



**UNIFIED PLANNING WORK PROGRAM  
FOR  
FISCAL YEARS 2014/15 – 2015/16  
(July 1, 2014 – June 30, 2016)**

Adopted May 16, 2014

Councilman Thomas Leonardo, Vice-Chairman  
Amended November 21, 2014

**LEE COUNTY METROPOLITAN PLANNING ORGANIZATION**

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**FISCAL YEARS 2014 - 2016  
UNIFIED PLANNING WORK PROGRAM**

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Metropolitan Planning Organization**

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## ACRONYMS USED IN THIS UPWP

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

FDOT	Florida Department of Transportation
FGCU	Florida Gulf Coast University
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Federal Management
FMR	Federal Management Regulation
FPTA	Florida Public Transportation Association
F.S.	Florida Statute
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMIS	Grants Management Information System
I-	Interstate
ICAR	Intergovernmental Coordination and Review
IDAS	Intelligent Transportation Systems Deployment Analysis System
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
ITSSC	Intelligent Transportation Systems Stakeholder Committee
JARC	Job Access and Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCDOT	Lee County Department of Transportation
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MCC	Model Coordinating Committee
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
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TE	Transportation Enhancement
TELUS	Transportation Economic and Land Use System
TEA	Transportation Enhancement Application
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> 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 2014/15 and 2015/16. This work program includes funding from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), State funded tasks and Locally funded tasks. The FY runs from July 1, 2014 through June 30, 2015 for FY 2014/15 and from July 1, 2015 through June 30, 2016 for FY 2015/16.

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 2014/15 through 2015/16. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the MPO. In addition, the Unified Planning Work Program (UPWP) provides the basis for federal funding of the transportation planning activities to be undertaken with FHWA or FTA funds.

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

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

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

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

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



Each of the local governments that participate in the Lee County Transportation Study has adopted a comprehensive plan in accordance with Chapter 163, Florida Statutes (FS), and Rule 9J-5, Florida Administrative Code. Each of these plans contain a traffic circulation element which, for the most part, reflects the MPO's long-range transportation plan in effect at the time it was last updated. Each of the local governments participates in the MPO's planning process through the Technical Advisory Committee (TAC) and the MPO. This UPWP has been developed to be consistent, to the maximum extent feasible, with the approved growth management plans of the participating local governments and the Strategic Regional Comprehensive Policy Plan (SRPP) of the Southwest Florida Regional Planning Council (RPC).

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

**FY 2014/15 and FY 2015/16 Transportation Planning Priorities:** One major emphasis area in the UPWP for fiscal years 2014/15 and 2015/16 will be the completion of a major update to the Long Range Transportation Plan which will extend the horizon year to 2040. Another major emphasis area will be the implementation of the Lee County Complete Streets Initiative funded through Transportation Investment Generating Economic Recovery (TIGER).

The MPO will be working on developing its project priorities for Surface Transportation Program (STP) and State, Transportation Enhancement (TE), Transportation Regional Incentive Program (TRIP), Strategic Intermodal System (SIS) and Multi-Modal Enhancement Box funds over the Spring in both 2015 and 2016 to help guide FDOT in the development of its Work Program.

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

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

During this planning cycle LeeTran will continue programs for compilation of data for the monthly and annual National Transit Database submissions and conduct surveys from transit patrons to make service as effective as possible for all riders. LeeTran will also be planning and design for bus stop and shelter placement, review and update the safety and security plans, paratransit plans, and Human Service Agency Coordination plans. Major planning studies to be undertaken during the planning period include the continuation of LeeTran Countywide Park and Ride Study to determine locations for express service, a Bus Rapid Transit (BRT) Plan, a Rural Transportation Services Connection Study, and the planning and design for the park and ride facilities identified in the Countywide Park and Ride Study.

## **Status of Transportation Planning Activities**

### **MPO Planning Activities**

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

### Regional Planning

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

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

The Lee MPO participated in multiple joint Lee-Charlotte County Punta-Gorda Metropolitan Planning Organization (MPO) Board. The MPO Boards worked together in prioritizing projects eligible for TRIP funding and discussing regional projects.

### Long Range Transportation Plan

The MPO completed numerous Long Range Transportation Plan (LRTP) revisions and amendments. These revisions have attempted to ensure that the public is informed as projects have been accelerated. The staff is also working on tasks necessary for the major update to 2040, including the development of the base year model data, the goals and objectives and the 2040 revenue estimates. In addition, the MPO is currently working with a consultant to develop land use scenarios with the goal of selecting a preferred land use scenario that will provide the 2040 socio-economic data to be used in the 2040 Transportation Model.

### Short Range Transportation Plan

The MPO also developed and submitted an application for the Transportation Investment Generating Economic Recovery (TIGER) grant and an application for Transportation Community and System Preservation Program (TCSP) grant. Both applications emphasized development of alternative transportation mode networks that use a system of coordinated sidewalks, bike paths, bike lanes, bus shelters, and bus transit. The MPO was awarded over \$10M in TIGER funds and has begun implementation of the project.

The MPO's TIP has been amended several times to add new projects. A few of the important amendments include adding the TIGER grant funding for bicycle, pedestrian and transit improvements, adding FTA State of Good Repair grant funding for the LeeTran facility, adding funding for Veterans Transportation & Community Initiative Grant, adding a lighting project on US 41 and advancing the US 41 Littleton Road to US 41 widening project.

### Goods and Freight Movement Planning

The Lee MPO completed a Rail Corridor Feasibility Study on October 25, 2013. The Study assessed the long term feasibility of implementing public multi-modal options for the rail corridor within Lee and northern Collier County while maintaining and possibly expanding freight service in the corridor. The study also looked at how the multi-modal use of this corridor stacked up against using the multi-modal envelope within the I-75 corridor. The study also included collection of existing physical data, determination of preliminary value of the rail corridor, and ways to preserve the entire corridor from northern Collier County to Arcadia in DeSoto County. The MPO also participated in a FHWA survey developing a Draft National Highway Primary Freight Network (PFN) in December 2013, and a Statewide Freight Needs Survey in 2014 providing input on an evaluation criteria process to prioritize freight needs for available funding, identifying multi modal freight needs in the Lee County area, and providing narratives in response to criteria questions for each such project identified. The Statewide Freight Needs Survey is part of the ongoing Statewide Freight Mobility and Trade Plan to develop an Investment Element following the Policy Element that was completed last year. The MPO also participated in a stakeholder kickoff meeting on the FDOT District 1 Freight Mobility and Trade Plan in February 12, 2014.

### Congestion Management/ITS

In November 2012, the MPO developed an inventory of existing, programmed and planned roundabouts and invited an international expert on roundabouts to give a presentation on the merits of roundabouts at the MPO Board meeting. Subsequently the FDOT funded an MPO submitted priority to conduct a roundabout feasibility study at suitable locations. The MPO has been taking input from the various committees to finalize a list of potential intersections to conduct the feasibility analysis.

The MPO also conducted public surveys in March 2012 and March 2013 to identify congested traffic locations. LeeTran and Lee County School District bus drivers as well as law enforcement and public safety officials also participated in the survey to provide input. The MPO also developed an Annual Congestion Monitoring Report in 2012. As part of this Report, a State of the System (SOS) Report evaluating the condition of the Lee County Transportation Network was completed in August 2013 and later incorporated into the Congestion Monitoring Report. The MPO also developed an initial set of performance measures that are being used to determine system-wide and corridor level performance as well as needed improvements. The performance measures are measured from a base year of 2010 to show how travel characteristics are changing over time and to determine how the implemented and planned improvements and programs are performing.

As part of the 2014 priorities, the MPO coordinated with the Traffic Management Operations Committee in identifying candidate projects for congestion management funds. Subsequently, the MPO coordinated with local jurisdictions in the development and submission of project applications including intersection improvements and purchase and installation of ITS devices such as Pan Zoom and Tilt Cameras and BlueTOAD sensors.

### Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Enhancement Activity (TEA) Program priorities in the summer of 2012. The MPO also endorsed applications for bicycle pedestrian facilities to be implemented with Safe Routes to School (SRTS) Program funds that year. Following the passage of MAP 21 which replaced the TEA Program with the Transportation Alternative (TA) Program and eliminated dedicated funding for SRTS projects, the MPO adopted TAP priorities in 2013. The MPO also adopted bicycle pedestrian priorities to be implemented with MPO Multi-Modal Box funds for bicycle pedestrian, traffic operations, and transit improvements. For all the above funding programs, the MPO coordinated with local governments for submission of pre-applications for construction viability of proposals that will be considered for the 2014 round of summer priorities. Last year the MPO successfully applied for a TIGER V grant for \$10.5 million for a Lee County Complete Streets Initiative proposal. The MPO is now working on the grant agreement, environmental review, and developing a design build

criteria package. Last year the MPO also published its 3<sup>rd</sup> Edition Bicycle Facilities Map. These maps have always been in great demand and so far 38,000 of the 3<sup>rd</sup> Edition maps have already been handed out. The MPO also developed a bicycle pedestrian project screening process, and overhauled its evaluation criteria for projects competing for TAP and the MPO's Multi-Modal Enhancement Box funds. The MPO also completed a Lee County Bicycle Pedestrian Safety Action Plan last year. High crash intersections were identified in the Action Plan and several of them will now go through Road Safety Audits conducted by the FDOT and MPO. The MPO also takes part in FDOT's Electronic Review Comment (ERC) Team and has been regularly reviewing design plans of resurfacing and capacity projects in Lee County to ensure accommodation of bicycle pedestrian and transit facilities consistent with the adopted MPO and local plans. The MPO also participates in the review of design plans of traffic operations projects and stand-alone bicycle pedestrian projects that are programmed through the MPO priority process, or funded by District 1 with Highway Safety Program funds. The MPO also participates in field reviews with FDOT and affected jurisdictions during the design review phase.

#### Public Transportation Planning

This past year, the MPO updated the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement. The signatories included the MPO, LeeTran, Lee County Port Authority, the Lee County School District, the Cape Coral Mini Bus Services, FDOT and the Southwest Florida Regional Planning Council. The Agreement was executed on April 29, 2013.

Between the MPO and Lee County Transit (LeeTran) several activities continue to be developed to enhance public transit service. The MPO has prioritized and received funding for two transit planning projects, a countywide bus pullout study and a bus queue jump study along the US 41 corridor. The two projects are aimed towards enhancing service efficiency and safety. The two projects are currently moving forward with advertising for letters of interest. MPO staff also continues to participate in LeeTran's Transit Task Force to help determine future transit needs and how to pay for those needs. The Transit Task Force is made up of members of the business community. The PD&E Study for the San Carlos Trolley Lane project has now been programmed for next year based on the prioritization by the MPO Board and MPO staff is working with a consultant to conduct stakeholder interviews and surveys for the purpose of helping FDOT define the scope of work for the PD&E study.

LeeTran and CAT have also been working together to find a way to continue the LinC service after the last year of FDOT's Service Development Grant funds that expire in September 2014. One of the LeeTran's most popular routes, LinC connects Coconut Point Mall in Lee County to the Creekside Business Park in Collier County.

The ground breaking of LeeTran's new transit operation facility on Evans Road took place last year, and the construction is on schedule. The facility is funded partly with TRIP funds. LeeTran also purchased land off Pine Ridge Road to build a transfer facility from where it will connect with the trolley service out to Fort Myers Beach. LeeTran staff also completed the construction of a new bus transfer facility at Edison Mall in 2012 and it continues to plan, design and construct context sensitive bus shelters according to the needs of each of the Lee County jurisdictions that have transit routes.

#### Transportation Disadvantaged Planning

In early 2013, the MPO developed a scope and RFP for a Community Transportation Coordinator (CTC) for the Transportation Disadvantaged Program in Lee County, and selected Good Wheels, Inc. as the CTC. The MPO is currently working on the annual evaluation of Good Wheels, Inc., as required by the Commission for the Transportation Disadvantaged in compliance with the Planning Grant agreement tasks. The MPO also completed a Major Update of the Transportation Disadvantaged Service Plan (TDSP) in May 2013. The TDSP is a multi-year plan required by the Florida Commission for the Transportation Disadvantaged (CTD) that calls for an annually updated tactical plan coordinated with other Transportation Planning documents. The TDSP contains development, service and quality

assurance components related to the delivery of the TD Program. In May 2014, the MPO will complete a Minor Update to the TDSP.

### **Local Government Planning Activities**

#### Lee County Board of County Commissioners (BOCC)

Last year, Lee County kicked off a College Parkway Corridor Study to evaluate redevelopment options for the Corridor. As part of this process, it posted various topics for public input through an interactive format in its Town Hall Website. The Study is still underway. Last year, the County also used its 2035 sustainable vision growth and development as the basis to update its Comprehensive Plan. The County is now working on the update to its Land Development Code.

The County also completed the widening of Six Mile Cypress Parkway from Daniels Boulevard to Heritage Palm Boulevard last year. It also installed way-finding signs and converted existing paved shoulders to designated bike lanes on roadways in the University Loop and the Lee County Tour De Park Route. The County also installed signed and marked bike lanes on Summerlin Road from Winkler Road to Pine Ridge Road. The County recently built two NB left turning lanes on Six Mile Cypress Parkway to the Hammond Stadium Sports Complex new parking lot south of the stadium and also built a NB right turn lane on Plantation Road to the new parking lot. Construction of roundabouts at the intersections of Crystal Drive and Plantation Road and at Beth Stacey Blvd and Business Way in Lehigh Acres will be soon under way.

#### City of Bonita Springs

The City of Bonita Springs and Lee County jointly funded the construction of the Bonita Beach Road widening from Old 41 to Lime Street. The project has now been completed. The City has also completed the design plans of the Shangri-la Extension to Three Oaks Parkway. The City has also entered into a revenue sharing agreement with Lee County that will boost economic development in downtown Bonita Springs. Through this agreement Lee County will pay half of the \$16 million in anticipated project costs to redevelop the downtown and financing up to 25 years.

#### City of Cape Coral

The SR-78 widening from 2 to 4 lanes from Chiquita Boulevard to Burnt Store Road in Cape Coral is under way. The project was advanced by several years as a result of collaborative efforts among FDOT, City of Cape Coral, landowners and the State Infrastructure Bank (SIB). The SIB is funding the approximately \$9 million construction phase with the principal being paid back with future MPO funds while the City is paying interest costs of the loan. The City is also partnering with Cape Coral Bike Ped Group in creating 90 miles of interconnected bicycle routes that could potentially boost ecotourism and property values in the area. At project completion there will be seven sponsored bike routes complete with Adopt a Route signs, safety signs, green and white traffic control signs and street amenities. So far two bike routes were completed with a third scheduled for completion by end of March. The City has donated the labor and has been installing the signs. Additionally, the Lee County DOT is providing the signage for the Veterans Bike Route.

#### City of Fort Myers

The Central Fort Myers Redevelopment Plan and the Evaluation and Appraisal Report for the amendment of the City of Fort Myers Comprehensive Plan are under way. All these studies have a transportation component. The City also completed a Downtown Transportation Concurrency Exceptions Area (TCEA) Transportation Mobility Study. The Study establishes transportation mobility strategies and provides data and analysis in support of the Comprehensive Plan amendment necessary for the implementation of the TCEA. On the transportation improvements side the City completed the MLK Jr. Boulevard widening from Ortiz to Lee Boulevard/Colonial Boulevard.

### City of Sanibel

The City of Sanibel received BikeWalkLee's 2013 Complete Streets Champion of the Year for maintaining a community with easy access to walking and biking. The City also completed a crosswalk study last year which evaluated several busy crossing points in the community and recommended three new crosswalks at 1020-1046 Periwinkle Way, Tarpon Bay Road at Island Inn Road and Periwinkle Way at Casa Ybel Road. The first two crosswalks have been completed while the third one will be installed this year. The study also resulted in the writing and adoption of a new, up-to-date official Crosswalk Policy to guide design and placement of future crosswalks.

### Town of Fort Myers Beach

The Town of Fort Myers Beach and the Lee County BOCC continues to work on a project to identify and implement improvements to Estero Boulevard. The Town is also currently working on the development of its EAR.

### **FDOT Planning Activities**

FDOT District One has been involved in the following activities:

1. Geographical Information Systems (GIS) Application Development and System Maintenance
2. Systems Planning and Reviews
3. Interchange Reviews
4. Travel Demand Model Development
5. Efficient Transportation Decision Making (ETDM)/Community Impact Assessment
6. Statistics
7. Federal Functional Classification
8. Traffic Counts Program
9. Modal Development Technical Support
10. Commuter Services
11. District 1 and Statewide Freight Mobility and Trade Plan

### **Lee County Port Authority Activities**

The Lee County Port Authority completed the Danley Drive/South Road realignment at Page Field Airport last year. It is also finishing up Phase II of a Part 150 Noise Compatibility Study which involves working with the FAA, airlines, and various communities to develop a Noise Compatibility Plan. The Program addresses potential noise abatement alternatives and land use recommendations. A new limited access collector-distributor roadway system (Airport Direct Connect) providing interstate 75 travelers direct access to and from the airport is currently under way. The Port Authority also completed design plans for a Perimeter Road at Page Field which will be used by Lee County Port Authority fuel trucks and maintenance vehicles to circumnavigate the airfield with minimal runway and taxiway crossings.

### **Community Involvement**

MPO staff continues to serve as a member in the Drug House Odyssey Task Force, the Community Based Prevention Task Force, the Lehigh Acres Community Council, and the Lee County BOCC's Transit Task Force.

In keeping with its goal to boost traffic safety in Lee County, MPO staff has participated in the Drug House Odyssey hosted by the Coalition of Drug Free Southwest Florida at the Cape Christian Fellowship on March 7, 2012 and on March 5, 2013. Staff has also participated in the City of Fort Myers National Night

Out Pep Rally on May 24, 2012, a safety event in 2013 hosted by St. Xavier Catholic Church, and in the International Walk to School Day held at the J Collins Elementary School.

Staff also attended the Traffic Incident Management (TIM) meetings, Injury Prevention Coalition meetings, and the Collier/Lee Safe Kids meetings in 2012 and 2013. Staff also participated in Streets Alive and a Walking Audit of the Tice Neighborhood hosted by Lee County and the Tice Historic Community on May 8<sup>th</sup> and 9<sup>th</sup> of last year. MPO staff also attended the Southeast Regional Bicycle Safety Summit in Tampa on April 11, 2013 hosted by Transportation Secretary Ray LaHood and Tampa Mayor Bob Buckhorn.

Finally, under the leadership of County Commissioner Cecil Pendergrass, the MPO has been collaborating with law enforcement agencies to address bicycle and pedestrian crashes as part of the recommendations coming out from the Lee County Bicycle Pedestrian Safety Action Plan.

### **Public Involvement**

The MPO continues to keep the public informed about its activities and provide opportunities for public participation in its decision making in accordance with its approved Public Involvement Plan and Title VI of the Civil Rights Act of 1964, as amended. During the development of the MPO's Bike Ped Safety Action plan a public workshop was held to receive input. The MPO also conducted a congestion reporting survey in March 2012 and in March 2013 by posting an interactive form in the MPO Web Site and also publishing the questionnaire in the News Press on a Saturday. As part of its ongoing Land Use Study, the MPO is conducting a public survey where the public can share their ideas about new ways for Lee County to grow as it relates to future transportation investments. Public input will be used by the MPO to help select a preferred approach to future growth and the corresponding transportation system needed to support that growth.

As part of the MPO amendment process, the public was given the opportunity for input when the amendments to the MPO Long Range Transportation Plan, Transportation Improvement Program and the current UPWP were brought before the MPO Board for approval. Also, as part of the development of this new 2 year UPWP, the public was given the opportunity for input when the MPO reviewed the draft UPWP at its March 16, 2014 meeting, when the UPWP was posted on the website, and when was distributed to all of the libraries for review.

### **Joint Certification Statement Review**

The responses to joint state annual certification questions for 2013 were reviewed and discussed by the MPO and FDOT on February 21, 2014. Based on the joint review and evaluation, FDOT and MPO recommended that the Metropolitan Planning Process for the Lee County Metropolitan Planning Organizations be certified.

## **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, and the Florida Department of Transportation (FDOT). It is comprised of sixteen (16) 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 24 members, including two (2) members from different communities within each county commission district, appointed by the corresponding county commissioner. The other 13 members of the Lee County Metropolitan Planning Organization Citizen Advisory Committee will be distributed based on jurisdiction. The City of Cape Coral will appoint four (4) 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 and the Town of Fort Myers Beach will each appoint one (1) member who lives within his/her jurisdiction. In addition, the Lee County Metropolitan Planning Organization as a whole will appoint one (1) transportation-disabled member and two (2) other at-large positions to ensure minority and low income participation. Staff updates the Lee County Metropolitan Planning Organization Board on the diversity and composition of the Citizen Advisory Committee membership whenever there is a vacancy to be filled, in order to ensure that a broad cross-section of the community is represented on this committee.

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

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

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

A Bicycle Pedestrian Coordinating Committee (BPCC) is sponsored by the MPO to coordinate local governments' and FDOT's bicycle/pedestrian planning and project development activities, to review the provisions for cyclists and pedestrians in plans for state highway improvements and to advise on the



development of the bicycle/pedestrian element of the MPO's long range transportation plan as well as the currently ongoing development of the County-wide Bicycle/Pedestrian Master Plan. It is also responsible for reviewing and making recommendations on bicycle and pedestrian improvements proposed for funding from the transportation enhancement program and from the box funds that are set-aside from the urban-attributable funds by the MPO for bicycle and pedestrian.

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

Technical assistance by the Florida Department of Transportation (FDOT) is provided primarily through its District 1 office in Bartow and Southwest Area Office in Fort Myers. Federal financial assistance is provided by the Federal Highway Administration and the Federal Transit Administration. The Florida Department of Transportation matches the Federal Highway Administration funds with toll revenue credits and provides a cash match equal to half the non-federal share of the FTA Section 5305 grant. Lee County provides the rest of the FTA Section 5305 grant match as well as additional overmatch. 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 this 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 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 include:

- a. Inter-local Agreement for the Creation of Metropolitan Planning Organization, updated and adopted December 18, 2009;
- b. Transportation Planning Funds Joint Participation Agreement (JPA), update and adopted December 2011;
- c. FTA Section 5303(5) Joint Participation Agreement, adopted November 29, 2012;
- d. Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;
- e. Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;
- f. Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013; and

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

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



# **1.0 ADMINISTRATION**

**1.1 PROGRAM MANAGEMENT AND SUPPORT**

**1.2 UNIFIED PLANNING WORK PROGRAM**

**1.3 PUBLIC INVOLVEMENT AND OUTREACH PROGRAM**

**1.4 EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE**

**1.5 REGIONAL COORDINATION**

**1.6 TRANSIT PROGRAM MANAGEMENT AND SUPPORT**

**1.7 LOCALLY FUNDED ACTIVITIES**



Task: PROGRAM MANAGEMENT AND SUPPORT

**OBJECTIVE**

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

**METHODOLOGY**

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

**Section: ADMINISTRATION**

**UPWP Task No: 1.1**

**Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)**

**PREVIOUS WORK**

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

**END PRODUCT**

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

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

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

**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.

**METHODOLOGY**

- Preparation of a two year UPWP, coordination and monitoring of UPWP activities and participating agency UPWP support, and amendment of the UPWP as necessary during the year.
- Preparation of a multi-year business plan, to project future tasks and funding needed.
- Incorporate all applicable federal and state rules and procedures in developing the UPWP.
- Submit all draft documents to all review agencies at the local, state and federal levels.
- Incorporate agency comments and submit final document to FDOT, FHWA and FTA for approval by May 15th.

**PREVIOUS WORK**

- Development of the Fiscal Year FY 2012/13 and FY 2013/14 UPWP.
- Amendments to the FY 2012/13 and FY 2013/14 UPWP.

**END PRODUCT**

- March 15, 2016: Develop draft UPWP for FYs 2016/17 and 2017/18, including all necessary budget spreadsheets.
- May 15, 2016: Develop final UPWP for FYs 2016/17 and 2017/18.
- As needed: Any amendments to the adopted 2 year UPWP.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$4,000	
State (soft match)	\$882	
Total	\$4,882	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$12,000	
State (soft match)	\$2,647	
Total	\$14,647	



Task: PUBLIC INVOLVEMENT AND OUTREACH PROGRAM

**OBJECTIVE**

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

**METHODOLOGY**

- Create public and media awareness of the Lee County MPO.
- Update MPO brochures; develop newsletters and notification cards as needed to disseminate information.
- Increase media relations and maintain positive and proactive media presence.
- Interviews 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 Transportation Advisory Network mailing list.
- Public information and participation efforts, as outlined in the MPO's PIP, not specific to another single task.
- Continuously update Lee County MPO Web site.
- Continue to monitor any updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) as they apply to planning operations.
- Update Geographical Information Systems (GIS) maps using low income and minority community location data as defined in the Census files for Title VI documentation.
- Public relations work involving dissemination of MPO information at community events, safety events and business trade fairs.
- Attend training for Title VI, Environmental Justice and Limited English Proficiency Programs.
- Update the Limited English Proficiency (LEP) Plan as required by census data.
- Document measures of effectiveness for the Public Involvement Plan and make changes to procedures.
- Publication on the MPO's Web site of all of the documents that the MPO produces.

**PREVIOUS WORK**

- As Needed: Review and update of PIP.
- As Needed: Update regional public involvement plans.
- Continuous: Update and adding of the Transportation Advisory Network contacts.
- Distribution of MPO documents to the libraries in the Lee County Library System.
- Interviews and presentations related to MPO process, documentation and projects.
- Development of public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous updates of the MPO Website.
- June 2013: Staff attended Environmental/Title VI training hosted by FDOT, FHWA and FTA.
- August 20, 2013: Staff attended Title VI in Bartow that was hosted by FDOT and FHWA.
- October 13, 2009: Staff attended Limited English Proficiency Training
- January 2010: Adoption of the Lee County MPO's Limited English Proficiency (LEP) Plan
- March 2013 & 2014: Attended Drug House Odyssey Event
- November 2013: Streets Alive event in downtown Fort Myers.
- January 2014: Provide bicycle and pedestrian information as part of downtown library opening ceremony.
- Various: Presentations at neighborhood meetings, APWA, ABM, Chambers, Horizon Council, transit meetings, safety fairs etc.

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

**END PRODUCTS**

- Ongoing: Measures of effectiveness of public involvement activities.
- Spring 2015 and 2016: Yearly reporting of the measures of effectiveness of the public involvement activities that the MPO has conducted by reviewing existing surveys and conducting surveys of our clients.
- Annual: PIP update to reflect minor changes prompted by the results of the measures of effectiveness plan.
- Ongoing: Dissemination of information about MPO events and workshops.
- As Needed: Update the Limited English Proficiency (LEP) Plan. Attend training for LEP Programs.
- Ongoing: Continue to monitor updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) programs as they apply to planning operations. Attend training for Title VI and Environmental Justice Programs.
- Ongoing: Gather public input from the TAC and CAC Committees and the public regarding ETDM projects.
- Ongoing: Presentations to neighborhood communities, business groups, associations and other agencies on the MPO and its projects.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$17,000	Lead Agency: Lee County MPO
State (soft match)	\$3,749	
Total	\$20,749	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$17,000	
State (soft match)	\$3,749	
Total	\$20,749	

**Section: ADMINISTRATION** **UPWP Task No: 1.4**  
**Task: 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, office space, office equipment, computer equipment, software and printing and publication costs.

**METHODOLOGY**

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

**PREVIOUS WORK**

- 2012 and 2013: Purchase of two laptop computers (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Update equipment and inventory.
- Update and purchase of software including GIS maintenance fees.

**END PRODUCT**

- 2014/15: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- 2015/16: Purchase of one new computer (Dell Precision T7500 Workstation (Central Processing Unit - CPU: Dual Quad Core Intel Xeon Processors E5506 2.13 GHz, 4M L3, 4.8 GT/s, 4GB, DDR3 Memory, 1066 MHz, ECC (4 DIMMS), Dell QuietKey Keyboard, 2 - Dell UltraSharp 2209WA 22 in HAS Wide Monitors, VGA/DVI, 256MB NVIDIA Quadro NVS 295, 2MON, 2DP w 2DP to DVI Adapters, 160GB SATA drives, RAID 1, 2 drive total configuration, Floppy Drive AND Dell 19 in 1 USB Media Card Reader, New Dell USB Optical Mouse with scroll, All Black design, 16X DVD+-RW w/Cyberlink PowerDVD and Roxio Creator Dell Ed, Internal Chassis Speaker, Dell, Precision T7500 Power Supply, 160GB SATA, 10K RPM Hard Drive with 16MB DataBurst Cache, Integrated LSI 1068e SAS/SATA 3.0 Gb/s, 4 Year ProSupport for IT and 4 Year 4HR 7x24 Onsite Service).
- Ongoing: Rental and lease agreements for office, telephone, internet, webhosting services, e-fax services, conference phone services, virtual data hosting, and copy machine.
- Ongoing: Maintenance of computers, laptop and printers.
- Update equipment inventory and software, as needed.
- Printing of Bicycle Maps for distribution.

Section: ADMINISTRATION UPWP Task No: 1.4  
 Task: EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE  
 (CONTINUED)

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$18,000	Lead Agency: Lee County MPO
State (soft match)	\$3,970	
Total	\$21,970	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$28,000	
State (soft match)	\$6,176	
Total	\$34,176	

**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.

**METHODOLOGY**

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

**PREVIOUS WORK**

- 2012/13 and 2013/2014: Participation in joint TAC, CAC, BPCC and MPO meetings with the Collier MPO.
- December 2013: Joint Lee/Charlotte MPO meeting.
- 2012/13 and 2013/2014: Coordination and development of the agendas for the joint meetings.
- Spring 2013 and 2014: Reviewed, evaluated, coordinated with project sponsors, Collier MPO and Charlotte MPO, prioritized TRIP proposals and developed review packages.
- Monthly: Staff participation at the Collier and Charlotte TAC meetings and coordination associated with those meetings.
- Staff participation in coordination meeting with Collier, Charlotte MPO's/County's and Hendry County over grant opportunities, specific projects affecting both entities and the development/amendment of the Long Range Transportation Plan (LRTP) and other planning documents.
- As Needed: Review SIS criteria and Needs and Cost Feasible Plans.
- As Needed: Update and adopt Bi-County Regional Transportation Networks, SIS Priorities, Regional Bicycle Pedestrian Network and Priorities.

**END PRODUCTS**

- Semi-annual: Staff support for Joint TAC, CAC, Bicycle/Pedestrian and MPO meetings with Collier County.
- Annually: Staff support to the and Lee/Charlotte MPO meetings.
- Spring 2015 and 2016: Prioritize TRIP priorities and Regional Enhancement Priorities.
- As needed: Updates to bi-county regional network, joint regional multimodal plans and SIS priorities.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties such as Glades and Hendry Counties.
- As needed: Attend Collier County MPO CMS/ITS meetings.
- Bi-Monthly: Staff participates in the Collier and Charlotte MPO's Technical Advisory Committee meetings.
- As needed: Participate in meetings of the Heartland Rural Mobility Study.

**Section: ADMINISTRATION** \_\_\_\_\_ **UPWP Task No: 1.5**  
**Task: REGIONAL TRANSPORTATION PLANNING & COORDINATION (CONTINUED)**

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$16,000	Lead Agency: Lee County MPO
State (soft match)	\$3,529	
Total	\$19,529	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$22,000	
State (soft match)	\$4,852	
Total	\$26,852	

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

**OBJECTIVE**

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

**METHODOLOGY**

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

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

**Section: ADMINISTRATION**

**UPWP Task No: 1.6**

**Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)**

**METHODOLOGY (CONTINUED)**

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

**PREVIOUS WORK**

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



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

**PREVIOUS WORK (CONTINUED)**

- Annual participation in the development and implementation of Lee County's Hurricane Evacuation Plan (44.26.10).
- Monthly: Analysis of the use of alternative fuels and equipment (44.26.15).
- Completion of a Comprehensive Operations Analysis which led to a new route structure and increased frequency on specific routes without significant increases in budget (44.16.14).
- Summer/Fall 2009: Develop the Program Management Plan and the Locally Coordinated Human Services Transportation Plan for JARC and New Freedom Programs and project selection process (44.26.12).
- Work on the development of the online trip planner (44.26.14).
- Completion of the bus shelter study (44.26.15).
- Work with Collier County on the development of an interlocal agreement to connect service between Lee and Collier (44.21.00).
- Spring 2013: Implementation of the State of Good Repair Grant for the construction of the LeeTran facility (44.26.15, 44.25.00).
- Winter 2011: Development of Beach Trolley Lane Study (44.23.02).
- Completion of Phase I and II of the Alternative Transportation in Parks and Public Lands Study (44.26.15).

**END PRODUCT**

- Monthly: Attendance and participation in the MPO Committee and Board meetings (44.21.00).
- Annual: Financial and progress reporting (44.21.00).
- Annually: Annual LeeTran Audit (44.21.00).
- January 2015 and 2016: National Transit Database information filing (44.21.00).
- Monthly: National Transit Database Report filing (44.21.00).
- Quarterly: Quality evaluations from "Mystery Rider" program (44.21.00).
- Monthly: Quarterly Safety and Security Reports (44.26.16).
- Monthly: Transit reporting, forecasting, management and planning (44.21.00).
- Annual: Publish transit performance data in accordance with Transit Block Grant requirements (44.21.00).
- Spring 2015 and 2016: Update special needs transportation plans before hurricane season (44.26.16).
- Annually: Transit Security Plan update (44.26.16).
- Carbon Emission Reduction/Fuel Savings Efforts (44.26.14).
- Annually, only if required: Review and update *ADA Complementary Paratransit Plan* (only if there are changes to Federal ADA law) (44.21.00).
- Annually, only if required: Review and update *CTC Transition Plan*. These are contingency plans which will be put into effect should the CTC resign or be terminated (44.26.12).
- Summer 2014 and 2015: Update of the Locally Coordinated Human Services Plan as needed (44.26.12).
- Spring 2015: Development of transit data and revenue items for the transportation model and the LRTP update (44.23.02).
- Summer 2014/Fall 2014: Work with the Consultant with the planning and conceptual design of Bus Pull-outs at various locations (44.26.14).
- Summer 2014/Fall 2014: Work with the Consultant on the Bus Queue study on US 41 from San Carlos Park to the Shell Factory (44.26.14).

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

**END PRODUCT (CONTINUED)**

- Fall 2014: MPO consultant work with FDOT on developing transit modeling data and test additional routes in preparation for the 2040 LRTP update (44.23.02).
- 2014/2015: Support of FDOT in the development of Project Development and Environment Study (44.23.02).

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>	
PL staff	\$8,000	Lead Agency: LeeTran Other Agency Lee MPO	
State (soft match)	\$1,764		
FTA SEC. 5305	\$214,188		
State (FTA match)	\$26,774		
Local (FTA match)	\$26,774		
Total	\$277,500		
<b>FINANCIAL PARTICIPATION – 2015/16</b>			
PL staff	\$8,000		
State (soft match)	\$1,764		
FTA SEC. 5305*	\$200,000		
State (FTA match)	\$25,000		
Local (FTA match)	\$25,000		
Total	\$259,764		

\*Section 5305 for FY 2015/2016 will be applied for in April 2015

**Task: LOCALLY FUNDED ACTIVITIES**

**OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- 2009/10: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2010/11: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2011/12: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2012/13: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2013/14: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

**END PRODUCT**

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

**Section: ADMINISTRATION** \_\_\_\_\_ **UPWP Task No: 1.7**  
**Task: LOCALLY FUNDED ACTIVITIES (CONTINUED)**

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$0	Lead Agency: Lee County MPO
State (soft match)	\$0	
Local (MPO)	\$70,034	
Local (Carry forward from previous years)	\$200,000	
Total	\$270,034	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$0	
State (soft match)	\$0	
Local (MPO)	\$70,034	
Total	\$70,034	



# **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.

**METHODOLOGY**

- Staff support to the Traffic Management and Operations Committee (TMOC), including meeting notifications, preparation of agenda packages and preparation of meeting minutes.
- Review of the existing data collection and performance monitoring programs of local government agencies and FDOT to identify any gaps in coverage or deficiencies in the reliability or comparability of congestion measures; and, identification, encouragement, and facilitation of corrective efforts.
- Solicitation of public input on congested areas and potential solutions through the use of mail-in "coupons" to be published in local newspapers, and through an interactive form on the MPO's Website, publicized through the broadcast and print media.
- Work with the TMOC, 511, local traffic reporters, LeeTran, Lee County School District and CTC bus drivers, local law enforcement and public safety officers to identify congested roadways to be evaluated and to solicit mitigation suggestions.
- Work with the TMOC in identifying congestion mitigation measures including traffic operations improvements, low cost ITS projects, and travel demand management strategies such as reducing Single Occupancy Vehicle (SOV) trips or shifting them to other modes—in cooperation with FDOT and the local governments, to address congestion problems identified through this task.
- Update the Congestion Management Process, as necessary.
- Publication of a congestion monitoring report.
- Monitoring of Travel Demand Management Practices in Lee County.
- Work with local governments and employers in promoting travel demand reduction measures.
- Participation in local, inter-county, FDOT District 1, and statewide ITS stakeholders and technical committee meetings and seminars.
- Participation in annual ITS conferences and training.
- Work with Lee County Traffic Division in evaluating the benefits of deploying selected projects from the 2030 and 2035 ITS elements using Intelligent Transportation Systems Deployment Analysis System (IDAS) or related software.
- Monitor opportunities through federal discretionary ITS grant and other programs to fund ITS planning and implementation of ITS projects in Lee County.
- Continue to monitor transportation legislation and grant opportunities with relevance to ITS project planning and deployment.
- Participate in FDOT's Lee and Collier Traffic Incident Management (TIM) Team meetings.
- Participate in Lee County Community Traffic Safety Team (CTST) meetings.
- Continuing maintenance, analysis, and publication of traffic crash statistics and updating of inventories of road system characteristics and conditions by FDOT and local governments.
- Development of performance measures in support of analysis of the transportation system and travel characteristics.



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

**PREVIOUS WORK**

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

**END PRODUCT**

- Spring 2014 and 2015: Mail-in coupons published, distributed, compiled and analyzed.
- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- 2015 and 2016: Attend Transpo Conferences and Annual Statewide ITS meetings.
- Summer 2014 and 2015: Analyze survey results and update the Congestion Monitoring Reports.
- Monthly: Staff participation in CTST meetings.
- As Needed: Participation in conducting road safety audits.
- Ongoing: Development of traffic data, crash and roadway condition maps and graphics.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$22,000	Lead agency: Lee MPO
State (soft match)	\$4,852	
Total	\$26,852	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$22,000	
State (soft match)	\$4,852	
Total	\$26,852	

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

**OBJECTIVE**

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

**METHODOLOGY**

- 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**

- Staff provided the FDOT District 1 ETDM Coordinator with Purpose and Needs Statements for projects that were on MPO's Priority List.
- The 2035 Needs Plan and Cost Feasible projects were screened as part of the LRTP update.
- Identification and participation of staff in the ETDM reviews of upcoming projects, such as the proposed San Carlos Trolley lane project.

**END PRODUCTS**

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

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$2,500	<b>Lead Agency: Lee County MPO</b>
State (soft match)	\$551	
<b>Total</b>	<b>\$3,051</b>	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$2,500	
State (soft match)	\$551	
<b>Total</b>	<b>\$3,051</b>	



# **3.0 SYSTEMS PLANNING**

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT PLANNING



**Task: LONG RANGE TRANSPORTATION PLANNING****OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

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

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

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

**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).

**METHODOLOGY**

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

**PREVIOUS WORK**

- June 2013: Published the FY 2014 - FY 2018 Transportation Improvement Plan.
- June 2014: Published the FY 2015 – FY 2019 Transportation Improvement Plan.
- Spring 2013 and 2014: Updated MPO priorities.
- December 2012 and October 2013: Review and distribute FDOT's Draft Tentative Work Program.
- 2012/13: Published annual obligations listing.
- Ongoing: Amended FY 2013 - FY 2017 and FY 2014 – FY 2018TIP.
- Quarterly: Participated in LAP coordination meetings.

**END PRODUCT**

- Spring 2015 and 2016: Update transportation improvement priorities.
- June 2015 and 2016: Publish TIP
- As needed: Amendments to adopted TIP's.
- Quarterly: Participation in FDOT/Local Government/MPO coordination meetings.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$8,000	<u>Lead Agency: Lee County MPO</u>
State (soft match)	\$1,764	
<b>Total</b>	<b>\$9,764</b>	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$8,000	
State (soft match)	\$1,764	
<b>Total</b>	<b>\$9,764</b>	



**Section: SYSTEMS PLANNING**  
**Task: FREIGHT AND GOODS MOVEMENT PLANNING**

**UPWP Task No: 3.3**

**OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

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

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$5,000	
State (soft match)	\$1,103	
<b>Total</b>	<b>\$6,103</b>	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$7,500	
Local (FTA match)	\$1,654	
<b>Total</b>	<b>\$9,154</b>	

# **4.0 PROJECT PLANNING**

**4.1 SPECIAL PROJECTS AND STUDIES**

**4.2 BICYCLE PEDESTRIAN AND MULTI PURPOSE  
PATHWAY PLANNING**

**4.3 TRANSPORTATION DISADVANTAGED PROGRAM**

**4.4 ADMINISTRATIVE AND PLANNING CONSULTANT  
SERVICES**

**4.5 LEE COUNTY COMPLETE STREETS INITIATIVE**



**Task: SPECIAL PROJECTS AND STUDIES**

**OBJECTIVE**

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

**METHODOLOGY**

- Participate in the review process of DRIs, sub-DRIs and sector plans so that the land use and socio-economic database used in the LRTP reflects current growth and development decisions.
- MPO staff coordination with the Lee County Port Authority in support of the Federal Aviation Regulation Part 150 Noise Compatibility Planning Study for the Southwest Florida International Airport and review of the final draft by the TAC, CAC and MPO Board.
- 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 reports and alternative concepts for project development and environmental studies on state highways.
- As per the Intergovernmental Coordination and review (ICAR) agreement and public transportation coordination agreement signed by the Southwest Florida Regional Planning Council (SWFRPC), MPO, Port Authority and FDOT, MPO staff will review airport master plans and identify and resolve any inconsistencies with MPO plans and programs or with transportation projects from the state work program.

**PREVIOUS WORK**

- 2013: Reviewed, analyzed and commented on Babcock development and traffic analysis.
- 2013/2014: Review Developments of Regional Impact for consistency with MPO Plans.
- 2013/2014: Attend and review roadway planning and project development meetings including State Road (SR) 31, SR 82, SR 78, Burnt Store Road, I-75, US 41, Metro Parkway, Veterans and other projects. Review projects for consistency with MPO Plans.
- I-75/Airport Connection: Attend public meetings.

**END PRODUCTS**

- Ongoing: Participate in the public meetings on upcoming PD&E, Design and Construction Projects.
- As needed: Participation in state and local governments' corridor and small area studies.
- As needed: Comment on project traffic reports and PD&E studies.
- As needed: DRI reviews.

Section: **PROJECT PLANNING** \_\_\_\_\_ **UPWP Task No: 4.1**  
 Task: **SPECIAL STUDIES (CONTINUED)**

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$10,000	<i>Lead Agency: Lee County MPO</i>
State (soft match)	\$2,206	
State (Grant)	\$0	
Total	\$12,206	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$10,000	
State (soft match)	\$2,206	
Total	\$12,206	

**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).

**METHODOLOGY**

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

**PREVIOUS WORK**

- Monthly: Staff support to BPCC meetings.
- Annually: Identify Bicycle/Pedestrian priorities.
- Annually: Endorse Safe Route to School (SRTS) Applications.
- As Needed: Solicit and analyze Transportation Alternatives (TA) Projects
- Development of the Countywide Bicycle Pedestrian Master Plan.
- May 2011: Adoption of the Bicycle Pedestrian Master Plan.

**Section: PROJECT PLANNING** \_\_\_\_\_ **UPWP Task No: 4.2**  
**Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING**  
**(CONTINUED)**

**END PRODUCTS**

- Monthly: Agenda packages for BPCC meetings.
- Spring 2015 and 2016: Review and endorse SRTS applications.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Spring 2015 and 2016: Updated Bicycle/Pedestrian priorities.
- As needed: Solicit TA, SRTS and Box funded projects and prioritize through the Committees and the Board.
- Ongoing: Implementation of the recommendations from the Bicycle Pedestrian Master Plan and the Bicycle Pedestrian Safety Action Plan.
- As Needed: Bicycle/Pedestrian Training Workshops.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$27,000	Lead Agency: Lee County MPO Other Agency:
State (soft match)	\$5,955	
Total	\$32,955	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$23,000	
State (soft match)	\$5,073	
Total	\$28,073	

**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.

**METHODOLOGY**

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 for FYs 2014/15 and 2015/16 to the MPO Board for approval.
- Prepare a section on Transportation Disadvantaged in the FY 2014/15 through FY 2018/19 and the FY 2015/16 through FY 2019/20 TIPs.
- 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 FYs 2014/15 and FY 2015/16, 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 for FY 2014/15 and FY 2015/16.
- Prepare annual updates to the five-year Transportation Disadvantaged Service Plan (TDSP) and provide them to LCB, TAC, CAC, MPO and TD Commission. Minor updates to the TDSP in Spring of 2015 and 2016.
- Updates to the Memorandum of Agreement.
- Collect and report management data regarding transportation service for the transportation disadvantaged within Lee County as required by the CTD.

**PREVIOUS WORK/MAJOR ACCOMPLISHMENTS**

- 2013: CTC Competitive Procurement.
- 2012 and 2013: Filed planning grant application.
- March of 2013 and 2014: LCB Board's evaluation of Good Wheels Inc. as the CTC.
- April 2013 and 2014: Preparation of a Transportation Disadvantaged section on the current TIP.
- Summer/Fall of 2013: Major update of the TDSP and Spring of 2014/2015: Minor update to the TDSP.

**END PRODUCT**

- March 2015 and 2016: LCB's annual evaluation of the designated CTC.
- February 2015 and 2016: Coordinate with CTC staff regarding minor TDSP update
- April 2015 and April 2016: Complete minor TDSP update and submit to LCB for approval.
- Spring 2015 and 2016: Submit LCB minor TDSP update to TAC, CAC, and MPO for endorsement.



**Section: PROJECT PLANNING \_\_\_\_\_ UPWP Task No: 4.3**  
**Task: TRANSPORTATION DISADVANTAGED PROGRAM (CONTINUED)**

**END PRODUCT (CONTINUED)**

- May 2015 and 2016: Submit MPO endorsed TDSP to the CTD.
- May 2015 and 2016: File applications for FY 2015/16 and FY 2016/17 TD Planning Grants respectively.

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$0	Lead Agency: Lee County MPO 100% state funds - (Transportation Disadvantaged Trust fund)
State (soft match)	\$0	
State (TD Grant)	\$29,557	
Total	\$29,557	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$0	
State (soft match)	\$0	
State (TD Grant)	\$32,719	
Total	\$32,719	



**Section: PROJECT PLANNING**

UPWP Task No: 4.4

**Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES****OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

**Section: PROJECT PLANNING**

**UPWP Task No: 4.4**

**Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)**

**END PRODUCTS**

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

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$20,000	<b>Lead Agency: Lee County MPO</b>
PL consultant**	\$419,671	
State (soft match)	\$96,971	
SU Consultant Projects**	178,000	
Total	\$714,642	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		<b>**The Consultant Services include the LRTP update, implementing the recommendations from the Bicycle Pedestrian Safety Action Plan, LRTP amendments, Audit services, Legal Services, CMS, Bicycle Pedestrian and Round-a-bout studies.</b>
PL staff	\$20,000	
PL consultant**	\$333,079	
State (soft match)	\$77,873	
SU Consultant Projects**	\$447,000	
Total	\$877,952	

**Section: PROJECT PLANNING**  
**Task: LEE COUNTY COMPLETE STREETS INITIATIVE**

**UPWP Task No: 4.5**

**OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Conduct public involvement related activities including website development and updates, developing maps, graphics, videos and reports in support of the project.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of project timelines in Microsoft Project software.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Monthly/Quarterly: Meeting the reporting requirements of the TIGER grant including the data collection and reporting of performance measures.
- Spring 2015: Consultant assistance with the data collection and analysis related to the production of the baseline performance measures.

**Section: PROJECT PLANNING**

**UPWP Task No: 4.5**

**Task: LEE COUNTY COMPLETE STREETS INITIATIVE (CONTINUED)**

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$15,000	Lead Agency: Lee County MPO  **The Consultant Services include the development of the Design Build packages and CEI RFP.
PL consultant	\$50,000	
State (soft match)	\$14,336	
State Grant	\$0	
Total	\$79,336	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$5,000	
PL consultant	\$25,000	
State (soft match)	\$6,617	
State Grant	\$0	
Total	\$36,617	

# **BUDGET TABLES**

TABLE 1, 2014/15 AGENCY PARTICIPATION TABLE

TABLE 2, 2014/15 FUNDING SOURCE TABLE

TABLE 1, 2015/16 AGENCY PARTICIPATION TABLE

TABLE 2, 2015/16 FUNDING SOURCE TABLE





**TABLE 1**  
**FISCAL YEAR 2014/15 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	Staff	Consultant	FTA 5305	Staff	SU	Cons	LOCAL	FD0Y	Total
<b>1. Administration</b>										
1.1	Program Management and Support	\$249,000						\$0	\$54,918	\$303,918
1.2	Unified Planning Work Program (UPWP)	\$4,000						\$0	\$882	\$4,882
1.3	Public Involvement and Community Outreach	\$17,000						\$0	\$3,749	\$20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$18,000						\$0	\$3,970	\$21,970
1.5	Regional Coordination	\$16,000						\$0	\$3,529	\$19,529
1.6	Transit Program Management and Support	\$8,000		\$214,188				\$26,774	\$28,538	\$277,500
1.7	Locally Funded Activities	\$0						\$72,057		\$72,057
<b>2. Data Collection and Management Systems</b>										
2.1	Congestion Management, ITS & Data Development	\$22,000						\$0	\$4,852	\$26,852
2.2	Efficient Transportation Decision Making (ETDM) Process	\$2,500						\$0	\$551	\$3,051
<b>3. Systems Planning</b>										
3.1	Long Range Transportation Planning	\$20,000						\$0	\$4,411	\$24,411
3.2	Transportation Improvement Program	\$8,000						\$0	\$1,764	\$9,764
3.3	Freights and Goods Movement Planning	\$5,000						\$0	\$1,103	\$6,103
<b>4. Special Project Planning</b>										
4.1	Special Projects and Studies	\$10,000						\$0	\$2,206	\$12,206
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$27,000						\$0	\$5,955	\$32,955
4.3	Transportation Disadvantaged Program	\$0						\$0	\$29,557	\$29,557
4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$370,671				\$551,000	\$0	\$86,164	\$1,027,835
4.5	Lee County Complete Streets Initiative	\$15,000	\$50,000					\$0	\$14,336	\$79,336
<b>Total fiscal year 2014/15 cost for all tasks</b>		<b>\$441,500</b>	<b>\$420,671</b>	<b>\$214,188</b>	<b>\$551,000</b>	<b>\$179,000</b>	<b>\$98,831</b>	<b>\$200,000</b>	<b>\$246,485</b>	<b>\$1,972,675</b>
<b>Total carryover from prior fiscal years</b>		<b>\$175,000</b>		<b>\$0</b>	<b>\$730,000</b>		<b>\$298,831</b>	<b>\$246,485</b>	<b>\$0</b>	<b>\$2,351,675</b>
<b>Total cost, including carryover, for all tasks</b>		<b>\$862,171</b>		<b>\$214,188</b>	<b>\$1,280,000</b>		<b>\$597,662</b>	<b>\$494,816</b>	<b>\$246,485</b>	<b>\$4,324,350</b>







**TABLE 1**  
**FISCAL YEAR 2015/16 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	Staff	Consultant	FTA 5305	Staff	Cons	LOCAL	FDOT	Total
<b>1 Administration</b>									
1.1	Program Management and Support	\$188,000					\$0	\$41,464	\$229,464
1.2	Unified Planning Work Program (UPWP)	\$12,000					\$0	\$2,647	\$14,647
1.3	Public Involvement and Community Outreach	\$17,000					\$0	\$3,749	\$20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$43,000					\$0	\$9,484	\$52,484
1.5	Regional Coordination	\$22,000					\$0	\$4,852	\$26,852
1.6	Transit Program Management and Support	\$8,000		\$213,555			\$26,694	\$28,459	\$276,708
1.7	Locally Funded Activities	\$0					\$70,034		\$70,034
<b>2 Data Collection and Management Systems</b>									
2.1	Congestion Management, ITS & Data Development	\$22,000					\$0	\$4,852	\$26,852
2.2	Efficient Transportation Decision Making (ETDM) Process	\$2,500					\$0	\$551	\$3,051
<b>3 Systems Planning</b>									
3.1	Long Range Transportation Planning	\$17,500					\$0	\$3,860	\$21,360
3.2	Transportation Improvement Program	\$8,000					\$0	\$1,764	\$9,764
3.3	Freights and Goods Movement Planning	\$7,500					\$0	\$1,654	\$9,154
<b>4 Special Project Planning</b>									
4.1	Special Projects and Studies	\$10,000					\$0	\$2,206	\$12,206
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$23,000					\$0	\$5,073	\$28,073
4.3	Transportation Disadvantaged Program	\$0					\$0	\$32,719	\$32,719
4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$333,079			\$447,000		\$77,873	\$877,952
4.5	Lee County Complete Streets Initiative	\$5,000	\$25,000				\$0	\$6,617	\$36,617
	<b>Total fiscal year 2015/16 cost for all tasks</b>	<b>\$405,500</b>	<b>\$358,079</b>	<b>\$213,555</b>	<b>\$447,000</b>	<b>\$96,728</b>	<b>\$227,824</b>	<b>\$0</b>	<b>\$1,748,686</b>
	<b>Total carryover from prior fiscal years</b>			<b>\$0</b>	<b>\$447,000</b>	<b>\$296,728</b>	<b>\$227,824</b>	<b>\$0</b>	<b>\$1,948,686</b>
	<b>Total cost, including carryover, for all tasks</b>		<b>\$763,579</b>	<b>\$213,555</b>					



TABLE 2  
FISCAL YEAR 2015/16 BUDGET SUMMARY  
BY TASK AND FUNDING SOURCE

Task	Description	FUNDING SOURCE				STATE				F.Y.A. 8305				SURFunds				Local Contributions				Total Share		
		Federal	Grants	Drift March	Endow	State	Local	Staff	Consultant	State	Local	Local	Local	Local	Local	Local	Local	Local	Local	Local	Local	Local	Total	Local
1.1	Program Management and Support	\$ 180,000		\$ 41,464																		\$ 180,000	\$ 41,464	\$ 221,464
1.2	Unseal Planning Work Program (UPWP)	\$ 12,000		\$ 2,687																		\$ 12,000	\$ 2,687	\$ 14,687
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,789																		\$ 17,000	\$ 3,789	\$ 20,789
1.4	Environmental Resource Assessment, Upgrade and Maintenance	\$ 25,000		\$ 5,464																		\$ 25,000	\$ 5,464	\$ 30,464
1.5	Regional Coordination	\$ 8,000		\$ 1,822																		\$ 8,000	\$ 1,822	\$ 9,822
1.6	Travel	\$ 5,000		\$ 1,124																		\$ 5,000	\$ 1,124	\$ 6,124
1.7	Locally Funded Activities					\$ 26,694																\$ 26,694		\$ 26,694
1.8	Local/Federal Management Systems																					\$ 20,000		\$ 20,000
2	Drift Collection and Management Systems																					\$ 701		\$ 701
2.1	Collection Management, ITS and Data Development	\$ 22,000		\$ 4,862																		\$ 22,000	\$ 4,862	\$ 26,862
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 2,500		\$ 551																		\$ 2,500	\$ 551	\$ 3,051
3	Systems Planning																							
3.1	Long Range Transportation Planning	\$ 17,500		\$ 3,980																		\$ 17,500	\$ 3,980	\$ 21,480
3.2	Transportation Improvement Program	\$ 4,000		\$ 724																		\$ 4,000	\$ 724	\$ 4,724
3.3	Fleets and Goods Movement Planning	\$ 7,500		\$ 1,684																		\$ 7,500	\$ 1,684	\$ 9,184
4	Special Project Planning																							
4.1	Special Projects and Studies	\$ 10,000		\$ 2,208																		\$ 10,000	\$ 2,208	\$ 12,208
4.2	Block Federation and Multi-Purpose Parkway Planning	\$ 23,000		\$ 5,073																		\$ 23,000	\$ 5,073	\$ 28,073
4.3	Transportation Disadvantaged Programs	\$ 20,000		\$ 4,470																		\$ 20,000	\$ 4,470	\$ 24,470
4.4	Administrative Planning and Project Consultant Services	\$ 5,000		\$ 1,117																		\$ 5,000	\$ 1,117	\$ 6,117
4.5	Lean County Complete Streets Initiative																					\$ 50,000	\$ 6,617	\$ 56,617
	Total FY 2015/16 cost for all tasks			\$ 166,411		\$ 213,555		\$ 26,694					\$ 447,000		\$ 39,719							\$ 1,424,134	\$ 227,624	\$ 1,651,758
	Total carryover from prior fiscal years												\$ 447,000											
	Total cost, including carryover, for all tasks			\$ 166,411		\$ 213,555		\$ 26,694					\$ 894,000		\$ 39,719							\$ 1,424,134	\$ 227,624	\$ 1,651,758





# **APPENDIX A**

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



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

**OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$184,265	
Local (MPO)	\$0	
Total	\$184,265	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$162,140	
Local (MPO)	\$0	
Total	\$162,140	

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

**OBJECTIVE**

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

**METHODOLOGY**

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

**PREVIOUS WORK**

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

<b>FINANCIAL PARTICIPATION – 2014/15</b>		<b>RESPONSIBLE AGENCY</b>  Lead Agency: (See description of supported tasks) State funds split among supported tasks. Information on State funds for FY 2015/16 to be provided in April 2013.
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$26,774	
Local (MPO)	\$0	
Total	\$26,774	
<b>FINANCIAL PARTICIPATION – 2015/16</b>		
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$17,583	
Local (MPO)	\$0	
Total	\$17,538	

# **APPENDIX B**

## **Federal and State Planning Factors and Emphasis Areas**



## **Federal and State Planning Factors and Planning Emphasis Areas for FY 2014/15 and FY 2015/16**

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

### **MAP-21 Federal Planning Factors**

MAP-21 and the subsequent rulemaking have specified eight specific planning factors that FTA and FHWA uses in determining MPO and UPWP compliance with federal and state requirements. These factors are:

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





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

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





**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\_\_\_\_\_

\* Other (Specify):

\_\_\_\_\_

**\* 3. Date Received:**

\_\_\_\_\_

**4. Applicant Identifier:**

Not Applicable

**5a. Federal Entity Identifier:**

Not Applicable

**5b. Federal Award Identifier:**

FL-80-0009

**State Use Only:**

**6. Date Received by State:**

\_\_\_\_\_

**7. State Application Identifier:**

1001

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Lee County Metropolitan Planning Organization

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

800756648

**\* c. Organizational DUNS:**

0782864880000

**d. Address:**

**\* Street1:**

P.O. Box 150045

**Street2:**

815 Nicholas Parkway East

**\* City:**

Cape Coral

**County/Parish:**

Lee

**\* State:**

FL: Florida

**Province:**

\_\_\_\_\_

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

33915-0045

**e. Organizational Unit:**

**Department Name:**

Lee County MPO

**Division Name:**

\_\_\_\_\_

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Donald

**Middle Name:**

L.

**\* Last Name:**

Scott

**Suffix:**

\_\_\_\_\_

**Title:**

Executive Director

**Organizational Affiliation:**

\_\_\_\_\_

**\* Telephone Number:**

(239) - 330 - 2241

**Fax Number:**

(239) - 790 - 2695

**\* Email:**

dscott@leempo.com

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

**CFDA Title:**

Metropolitan Transportation Planning

**\* 12. Funding Opportunity Number:**

FL-80-0009

**\* Title:**

MPO and State Planning

**13. Competition Identification Number:**

Not Applicable

**Title:**

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

USC 530, Planning and Technical Studies in support of the Fiscal Year 2014/2015 Unified Planning Work Program.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="214,188.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="26,773.00"/>
* d. Local	<input type="text" value="26,774.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="267,735.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefbc:  \* First Name:

Middle Name:

\* Last Name:

Suffbc:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Lee County Metropolitan Planning Organization

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

**OR**

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

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

**FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
**(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Lee County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Councilman Thomas Leonardo

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

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

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

Signature Thomas C. Leonardo Date: 5/14/2014

Name Councilman Thomas Leonardo  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

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

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

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

Signature [Signature] Date: 5/16/14

Name Derek Rooney, Fowler White Boggs, P.A.  
Attorney for Applicant

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



**Section 5305(d)**  
**Approved Project Budget for FFY14**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 72,500
44.22.00	General Development and Comprehensive Planning	<u>\$ 22,500</u>
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	<u>\$ 50,000</u>
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	<u>\$ 25,000</u>
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>\$ 37,735</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>\$ 22,500</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>\$ 25,000</u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>\$ 12,500</u>
44.27.00	Other Activities	
Total Net Project Cost		<u>\$ 267,735</u>

Accounting Classifications

44.30.01	Personnel	\$ 160,641
44.30.02	Fringe Benefits	<u>\$ 107,094</u>
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Project Cost		<u>\$ 267,735</u>

Fund Allocations

44.40.01	MPO Activities	\$ 53,547
44.40.02	Transit Operator Activities	<u>\$ 214,188</u>
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>\$ 267,735</u>
Federal Share (80%)		<u>\$ 214,188</u>
Local Share (20%)		<u>\$ 53,548</u>

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	<u>\$ 267,735</u>

**Section 5305(d)**  
**GMIS Planning Line Item Codes – FFY14**  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 58,000
44.22.00	General Development and Comprehensive Planning	<u>\$ 18,000</u>
44.23.01	Long Range Transportation Planning: System Level	<u>                    </u>
44.23.02	Long Range Transportation Planning: Project Level	<u>\$ 40,000</u>
44.24.00	Short Range Transportation Planning	<u>                    </u>
44.25.00	Transportation Improvement Program	<u>\$ 20,000</u>
44.26.00	Planning Emphasis Areas	<u>                    </u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>\$ 30,188</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>                    </u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>\$ 18,000</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>\$ 20,000</u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>\$ 10,000</u>
44.27.00	Other Activities	<u>                    </u>
Total Net Project Cost		<u>\$ 214,188</u>

Accounting Classifications

44.30.01	Personnel	\$ 128,512.80
44.30.02	Fringe Benefits	<u>\$ 85,675.20</u>
44.30.03	Travel	<u>                    </u>
44.30.04	Equipment	<u>                    </u>
44.30.05	Supplies	<u>                    </u>
44.30.06	Contractual	<u>                    </u>
44.30.07	Other	<u>                    </u>
44.30.08	Indirect Charges	<u>                    </u>
Total Net Project Cost		<u>\$ 214,188</u>

Fund Allocations

44.40.01	MPO Activities	\$ 42,838
44.40.02	Transit Operator Activities	<u>\$ 171,350</u>
44.40.03	State and/or Local Agency Activities	<u>                    </u>
Total Net Project Cost		<u>\$ 214,188</u>

## FEDERAL FY 2014-2015 CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more that \$100,000.00 for each such failure.

5/16/2014


Date

  
Chairperson for the MPO

## FEDERAL FY 2014-2015 DEBARMENT AND SUSPENSION CERTIFICATION

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

- (1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and,
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.
  
- (2) The Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

  
Chairperson for the MPO

5/16/2014  
Date

## Title VI / Non-Discrimination Policy Statement

The Lee County MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Lee County MPO further agrees to the following responsibilities with respect to its programs and activities:

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

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

  
Signature of Presiding Officer for the MPO/TPO

5/14/2014  
Date of Signature

# Disadvantaged Business Enterprise Utilization

It is the policy of the Lee County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Lee County MPO contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lee County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the Lee County MPO in a non-discriminatory environment.

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

  
\_\_\_\_\_  
Signature of Presiding Officer for the MPO/TPO

5/16/2014  
\_\_\_\_\_  
Date of Signature



# **APPENDIX D**

## **Joint Certification Statement on the Metropolitan Transportation Planning Process**






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

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 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 Metropolitan Planning Organization 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 SAFETEA-LU (Public Law 109-59) 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 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, 2014.

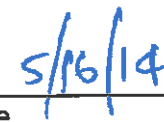
Based on a joint review and evaluation, the Florida Department of Transportation and the Lee County Metropolitan Planning Organization recommend that the Metropolitan Planning Process for the Lee County Metropolitan Planning Organizations be certified.

  
\_\_\_\_\_


District Secretary (or designee)

  
\_\_\_\_\_

MPO Chairman (or designee)

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Date

On February 21, 2013, the Lee County Metropolitan Planning Organization (MPO) and the Florida Department of Transportation (FDOT) District One conducted a joint certification review based upon the process outlined in the FDOT Metropolitan Planning Organization Program Management Handbook. This review addressed all of the planning requirements mandated by law referenced in the Joint Certification Statement and the questions outlined in Section 7.11 of the MPO Handbook.

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

## **NOTEWORTHY ACHIEVEMENTS**

### **PUBLIC INVOLVEMENT PLAN**

- The MPO has continued its efforts to further involve the public in the transportation decision making process. The MPO Board continues to hold its meetings in the City of Cape Coral City Council Chambers where the meetings are broadcast over the internet and on the local jurisdictions television stations which has afforded more people to watch and comment on the various issues. The meetings are also video recorded for further distribution. The MPO has also included peer reviews as part of the agenda over the last year that have helped increase public attendance, interest and input as the MPO is working on the update of the Long Range Transportation Plan to 2040 horizon year.
- Over the past year the Lee MPO has hosted a series of "Peer Exchanges" for the Lee MPO Board to learn from other communities' experiences as the MPO begins the process of developing its 2040 Long Range Transportation Plan (LRTP). This informative series of Peer to Peer Exchanges not only benefit the MPO Board, but also provide an excellent opportunity for staff and citizens throughout Lee County to be a part of the conversation.
- The series was kicked off at the June MPO Board meeting with a presentation by the Executive Director the Nashville MPO, about the award-winning transportation plan developed by the Nashville area MPO in 2010. It was followed by a presentation by Sarasota County's team on their award-winning Honore Blvd. project at the August MPO Board meeting. At the Sept. 20th Lee MPO Board meeting Broward MPO Executive Director, Gregory Stuart, gave a presentation about their long range transportation plan, which includes a shift from road capacity expansion to transit investments, transit funding innovations, better integration of land use and transportation planning, and implementation of its newly adopted Complete Streets program. Each of these exchanges were followed by a lively discussion with MPO Board members. There were several take aways from the presentation that will assist MPO staff as we develop our 2040 LRTP
- The MPO continues to update its website regularly. The website ([www.leempo.com](http://www.leempo.com)) serves as a vehicle for public notice for transportation issues, MPO and Committee meeting notices and agendas. The website also contains MPO planning documents for easy access and use. The MPO will be developing a

Google calendar to more efficiently share changes to meeting and event information.

- The MPO staff has taken on additional public outreach through safety fairs and presentations, speaking engagements, booths at various events and working together with other agencies that are holding events. For example, some of these opportunities over the last year have included the Commuter Service Exhibit at the City of Cape Coral library or the Senior Workshop at the Cape Coral Police Department. The MPO has put presentation boards, hand-out materials and made presentations that are tailored for the various events and has been successful in presenting the MPO Plans and Programs and discussing ongoing and upcoming projects as well as educating the public on what the MPO does.

### **REGIONAL COORDINATION**

- Regional planning participation has been commended as a noteworthy practice by FDOT, FHWA and FTA in the past. The MPO regularly participates in a number of regional planning meetings including quarterly Coordinated Urban Transportation Studies (CUTS) meeting, quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and biannually MPOAC Director meetings, Joint Lee and Collier TAC, CAC, CMS, BPAC/BPCC and MPO meetings, Joint Charlotte MPO meetings and Transit Coordination meetings with Collier and Charlotte Counties
- The Lee MPO continued to enhance their regional coordination activities with the Collier MPO consistent with the joint planning coordination agreement. Over the last year the MPO's adopted new TRIP, regional enhancement and SIS priorities and also coordinated on ongoing items such as LRTP amendments, MAP-21 requirements, transit projects and certification items.
- The Regional Coordination agreement with the Charlotte MPO was updated and approved by the Joint MPO in December to include updated provisions for the development of Joint TRIP priorities.

### **LONG RANGE TRANSPORTATION PLAN**

- The 2035 Long Range Transportation Plan (LRTP) had one amendment this past year to address changes in project funding and project schedules. The MPO is currently working on various projects that will feed into the development of the 2040 LRTP. These tasks include the development of performance measures, the development of a District-wide model that will be developed and maintained by FDOT and the development of a land use scenario project that will be used to produce a preferred land scenario that reduces trips, trip lengths and increases transit viability.

### **MULTI-MODAL TRANSPORTATION PLANNING**

- The MPO staff and Consultants, with the assistance of a working stakeholder group, completed the Bicycle Pedestrian Safety Action Plan to address the high occurrence of bicycle and pedestrian injuries and fatalities throughout the County. The development of a Bicycle Pedestrian Safety Action Plan was a recommendation that came out of the Countywide Bicycle Pedestrian Master

Plan. We are now working on the implementing the recommendations that were identified in the Action Plan.

- The MPO has been participating with the County's Transit Task Force that is primarily made up of the business community representatives to help identify a long term transit funding source to fund current transit operations as well as future expanded and improved operations.
- The MPO has completed the Rail Feasibility Study which looked at multi-modal options for the rail corridor that transverses through the County and extends from North Collier to Arcadia in Desoto County. The study is looking at the various options for the existing corridor as well as how the use of this corridor compares with the feasibility of using the I-75 multi-modal corridor. The study includes the collection of existing physical data, exploring passenger and freight options, determination of value and the future use alternatives.

#### **CONGESTION MANAGEMENT PROCESS (CMP)**

- The MPO has developed performance measures for the evaluation of the transportation system that was used to analyze the Congestion Management projects at a system-wide and corridor level. The MPO has a Multi-modal Enhancement Box that is set annually at \$5,000,000 with a portion of this funding (about a million per year) being used for Congestion Management projects.

#### **ADMINISTRATION**

- The MPO became a totally independent MPO in the 2012 and is currently working out of rental space provided by the City of Cape Coral. These changes have led to a cost savings that have allowed the MPO to conduct additional Planning studies such as the Bicycle Pedestrian Safety Action Plan and the Land Use Scenario Project. The last part of this process is being completed with the RFP for legal services (was previously provided by the County).

#### **TITLE VI POLICY**

- The MPO continues to demonstrate its commitment to non-discrimination by incorporating appropriate language in all of its consultant contracts during the procurement process. These contracts will continue to be reviewed and updated as necessary to ensure that new and revised Title VI language is incorporated and followed.
- The MPO staff includes language on all of the agendas and public notices regarding Title VI requirements.
- The MPO staff attends Title VI training when it is available.

#### **BYLAWS AND AGREEMENTS**

- The MPO updated and approved the bylaws for the MPO Board, the Bicycle Pedestrian Coordinating Committee (BPCC), the Traffic Management Operations Committee (TMOC), the Citizens Advisory Committee (CAC), the Technical

Advisory Committee (TAC) and the Local Coordinating Board (LCB) this past year.

- The MPO updated and approved the Regional Coordination agreement with the Charlotte MPO, the ICAR Agreement and the Transit Coordination Agreement with LeeTran.

# **APPENDIX E**

## **Lobbying Certification Statement**

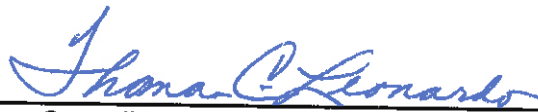




**LOBBYING CERTIFICATION for GRANTS, LOANS  
and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Lee County MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Lee County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Lee County MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



---

Councilman Thomas Leonardo, Vice Chairman  
Lee County Metropolitan Planning Organization  
May 16, 2014



# **APPENDIX F**

## **Debarment and Suspension Certification**



## DEBARMENT and SUSPENSION CERTIFICATION

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

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

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

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

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

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

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



\_\_\_\_\_  
Councilman Thomas Leonardo, Vice Chairman  
Lee County Metropolitan Planning Organization  
May 16, 2014



# **APPENDIX G**

## **Disadvantaged Business Enterprise Utilization**





## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Lee County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lee County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lee County MPO in a non-discriminatory environment.

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



---

Councilman Thomas Leonardo, Vice Chairman  
Lee County Metropolitan Planning Organization  
May 16, 2014



# **APPENDIX H**

## **Title VI / Nondiscrimination Policy Statement**



## TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The Lee County Metropolitan Planning Organization (MPO) assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Lee County Metropolitan Planning Organization (MPO) further agrees to the following responsibilities with respect to its programs and activities:

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

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



---

Councilman Thomas Leonardo, Vice Chairman  
Lee County Metropolitan Planning Organization  
May 16, 2014

## APPENDIX A

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

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

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

**(6.) Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.





# **APPENDIX I**

**Planning Study Matrix for FY 2014/15 and FY  
2015/16**



**PLANNING STUDIES MATRIX FOR 2014/15- 2015/16 UPWP**

Project ID	Project	Lead Agency/Department	FY Project Started	Cost (in 1,000\$)	Deliverables (Emphasis on transportation products)	Anticipated Completion Date
	Downtown Traffic Concurrency Exceptions Area Transportation Mobility Study	Fort Myers - Engineering	2010	\$250 (Local DRA funds)	The Transportation Mobility Study will establish transportation mobility strategies and provide data and analysis in support of the Comprehensive Plan amendment necessary for the implementation of the Transportation Concurrency Exception Area (TCEA) and the mobility plan.	12/31/2015
	City of Fort Myers E.A.R.	Fort Myers - Planning	12/1/2010	App. 60k (Gen Funds)	Evaluation and Appraisal Report of the Comprehensive Plan	4/12/2014
	Town of Fort Myers Beach E.A.R.	Planning	1/1/2011	\$50 (Local Funds)	Evaluation and Appraisal Report of the Comprehensive Plan	8/1/2016
	LeeTran Countywide Park and Ride Study	LeeTran	2012	\$68	Determine locations for express bus service	Unknown
	Transit Development Minor Update	LeeTran	Ongoing	In-house	Annual review and revisions to last major TDP Update (2011)	Unknown
	Transit Development Major Update	LeeTran	Ongoing	-	Major TDP update	9/30/2015
	Title VI Program Update 2015 - 2017	LeeTran	Ongoing	-	An Update of the Title VI Program that summarizes LeeTran service provisions since the approval of the last program by FTA.	9/30/2014
	Equal Employment Opportunity Plan Update	LeeTran	Ongoing	-	LeeTran's EEO program update that meets the requirement set forth in FTA's EEO Circular 4704.1.	9/30/2014
	Bus Queue Jump Study	Lee MPO	Summer 2014	\$55	A prioritized list of 20 potential bus pullout locations along principal arterials in Lee County with conceptual designs and specifications of upto 5 types of bus pullouts.	Winter 2014
	Bus Pullout Study	Lee MPO	Summer 2014	\$124	A prioritized list of potential locations for bus queue jumps on the US 41 corridor and conceptual designs and specifications of queue jumps at 5 to 10 locations.	Winter 2014
	Roundabout Feasibility Study	FDOT	Summer 2014	\$400	Conduct roundabout feasibility analyses at 12 locations, and develop conceptual design at 6 of those locations. Develop preliminary engineering drawings at the top 2 locations.	Spring 2015
	San Carlos Trolley Lane PD&E and EMO Study	FDOT	Fall 2014	\$1,255	PD&E Study report on a dedicated trolley lane on San Carlos Blvd	2015
	Bicycle Pedestrian Master Plan	Cape Coral/FDOT/MPO	Fall 2014	\$151	City of Cape Coral Bicycle Pedestrian Master Plan	Spring 2015
	North Cape East/West Corridor Study	City of Cape Coral - Public Works	Fall 2015	\$500	Conduct feasibility studies, potential alignments, recommended alignment, preliminary design, environmental studies, permitting, row acquisition and construction.	Fall 2017
	Part 150 Noise Compatibility Study	Lee County Port Authority	2011	781.5 LCPA Funded	Phase 1: Evaluate existing conditions and fleet mix and conduct community outreach programs to provide updated Noise Exposure maps Phase 2: Work with FAA, airlines, and communities to develop a Noise Compatibility Program that addresses potential noise abatement alternatives and land use recommendations.	4/19/2014
	Estero Boulevard Preliminary Plan Development	LCDOT	By 3/30/2011	\$750 (Local)	A preliminary plan for the entire Estero Boulevard corridor that identifies typical cross sections.	2014
	RSW Skyplex Rezoning Amendment	Lee County Port Authority	3/15/2011	\$222	Prepare data/mapping and rezoning application to amend the current RSW zoning to add 200 acres of development in non aviation lands in Skyplex area	11/3/2014
	New Horizon 2035: Lee Plan Update/EAR-based Amendments	Lee County Community Development - Planning	3/1/2011	In-house plus \$50 in Consulting Services	Lee Plan Update/EAR-based Amendments Lee Plan and the Land Development Code Updates	2/1/2014
	New Horizon 2035: LDC Amendments	Lee County Community Development - Planning/Zoning	Early 2014	\$425	EAR-based Land Development Code Amendments Lee Plan and the Land Development Code Updates	End of 2016
	Sustainability Plan	Lee County Office of Sustainability	2010	\$88	Comprehensive and measurable sustainability plan for Lee County.	2014
	Lehigh Acres Mixed-Use Center Plans	Lee County Community Development - Planning	September, 2013	\$50	Development of form based codes for 2 areas in Lehigh Acres: Gunnery Road and Lee Boulevard as well as Gunnery Road and U.S. RT 82	End of 2014
	Palm Beach Boulevard Mixed-Use Center Plan	Lee County Community Development - Planning	November 2011	\$50	Development of form based code along the major corridors of Palm Beach Boulevard, Ortiz Avenue, and Tice Street	End of 2014





**From:** Mikyska, Carl (FHWA)  
**Sent:** Wednesday, March 19, 2014 4:51 PM  
**To:** Muller, Russell  
**Cc:** Shine, Richard; Jacobs, LeeAnn (FHWA); Arens, Yvonne; Orr, Elizabeth (FTA)  
**Subject:** RE: Draft Fiscal Year 2014/15-2015/16 Unified Planning Work Program for the Lee Metropolitan Planning Organization

Russ,

I have reviewed the Draft UPWP and will be sending a formal letter with our comments later. For now, I am sending our comments in an email so that MPO staff may have them quickly and may begin addressing the comments for the final UPWP. FHWA offers the following comments:

- There appear to be unnecessary page breaks in the document, please review for appropriate placement of page breaks.
- Page 17 – the self certification seems to end without finishing the full thought, please review
- Page 19 – Midway through the page the line spacing changes, please check.

Overall this is a very clean draft and it appears to be in final form, clearly staff spent time working diligently on this document. Also of interest is that much of the description of work activities in the beginning of the document are quite detailed and will be useful to MPO staff in filling out the certification questions which were transmitted to the MPO back in December.

Please share with the MPO staff that they did a very good job on this draft document.

Thanks,

**CARL MIKYSKA**  
TRANSPORTATION PLANNER  
FLORIDA DIVISION – FHWA  
545 JOHN KNOX RD – SUITE 200  
TALLAHASSEE, FL 32303

850/553-2221  
850/942-9691 FAX

**From:** [Elizabeth.Orr@dot.gov](mailto:Elizabeth.Orr@dot.gov) [<mailto:Elizabeth.Orr@dot.gov>]  
**Sent:** Monday, April 07, 2014 11:01 AM  
**To:** Muller, Russell  
**Cc:** Shine, Richard; [LJACOBS@dot.gov](mailto:LJACOBS@dot.gov); Arens, Yvonne; [Carl.Mikyska@dot.gov](mailto:Carl.Mikyska@dot.gov); [Keith.Melton@dot.gov](mailto:Keith.Melton@dot.gov); Ausman, Jon M  
**Subject:** RE: Draft Fiscal Year 2014/15-2015/16 Unified Planning Work Program for the Lee Metropolitan Planning Organization

Hello All,

We have reviewed the DRAFT UPWP for the above agency. The transit component of the UPWP is satisfactory to FTA. For additional information on MAP-21 programmatic changes, you are asked to view the FTA web site for MAP-21 updates: <http://www.fta.dot.gov/map21/>.

As a general rule, when 5307 funds will be used for transit planning by a transit agency, the UPWP must reference and contain the 5307 funds and related planning tasks in the approved UPWP (in sufficient detail for FTA to determine the study's relationship to public transit). Ideally, the Project Task Budget should show the total project budget and all amounts of Federal assistance funds, including carryover funds, and local share funds from State and local sources that are allocated to each work element or activity included in the UPWP. However, some MPO's/TPO's include carryover information in a separate summary table. We appreciate this information on carryover/close-out balances in the UPWP.

Thank you for the level of detail in your UPWP and your support for transit and related work as evidenced in your UPWP.

Parris

**Elizabeth Parris Orr**  
Community Planner  
US Department of Transportation  
Federal Transit Administration, Region IV  
230 Peachtree St. NW, Suite 800  
Atlanta, GA 30303  
(O) 404.865.5617  
(F) 404.865.5605







*Florida Department of Transportation*

**RICK SCOTT  
GOVERNOR**

10041 Daniels Parkway  
Fort Myers, FL 33913

**ANANTH PRASAD, P.E.  
SECRETARY**

March 20, 2014

Mr. Donald Scott, Director  
Lee Metropolitan Planning Organization  
P.O. Box 150045  
Cape Coral, Florida 33915-0045

**RE: Draft Fiscal Year 2014/2015 through 2015/2016 Unified Planning Work Program for the Lee Metropolitan Planning Organization – Florida Department of Transportation District One Comments**

Dear Mr. Scott:

The following is in response to your March 14, 2014 letter which transmitted the subject for our review. The following comments are provided for your consideration in developing the Final UPWP:

- **General Comments:**
  1. Please include the signed Joint Certification Statement and Certification Summary with the final UPWP.
  2. On page 17, the last sentence should be completed with a period after the word "certified."
  3. The Draft UPWP does not identify the tasks associated with a designated Title VI Liaison within the organization. The Department recommends that the activities related with this position be incorporated into the Final UPWP document.
  4. Please include the Planning Study Matrix, Appendix I, for FY 2014/2015 and 2015/2016 in your final submittal.
  5. For the Final UPWP, the MPO staff should consult the latest funding tables from the Department to verify the total 5305(d) funding.

Mr. Donald Scott, Director  
Page 2  
March 20, 2014

Please keep in mind that by May 15<sup>th</sup>, 2014, all comments should be addressed and the MPO should distribute the adopted UPWP for final approval. Should you have concerns or need additional information, please feel free to contact me at 239-225-1976.

Sincerely,



Russ Muller  
Community Liaison

RDM/rm

**Attachments**

cc: Carl Mikyska, FHWA  
Parris Orr, FTA  
Lee Ann Jacobs, FDOT

# **APPENDIX K**

**FY 2015/16 Signature Pages**

## RESOLUTION 15-11

**A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION  
AUTHORIZING THE FILING OF A GRANT APPLICATION FOR FEDERAL  
TRANSPORTATION ASSISTANCE AUTHORIZED BY 40 U.S.C. CHAPTER 53, TITLE 23  
UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE  
FEDERAL TRANSIT ADMINISTRATION.**

*Whereas*, the Federal Transit Administration has been delegated authority to award Federal financial assistance for a transportation project; and

*Whereas*, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and

*Whereas*, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

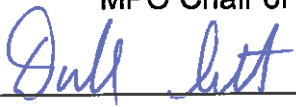
*NOW THEREFORE, BE IT RESOLVED by the Lee County Metropolitan Planning Organization:*

1. That the Chairperson or Vice-Chairperson is hereby authorized to execute and file an application for Federal assistance on behalf of the Lee County Metropolitan Planning Organization with the Federal Transit Administration, through the Florida Department of Transportation (FDOT), for Federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, of other Federal Statutes authorizing a project administered by the Federal Transit Administration.
2. That the Chairperson or Vice-Chairperson is hereby authorized to execute and file with such grant application, through the FDOT, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement;
3. That the Lee County MPO Director and the LeeTran Director are authorized to furnish such additional information as the Federal Transit Administration may require in connection with the grant agreement for the program of projects and if there is a change in the funding when the final budget figures are released or there is a change in the application format, that the MPO Director may revise the forms and application accordingly, have them resigned by the MPO Chair or Vice Chair and resubmitted:

PASSED AND DULY ADOPTED this 16<sup>th</sup> day of October 2015.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

  
\_\_\_\_\_  
MPO Chair or Vice Chair

  
\_\_\_\_\_  
Donald Scott, Lee County MPO Executive Director

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> Not Applicable	
<b>5a. Federal Entity Identifier:</b> Not Applicable	<b>5b. Federal Award Identifier:</b> FL-80-0009	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> 1001	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> Lee County Metropolitan Planning Organization		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 800756648	<b>* c. Organizational DUNS:</b> 0782864880000	
<b>d. Address:</b>		
<b>* Street1:</b> P.O. Box 150045	<input type="text"/>	
<b>Street2:</b>	<input type="text"/>	
<b>* City:</b> Cape Coral	<input type="text"/>	
<b>County/Parish:</b> Lee	<input type="text"/>	
<b>* State:</b>	FL: Florida	
<b>Province:</b>	<input type="text"/>	
<b>* Country:</b>	USA: UNITED STATES	
<b>* Zip / Postal Code:</b> 33915-0045	<input type="text"/>	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Lee County MPO	<b>Division Name:</b> <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mr.	<b>* First Name:</b> Donald	
<b>Middle Name:</b> L.	<input type="text"/>	
<b>* Last Name:</b> Scott	<input type="text"/>	
<b>Suffix:</b>	<input type="text"/>	
<b>Title:</b> Executive Director		
<b>Organizational Affiliation:</b> <input type="text"/>		
<b>* Telephone Number:</b> 239-330-2241	<b>Fax Number:</b> 239-790-2695	
<b>* Email:</b> dscott@leempo.com		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Metropolitan Transportation Planning

**\* 12. Funding Opportunity Number:**

FL-80-0009

\* Title:

MPO and State Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

USC 5305, Planning and Technical Studies in support of the Fiscal Year 2015/2016 Unified Planning Work Program.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	\$213,555
* b. Applicant	
* c. State	\$26,694
* d. Local	\$26,694
* e. Other	
* f. Program Income	
* g. TOTAL	\$266,944

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Lee County Metropolitan Planning Organization

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

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

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



## FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

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

### AFFIRMATION OF APPLICANT

Name of the Applicant: Lee County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Mike Flanders, MPO Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

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

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

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

Signature 

Date: 11/17/15

Name Mike Flanders, MPO Chairman

Authorized Representative of Applicant

### AFFIRMATION OF APPLICANT'S ATTORNEY

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

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

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

Signature 

Date: 11/9/15

Name Derek Rooney, Gray Robinson

Attorney for Applicant

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

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

Technical Classifications:

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

Accounting Classifications

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

Fund Allocations

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

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

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

Technical Classifications:

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

Accounting Classifications

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

Fund Allocations

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

## FEDERAL FY 2015-2016 DEBARMENT AND SUSPENSION CERTIFICATION

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

- (1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and,
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.
  
- (2) The Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

  
\_\_\_\_\_  
Chairperson for the MPO

Nov. 17, 2015  
Date

## Title VI / Non-Discrimination Policy Statement

The Lee County MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Lee County MPO further agrees to the following responsibilities with respect to its programs and activities:

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

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

  
\_\_\_\_\_  
Signature of Presiding Officer for the MPO/TPO

NOV. 17, 2015  
\_\_\_\_\_  
Date of Signature

# Disadvantaged Business Enterprise Utilization

It is the policy of the Lee County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Lee County MPO contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lee County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the Lee County MPO in a non-discriminatory environment.

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



\_\_\_\_\_  
Signature of Presiding Officer for the MPO/TPO

Nov. 17, 2015

\_\_\_\_\_  
Date of Signature

## FEDERAL FY 2015-2016 CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more that \$100,000.00 for each such failure.

Date

Nov. 17, 2015

Chairperson for the MPO

