes. The MPO continues to collect and report performance data as a part of the grant requirements.

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 Element will be updated as part of the Long Range Plan update that will be adopted on December 18, 2020.

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 draft TSM&O Plan that is being finalized by FDOT. This document will be coming back to the MPO committees and Board in August and September of 2020 and will also be included in the Long Range Plan update that will be adopted on December 18, 2020.

Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Alternatives (TA) Program priorities in the spring of 2019 and 2020. The MPO also endorsed applications for bicycle pedestrian facilities to be implemented with Safe Routes to School (SRTS) Program funds that year. The MPO also prioritized SU funded bicycle pedestrian projects in the spring of 2019 and 2020 though most of the priorities were projects that were not funded in the previous years. The MPO also takes part in FDOT's Electronic Review Comment (ERC) Team and has been regularly reviewing design plans of resurfacing and capacity projects in Lee County to ensure accommodation of bicycle pedestrian and transit facilities consistent with the adopted MPO and local plans. The MPO also participates in the review of design plans of traffic operations projects and stand-alone bicycle pedestrian projects that are programmed through the MPO priority process, or funded by District 1 with Highway Safety Program funds. The MPO participates in field reviews with FDOT and affected jurisdictions during the design review phase. The MPO also attends periodic Local Agency Project meetings to keep informed of project status and assist with programming changes as necessary. The Bicycle Pedestrian element of the Long Range Plan is currently being updated as part of the Long Range Plan update that will be adopted on December 18, 2020.

Public Transportation Planning

The MPO updated the Transit Element of the Long Range Transportation Plan as part of the development of the 2040 LRTP and participated with LeeTran on the update of the Transit Development Plan that was completed in September 2016. LeeTran is currently working on the update of the TDP as well as a Comprehensive Operations Analysis Study and the MPO is working on the update of the Transit Element as part of the Long Range Plan update. The Transit needs will be presented in September of 2020 and the financially feasible portion will be included in the Long range Plan adopted on December 18, 2020.

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. In the summer/fall of 2020, LeeTran will be finalizing their Public Transportation Agency Safety Plan and by the end of the year the MPO will decide whether to adopt those targets or our own.

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 and Reviews
3. Interchange Reviews
4. Travel Demand Model Development - The Department is currently working on the development of the updated Regional Transportation Model in support of the LRTP update to 2045.
5. Traffic statistics
6. Federal Functional Classification
7. Traffic Count Program
8. Modal Development Technical
9. Strategic Intermodal System Plans
10. Commuter Services
11. District 1 and Statewide Freight Mobility and Trade Plan .

ORGANIZATION AND MANAGEMENT

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

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

Since 1982, the CAC has functioned to provide recommendations to the Lee County Metropolitan Planning Organization from the public's perspective on proposed transportation system plans, priorities for state and federal funding, and other transportation issues. As stated in its bylaws, it currently consists of 25 members, including two (2) members from different communities within each county commission district, appointed by the corresponding county commissioner. The other 14 members of the Lee County Metropolitan Planning Organization Citizen Advisory Committee will be distributed based on jurisdiction. The City of Cape Coral will appoint five (5) members, the City of Fort Myers will appoint three (3) members, the City of Bonita Springs will appoint two (2) members, and the City of Sanibel, the Town of Fort Myers Beach and Estero will each appoint one (1) member who lives within his/her jurisdiction. In addition, the Lee County Metropolitan Planning Organization as a whole will appoint one (1) transportation-disabled member and two 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 funds with toll revenue credits and provides a cash match equal to half the non-federal share of the FTA Section 5305 grant. Additional financial support is also contributed by the participating local governments. The Florida Commission for the Transportation Disadvantaged provides a planning grant that funds most of the cost of staff support for the Transportation Disadvantaged Program (Task 4.3)

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

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

- a. The Interlocal Agreement for the Creation of Metropolitan Planning Organization that was finalized in March 2016.
- b. The FTA Section 5305 Joint Participation Agreement, approved on April , 2021 with an expiration of December 31. 2022;
- c. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;

- d. The Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;
- e. The Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013; and
- f. The Planning Funds Agreement approved on June 25, 2018 for the term from July 1, 2018 through June 30, 2020.

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.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Lee County MPO

Unified Planning Work Program - FY FY21-FY22

Amended 9/17/2021

Revision Number: Revision 3

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 G Peters

Planning Specialist III, Community Liaison, District One

Title and District

DocuSigned by:
Victoria Peters
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9/19/2021 | 7:09 PM EDT

Select Date

Signature

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, 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 and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory 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, CUTS and M-Cores meetings, as required, to receive information on the best planning practices, to discuss and provide input on planning requirements, to provide input on regional planning activities and regional transportation system improvements 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.

Section: ADMINISTRATION _____ UPWP Task No: 1:1
Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK

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

END PRODUCT

- Monthly: Agenda packages for MPO, MEC, TAC, and CAC meetings.
- Summer/Fall of 2020 and 2021: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- February/March 2021 and 2022: Joint state certification reviews.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Monthly, with each PL funding invoice: Progress reports.
- Ongoing: Advertising of meetings, public hearings and legal ads.
- Monthly: Travel to meetings, training and workshops.
- Quarterly: Participation in the statewide MPO Advisory Council and FDOT District One Coordinated Urban Transportation Studies (CUTS) meetings.
- As Needed: Participation in the FDOT M-Cores meetings and workshops.
- Spring 2021 and 2022: 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.
- Summer/Fall 2020: Update bylaws, COOP and agreements, as necessary, to address pandemic events.

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

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- Development of the Fiscal Year FY 2018/19 and FY 2019/20 UPWP.
- Amendments to the FY 2020/21 and FY 2021/22 UPWP.

END PRODUCT

- March 15, 2022: Develop draft UPWP for FYs 22/23 and 23/24, including all necessary budget spreadsheets for review.
- May 15, 2022: Develop final UPWP for FYs 22/23 and 2023/24.
- As needed: Any amendments to the adopted 2 year UPWP.

Task No: 1.2 Unified Planning Work Program								
Estimated Budget Detail for FY 2020/2021								
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	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$8,000	-	-	-	-	-	\$8,000

Task No: 1.2 Unified Planning Work Program								
Estimated Budget Detail for FY 2021/2022								
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	\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$8,000	-	-	-	-	-	\$8,000

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

PREVIOUS WORK

- As Needed: Review and update of the Public Involvement Plan.
- Continuous: Update and adding of the mailing and e-mail contact lists.
- Distribution of MPO documents to the libraries in the Lee County Library System.
- Interviews and presentations related to MPO process, documentation and projects.
- Development of public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous updates of the MPO Website.
- As Provided: Staff attended Environmental/Title VI training hosted by FDOT, FHWA and FTA.
- Various: Participate in Safety Events.
- Various: Presentations at neighborhood meetings, APWA, ABM, Southwest Florida Chamber, ECCL, Horizon Council, 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. Attend training for LEP Programs.
- Ongoing: Continue to monitor updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) programs as they apply to planning operations. Attend training for Title VI and Environmental Justice Programs.
- Ongoing: Gather public input from the Committees and the public regarding ETDM 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.
- Summer 2020: Update and finalize Public Involvement Plan revisions to address outreach during pandemic closures that impact normal business operations.

Task No: 1.3 Public Involvement and Outreach Program								
Estimated Budget Detail for FY 2020/2021								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$17,000	-	-	-	-	-	\$17,000
	Subtotal:	\$17,000	-	-	-	-	-	\$17,000
	Total:	\$17,000	-	-	-	-	-	\$17,000

Task No: 1.3 Public Involvement and Outreach Program								
Estimated Budget Detail for FY 2021/2022								
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	\$15,000	-	-	-	-	-	\$15,000
	Subtotal:	\$15,000	-	-	-	-	-	\$15,000
	Total:	\$15,000	-	-	-	-	-	\$15,000

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 space, office equipment, computer equipment, software and printing and publication costs.

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- 2017: Purchase of one laptop computers (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Update equipment and inventory.
- Update and purchase of software including GIS maintenance fees.

END PRODUCT

- 2020: 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).
- 2021: Purchase of two new laptop computers (CPU: Intel Core 2 Duo Quad 06600 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) for office computers that are past their life cycle of five years.
- Monthly: Rental and lease agreements for office, sharing storage with Charlotte Punta Gorda MPO, telephone, internet, webhosting services, e-fax services, conference phone services, virtual data hosting and copy machine.
- Ongoing: IT service for maintenance of computers and software.
- Ongoing: Service for printers.
- Update equipment Inventory and software, as needed.
- Printing of Bicycle Maps for distribution.

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance								
Estimated Budget Detail for FY 2020/2021								
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	\$4,600	-	-	-	-	-	\$4,600
	Telephones & Conference Calling	\$4,000						\$4,000
	Copier Lease/Copy Charges	\$8,500						\$8,500
	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	\$2,500						\$2,500
	Computers & Software upgrades	\$16,000						\$16,000
	IT Service and Maintenance	\$3,000						\$3,000
	Subtotal:	\$48,000	-	-	-	-	-	\$48,000
	Total:	\$48,000	-	-	-	-	-	\$48,000

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance								
Estimated Budget Detail for FY 2021/2022								
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	\$5,400	-	-	-	-	-	\$5,400
	Telephones & Conference Calling	\$3,500						\$3,500
	Copier Lease/Copy Charges	\$10,000						\$10,000
	Network & File storage	\$1,500						\$1,500
	Internet & Website hosting	\$2,200						\$2,200
	Office Supplies	\$2,400						\$2,400
	Mailings, Postage & P.O. Box	\$3,000						\$3,000
	Map, brochure & booklet printing	\$1,500						\$1,500
	Computers & Software upgrades	\$20,000						\$20,000
	IT Service and Maintenance	\$3,500						\$3,500
	Subtotal:	\$53,000	-	-	-	-	-	\$53,000
	Total:	\$53,000	-	-	-	-	-	\$53,000

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 in comprehensive update to the regional multimodal plan.
- Coordinate with Collier MPO and FDOT to update the bi-county regional network.
- Staff support to Joint Lee and Collier- MPO activities, to the Joint Lee and Charlotte MPO activities, Lee/Collier MPO, TAC, CAC, BPCC/Pathways Committee, TMOC/Collier County ITS Committee meetings and Lee/Charlotte meetings including meeting notifications and the preparation of minutes and agenda packages.
- Staff support to joint meetings with any other adjoining MPO or Jurisdiction, as needed.
- Update TRIP 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

- 2018/2019 and 2019/2020: 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.
- 2018/2019 and 2019/2020: Coordination and development of the agendas for the joint meetings.
- Spring 2019 and 2020: 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

- Semi-annual: Staff support for Joint TAC, CAC, Bicycle/Pedestrian and MPO meetings with Collier County.
- Annually: Staff support to the Lee/Charlotte MPO meetings.

- Spring 2021 and 2022: Prioritize and process the TRIP priorities with the Collier and Charlotte MPO's.
- As needed: Updates to bi-county regional network, joint regional multimodal plans and SIS priorities.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties.
- As needed: Attend other adjoining MPO committee meetings.
- Bi-Monthly: Staff participates in the Collier and Charlotte MPO's Technical Advisory Committee meetings.
- As needed: Participate in meetings of the Heartland Rural Mobility Study, TBARTA and RPC meetings.

Task No: 1.5 Regional Coordination								
Estimated Budget Detail for FY 2020/2021								
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 2021/2022								
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	\$15,000	-	-	-	-	-	\$15,000
	Subtotal:	\$15,000	-	-	-	-	-	\$15,000

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 its 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 a MAP-21 mandated Transit Asset Management Plan.
- 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).
- Fall 2012/Summer 2013: Coordinate with MPO on the application process for JARC and New Freedom projects (44.26.12).
- Development of the Beach Trolley Lane Study and presentation of the initial results to the MPO Board (44.21.00).
- Participated in the Transit Task Force whose charge was to identify a long-term dedicated funding source for transit operations (44.21.00, 44.23.02).
- 2014 and 2015: Submit TOP Plan Annual Report to the TAC, CAC, MPO and LCB (44.21.00).
- May 2017 and 2018: Annual update of the Financial Plan (44.21.00, 44.25.00).
- 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).
- Summer/Fall 2009: Develop the Program Management Plan and the Locally Coordinated Human Services Transportation Plan for JARC and New Freedom Programs and project selection process (44.26.12).
- Work on the development of the online trip planner (44.26.14).
- Coordinate and review the Transit Bus Pull-out and Queue 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 Lee Tran facility (44.26.15, 44.25.00).
- Development of transit data and revenues for the LRTP update (44.23.02).

END PRODUCT

- Monthly: Attendance and participation in the MPO Committee and Board meetings (44.21.00).
- Annual: Financial and progress reporting (44.21.00).
- Annually: Annual Lee Tran Audit (44.21.00).
- January 2019 and 2020: 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)
- Prepare a MAP-21 mandated Transit Asset Management Plan

**Task 1.6 – Transit Program Management and Support
Estimated Budget Detail for FY 20/21**

Task 1.6 – Transit Program Management and Support Estimated Budget Detail for FY 20/21									
FTA 5305 Carry-Forward									
Budget Category & Description	FHWA (PL)	FTA 5305 Carry-Forward	State Match	Local Match	FTA 5307	FTA 5305 FY 20/21	FTA Local Match	Total	5305 20% FY 20/21 Soft Match
A. Responsible Agency									
MPO staff salaries	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0
LeeTran		\$345,000	\$43,125	\$43,125	\$200,000	\$134,876	\$40,000	\$806,126	\$33,719
Subtotal:	\$8,000	\$345,000	\$43,125	\$43,125	\$200,000	\$134,876	\$40,000	\$814,126	\$33,719
B. Consultant Services									
MPO - Development of the LRTP Transit Element	\$0	\$0	\$0	\$0	\$0	\$120,000	\$0	\$120,000	\$30,000
Subtotal:	\$0	\$0	\$0	\$0	\$0	\$120,000	\$0	\$120,000	\$30,000
Total:	\$ -	\$345,000	\$43,125	\$43,125	\$200,000	\$254,876	\$40,000	\$934,126	\$63,719

**Task 1.6 – Transit Program Management and Support
Estimated Budget Detail for FY 21/22**

Task 1.6 – Transit Program Management and Support Estimated Budget Detail for FY 21/22									
FTA 5305 Carry-Forward									
Budget Category & Description	FHWA (PL)	FTA 5305 Carry-Forward	State Match	Local Match	FTA 5307	FTA 5305 FY 21/22	FTA Local Match	Total	5305 20% FY 21/22 Soft Match (TDC)
A. Responsible Agency									
MPO staff salaries	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0
LeeTran		\$208,000	\$0	\$0	\$200,000	\$190,000	\$40,000	\$638,000	\$47,500
Subtotal:	\$8,000	\$0	\$0	\$0	\$200,000	\$190,000	\$40,000	\$646,000	\$47,500
B. Consultant Services									
MPO/LeeTran - Transit TDP/LRTP and modeling updates	\$0	\$18,900	\$2,100	\$2,100	\$0	\$50,427	\$0	\$50,427	\$12,607
Subtotal:		\$18,900	\$2,100	\$2,100	\$0	\$50,427	\$0	\$50,427	\$12,607
Total:	\$8,000	\$226,900	\$2,100	\$2,100	\$200,000	\$240,427	\$40,000	\$696,427	\$60,107

Soft Match - Soft Match is not considered to be MPO revenue and is not calculated into the total project cost. FY 21 & 22 FTA 5305 Match has been revised to reflect changing the match source from 10% local and 10% state funded match to 20% Toll Revenue Credits

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

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- Local match funding for 5305 funds.
- 2018/19: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2019/20: 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 2020/2021								
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 2021/2022								
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 CTC bus drivers, local law enforcement and public safety officers to identify congested roadways to be evaluated and to solicit mitigation suggestions.
- Work with the TMOC in identifying congestion mitigation measures including traffic operations improvements, low cost ITS projects, and travel demand management strategies such as reducing Single Occupancy Vehicle (SOV) trips or shifting them to other modes-in cooperation with FDOT and the local governments, to address congestion problems identified through this task.
- Update the Congestion Management Process, as necessary.
- Publication of a congestion monitoring and State of the System report.
- Monitoring of Travel Demand Management Practices in Lee County.
- Work with local governments and employers in promoting travel demand reduction measures.
- 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 notification, 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
- 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.
- 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 2020/2021								
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 2021/2022								
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: SYSTEMS MONITORING _____ UPWP Task No: 2.2
Task: EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) PROCESS

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- Provide the FDOT District 1 ETDM Coordinator with Purpose and Needs Statements for projects that were on MPO's Priority List or are going through the screening.
- Needs Plan and Cost Feasible projects screened as part of the LRTP update.
- Identification and participation of staff in the ETDM reviews of upcoming projects, such as the programmed Old US 41 project.

END PRODUCTS

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

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process								
Estimated Budget Detail for FY 2020/2021								
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 2021/2022								
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
	Total:	\$3,000	-	-	-	-	-	\$3,000

3.0 SYSTEMS PLANNING

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT PLANNING

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

OBJECTIVE

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

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, TAC, CAC, BPCC, TMOG, Local Coordinating Board (LCB), FDOT, Local Agencies and the public to keep the LRTP up-to-date.
- Review and provide future traffic projections for various proposed projects from the regional model.
- Support for and review of the development and validation of the Lee model.
- Completion of new financial resource forecasts for a comprehensive update of the long range multimodal transportation plan which extends the horizon year to 2045, 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 base year and future zonal data in support of future LRTP updates.
- Modeling of Land Use Scenarios in support of the 2045 LRTP and Local Comprehensive Plan changes.
- Analysis and update of project cost estimates, project timing and transportation conditions in support of LRTP amendments.

PREVIOUS WORK

- Amendments and modifications to the 2040 Long Range Transportation Plan.
- Development of land use scenarios to test land use changes for incorporation in the 2040 Long Range Transportation Plan.
- Development of the project cost data and transportation revenues in support of the development of the 2040 LRTP.
- Work with FDOT to develop the Regional Transportation model including the existing and future year zonal data and future population projections.

END PRODUCTS

- December 2020: Adoption of the 2045 Long Range Transportation Plan.
- As needed: Develop updated project cost estimates.
- As needed: Run transportation model alternatives of proposed projects in support of local and regional planning and amendments.
- As needed: Amendments to the 2045 Long Range Transportation Plan.
- Summer/Fall 2020: Analyze the proposed LRTP projects based on the performance measure scoring criteria and weighting to prioritize projects that help the MPO meet the adopted targets.
- Summer/Fall 2020: Development of the Needs and Cost Feasible Plans. Update the Transit, Bicycle/Pedestrian, Congestion Management and Freight Elements.

Task No: 3.1 Long Range Transportation Plan								
Estimated Budget Detail for FY 2020/2021								
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 2021/2022								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	Subtotal:	\$18,000	-	-	-	-	-	\$18,000
	Total:	\$18,000	-	-	-	-	-	\$18,000

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 2019: Published the FY 2020 - FY 2024 Transportation Improvement Plan.
- June 2020: Published the FY 2021- FY 2025 Transportation Improvement Plan.
- Spring 2021 and 2022: Updated MPO priorities.
- October and November of 2018 & 2019: Review and distribute FDOT's Draft Tentative Work Program.
- Yearly: Published annual obligations listing.
- Ongoing: Amended FY 2019- FY2023 and FY2020- FY 2024 TIPs.
- Quarterly: Participated in LAP coordination meetings.

END PRODUCT

- Spring 2021 and 2022: Update transportation priorities.
- Spring 2021 and 2020: Working with FDOT to report and monitor the transportation performance measures and identify project priorities that help address meeting adopted targets.
- June 2021 and 2022: 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 2020/2021								
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 2021/2022								
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

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 2020/2021								
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 2021/2022								
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

4.0 PROJECT PLANNING

4.1 SPECIAL PROJECTS AND STUDIES

4.2 BICYCLE PEDESTRIAN AND MULTI-PURPOSE PATHWAY PLANNING

4.3 TRANSPORTATION DISADVANTAGED PROGRAM

4.4 ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES

4.5 LEE COUNTY COMPLETE STREETS INITIATIVE

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

OBJECTIVE

To undertake 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

- 2020: Reviewed and analyzed Babcock development and traffic analysis.
- 2019/2020: Attend and review roadway planning and project development meetings including State Road SR 82, SR 78, SR 31, I-75, San Carlos Boulevard, Metro Parkway, and other projects. Review projects for consistency with MPO Plans.

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: 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 2020/2021								
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 2021/2022								
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 2021 and 2022: Identify, analyze and prioritize bicycle/pedestrian priorities.
- Spring 2021 and 2022: 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 2020/2021								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	Subtotal:	\$23,000	-	-	-	-	-	\$23,000
	Total:	\$23,000	-	-	-	-	-	\$23,000

Task No: 4.2 Bicycle Pedestrian and Pathway Planning								
Estimated Budget Detail for FY 2021/2022								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	Subtotal:	\$23,000	-	-	-	-	-	\$23,000
	Total:	\$23,000	-	-	-	-	-	\$23,000

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 consumers 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

- 2017/2018: CTC Competitive Procurement.
- 2018 and 2019: Filed planning grant application.
- Spring of 2020: LCB Board's evaluation of Good Wheels Inc. as the CTC.
- Spring of 2019 and 2020 minor updates to the TDSP.

END PRODUCT

- Spring of 2021 and 2022: LCB's annual evaluation of the designated CTC.
- March of 2021 and 2022: Coordinate with CTC staff regarding minor TDSP update
- April 2021 and April 2022: Complete minor TDSP update and submit to LCB for approval.
- May 2021 and 2022: Submit LCB minor TDSP update to TAC, CAC, and MPO for endorsement.
- May 2021 and 2022: Submit MPO endorsed TDSP to the CTD.
- June 2021 and 2022: File applications for FY 2021/22 and FY 2022/23 TD Planning Grants.

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2020/2021								
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	-	-	-	-	-	\$30,351	\$30,351
	Subtotal:	-	-	-	-	-	\$30,351	\$30,351
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:	-	-	-	-	-	\$34,351	\$34,351

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2021/2022								
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	-	-	-	-	-	\$31,718	\$31,718
	Subtotal:	-	-	-	-	-	\$31,718	\$31,718
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:	-	-	-	-	-	\$35,718	\$35,718

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

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

REQUIRED ACTIVITIES

- Staff development of scopes and RFPs for the selection of qualified consultants and contractors in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new and existing requirements.
- Staff 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

- 2018: Preparation and advertisement of RFP for selection of General Planning Consultants.
- 2019/2020: Develop scopes for developing elements of the Long Range Transportation Plan.
- 2018: Scope, selection and development of the Estero and Sanibel Bicycle Pedestrian Master Plans.
- 2019: Scope, selection and development of the City of Fort Myers Bicycle Pedestrian Master Plans.
- Conduct 2017/2018 and 2018/2019 audits.
- MPO legal services.
- MPO Accounting services.

Section: PROJECT PLANNING**UPWP Task No: 4.4****Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)****END PRODUCTS**

- Ongoing: Accounting services.
- Ongoing: Legal support services.
- As needed: Consultant tasks to run regional model alternatives in support of projects throughout the County. These tasks also include transportation model runs in support of the LRTP update and plan amendments.
- Fall 2020 and 2021: Conduct 2019/2020 and 2020/2021 audits
- Spring 2021 and 2022: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Summer/Fall 2021: Develop General Planning Consultant and General Public Involvement scopes for RFP advertisement and selection.
- Summer/Fall 2020: Update the Bicycle and Pedestrian LRTP element and complete the Bicycle Pedestrian Safety Action Plan countermeasures.
- Summer/Fall 2020: Update the Goods and Freight element of the Long Range Plan that will include providing updated freight data.
- Ongoing: Conduct 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.
- Ongoing: Analyze the performance measure analysis data and report results. This includes updating the State of the System reporting to account for recent pandemic impacts.
- Summer/Winter 2020: Complete the Long Range Plan development activities that include public involvement and producing the draft and final LRTP documents.
- Fall 2021 – Summer 2022: Conduct the Cape Coral evacuation study and collect/use existing survey data to obtain behavioral data for the project.
- Summer/Fall 2020: Complete the update of the City of Fort Myers Bicycle Pedestrian Master Plan.
- Fall 2020 – Winter 2021: Develop the Bonita and Estero Rail corridor study in support of the Sun Trail system connection from Bonita up to JY Linear Park.
- Fall 2021: Collect and Analyze Origin and Destination data for use in the transportation model adjustments and analyze the changes due to the pandemic.
- Fall 2021- Spring 2022: Analyze vehicle miles travel reduction alternatives to address congested corridors not resolved by the LRTP Cost Feasible Projects. This analysis will include analyzing traffic changes due to the pandemic.
- Winter 2022: Conduct Bicycle Pedestrian Count Data Collection and develop a database that can be included in the recent statewide effort.

*

Task No: 4.4 Administrative and Planning Consultant Services								
Estimated Budget Detail for FY 2020/2021								
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	\$15,000	-	-	-	-	-	\$15,000
	Legal Services	\$18,000						\$18,000
	MPO Audit	\$24,000						\$24,000
	TIP Reporter Tool	\$9,800						\$9,800
	Regional Model Alternatives	\$20,000						\$20,000
	Development of the LRTP, public involvement activities and finalize documentation	\$126,000						\$126,000
	Completion of the update of the Fort Myers Bike Ped Plan	\$100,000						\$100,000
	Performance Measure Analysis/State of the System	\$40,000						\$40,000
	Update the Goods and Freight Element of the Long Range Plan	\$89,000						\$89,000
	Update of the Bike/Ped LRTP Element and Safety Action Plan Countermeasures	\$55,000						\$55,000
	Conduct vehicle, bicycle and pedestrian safety outreach activities	\$98,000						\$98,000
	Cape Coral Evacuation Study with origin destination study analysis	\$150,000					\$150,000	\$300,000
	Conduct origin destination data for model update	\$30,000						\$30,000
	Bonita and Estero Rail Corridor Study			\$400,000			\$50,000	\$450,000
	Subtotal:	\$774,800		\$400,000	-	-	\$200,000	\$1,374,800
	Total:	\$789,800		\$400,000	-	-	\$200,000	\$1,389,800

Task No: 4.4 Administrative and Planning Consultant Services

Estimated Budget Detail for FY 2021/2022

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	\$10,000	-	-	-	-	-	\$10,000
	Subtotal:	\$10,000	-	-	-	-	-	\$10,000
B. Administrative and Consultant Services								
	Accounting Services	\$15,000	-	-	-	-	-	\$15,000
	Legal Services	\$20,000						\$20,000
	MPO Audit	\$25,000						\$25,000
	TIP Reporter Tool	\$9,800						\$9,800
	Regional Model Alternatives	\$34,565						\$34,565
	Performance Measure Analysis/State of the System	\$50,000						\$50,000
	Conduct vehicle, Bicycle & Pedestrian Safety Outreach Activities	\$100,000						\$100,000
	Origin and Destination Data Collection and Analysis	\$45,000						\$45,000
	Vehicle Miles Travel Reduction Alternatives	\$94,606						\$94,606
	Conduct Bicycle Pedestrian Count Data Collection and database	\$75,000						\$75,000
	Complete the Bonita and Estero Rail Corridor Study	\$10,000						\$10,000
	Subtotal:	\$478,971	-	-	-	-	-	\$478,971
	Total:	\$488,971	-	-	-	-	-	\$488,971

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 quarterly and yearly reporting requirements.
- Produce final close-out documents for the project.
- November/December 2019: Collect performance data consistent with the grant requirements and produce performance data collection report.

END PRODUCTS

- November/December 2020: Data collection and reporting of the performance data for the completed project.
- November/December 2021: 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 2020/2021								
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	\$50,000	-	-	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	-	-	\$50,000
	Total:	\$53,000	-	-	-	-	-	\$53,000

Task No: 4.5 Lee County Complete Streets Initiative								
Estimated Budget Detail for FY 2021/2022								
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	\$36,000	-	-	-	-	-	\$36,000
	Subtotal:	\$36,000	-	-	-	-	-	\$36,000
	Total:	\$39,000	-	-	-	-	-	\$39,000

BUDGET TABLES

TABLE 1, 2020/21 AGENCY PARTICIPATION TABLE
TABLE 2, 2020/21 FUNDING SOURCE TABLE

TABLE 1, 2021/22 AGENCY PARTICIPATION TABLE
TABLE 2, 2021/22 FUNDING SOURCE TABLE

TABLE 1
FISCAL YEAR 2020/21 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY
 This table summarizes the funds budgeted to be spent on each task by each responsible agency

Task	Description	FHWA (PL)		FTA 5305	STATE	FTA 5307	TLWR	LOCAL	FDOT	Total
		Staff	Consultant							
1. Administration										
1.1	Program Management and Support	\$280,000						\$0	\$61,755	\$341,755
1.2	Unified Planning Work Program (UPWP)	\$8,000						\$0	\$1,764	\$9,764
1.3	Public Involvement and Community Outreach	\$17,000						\$0	\$3,749	\$20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$48,000						\$0	\$10,587	\$58,587
1.5	Regional Coordination	\$20,000						\$0	\$4,411	\$24,411
1.6	Transit Program Management and Support	\$8,000		\$254,876	\$63,719	\$200,000		\$0	\$1,764	\$464,640
1.7	Locally Funded Activities	\$0						\$73,191		\$73,191
2. Data Collection and Management Systems										
2.1	Congestion Management, ITS & Data Development	\$30,000						\$0	\$6,617	\$36,617
2.2	Efficient Transportation Decision Making (ETDM) Process	\$5,000						\$0	\$1,103	\$6,103
3. Systems Planning										
3.1	Long Range Transportation Planning	\$25,000						\$0	\$5,514	\$30,514
3.2	Transportation Improvement Program	\$10,000						\$0	\$2,206	\$12,206
3.3	Freights and Goods Movement Planning	\$8,000						\$0	\$1,764	\$9,764
4. Special Project Planning										
4.1	Special Projects and Studies	\$25,000						\$0	\$5,514	\$30,514
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$23,000						\$0	\$5,073	\$28,073
4.3	Transportation Disadvantaged Program	\$0						\$0	\$34,351	\$34,351
4.4	Administrative, Planning and Project Consultant Services	\$15,000	\$774,800				\$400,000	\$200,000	\$574,194	\$1,963,994
4.5	Lee County Complete Streets Initiative	\$3,000	\$50,000						\$11,689	\$64,689
4.6	Lee County Complete Streets Initiative Design Build Project							\$0		\$0
Total fiscal year 2020/21 cost for all tasks		\$525,000	\$824,800	\$254,876	\$63,719	\$200,000	\$400,000	\$273,191	\$732,054	\$3,209,922
Total carryover from prior fiscal years		\$551,041		\$345,000				\$250,000	\$43,125	
Total cost, including carryover, for all tasks		\$1,349,800		\$599,876	\$63,719	\$200,000	\$400,000	\$523,191	\$775,179	\$3,848,047

**TABLE 2
FISCAL YEAR 2020/21 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305			STATE	FTA 5307	TLWR Funds		State Grants		Local Contributions							Total Share			Total Cost			
		Federal	Consultants	Soft Match	Federal	State	Local	5305 Soft Match	Federal	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local		
1. Administration																											
1.1	Program Management and Support	\$ 280,000		\$ 61,755																				\$ 280,000	\$ 61,755	\$ -	\$ 341,755
1.2	Unified Planning Work Program (UPWP)	\$ 8,000		\$ 1,764																				\$ 8,000	\$ 1,764	\$ -	\$ 9,764
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,749																				\$ 17,000	\$ 3,749	\$ -	\$ 20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 48,000		\$ 10,587																				\$ 48,000	\$ 10,587	\$ -	\$ 58,587
1.5	Regional Coordination	\$ 20,000		\$ 4,411																				\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 8,000		\$ 1,764	\$ 254,876			\$ 63,719	\$ 200,000															\$ 462,876	\$ 1,764	\$ -	\$ 464,640
1.7	Locally Funded Activities	\$ -		\$ -									\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319					\$ -		\$ 73,191	\$ 73,191
2. Data Collection and Management Systems																											
2.1	Congestion Management, ITS and Data Development	\$ 30,000		\$ 6,617																				\$ 30,000	\$ 6,617	\$ -	\$ 36,617
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 5,000		\$ 1,103																				\$ 5,000	\$ 1,103	\$ -	\$ 6,103
3. Systems Planning																											
3.1	Long Range Transportation Planning	\$ 25,000		\$ 5,514																				\$ 25,000	\$ 5,514	\$ -	\$ 30,514
3.2	Transportation Improvement Program	\$ 10,000		\$ 2,206																				\$ 10,000	\$ 2,206	\$ -	\$ 12,206
3.3	Freights and Goods Movement Planning	\$ 8,000		\$ 1,764																				\$ 8,000	\$ 1,764	\$ -	\$ 9,764
4. Special Project Planning																											
4.1	Special Projects and Studies	\$ 25,000		\$ 5,514																				\$ 25,000	\$ 5,514	\$ -	\$ 30,514
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073																				\$ 23,000	\$ 5,073	\$ -	\$ 28,073
4.3	Transportation Disadvantaged Program	\$ -		\$ -						\$ 34,351														\$ -	\$ 34,351	\$ -	\$ 34,351
4.4	Administrative, Planning and Project Consultant Services	\$ 15,000	\$ 774,800	\$ 174,194						\$ 400,000				\$ 25,000	\$ 150,000			\$ 25,000						\$ 789,800	\$ 574,194	\$ 200,000	\$ 1,563,994
4.5	Lee County Complete Streets Initiative	\$ 3,000	\$ 50,000	\$ 11,689																				\$ 53,000	\$ 11,689	\$ -	\$ 64,689
Total FY 2020/21 cost for all tasks		\$1,349,800		\$ 297,704	\$ 254,876			\$ 63,719	\$ 200,000	\$400,000	\$ 34,351	\$ -	\$ 37,213	\$ 30,132	\$ 168,323	\$ 7,777	\$ 700	\$ 727	\$ 28,319					\$ 1,804,676	\$ 732,055	\$ 273,191	\$ 2,809,922
Total carryover from prior fiscal years		\$551,041			\$ 345,000	\$ 43,125	\$ 43,125														\$250,000				\$ 43,125	\$ 43,125	\$ 86,250
Total cost, including carryover, for all tasks		\$1,349,800		\$ 297,704	\$ 599,876	\$ 43,125	\$ 43,125	\$ 63,719	\$ 200,000	\$400,000	\$ 34,351	\$ -	\$ 37,213	\$ 30,132	\$ 168,323	\$ 7,777	\$ 700	\$ 727	\$ 28,319	\$ 250,000				\$ 2,149,676	\$ 1,175,180	\$ 273,191	\$ 3,848,047

TABLE 1
FISCAL YEAR 2021/22 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY
 This table summarizes the funds budgeted to be spent on each task by each responsible agency

	Task	Description	FHWA (PL)		FTA 5305	FTA 5307	SU	LOCAL	FDOT	Total
			Staff	Consultant						
1. Administration										
	1.1	Program Management and Support	\$277,000				\$0	\$61,093	\$338,093	
	1.2	Unified Planning Work Program (UPWP)	\$8,000				\$0	\$1,764	\$9,764	
	1.3	Public Involvement and Community Outreach	\$15,000				\$0	\$3,308	\$18,308	
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$53,000				\$0	\$11,689	\$64,689	
	1.5	Regional Coordination	\$15,000				\$0	\$3,308	\$18,308	
	1.6	Transit Program Management and Support	\$8,000		\$240,427	\$200,000	\$40,000	\$61,871	\$550,298	
	1.7	Locally Funded Activities	\$0				\$73,191		\$73,191	
2. Data Collection and Management Systems										
	2.1	Congestion Management, ITS & Data Development	\$28,000				\$0	\$6,176	\$34,176	
	2.2	Efficient Transportation Decision Making (ETDM) Process	\$3,000				\$0	\$662	\$3,662	
3. Systems Planning										
	3.1	Long Range Transportation Planning	\$18,000				\$0	\$3,970	\$21,970	
	3.2	Transportation Improvement Program	\$8,000				\$0	\$1,764	\$9,764	
	3.3	Freights and Goods Movement Planning	\$5,000				\$0	\$1,103	\$6,103	
4. Special Project Planning										
	4.1	Special Projects and Studies	\$25,000				\$0	\$5,514	\$30,514	
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$23,000				\$0	\$5,073	\$28,073	
	4.3	Transportation Disadvantaged Program	\$0				\$0	\$35,718	\$35,718	
	4.4	Administrative, Planning and Project Consultant Services	\$10,000	\$478,971				\$107,845	\$596,816	
	4.5	Lee County Complete Streets Initiative	\$3,000	\$36,000				\$8,602	\$47,602	
	4.6	Lee County Complete Streets Initiative Design Build Project					\$0		\$0	
		Total fiscal year 2021/22 cost for all tasks	\$499,000	\$514,971	\$240,427	\$200,000	\$113,191	\$319,460	\$1,887,049	
		Total carryover from prior fiscal years			\$0		\$250,000	\$0		
		Total cost, including carryover, for all tasks		\$1,013,971	\$240,427	\$200,000	\$363,191	\$319,460	\$2,137,049	

TABLE 2
FISCAL YEAR 2021/22 BUDGET SUMMARY
BY TASK AND FUNDING SOURCE

Task	Description	FHWA PL		STATE	FTA 5305		FTA 5307		SU Funds		State Grants		Local Contributions							Total Share			Total Cost	
		Federal	Consultants	Soft Match	Federal	Soft Match	Federal	Local	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local
1. Administration																								
1.1	Program Management and Support	\$ 277,000		\$ 61,093																	\$ 277,000	\$ 61,093	\$ -	\$ 338,093
1.2	Unified Planning Work Program (UPWP)	\$ 8,000		\$ 1,764																	\$ 8,000	\$ 1,764	\$ -	\$ 9,764
1.3	Public Involvement and Community Outreach	\$ 15,000		\$ 3,308																	\$ 15,000	\$ 3,308	\$ -	\$ 18,308
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 53,000		\$ 11,689																	\$ 53,000	\$ 11,689	\$ -	\$ 64,689
1.5	Regional Coordination	\$ 15,000		\$ 3,308																	\$ 15,000	\$ 3,308	\$ -	\$ 18,308
1.6	Transit	\$ 8,000		\$ 1,764	\$ 240,427	\$ 60,107	\$ 200,000	\$ 40,000													\$ 8,000	\$ 1,764	\$ 40,000	\$ 550,298
1.7	Locally Funded Activities	\$ -		\$ -								\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319			\$ -	\$ -	\$ 73,191	\$ 73,191
2. Data Collection and Management Systems																								
2.1	Congestion Management, ITS and Data Development	\$ 28,000		\$ 6,176																	\$ 28,000	\$ 6,176	\$ -	\$ 34,176
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 3,000		\$ 662																	\$ 3,000	\$ 662	\$ -	\$ 3,662
3. Systems Planning																								
3.1	Long Range Transportation Planning	\$ 18,000		\$ 3,970																	\$ 18,000	\$ 3,970	\$ -	\$ 21,970
3.2	Transportation Improvement Program	\$ 8,000		\$ 1,764																	\$ 8,000	\$ 1,764	\$ -	\$ 9,764
3.3	Freights and Goods Movement Planning	\$ 5,000		\$ 1,103																	\$ 5,000	\$ 1,103	\$ -	\$ 6,103
4. Special Project Planning																								
4.1	Special Projects and Studies	\$ 25,000		\$ 5,514																	\$ 25,000	\$ 5,514	\$ -	\$ 30,514
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073																	\$ 23,000	\$ 5,073	\$ -	\$ 28,073
4.3	Transportation Disadvantaged Program	\$ -		\$ -						\$ 35,718											\$ -	\$ 35,718	\$ -	\$ 35,718
4.4	Administrative, Planning and Project Consultant Services	\$ 10,000	\$ 478,971	\$ 107,845																	\$ 488,971	\$ 107,845	\$ -	\$ 596,816
4.5	Lee County Complete Streets Initiative	\$ 3,000	\$ 36,000	\$ 8,602																	\$ 39,000	\$ 8,602	\$ -	\$ 47,602
Total FY 2021/22 cost for all tasks		\$1,013,971		\$ 223,635	\$ 240,427		\$ 200,000	\$ 40,000			\$ 35,718	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319		\$ 1,454,398	\$ 319,460	\$ 113,191	\$ 1,887,049
Total carryover from prior fiscal years																				\$250,000		\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks		\$1,013,971		\$ 223,635	\$ 240,427	\$ 60,107	\$ 200,000	\$ 40,000			\$ 35,718	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 250,000	\$ 1,454,398	\$ 319,460	\$ 113,191	\$ 2,137,049

APPENDIX A

State Planning Factors and Emphasis Areas

Florida Planning Emphasis Areas-2020

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

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should "increase safety for motorized and non-motorized users." The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state's transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, "enhance the integration and connectivity of the transportation system, across and between modes, for people and freight." Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system

- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

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.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

Planning Factors

The FTA and FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in statewide and metropolitan (unified) planning work programs proposed for FTA and FHWA funding.

Planning Factors

These planning factors are:

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

PLANNING FACTORS AND EMPHASIS AREAS / UPWP TASK MATRIX

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

APPENDIX B

Joint Certification Statement on the Metropolitan Transportation Planning Process

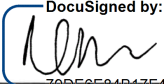
FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 15, 2021.

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

DocuSigned by:

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5/21/2021 | 10:28 AM EDT

Name:
Title: Secretary LK Nandam (or designee)

Date



May 14, 2021
Date

Name: Councilwoman Teresa Watkins Brown
Title: MPO Vice Chair (or designee)

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.

Dated 5/15/2020

by 
Councilman Fred Forbes, Chief Executive Officer

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.
- (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 sub-contractor 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).

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, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.



Councilman Fred Forbes, Chair
Lee County Metropolitan Planning Organization
May 15, 2020

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The **Lee County MPO** hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The **Lee County MPO** also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Councilman Fred Forbes, Chair
Lee County Metropolitan Planning Organization
May 15, 2020

**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.



Councilman Fred Forbes, Chair
Lee County Metropolitan Planning Organization
May 15, 2020

APPENDIX C


MPO Planning Study Matrix

PLANNING STUDIES MATRIX FOR FY 2020/2021 & 2021/2022

Project ID	Project	Agency/Department	FY Project Start	Cost (in 1,000\$)	Deliverables (Emphasis on transportation products)	Completion Date
1	Cape Coral Evacuation Study	Cape Coral	Winter 2020	\$150	Roadway/Network improvements needed for hurricane evacuation	Summer 2021
2	Bonita Springs/Estero Rail Corridor Study	Bonita Springs	Winter 2020	\$450	SUN Trail options within the rail corridor	Summer 2022
3	City of Fort Myers Bike Ped Master Plan Update	Fort Myers	1/1/2020	\$125	Updated Bicycle Pedestrian master Plan with Prioritized projects	2/1/2021
4	Colonial Blvd. Alternatives Analysis	Lee DOT	Summer 2018	\$350	Evaluate improvement options between US 41 and McGregor Blvd.	2020
5	LeeTran TDP Update	LeeTran	Jan 2020	\$250	TDP Plan	2021
6	Lee Tran COA	LeeTran	Jan 2020	\$200	Comprehensive Operations Analysis	2021

APPENDIX D

Comments on the Draft version of the UPWP

 <p>Federal Highway Administration Florida Division Office 3500 Financial Plaza, Suite 400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fldlv</p>		<p>Federal Transit Administration Region 4 Office 230 Peachtree St, NW, Suite 1400 Atlanta, Georgia 30303 (404) 865-5600</p>	
Planning Comments			
Document Name: Lee County MPO Draft UPWP for FY2020/21 - 2021/22 (July 1, 2020 - June 30, 2022)		MPO: LeeMPO	
Date of Document: March 15, 2020	Date Received: March 15, 2020	Date Reviewed: April 14, 2020	District: 1
Reviewed by: Michael Sherman and John Crocker			

COMMENTS:

Page #	Comment Type	Comment Description
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. <i>It is included in the tasks but a note has been added as well on page 43.</i>
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. <i>The carry forward amounts have been added on page 44 and in the tables on pages 79 & 81.</i>
General	FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments. <i>Yes, and the second year is an estimate that will be revised when the apportionment comes out.</i>
General	FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle. <i>Language added to page 14 and page 43.</i>
13	Enhancement	I suggest including the adoption date for the LRTP under the "Long Range Transportation" Section. <i>The December 18, 2020 date has been added to page 13.</i>
13-14	Enhancement	If the MPO is doing so in their planning efforts, I suggest including any other dates and important deadlines, especially when seeking public input, related to the CMP (e.g. when the update occurs and it correlates with the LRTP), Freight Planning (e.g. reassessing priorities for designating urban/rural freight corridors), Bike/Ped Planning (the next plan update), and Public Transportation Planning. I also suggest including any efforts related to TPM. <i>This has been added to pages 13 and 14.</i>
14	Enhancement	I suggest including a transition paragraph under the FDOT District One Planning Activities. For example, consider how FDOT District One Planning Activities support the MPO. This will increase the readability of the document. <i>This has been addressed in the beginning of page 15.</i>

19	Critical	Please include the finalized and signed Cost Analysis Certification in the Final UPWP. Also, please be sure to reflect the correct fiscal year. <i>The year has been corrected on page 21.</i>
22-23	Critical	For bullets 11 and 12 on page 22 under Required Activities, please provide additional benefits regarding how participating in CUTS, M-Cores, MPOAC are beneficial to the transportation planning process in the End Products section on page 23. <i>This has been addressed on page 25.</i>
32	Critical	For the last two bullets on page 32 , please elaborate how attendance/participation in workshops and presenting to neighborhood communities is beneficial to the transportation planning process. <i>This has been addressed on page 32.</i>
39-40	Critical	Please provide additional details how regional coordination supports the

Page 1

		transportation planning process in the objective. (e.g. informing LRTP, cross planning boundary projects, economic benefits, etc.). This will provide more support to the required activities and end products. <i>This has been addressed on page 39.</i>
57	Critical	Under Required Activities and End Products, please include a TPM related task and product. For example, the activity or activities may include monitoring/reporting performance measures as needed in the LRTP. This may also cause the MPO to adjust project priorities to meet the targets. <i>This has been addressed on page 57.</i>
59	Critical	Similar to the LRTP, please include activities and end products that reflect the MPO's efforts for TPM. Depending if the MPO adopted its own targets or adopted FOOT targets, consider the efforts an collaboration necessary to obtain the data to satisfy TPM requirements. <i>This has been addressed on page 59.</i>
General/ Appendix B	Critical	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document. <i>The signed forms are included in Appendix B.</i>
General	Enhancement	For each task, including the required activities, previous work, and end products, I suggest using a different format to increase readability for members of the public. For example, the MPO could consider using a tabular form. <i>The MPO will work on drafting a different format in a future version to allow more time to make sure that it is reviewed by all of the stakeholders.</i>
General	Enhancement	For the Completion Dates, I suggest including a column at the end of each "End Product" and insert the anticipated Completion Date to increase the readability. <i>The MPO will work on drafting a different format in a future version to allow more time to make sure that it is reviewed by all of the stakeholders.</i>
General	Enhancement	For each task, I would suggest condensing each subtask into one large task as well as consolidating the budget tables to have one summarized budget table at the end of each task. <i>The MPO will work on drafting a different format in a future version to allow more time to make sure that it is reviewed by all of the stakeholders and to match up with our accounting & payroll system reporting.</i>
General	Critical	Lee MPO has a previous balance for PL funds consisting of \$713,688. However, the FY2021 and FY2022 budget table do not reflect that. Please provide the justification and/or update the budget tables accordingly. <i>Thanks, this has been added to the budget and noted as carry-forward funding.</i>
General	Enhancement	Considering the current pandemic, I suggest the MPO consider including a task/activity related to updating the COOP/bylaws for such instances.

10 - Introduction Section	Critical	<p>UPWP Introduction: Soft Match Section - Please ensure you identify the soft match ratio for PL Funds of 80:20 and check to ensure all the match amounts in the Introduction and the Summary Budget Tables are identified correctly using this ratio. The SU fund match should also be discussed in the Introduction soft match section and the amount identified. SU funds still use the sliding scale for the match and need to be calculated using the ratio of 81.93:18.07. A column for the SU soft match amount also needs to be included in the Summary Budget Tables as well as the PL fund Soft Match Column.</p> <p><i>This has been revised back to the 81.93/18.07 guidance that we received after this came out.</i></p>
General	Critical	<p>For each task/sub-task, please include the Responsible Agency/Agencies for the Required Activities and End Products.</p> <p><i>These tasks have been revised to add it after the End Products of each task.</i></p>
49-51	Critical	<p>For Task 2.1, the required activities reference monitoring and reporting performance measures. However, I did not see any required activities indicating any coordination with Cape Coral PD with regards to the LiDAR and performance measure data. Please include activities/products for performance measure reporting/coordination efforts/MOU with Cape Coral PD.</p> <p><i>This has been added to page 50.</i></p>

MPO Name : Lee County UPWP Check List	Draft		Date
	Yes	No	Comment
A. COVER AND TITLE PAGE			
Includes CFDA Number?	x		
Includes Federal Aid Project Number (FAP)?	x		
Includes FM Number (Work Program)?	x		
Name of MPO and Funding Agencies?	x		
The correct fiscal years for the proposed UPWP are listed?	x		
MPO physical, mailing, and website addresses; phone numbers	x		
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?		x	Draft review Page 2
The Final UPWP includes the Cost Analysis Certification signed and dated by the Grant Manager (MPO Liaison)?		x	Draft Review Page 21
B. TABLE OF CONTENTS			
Introduction	x		
Organization and Management	x		
Work Program Task Sheets – includes the following sections:			
• Administration	x		
• Data Collection	x		
• Transportation Improvement Program	x		
• Long Range Transportation Plan	x		
• Special Project Planning	x		
• Public Involvement	x		
Summary Budget – Table 1 Agency Participation (broken out by year)	x		
Summary Budget – Table 2 Funding Source (broken out by year)	x		
District Planning Activities	x		
Statements and Assurances	x		
FTA Grant Application (if included in UPWP)	x		
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	x		
C. INTRODUCTION			
Brief definition of the UPWP	x		
Current overview of the status of comprehensive transportation planning activities	x		
Discussion of local and regional planning priorities	x		

MPO Name : Lee County UPWP Check List	Draft		Date
	Yes	No	Comment
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	x		
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;	x		
Discussion of soft match, including a definition and the amount (both as a total and the percent)	x		
Indirect Cost Rate (if applicable)			N/A
Description of Public Involvement process used in development of UPWP	x		
Discussion of Planning Emphasis Areas	x		
D. ORGANIZATION AND MANAGEMENT			
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	x		
Discussion of appropriate agreements:			
• Standard Interlocal Agreement		x	No agreements
• Metropolitan Planning Organization (MPO) Agreement		x	No agreements
• Joint Participation Agreement – FTA 5303 funds		x	No agreements
• ICAR Agreement		x	No agreements
• Other agreements		x	No agreements
Identification and discussion of operational procedures and bylaws	x		
E. WORK PROGRAM TASK SHEETS			
Each sheet should describe individual tasks, be in the same format, and include:			
• Task number and title	x		
• Purpose	x		
• Previous work completed	x		
• Required Activities – how task will be performed; who will perform the task	x		
• Responsible agency or agencies	x		
• Proposed funding source(s) – tied into Table 2	x		
Schedule that adequately describes activities that will take place during the year, including:			
• Schedule of milestones or benchmarks	x		
• End product(s)			
• Estimated completion date(s)			

MPO Name : Lee County UPWP Check List	Draft		Date
	Yes	No	Comment
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item (<i>an Estimated Budget Detail</i>)	x		
F. STATEMENTS AND ASSURANCES			
DBE	x		
Debarment and Suspension	x		
Lobbying	x		
Title VI Nondiscrimination Agreement	x		
Appendix A	x		
Appendix E	x		
G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)			
Certain FTA grants – Form 424		x	Not in Draft
Certain FTA Grants: FTA Certification / Assurances		x	Not in Draft
Affirmation of Applicant		x	Not in Draft
Affirmation of Applicant's Attorney		x	Not in Draft
Budget showing total funds by classifications	x		
Budget showing FTA funds only by classifications	x		
H. TABLE 1: AGENCY PARTICIPATION			
Participating agencies identified with funding commitments		x	Not in Draft Pages 79 & 83
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	x		
Table shows the amount of funds set aside for work by consultants	x		
There is one table for Year 1 and one table for Year 2	x		
I. TABLE 2: FUNDING SOURCE			
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet	x		
The Department's PL and FTA matching funds are shown separately	x		
Federal, state, and local contribution levels are provided by task and subtask	x		
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	x		
There is one table for Year 1 and one table for Year 2	x		
J. GENERAL			
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution	x		

MPO Name : Lee County UPWP Check List	Draft		Date
	Yes	No	Comment
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included		x	Not in Draft Page 2
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP		x	Need to mention actions taken as a result of 2018 OIG Audit. On page 26
The annual audit is included as part of the Program Administration Task, and as a separate line item	x		
Equipment purchases are identified as part of a task			
Equipment rentals and leases are included by tasks			
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	x		



STRATEGIC ACTION PLAN
A Public-Private Partnership WITH MPO and Streets Alive of SWFL
Lee County
Bicycle/Pedestrian Safety education, outreach & strategic action
DRAFT OPERATIONAL BUDGET 5 YEARS: 2021/2026

	Annual		5 years	
Salary bike/ped outreach safety coordinator	\$ 55,000.00			1 NEW FTE
Program administration and coordination	\$ 20,000.00			Dedicated to Program, existing staff
Paid internships	\$ 15,000.00			2 interns, part time, \$15 hours ~ 24 hours per week
Fringe	\$ 16,500.00			
Subtotal Personnel	\$ 106,500.00	47%	\$ 532,500.00	

DIRECT PROGRAM EXPENSES

Program Materials	\$ 40,000.00			2,000 units (Helmets \$15 each, Lights and Accessories average \$5 each) includes materials for Demonstrations, virtual presentations
Educational tools for events	\$ 8,000.00			2 interns, Coordinator and Volunteers.
Professional Development/Continued Education	\$ 7,000.00			Includes Screening of Volunteers
Training of Interns	\$ 3,000.00			Assumes \$500 per person
Subtotal Direct Program Expenses	\$ 58,000.00	26%	\$ 290,000.00	

OFFICE ADMIN EXPENSES

Hardware/software	\$ 3,500.00			Internet, computers, tablets, etc
Office/admin supplies	\$ 2,000.00			Printing, internet, utilities
Subtotal Admin Expenses	\$ 5,500.00	2%	\$ 27,500.00	

MARKETING

Marketing and outreach	\$ 50,000.00	22%	\$ 250,000.00	PSAS Targeted marketing through Xfinity and local stations (ABC, and others), multi language radio and ad spots includes Marketing Study and production, 1 month estimate \$12,000
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TRANSPORTATION

Travel	\$ 6,000.00	3%	\$ 30,000.00	Includes reimbursed travel at 0.57 per mile (adjusted rate) and Prof Dev Travel
Total	\$ 226,000.00		\$ 1,130,000.00	

INCOME SOURCES

Media Sponsors	\$ 25,000.00	11.1%		In Kind Radio and Advertising / Social Media Match
E3 Building Sciences	\$ 1,000.00	0.4%		Hardware. Tablet Donations 4 at \$250
This Request	\$ 200,000.00	88.5%		
TOTAL PROGRAM INCOME	\$ 226,000.00	100.0%		

Added \$98,000 in the first year and \$100,000 in the second year for outreach/marketing and program materials to improve safety.



STRATEGIC ACTION PLAN
A Public-Private Partnership WITH MPO and Streets Alive of SWFL
Lee County
Bicycle/Pedestrian Safety education, outreach & strategic action
DRAFT OPERATIONAL BUDGET 5 YEARS: 2021/2026

	Annual	5 years		
Salary bike/ped outreach safety coordinator	\$ 55,000.00			1 NEW FTE
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TRANSPORTATION

Travel	\$ 6,000.00	3%	\$ 30,000.00	Includes reimbursed travel at 0.57 per mile (adjusted rate) and Prof Dev Travel
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This Request	\$ 200,000.00	88.5%		
TOTAL PROGRAM INCOME	\$ 226,000.00		100.0%	

Standard Lobbying Certification Form

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Lee County Metropolitan Planning Organization, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Cecil Pendergrass, MPO Vice-Chair

Name and Title of Contractor's Authorized Official

May 13, 2022

Date

RESOLUTION 22-08
FOR PUBLIC TRANSPORTATION GRANT AGREEMENT
FOR TRANSIT PROJECTS

A RESOLUTION of the Lee County Metropolitan Planning Organization authorizing the execution of that certain Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, the Lee County Metropolitan Planning Organization has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended:

NOW, THEREFORE, BE IT RESOLVED BY THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION FLORIDA:

1. That the PTGA for Item-Segment-Phase-Sequence (Financial Management Number) 410115-1-14-31 is approved.
2. That the MPO Vice-Chair or their designee is authorized to enter into, modify or terminate the PTGA, as well as other pertinent documents affiliated with the PTGA, with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

May 13, 2022

By: _____

Title Lee County MPO Vice-Chair

ATTEST:

_____ (Seal)

REVIEW OF THE DRAFT FY 2022/2023 – FY 2026/2027 TRANSPORTATION IMPROVEMENT PROGRAM

DISCUSSION ITEM:

The Draft FY 2022/2023 - FY 2026/2027 Transportation Improvement Program (TIP) for the Board's review prior to public comment review can be accessed at the link below*. The final approval by the Board will be at the June 17, 2022 meeting. Staff will provide an overview of the TIP at the meeting.

Link to TIP: <https://leempo.com/wp-content/uploads/T09a.Draft-TIP-with-Intro-and-Appendices.pdf>

*Note – this is a large file and may take a few moments to download. Hard copies will be provided on request.