



**UNIFIED PLANNING WORKPROGRAM
FOR
FISCAL YEARS 2024/25 - 2025/26
(July 1, 2024- June 30, 2026)**

Adopted: May 17, 2024

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 (062)

FDOT financial project number 439312-5-14-01 PL Funds

FDOT Contract Number: G2W18

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 2025 & 2026 UNIFIED PLANNING WORK PROGRAM

Lee County Metropolitan Planning Organization

VOTING MEMBERS

Mayor John Gunter, City of Cape Coral
Chair

Councilmember John R. King, Town of Fort Myers Beach
Vice-Chair

Mayor Kevin Ruane, Lee County Commissioner District 1
Treasurer

Deputy Mayor Fred Forbes, City of Bonita Springs
Councilmember Laura Carr, City of Bonita Springs
Councilmember Tom Hayden, City of Cape
Councilmember Dan Sheppard, City of Cape Coral
Councilmember Keith Long, City of Cape Coral
Councilmember Robert Welsh, City of Cape Coral
Councilmember Teresa Brown, City of Fort Myers
Councilmember Johnny Streets, Jr., City of Fort Myers
Councilmember Fred Burson, City of Fort Myers
Vice-Mayor Michael Miller, City of Sanibel
Mayor Jon McLain, Village of Estero
Commissioner Cecil Pendergrass, Lee County, District 2
Commissioner Ray Sandelli, Lee County District 3
Commissioner Brian Hamman, Lee County District 4
Commissioner Mike Greenwell, Lee County District 5

ALTERNATES

Councilmember Darla Betzer Bonk, City of Fort Myers
Councilmember Jim Atterholt, Town of Fort Myers Beach
Mayor Richard Johnson, City of Sanibel
Vice-Mayor Joanne Ribble, Village of Estero
Councilmember Jessica Cosden, City of Cape Coral
Councilmember Bill Steinke, City of Cape Coral
Councilmember Richard Carr, City of Cape Coral

TABLE OF CONTENTS

	PAGE
Acronyms used in this UPWP	7
Introduction	10
Status of Transportation Planning Activities	13
Organization and Management	16
Unified Planning Work Program	
1.0 Administration	21
1.1 Program Management and Support.....	22
1.2 Unified Planning Work Program (UPWP)	26
1.3 Public Involvement and Outreach Program.....	28
1.4 Equipment and Resource Purchase, Upgrade and Maintenance	31
1.5 Regional Coordination	34
1.6 Transit Program Management and Support.....	36
1.7 Locally Funded Activities	40
2.0 Systems Monitoring	43
2.1 Congestion Management, ITS and Data Development.....	45
2.2 Efficient Transportation Decision Making (ETDM) Process	48
3.0 Systems Planning	51
3.1 Long Range Transportation Plan	53
3.2 Transportation Improvement Program	55
3.3 Freights and Goods Movement Planning.....	57
4.0 Project Planning	59
4.1 Special Projects and Studies	61
4.2 Bicycle Pedestrian and Multi-Purpose Pathway Planning.....	63
4.3 Transportation Disadvantaged Program	65
4.4 Administrative and Planning Consultant Services.....	67
Budget Tables	71
Table 1 2024/2025 Agency Participation Table	73
Table 2, 2024/2025 Funding Source Table	75
Table 1, 2025/2026 Agency Participation Table.....	77

Table 2, 2025/2026 Funding Source Table.....	79
--	----

Appendices

A.Federal and State Planning Factors and Emphasis Areas.....	81
B.Certification and Assurances.....	89
C.MPO Planning Study Matrix.....	99
D.Comments on Draft Version of the UPWP.....	103
E. MPO UPWP Resolution.....	113
F. Federal Mileage Travel Policy Resolution.....	117

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
IIJA	Infrastructure Investment and Jobs Act
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
ITSSC	Intelligent Transportation Systems Stakeholder Committee
JARC	Job Access and Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCDOT	Lee County Department of Transportation
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MAP-21	Moving Ahead for Progress in the 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 2024/25 and 2025/26. 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, 2024 through June 30, 2025 for FY 24/25 and from July 1, 2025 through June 30, 2026 for FY 2025/26.

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 2024/25 through 2025/26. 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. The UPWP serves as the Lee County Metropolitan Planning Organization's budget.

This draft document has been developed with review and input opportunities provided from the MPO's committees (TAC, CAC and MEC). The final UPWP public review opportunities will include the MPO committees, posting on the website, sending out to the MPO's Transportation Advisory Network, providing to the Lee County library system for distribution, submitting notifications to the media, advertising the public meeting and review by the MPO Board.

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 funds budgeted in this UPWP for a total of \$309,022 for FY 24/25.

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.

Public Involvement Process:

The development of the UPWP has been through a public review and comment process consistent with the Lee MPO's Public Involvement Plan (PIP). The draft UPWP was provided

to the Technical Advisory Committee, Citizens Advisory Committee, and the MPO Executive Committee for their March meetings as an agenda item. These agendas were all posted on the MPO website for public review and public comment opportunities were provided at each meeting. The draft version was updated to respond to the comments prior to the TAC and CAC packets being sent out for recommendation of approval. The updates and response to comments are included in Appendix D of the document.

The final draft of the UPWP that will be brought to the MPO Board will be posted on the website for review two weeks prior to the Public Hearing, sent to the Transportation Advisory Network contacts for review, submitted to the Lee County library system for distribution, and advertised in the Fort Myers News Press. The MPO agenda and access to the document will also be submitted to the e-mail contact list that receives the MPO agendas. The MPO Board will hold a public hearing on May 17, 2024 to hear comments prior to final determination.

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 2024/25 and FY 2025/26 Transportation Planning Priorities: A major emphasis area in the UPWP continues to include the development of performance measure targets and incorporating 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 2025 and 2026 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), MPOAC meetings, FMPP and in the District and State-wide meetings with FDOT, Charlotte-Punta Gorda MPO, Collier MPO, Lee County DOT, 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. The MPO staff also provided information to FDOT for the development of the District One Freight and Mobility Plan.

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 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. The MPO is currently looking at developing a joint Congestion

Management Plan with Collier with the development of the 2050 LRTP.

Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Alternatives (TA) Program priorities in the spring of 2023 and 2024. 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 2023 and 2024 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 , 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:

FDOT District One Planning Factors:

- GIS Application Development and System Maintenance
- Systems Planning and Reviews

- Interchange Reviews
- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Growth Management **Technical Support**
- Complete Streets **Technical Support**
- Freight Mobility Support
- 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 Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013 (currently being updated);

- c. 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, 2022 for the term from July 1, 2022 through June 30, 2024.
- h. The Interlocal Agreement for services between Lee County Transit and the MPO approved in March of 2024.

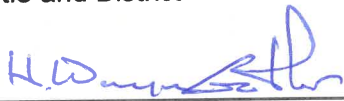
The MPO operates under a duly adopted set of bylaws as does its advisory and coordinating committees. The MPO has a Continuity of Operation Plan that was last updated in June of 2020. Official records of MPO business are maintained at the MPO offices, located at 815 Nicholas Parkway East, Cape Coral, 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 2025
Adopted 5/17/2024
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: Wayne Gaither

SWAO Director, FDOT D-1
Title and District


Signature

May 17, 2024

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.
- Office insurance requirements including workers comp, business owners and D&O.
- 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 2025 and 2026: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- February/March 2025 and 2026: 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 2025 and 2026: 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 2022/23 and FY 2023/24 UPWP.
- Amendments to the FY 2022/23 and FY 2023/24 UPWP.

END PRODUCT

- March 15, 2024: Develop a 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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$6,000	-	-	-	-	-	\$6,000
	Subtotal:	\$6,000	-	-	-	-	-	\$6,000
	Total:	\$6,000	-	-	-	-	-	\$6,000

Task No: 1.2 Unified Planning Work Program								
Estimated Budget Detail for FY 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	\$6,000	-	-	-	-	-	\$6,000
	Subtotal:	\$6,000	-	-	-	-	-	\$6,000
	Total:	\$6,000	-	-	-	-	-	\$6,000

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 add to 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, HOA's, 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: Research and respond to public questions and comments.
- 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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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, laptops, 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

- 2024: Purchase one new laptop computer (CPU: Intel Core i7 -13700H 44mb Cache, 14 Cores,20 Threads, 2.4-5.0GHZ Turbo, 45W; NVIDIA RTX A%) 4GB GDDR6 Graphics; 16GB, 2x8GB 5200MT/s SODIMM, DDR5,Non-ECC; 512GB, M.2 2230, GEN 4 PCIe NVme SSD, Class 35).
- Update equipment and inventory.
- Update and purchase of office software including GIS maintenance fees.

END PRODUCT

- 2026: Purchase one new laptop computer (CPU: Intel Core i7 -13700H 44mb Cache, 14 Cores,20 Threads, 2.4-5.0GHZ Turbo, 45W; NVIDIA RTX A%) 4GB GDDR6 Graphics; 16GB, 2x8GB 5200MT/s SODIMM, DDR5,Non-ECC; 512GB, M.2 2230, GEN 4 PCIe NVme SSD, Class 35).
- Monthly: Rental and lease agreements for office, room rentals and security for meetings, 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 2024/2025

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
B. Other Direct Expenses								
	Office, Meeting Room Rent & MPO storage	\$15,000	-	-	-	-	-	\$15,000
	Telephones & Conference Calling	\$4,000						\$4,000
	Copier Lease/Copy Charges	\$7,000						\$7,000
	Network & File storage	\$2,000						\$2,000
	Internet & Website hosting	\$3,000						\$3,000
	Office Supplies	\$2,000						\$2,000
	Mailings, Postage & P.O. Box	\$2,000						\$2,000
	Map, brochure & booklet printing	\$4,000						\$4,000
	Computers & Software upgrades	\$18,000						\$18,000
	IT Service and Maintenance	\$3,000						\$3,000
	Subtotal:	\$60,000	-	-	-	-	-	\$60,000
	Total:	\$60,000	-	-	-	-	-	\$60,000

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

Estimated Budget Detail for FY 2025/2026

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disa d.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
B. Other Direct Expenses								
	Office, Meeting Room Rent & MPO storage	\$15,000	-	-	-	-	-	\$15,000
	Telephones & Conference Calling	\$4,000						\$4,000
	Copier Lease/Copy Charges	\$7,000						\$7,000
	Network & File storage	\$2,000						\$2,000
	Internet & Website hosting	\$3,000						\$3,000
	Office Supplies	\$2,000						\$2,000
	Mailings, Postage & P.O. Box	\$2,000						\$2,000
	Map, brochure & booklet printing	\$4,000						\$4,000
	Computers & Software upgrades	\$18,000						\$18,000
	IT Service and Maintenance	\$3,000						\$3,000
	Subtotal:	\$60,000	-	-	-	-	-	\$60,000
	Total:	\$60,000	-	-	-	-	-	\$60,000

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 Burnt Store Road meetings and ad hoc subcommittee meetings, as needed.
- Update TRIP 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

- 2022/2023 and 2023/2024: 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.
- 2022/2023 and 2023/2024: Coordination and development of the agendas for the joint meetings.
- Spring 2023 and 2024: 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 Sarasota/Manatee MPO over grant opportunities, specific projects affecting all entities.
- As Needed: Review SIS, Cost Feasible Plans and I-75 Master Plan studies.
- As Needed: Update and adopt Bi-County Regional Transportation Networks, SIS Priorities, SUN Trail network changes, 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 and joint regional multimodal plans.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties.
- As needed: Attend other adjoining MPO committee meetings.
- 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 and RPC meetings.

Task No: 1.5 Regional Coordination								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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).
- 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).
- Updates to the Title VI Plan (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 related studies developed by the MPO (44.26.15).
- Update as necessary with the Collier County the Interlocal agreement that connects service between Lee and Collier (44.21.00).
- 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 Lee Tran 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 (44.2612).
- 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 2024/2025

Budget Category	Budget Category Description	PL/CPG			Total	Trans. Disad.	Total
A.							
	MPO staff salaries	\$7,000			\$7,000	-	
	LeeTran staff salaries	\$249,922			\$249,922	-	
	Subtotal:	\$256,922			\$256,922	-	
	LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element	\$80,000			\$80,000	-	
	Subtotal:	\$80,000			\$80,000	-	
	Total:	\$336,922			\$336,922	-	

Task No: 1.6 Transit Program Management and Support
Estimated Budget Detail for FY 2025/2026

Budget Category	Budget Category Description	PL/CPG			Total	Trans. Disad.	Total
A.							
	MPO staff salaries	\$7,000			\$7,000	-	
	LeeTran staff salaries	\$259,922			\$259,922	-	
	Subtotal:	\$266,922			\$266,922	-	
	LeeTran and MPO Consultant Services - TDP, EV Charging Master Plan, LRTP Transit Element	\$70,000			\$70,000	-	
	Subtotal:	\$70,000			\$70,000	-	
	Total:	\$336,922			\$336,922	-	

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

OBJECTIVE

To supplement FHWA 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 federal or State 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.
- Pay for travel, professional membership dues, meeting items 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 from federal and state funding.

PREVIOUS WORK

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- Local match funding federal and state grant funding.

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, meeting items and expenses that are not eligible for reimbursement with PL funds.
- As needed: Preparation of grant and loan applications that cannot be accommodated in another UPWP task.
- As needed: Funds to operate the MPO until reimbursement from federal and state funding.

Task No: 1.7 Locally Funded Activities								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)				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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)				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.
- Ongoing: Public input on 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. Analysis of traffic data for reports and presentations.
- 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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	Trans Disad	Total
A. Personnel Services								
	MPO staff salaries	\$3,000	-	-	-	-	-	\$3,000
	Subtotal:	\$3,000	-	-	-	-	-	\$3,000
	Total:	\$3,000	-	-	-	-	-	\$3,000

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process								
Estimated Budget Detail for FY 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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

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, changes to local and State Plans and changes to project cost estimates.
- Use input from the MPO, MEC, 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, 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 2045 Long Range Transportation Plan.
- Development of socioeconomic data based on future growth projections.
- 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.
- Develop and analyze impacts of future road improvements in support of meeting future growth and local and regional plans.

END PRODUCTS

- Fall 2023 – Spring 2024: Development of the 2050 zonal data for the LRTP update.
- As needed: Develop and coordinate with local jurisdictions on 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 and 2050 Long Range Transportation Plan.
- Ongoing until Dec. 2025: Development and adoption of the 2050 LRTP update.

Task No: 3.1 Long Range Transportation Plan								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2023: Published the FY 2024 - FY 2028 Transportation Improvement Plan.
- June 2024: Published the FY 2025- FY 2029 Transportation Improvement Plan.
- Spring 2023 and 2024: Update MPO priorities.
- Fall of 2022 & 2023: Review and distribute FDOT's Draft Tentative Work Program.
- Yearly: Publish annual obligations listing.
- Ongoing: Amended FY 2023- FY2027 and FY2024- FY 2028 TIPs.
- Quarterly: Participated in LAP coordination meetings.

END PRODUCT

- Spring 2023 and 2024: Update transportation priorities.
- Spring 2023 and 2024: Work with FDOT to report and monitor the transportation performance measures and identify project priorities that help address meeting adopted targets. Work with FDOT on the review of draft local priority request submittals for additional information, as needed.
- June 2025 and 2026: Adopt and publish TIP.
- As needed: Amendments to adopted TIPs to address new projects and project changes.
- Quarterly: Participation in FDOT/Local Government coordination meetings.

Task No: 3.2 Transportation Improvement Program								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 coordination meetings.

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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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**

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

- Attend and review roadway planning and project development meetings on an as needed basis for input on MPO plans. 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 projects.
- As needed: Participation in state and local governments' corridor and small area studies.
- As needed: Review and comment on project traffic reports, PD&E studies and project plans.
- 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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 Bicycle Pedestrian Master Plans and Safety Actions Plans.
- Complete Streets Planning.
- 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 Plans and the Safety Action Plans.

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

END PRODUCT

- Monthly: Staff support to BPC meetings including the preparation of agendas.
- Winter/Spring 2025 and 2026: Identify, analyze, and prioritize bicycle/pedestrian priorities.
- Spring 2025 and 2026: Endorse Safe Route to School (SRTS) Applications.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Ongoing: Update of the bicycle/pedestrian facilities maps.
- Ongoing: Complete Streets planning and working with local jurisdictions on implementation.
- 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 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	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, 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

- 2023 and 2024: Filed planning grant application.
- Spring of 2023 & 2024: LCB Board's evaluation of LeeTran as the CTC.
- Spring of 2023 and 2024: Minor updates to the TDSP.

END PRODUCT

- Spring of 2025 and 2026: LCB's annual evaluation of the designated CTC.
- March of 2025 and 2026: Coordinate with CTC staff regarding minor TDSP update
- April 2025 and April 2026: Complete minor TDSP update and submit to LCB for approval.
- May 2025 and 2026: Submit LCB minor TDSP update to the MPO for endorsement.
- May 2025 and 2026: Submit MPO endorsed TDSP to the CTD.
- May/June 2025 and 2026: File applications for FY 2025/26 and FY 2026/27 TD Planning Grants.

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	\$35,740	\$35,740
	Subtotal:	-	-	-	-	-	\$35,740	\$35,740
B. Travel								
	Travel and Training	-	-	-	-	-	\$1,500	1,500
	Subtotal:	-	-	-	-	-	\$1,500	\$1,500
C. Other Direct Expenses								
	Advertising	-	-	-	-	-	\$2,000	\$2,000
	Postage and Packages	-	-	-	-	-	\$500	\$500
	Subtotal:	-	-	-	-	-	\$2,500	\$2,500
	Total:	-	-	-	-	-	\$39,740	\$39,740

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2025/2026								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)			Local	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	\$35,740	\$35,740
	Subtotal:	-	-	-	-	-	\$35,740	\$35,740
B. Travel								
	Travel and Training	-	-	-	-	-	\$1,500	1,500
	Subtotal:	-	-	-	-	-	\$1,500	\$1,500
C. Other Direct Expenses								
	Advertising	-	-	-	-	-	\$2,000	\$2,000
	Postage and Packages	-	-	-	-	-	\$500	\$500
	Subtotal:	-	-	-	-	-	\$2,500	\$2,500
	Total:	-	-	-	-	-	\$39,740*	\$39,740*

- This funding is state funding from the Florida Commission for the Transportation Disadvantaged and will be adjusted to match the agreement, when it is known.

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.
- Development of a Comprehensive Safe Streets for All Safety Action Plan.

PREVIOUS WORK

- 2021/2022: Preparation and advertisement of RFP for selection of General Planning Consultants.
- Fall/Winter 2023/2024: Develop SS4A Request for Proposal.
- Winter/Spring 2024: Develop scopes for developing elements of the Long Range Transportation Plan and the management of the projects until completion.
- 2021: Scope, selection, and contract for the SUN Rail Trail Feasibility Study. Manage project until completion in March of 2023.
- Conduct 2020/2021 and 2021/2022 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 2024 and 2025: Conduct 2022/2023 and 2023/2024 audits
- Spring 2025 and 2026: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Ongoing: 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.
- Periodically: Continue with conducting vehicle, bicycle and pedestrian crash outreach activities consistent with the Safety Action plan and in support of reducing fatalities and injuries. Continue coordination activities with the Streets Alive, Lee Trauma Center, law enforcement agencies and other local agencies on high crash trend issues in support of education, enforcement and public outreach activities. This will include media outreach such as PSA's and safety program materials like helmets and lights.
- Summer/Fall 2024: Complete the CR 951 feasibility study alternatives to determine timing, need, planning costs, issues/opportunities, other potential alternatives and next steps to provide capacity improvements of north south travel east of I-75.
- Summer 2024: Collect performance measure data and calculate proposed targets for federal compliance and Board approval.
- June 2024 – May 2025: Continue and finalize the development of the Safe Streets for All Comprehensive Safety Action Plan.
- June 2024-Dec 2025: Develop a regional Congestion Management Plan with the Collier MPO to be included in the 2050 LRTP.
- June 2024-Dec 2025: Develop the 2050 Long Range Plan documentation and public involvement for adoption in December 2025.
- June 2024-December 2025: Update the Freight and Goods Element of the LRTP for inclusion in the Plan.
- June 2024-December 2025: Update the LRTP Bicycle and Pedestrian Element for inclusion in the Plan.
- As needed: Conduct Bicycle Pedestrian Count Data Collection.

*

Task No: 4.4 Administrative and Planning Consultant Services								
Estimated Budget Detail for FY 2024/2025								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SS4A)	FHWA (PL CS*)			Local Funds	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
B. Administrative and Consultant Services								
	Accounting Services	\$16,000	-	-	-	-	-	\$16,000
	Legal Services	\$16,000						\$16,000
	MPO Audit	\$40,000						\$40,000
	TIP Reporter Tool	\$10,000						\$10,000
	Regional Model Alternatives	\$20,000						\$20,000
	Support for developing applications for discretionary grant programs	\$30,000						\$30,000
	Safe Streets for All Action Plan		\$250,000				\$50,000	\$300,000
	CR 951 Ext. Feasibility Study	\$92,000						\$92,000
	Develop a Congestion Manage Plan with the Collier MPO	\$60,000						\$60,000
	Conduct bicycle and pedestrian counts	\$20,000						\$20,000
	Conduct vehicle, bicycle, and pedestrian safety outreach activities	\$30,000						\$30,000
	Develop the 2050 Long Range Plan documentation and Public Involvement	\$166,805						\$166,805
	Update the Freight and Goods Element	\$75,000						\$75,000
	Develop Federal Performance Measures	\$20,000						\$20,000
	Update the Bicycle Pedestrian Element			\$50,000				\$50,000
	Conduct and analyze origin destination data	\$25,000						\$25,000
	Subtotal:	\$620,805	\$250,000	\$50,000	-	-	\$50,000	\$970,805
	Total:	\$640,805	\$250,000	\$50,000	-	-	\$50,000	\$990,805

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [§ 11206(b)] 2.5% of the total PL allocation for the FY 24/25 is \$41,194.

Task No: 4.4 Administrative and Planning Consultant Services

Estimated Budget Detail for FY 2025/2026

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FHWA (PL CS*)			Local Funds	Total
A. Personnel Services								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	Subtotal:	\$20,000	-	-	-	-	-	\$20,000
B. Administrative and Consultant Services								
	Accounting Services	\$16,000	-	-	-	-	-	\$16,000
	Legal Services	\$16,000						\$16,000
	MPO Audit	\$40,000						\$40,000
	TIP Reporter Tool	\$10,000						\$10,000
	Regional Model Alternatives	\$15,000						\$15,000
	Complete the Congestion Management Plan	\$60,000						\$60,000
	Conduct vehicle, Bicycle & Pedestrian Safety Outreach Activities	\$20,000						\$20,000
	Complete the 2050 LRTP documentation and public involvement	\$95,652						\$95,652
	Support for discretionary grant programs	\$25,000						\$25,000
	Conduct Bicycle Pedestrian Count Data Collection	\$20,000						\$20,000
	Complete the Freight and Goods Element	\$50,000						\$50,000
	Complete the Bike Ped Element update			\$55,000				\$55,000
	Subtotal:	\$367,652	-	\$55,000	-	-	-	\$422,652
	Total:	\$367,652	-	\$55,000	-	-	-	\$442,652

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [§ 11206(b)] 2.5% of the total PL allocation for the FY 25/26 is \$34,990.

BUDGET TABLES

TABLE 1, 2024/25 AGENCY PARTICIPATION TABLE 2,
2024/25 FUNDING SOURCE TABLE

TABLE 1, 2025/26 AGENCY PARTICIPATION TABLE 2,
2025/26 FUNDING SOURCE TABLE

TABLE 1
FISCAL YEAR 2024/25 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	\$385,000				\$0	\$84,913	\$469,913
	1.2	Unified Planning Work Program (UPWP)	\$6,000				\$0	\$1,323	\$7,323
	1.3	Public Involvement and Community Outreach	\$20,000				\$0	\$4,411	\$24,411
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$60,000				\$0	\$13,233	\$73,233
	1.5	Regional Coordination	\$20,000				\$0	\$4,411	\$24,411
	1.6	Transit Program Management and Support	\$7,000		\$329,922		\$0	\$74,650	\$411,572
	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	\$3,000				\$0	\$662	\$3,662
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	\$39,740	\$39,740
	4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$670,805				\$152,360	\$843,165
	Total fiscal year 2024/25 cost for all tasks		\$647,000	\$670,805	\$329,922		\$73,191	\$403,493	\$2,124,412
	Total carryover from prior fiscal years			\$269,718*			\$250,000		
	Total cost, including carryover, for all tasks		\$1,317,805		\$329,922		\$323,191	\$403,493	\$2,374,412

*Carryover included in Task 4.4 Consultant Services

**TABLE 2
FISCAL YEAR 2024/25 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	
1. Administration																					
1.1	Program Management and Support	\$ 385,000		\$ 84,913														\$ 385,000	\$ 84,913	\$ -	\$ 469,913
1.2	Unified Planning Work Program (UPWP)	\$ 6,000		\$ 1,323														\$ 6,000	\$ 1,323	\$ -	\$ 7,323
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	\$ 60,000		\$ 13,233														\$ 60,000	\$ 13,233	\$ -	\$ 73,233
1.5	Regional Coordination	\$ 20,000		\$ 4,411														\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 7,000		\$ 1,544	\$ 329,922	\$ 73,106												\$ 336,922	\$ 74,650	\$ -	\$ 411,572
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	\$ 3,000		\$ 662														\$ 3,000	\$ 662	\$ -	\$ 3,662
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	\$ -		\$ -					\$ 39,740									\$ -	\$ 39,740	\$ -	\$ 39,740
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 670,805	\$ 152,360														\$ 690,805	\$ 152,360		\$ 843,165
Total FY 2024/25 cost for all tasks		\$1,317,805		\$ 290,647	\$ 329,922				\$ 39,740	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,647,727	\$ 403,494	\$ 73,191	\$ 2,124,412
Total carryover from prior fiscal years		\$269,718*															\$250,000			\$ 250,000	\$ 250,000
Total cost, including carryover, for all tasks		\$1,317,805		\$ 290,647	\$ 329,922	\$ 73,106			\$ 39,740	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,647,727	\$ 403,494	\$ 323,191	\$ 2,374,412

*Carryover included in Task 4.4 Consultant Services

TABLE 1
FISCAL YEAR 2025/26 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		Cons		Soft Match	
1. Administration									
	1.1	Program Management and Support	\$385,000				\$0	\$84,913	\$469,913
	1.2	Unified Planning Work Program (UPWP)	\$6,000				\$0	\$1,323	\$7,323
	1.3	Public Involvement and Community Outreach	\$20,000				\$0	\$4,411	\$24,411
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$60,000				\$0	\$13,233	\$73,233
	1.5	Regional Coordination	\$20,000				\$0	\$4,411	\$24,411
	1.6	Transit Program Management and Support	\$7,000		\$329,922		\$0	\$74,650	\$411,572
	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	\$3,000				\$0	\$662	\$3,662
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	\$39,740	\$39,740
	4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$422,652				\$97,629	\$540,281
	Total fiscal year 2025/26 cost for all tasks		\$647,000	\$422,652	\$329,922		\$73,191	\$348,762	\$1,821,528
	Total carryover from prior fiscal years						\$250,000		
	Total cost, including carryover, for all tasks		\$1,069,652		\$329,922		\$323,191	\$348,762	\$2,071,527

**TABLE 2
FISCAL YEAR 2025/26 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	
1. Administration																					
1.1	Program Management and Support	\$ 385,000		\$ 84,913														\$ 385,000	\$ 84,913	\$ -	\$ 469,913
1.2	Unified Planning Work Program (UPWP)	\$ 6,000		\$ 1,323														\$ 6,000	\$ 1,323	\$ -	\$ 7,323
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	\$ 60,000		\$ 13,233														\$ 60,000	\$ 13,233	\$ -	\$ 73,233
1.5	Regional Coordination	\$ 20,000		\$ 4,411														\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 7,000		\$ 1,544	\$ 329,922	\$ 73,106												\$ 336,922	\$ 74,650	\$ -	\$ 411,572
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	\$ 3,000		\$ 662														\$ 3,000	\$ 662	\$ -	\$ 3,662
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	\$ -		\$ -					\$ 39,740									\$ -	\$ 39,740	\$ -	\$ 39,740
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 422,652	\$ 97,629														\$ 442,652	\$ 97,629		\$ 540,281
Total FY 2025/26 cost for all tasks		\$1,069,652		\$ 235,916	\$ 329,922				\$ 39,740	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,399,574	\$ 348,762	\$ 73,191	\$ 1,821,527
Total carryover from prior fiscal years																	\$250,000			\$ 250,000	\$ 250,000
Total cost, including carryover, for all tasks		\$1,069,652		\$ 235,916	\$ 329,922	\$ 73,106			\$ 39,740	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 1,399,574	\$ 348,762	\$ 323,191	\$ 2,071,527

APPENDIX A

State and Federal 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
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																

Federal Planning Factors Matrix

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
Tackling the Climate Crisis - Transition to Clean Energy Resilient Future																
Equity and Justice 40 in Transportation Planning																
Complete Streets																
Public Involvement																
Strategic Highway Network/US Dept of Defense (DOD) Coordination																
Federal Land Management Agency Coordination																
Planning and Environmental Linkages																
Data in Transportation Planning																

APPENDIX B

Joint Certification Statement on the Metropolitan
Transportation Planning Process

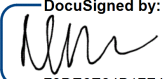
FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

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.

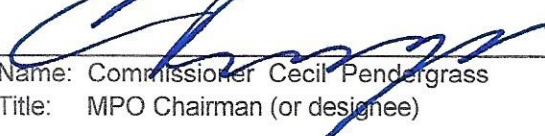
Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 21, 2024.

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:

 79DE0E04B17F401
 Name: L.K. Nandam
 Title: District One Secretary

05/01/2024 | 1:55 PM EDT

 Date


 Name: Commissioner Cecil Pendergrass
 Title: MPO Chairman (or designee)

March 22, 2024

 Date

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

525-010-08
POLICY PLANNING
05/18


DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The 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: Mayor John Gunter
Title: MPO Chair

May 17, 2024

Date

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the 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: Mayor John Gunter
Title: MPO Chair

May 17, 2024
Date

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


525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the 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: Mayor John Gunter
Title: MPO Chair

May 17, 2024

Date

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

525-010-08
POLICY PLANNING
05/18

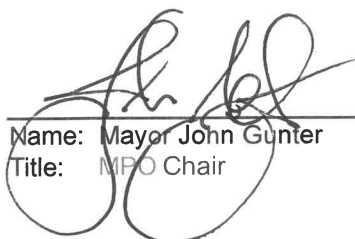
TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the 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: Mayor John Gunter
Title: MPO Chair

May 17, 2024

Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

APPENDIX C

MPO Planning Study Matrix

PD&E AND PLANNING STUDIES MATRIX FOR FY 2024/2025 & 2025/2026

Project ID	Project	Project Start	Cost (in 1,000\$)	Deliverables (Emphasis on transportation products)	Anticipated Completion
1	Lee MPO Safe Streets for All Action Plan	Spring 2024	\$375	Safety Action Plan for Public Roads	Spring 2025
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	Summer 2024
3	US 41/Bonita Beach Rd PD&E Study	Fall 2019	\$1,000	Location and Design Approval for Intersection Imp.	Summer 2024
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	Winter 2025
5	SR 78 from I-75 to SR 31	Fall 2019	\$1,500	Location and Design Approval for Widening Options	Summer 2024
6	Caloosahatchee Alt. Mobility Study	Summer 2024	\$600	Alignment for SUN Trail through Downtown Fort Myers	Summer 2025
7	LeeTran TDP	Summer 2024	\$200	Ten year transit plan for Lee County	Fall 2025
8	US 41/Six Mile Cypress PD&E Study	Fall 2024	\$1,500	Location and Design Approval for Intersection Imp.	2027?

APPENDIX D

Comments on the Draft version of the UPWP

Federal Highway Comments:

- Please include a statement indicating that the Lee County MPO uses at least 2.5% of its PL funds on specific activities to increase safe and accessible travel options for all persons (2.5% Complete Streets Planning). See attached PDFs (Guideline Info and Example)

A column was added to Task 4.4 (on pages 69 & 70) reflecting amount being spent along with a footnote on the bottom consistent with one of the examples that was sent.

- Please include PL balance (\$269,718) into the Budget Summary Table(s) and clearly indicate in what activity the money is used.

This was added to the FY 24/25 budget table along with a footnote at the bottom of the two tables indicating that the carryover amount is included in Task 4.4 Consultant Services (pages 73 & 75).

- Please include a summary of public involvement activities.

A paragraph was added to the Introduction on page on pages 10 & 11.

- Noteworthy: The Lee County MPO includes SS4A in Task 4.4 of the UPWP. Presenting this augments the extensive Bike/Ped activities the BPCC conducts.

Thanks.

- Please provide the expected Board approval date.

This is included on the front page of the document.



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Lee MPO**

UPWP Draft # or Date:

Review #: **1**

Date of Review: **3.22.2024**

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 the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? [Yes | If yes, page number: 1](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? [Yes | If yes, page number: 1](#)
- Identification of agencies providing funds for the UPWP? [Yes | If yes, page number: 1](#)
- Financial Project Number (FPN) for each contract shown in UPWP? [Yes | If yes, page number: 1](#)
- 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](#)
- Statement of nondiscrimination? [Yes | If yes, page number: 1](#)
- DRAFT UPWP: Space for adoption date and revision dates? [Yes | If yes, page number: 1](#)
- FINAL UPWP: Adoption date and space for revision dates? [Yes | If yes, page number: 1](#)

[Choose a category](#)

[Click here to enter comments](#)

Required Content

Does the UPWP have the following information?

- Introduction? [Yes | If yes, page number: 11](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Yes](#) | If yes, page number: 17
- UPWP Planning Task Pages? [Yes](#) | If yes, page number: 23
- Funding Source Budget Table and Summary Budget Table? [Yes](#) | If yes, page number: 75
- Definition of acronyms used in UPWP? [Yes](#) | If yes, page number: 7
- District Planning Activities? [Yes](#) | If yes, page number: 15
- Indirect Rate Approval (if required)? [No](#) | If yes, page number: xx
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Select response](#) | 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, state, 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: 108
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) | If yes, page number: 112
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [No](#) | If yes, page number: 119
 - 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: 97
- 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? [No](#) | If yes, page number: 119, the rest is does not impact us (i.e. we have all direct charges).

[Choose a category](#)

[Click here to enter comments](#)

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: 14-15
- Discussion of planning priorities, both MPO and local? [Yes](#) | If yes, page number: 13
- 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

Unified Planning Work Program (UPWP)

Review Checklist

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". [Yes | If yes, page number: 11](#)

- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes | If yes, page number: 11](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes](#) [No](#) [Page number: 11](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [No | If yes, page number: 87](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 13](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

[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](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: 19](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 18](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 18](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Yes | If yes, page number: 18](#)
- 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: 17](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?

Unified Planning Work Program (UPWP)

Review Checklist

- Disadvantaged Business Enterprise Utilization? **Yes** | If yes, page number: **94**
- Debarment and Suspension Certification? **Yes** | If yes, page number: **92**
- Lobbying Certification for Grants, Loans, and Cooperative Agreements? **Yes** | If yes, page number: **93**
- Title VI/Nondiscrimination Assurances? **Yes** | If yes, page number: **95**
- Appendices A and E? **Yes** | If yes, page number: **96 & 97 (signature on 95 with reference to appendices)**
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. **Not Applicable** | If yes, page number: **Not applicable.**

Please revise dates on pages 101 and 102. p.104 (105) – no signature

[Editorial](#)

Work Elements/Tasks Sheets

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

- MPO Administration? **Yes** | If yes, page number: **23**
- Transportation Improvement Program (TIP)? **Yes** | If yes, page number: **59**
- Long Range Transportation Plan (LRTP)? **Yes** | If yes, page number: **57**
- MPO Regional Activities Task (if required)? **Yes** | If yes, page number: **39**

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

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

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? **Yes**
- Do the required activities list who will be completing the work? **No**
- Does each Task Sheet indicate who the responsible agency or agencies are? **No**
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? **Yes**
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **Yes** | If yes, page number: **Local Funds used for membership dues. page 46**

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

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? **No**

Unified Planning Work Program (UPWP)

Review Checklist

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [No. See MPO does not de-obligating funds at this time](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 77](#)

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

- Personnel Services? [Yes | If yes, page number: 24](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes | If yes, page number: 35](#)
- Travel? [Yes | If yes, page number: 26-27](#)
- 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: 36-37](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No | If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Yes | If yes, page number: 45-46](#)
- Is Annual Audit expense included, if required? [Yes | If yes, page number: 72](#)

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

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

[Choose a category](#)

[Click here to enter comments](#)

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Select response | If yes, page number: 40](#)

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 39](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Not Applicable | If yes, page number: xx](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Show amounts to be received by the MPO from other agencies (if applicable)? [Not Applicable](#) | If yes, page number: [xx](#)
- Show activities the funds are being used for? [Yes](#) | If yes, page number: [39](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes](#) | If yes, page number: [39](#)
 - Task name, activity description(s), and budgeted funds [No](#) | If yes, page number: [xx](#)

[Choose a category](#)

[Click here to enter comments](#)

Funding Source Budget Table

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

[No](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? [Yes](#) | If yes, page number: [79](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [No](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Select response](#)

[Choose a category](#)

[Click here to enter comments](#)

Total Year 2 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#) | If yes, page number: [83](#)
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)

Unified Planning Work Program (UPWP)

Review Checklist

- STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

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

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

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

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

Summary Budget Table

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

[No](#)

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

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

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

General UPWP Comments

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

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

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

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

APPENDIX E

MPO UPWP Resolution

RESOLUTION 24-04

A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE MPO CHAIR TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT AND TO APPROVE THE FY 2024/2025 AND FY 2025/2026 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

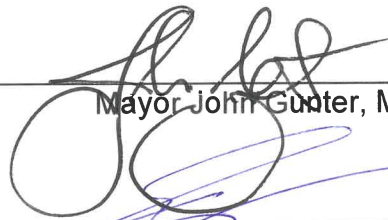
Whereas, on May 17, 2024, the Lee County Metropolitan Planning Organization Board reviewed and approved the FY 2024/2025 and FY 2025/2026 Unified Planning Work Program and the MPO Planning Agreement.

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

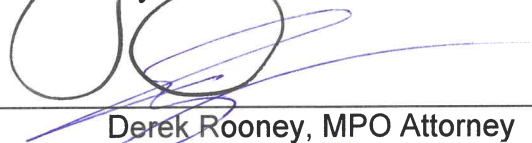
The MPO Chair or designee is authorized to execute the attached MPO Planning Agreement and the FY 2025 and FY 2026 Unified Planning Work Program and to sign other related documents that may be required to process the UPWP and the Planning Agreement.

PASSED AND DULY ADOPTED this 17th day of May 2024.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION



Mayor John Guter, MPO Chair



Derek Rooney, MPO Attorney



Donald Scott, MPO Executive Director

APPENDIX F

Federal Mileage Travel Policy Resolution

RESOLUTION 24-05

A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION APPROVING THE APPLICATION OF FEDERAL GOVERNMENT MILEAGE RATES

Whereas, the Lee County Metropolitan Planning Organization (MPO) is responsible for administering the Federal and State transportation planning process in Lee County; and

Whereas, FS 112.61(14)(a)(5) states that “any metropolitan planning organization created pursuant to 339.175 or any other separate legal or administrative entity created pursuant to 339.175 of which a metropolitan planning organization is a member” may establish vehicle mileage rates by enactment of a resolution; and

Whereas, the Lee County MPO is required to travel to attend training and meetings; and

Whereas, the Florida Department of Transportation (FDOT) has previously reimbursed the Lee MPO at the State per diem rate; and

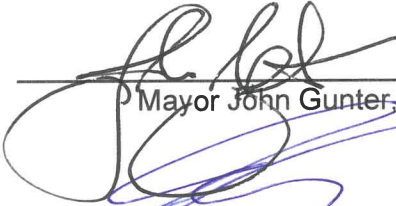
Whereas, the Lee County MPO Executive Committee previously approved the reimbursement of staff and Board members at the Federal rate in the MPO’s policies and procedures manual; and

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

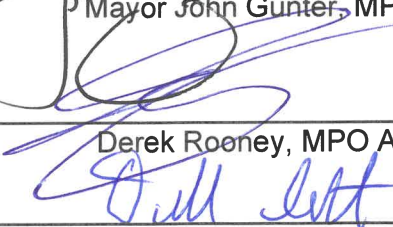
The MPO Chair or designee establishes that the staff and Board members will be reimbursed for vehicle travel consistent with the latest federal government rate.

PASSED AND DULY ADOPTED this 17th day of May 2024.

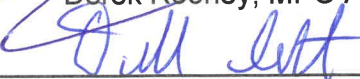
LEE COUNTY METROPOLITAN PLANNING ORGANIZATION



Mayor John Gunter, MPO Chair



Derek Rooney, MPO Attorney



Donald Scott, MPO Executive Director