



**UNIFIED PLANNING WORK  
PROGRAM FOR  
FISCAL YEARS 2018/19 - 2019/20  
(July 1, 2018- June 30, 2020)**

Adopted May 18, 2018

**LEE COUNTY METROPOLITAN PLANNING ORGANIZATION**

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

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

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

CFDA# 20.205, Highway Planning and Construction  
Federal Aid Project Number 0261 (056)  
FDOT financial project number 439312-2-14-01 PL Funds  
FDOT financial project number 439312-2-14-03 TALU  
Funds FDOT Contract Number

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

This Page Intentionally Left Blank

**FISCAL YEARS 2018 - 2019  
UNIFIED PLANNING WORK PROGRAM**

**Lee County  
Metropolitan Planning Organization**

**VOTING MEMBERS**

Vice-Mayor Tracey Gore, Town of Fort Myers Beach  
**Chair**

Vice-Mayor Mick Denham, City of Sanibel (Alt)  
**Vice-Chair**

Mayor Kevin Ruane, City of Sanibel  
**Treasurer**

Mayor Peter Simmons, City of Bonita Springs  
Deputy Mayor Peter O'Flinn, City of Bonita Springs  
Mayor Joe Coviello, City of Cape Coral  
Councilman David Stokes, City of Cape Coral  
Councilman John Carioscia, City of Cape Coral  
Councilwoman Jessica Cosden, City of Cape Coral  
Councilman John Gunter, City of Cape Coral  
Councilman Johnny Streets, Jr., City of Fort Myers  
Councilwoman Teresa Watkins Brown, City of Fort Myers  
Councilwoman Gaile Anthony, City of Fort Myers  
Mayor Jim Boesch, Village of Estero  
Commissioner John Manning, Lee County District 1  
Commissioner Cecil Pendergrass, Lee County District 2  
Commissioner Larry Kiker, Lee County District 3  
Commissioner Brian Hamman, Lee County District 4  
Commissioner Frank Mann, Lee County District 5

**ALTERNATES**

Councilman Fred Forbes, City of Bonita Springs  
Councilman Rick Williams, City of Cape Coral  
Councilman Fred Burson, City of Fort Myers  
Councilwoman Anita Cereceda, Town of Fort Myers  
Beach Vice Mayor Bill Ribble, Village of Estero

# TABLE OF CONTENTS

	PAGE
<b>Acronyms used in this UPWP .....</b>	<b>7</b>
<b>Introduction .....</b>	<b>10</b>
<b>Status of Transportation Planning Activities .....</b>	<b>13</b>
<b>Organization and Management .....</b>	<b>15</b>
<b>Unified Planning Work Program</b>	
<b>1.0 Administration.....</b>	<b>21</b>
1.1 Program Management and Support.....	23
1.2 Unified Planning Work Program (UPWP).....	27
1.3 Public Involvement and Outreach Program .....	29
1.4 Equipment and Resource Purchase, Upgrade and Maintenance .....	33
1.5 Regional Coordination .....	37
1.6 Transit Program Management and Support .....	39
1.7 Locally Funded Activities .....	43
<b>2.0 Systems Monitoring .....</b>	<b>45</b>
2.1 Congestion Management, ITS and Data Development .....	47
2.2 Efficient Transportation Decision Making (ETDM) Process .....	51
<b>3.0 Systems Planning .....</b>	<b>53</b>
3.1 Long Range Transportation Plan .....	55
3.2 Transportation Improvement Program .....	57
3.3 Freights and Goods Movement Planning .....	59
<b>4.0 Project Planning.....</b>	<b>61</b>
4.1 Special Projects and Studies .....	63
4.2 Bicycle Pedestrian and Multi-Purpose Pathway Planning.....	65
4.3 Transportation Disadvantaged Program.....	67
4.4 Administrative and Planning Consultant Services .....	69
4.5 Development of the Lee County Complete Streets Initiative .....	73
<b>Budget Tables .....</b>	<b>75</b>
Table 1, 2018/2019 Agency Participation Table .....	77
Table 2, 2018/2019 Funding Source Table .....	79
Table 1, 2019/2020 Agency Participation Table .....	81

**Appendices**

A.Federal and State Planning Factors and Emphasis Areas.....A1-A6  
B.FTA Section 5305 Grant Application for FY 2018/2019.....B1-B10  
C.Certification and Assurances.....C1-C8  
D.MPO Planning Study Matrix.....D1-D4  
E.Comments on Draft Version of the UPWP.....E1-E4

This Page Intentionally Left Blank

## 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	Citizen Advisory Committee
CAD	Computer Aided Drafting
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CAT	Collier Area Transit
CEMP	Comprehensive Emergency Management Plan
CFASP	Continuing Florida Aviation System Planning Process
CFDA	Catalogue of Federal Domestic Assistance
C.F.R.	Code of Federal Regulations
CIC	Citizen Involvement Committee
CIP	Capital Improvement Program
CMR	Congestion Monitoring Report
CMS	Congestion Management System
CMS/ITS	Congestion Management System/Intelligent Transportation System
CMP	Congestion Management Process
COA	Comprehensive Operations Analysis
COOP	Continuity of Operation Plan
CPU	Central Processing Unit
CRA	Community Redevelopment Agency
CRT	Commuter Rail Transit
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantaged
CTS	Center Transportation Studies
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Systems
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
DRA	Downtown Redevelopment Agency
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
EEO	Equal Employment Opportunity
ESRI	Environmental Systems Research Institute
EST	Environmental Screening Tool
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAC	Federal Aid Circular
FAP	Federal Aid Program

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



SIB	State Infrastructure Bank
SIS	Strategic Intermodal System
SOV	Single Occupancy Vehicle
SR	State Road
SRTS	Safe Route to School
STP	Surface Transportation Program
SWFMRT	Southwest Florida Metro-Regional Transportation
SWFRPC	Southwest Florida Regional Planning Council
TAC	Technical Advisory Committee
TAN	Transportation Advisory Network
TAOC	Transit Authority Oversight Committee
TAZ	Traffic Analysis Zone
TCEA	Transportation Concurrency Exceptions Area
TCSP	Transportation Community and System Preservation Program
TD	Transportation Disadvantaged
TOM	Transportation Demand Management
TOP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TE	Transportation Enhancement
TELUS	Transportation Economic and Land Use System
TEA	Transportation Enhancement Application
TEA-21	Transportation Equity Act for the 21 <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 2018/19 and 2019/20. This work program includes funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), State funded tasks and Locally funded tasks. The FY runs from July 1, 2018 through June 30, 2019 for FY 2018/19 and from July 1, 2019 through June 30, 2020 for FY 2019/20.

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 2018/19 through 2019/20. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental Interlocal agreement to the Interlocal agreement creating the MPO. In addition, the Unified Planning Work Program (UPWP) provides the basis for federal funding of the transportation planning activities to be undertaken with FHWA or FTA funds.

Section 120 of Title 23, USC, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, USC. FDOT will provide soft match for the FHWA Metropolitan Planning Program (MPP/PL) funds using toll revenue expenditures, to the extent that credits are available, as a credit toward the non-federal matching share. The amount identified represents the total amount of soft match required for the amount of FHWA PL funds budgeted in this UPWP which is 18.07% for a total of \$343,027.

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

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

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

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

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

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

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

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

**FY 2018/19 and FY 2019/20 Transportation Planning Priorities:** A major emphasis area in the UPWP continues to include the development of performance measure targets and incorporating the how we are striving to meet the targets in our planning documents. Another major emphasis area is the completion of the Lee County Complete Streets Initiative funded through Transportation Investment Generating Economic Recovery (TIGER) program. This also includes following through with the yearly reporting requirements for five years after project completion.

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 2019 and 2020 to help guide FDOT in the development of its Work Program.

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

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

LeeTran will also continue programs for compilation of data for the monthly and annual National Transit Database submissions and conduct surveys from transit patrons to make service as effective as possible for all riders. LeeTran will also be planning and designing ADA compliant bus stops and shelters, review and update the safety and security plans, paratransit plans, and Human Service Agency Coordination plans.

## **Status of Transportation Planning Activities**

### **MPO Planning Activities**

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

#### Regional Planning

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

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

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

#### Long Range Transportation Plan

The MPO amended the 2040 LRTP to be consistent with changes to projects. The MPO recently completed the major update to the 2040 Long Range Transportation Plan (LRTP).

#### Short Range Transportation Planning

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

#### Goods and Freight Movement Planning

The Lee MPO continues to plan for increasing freight demands from our population increases and changes in how households and businesses are purchasing goods.

#### Congestion Management/ITS

The MPO has completed the roundabout feasibility study at the study locations recommended through the Committees and the Board and has begun prioritizing the top locations for programming and also submitting requests for separate safety funds, if eligible. The MPO continues to participate in the Community Traffic Safety Committee to participate in resolving short term Congestion Management solutions as well as bringing back improvements that need to be included in the priority process.

#### Bicycle Pedestrian Planning

The MPO adopted local and joint regional Transportation Alternatives (TA) Program priorities in the spring of 2017 and 2018. The MPO also endorsed applications for bicycle

pedestrian facilities to be implemented with Safe Routes to School (SRTS) Program funds that year. The MPO also prioritized SU funded bicycle pedestrian projects in the spring of 2017 and 2018 though most of the priorities were projects that were not funded in the previous years. The MPO also takes part in FDOT's Electronic Review Comment (ERC) Team and has been regularly reviewing design plans of resurfacing and capacity projects in Lee County to ensure accommodation of bicycle pedestrian and transit facilities consistent with the adopted MPO and local plans. The MPO also participates in the review of design plans of traffic operations projects and stand-alone bicycle pedestrian projects that are programmed through the MPO priority process, or funded by District 1 with Highway Safety Program funds. The MPO participates in field reviews with FDOT and affected jurisdictions during the design review phase. The MPO also attends periodic Local Agency Project meetings to keep informed of project status and assist with programming changes as necessary.

#### Public Transportation Planning

The MPO updated the Transit Element of the Long Range Transportation Plan as part of the development of the 2040 LRTP and participated with LeeTran on the update of the Transit development Plan that was completed in September 2016. LeeTran recently completed the Fort Myers Beach Park n' Ride facility and is currently studying proposed improvements at the Rosa Parks Transfer facility and possible locations for a transfer facility in the Bell Tower area.

#### **FDOT Planning Activities**

FDOT District One has been involved in the following planning activities:

1. Geographical Information Systems (GIS) Application Development and System Maintenance
2. Systems Planning and Reviews
3. Interchange Reviews
4. Travel Demand Model Development - The Department is currently working on the update of the Districtwide 2045 transportation model starting with validation to 2015 conditions.
5. Statistics
6. Federal Functional Classification
7. Traffic Count Program
8. Modal Development Technical
9. Strategic Intermodal System
10. Commuter Services
11. District 1 and Statewide Freight Mobility and Trade Plan - The Department is currently working on the District One Freight Implementation Plan In support of, and in conjunction with, the Florida Department of Transportation's statewide Freight Mobility and Trade Plan (FMTP). District One completed a Districtwide Freight Mobility & Trade (FM&T) study. This study evaluated current and future freight assets, and assessed conditions to determine freight needs and associated freight-related infrastructure project improvements to improve the District One's freight transportation system. As a follow on to the FM&T study and to guide the development and implementation of the District's freight program, we are preparing a Freight Mobility & Trade Plan to provide a foundation for freight planning and influence the development of policies that will enhance freight mobility and efficiency throughout the District. The Plan has 4 components: the Executive Summary, a District Freight & Logistics Overview, the Implementation Guide, and a User's Resource Guide.

## ORGANIZATION AND MANAGEMENT

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

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

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

Generally, the topics discussed at the Citizen Advisory Committee meetings correspond to those topics to be considered at upcoming Lee County Metropolitan Planning Organization Board meetings. The Citizen Advisory Committee members may also serve on task forces or steering committees to study special items and make recommendations back to the CAC and the Board.

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

A Traffic Management Operations Committee (TMOC) is sponsored by the MPO to make recommendations on traffic operations, ITS and congestion management matters

requiring intergovernmental coordination at the technical level as well as making recommendations on congestion mitigation projects and priorities.

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

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

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

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

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

- a. The Interlocal Agreement for the Creation of Metropolitan Planning Organization that was finalized in March 2016.
- b. The FTA Section 5305 Joint Participation Agreement, approved on June 7, 2016 with an expiration of December 31, 2018;
- c. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;



- d. The Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;
- e. The Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013; and
- f. The Planning Funds Agreement approved on May 20, 2016 for the term from July 1, 2016 through June 30, 2018.

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

This Page Intentionally Left Blank



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

MIKE DEW  
SECRETARY

**Cost Analysis Certification**

**Lee County MPO**

**Unified Planning Work Program - FY 2019**

Adopted 5/18/2018


Revision Number: Initial Adoption

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

\_\_\_\_\_  
Name: D’Juan L. Harris

\_\_\_\_\_  
Community Liaison – District 1

Title and District

\_\_\_\_\_  
 5/18/2018

Signature

This Page Intentionally Left Blank

# **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

This Page Intentionally Left Blank

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

- Staff support of MPO, TAC, and CAC meetings including meeting notification, advertisement and the preparation of minutes and agenda packages.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide Florida Government in the Sunshine (Sunshine Law) updates and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory 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 the MPO Executive Committee
- Employee paid time off, retirement, health and life benefits.
- Preparing and submitting monthly progress reports, invoices, and related documents, as required.
- Preparing for and participating in the MPO's joint certification reviews with FDOT each year and FHWA every four years.
- Travel as part of local, regional and statewide meetings and training for staff and the Board.
- Preparing MPO agreements and resolutions.
- Update and test the MPO's Continuity of Operations Plan (COOP), as needed.

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

**PREVIOUS WORK**

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

**END PRODUCT**

- Monthly: Agenda packages for MPO, MEC, TAC, and CAC meetings.
- Summer/Fall of 2018 and 2019: Work with Auditor to prepare MPO audit for the Executive Committee's review.
- February 2019 and 2020: Joint state certification reviews.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Monthly, with each PL funding invoice: Progress reports.
- Ongoing: Advertising of meetings, public hearings and legal ads.
- Monthly: Travel to meetings, training and workshops.
- Quarterly: Participation in the statewide MPO Advisory Council and FDOT District One Coordinated Urban Transportation Studies (CUTS) meetings.
- Quarterly: Participation in the statewide MPO Advisory Council and the FDOT District 1 Coordinated Urban Transportation Studies (CUTS) Committee meeting.
- Spring 2019 and 2020: MPOAC weekend institute training for selected Board members.
- Ongoing: Coordination with Committees and MPO Board on transportation related issues.
- Ongoing Update of MPO informational materials



**Task No: 1.1 Program Management and Support**

**Estimated Budget Detail for FY 2018/2019**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries and fringe benefits	\$239,000	-	-	-	-	-	\$239,000
	<b>Subtotal:</b>	<b>\$239,000</b>	-	-	-	-	-	<b>\$239,000</b>
<b>B. Travel</b>								
	Travel and Training	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>
<b>C. Other Direct Expenses</b>								
	Advertising	\$8,000	-	-	-	-	-	<b>\$8,000</b>
	MPO Insurance (D&O, Life, Workers Comp and Office)	\$13,000						<b>\$13,000</b>
	<b>Subtotal:</b>	<b>\$21,000</b>	-	-	-	-	-	<b>\$21,000</b>
	<b>Total:</b>	<b>\$280,000</b>	-	-	-	-	-	<b>\$280,000</b>

**Task No: 1.1 Program Management and Support**

**Estimated Budget Detail for FY 2019/2020**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries and fringe benefits	\$239,000	-	-	-	-	-	\$239,000
	<b>Subtotal:</b>	<b>\$239,000</b>	-	-	-	-	-	<b>\$239,000</b>
<b>B. Travel</b>								
	Travel and Training	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>
<b>C. Other Direct Expenses</b>								
	Advertising	\$8,000	-	-	-	-	-	<b>\$8,000</b>
	MPO Insurance (D&O, Life, Workers Comp and Office)	\$13,000						<b>\$13,000</b>
	<b>Subtotal:</b>	<b>\$21,000</b>	-	-	-	-	-	<b>\$21,000</b>
	<b>Total:</b>	<b>\$280,000</b>	-	-	-	-	-	<b>\$280,000</b>

**Section: ADMINISTRATION\_\_\_\_\_UPWP Task No: 1.2**  
**Task: UNIFIED PLANNING WORK PROGRAM**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- Development of the Fiscal Year FY 2016/17 and FY 2017/18 UPWP.
- Amendments to the FY 2016/17 and FY 2017/18 UPWP.

**END PRODUCT**

- March 15, 2020: Develop draft UPWP for FYs 20/21 and 21/22, including all necessary budget spreadsheets for review.
- May 15, 2020: Develop final UPWP for FYs 20/21 and 2021/22.
- As needed: Any amendments to the adopted 2 year UPWP.

Task No: 1.2 Unified Planning Work Program								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	<b>Subtotal:</b>	<b>\$8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$8,000</b>
	<b>Total:</b>	<b>\$8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$8,000</b>

Task No: 1.2 Unified Planning Work Program								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$10,000	-	-	-	-	-	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>
	<b>Total:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>

**Section: ADMINISTRATION \_\_\_\_\_ UPWP Task No: 1.3**  
**Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- As Needed: Review and update of the Public Involvement Plan,
- Continuous: Update and adding of the mailing and e-mail contact lists.
- Distribution of MPO documents to the libraries in the Lee County Library System.
- Interviews and presentations related to MPO process, documentation and projects.
- Development of public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous updates of the MPO Website.
- June 2013: Staff attended Environmental/Title VI training hosted by FDOT, FHWA and FTA.
- November 2017: Staff attended Title VI in Orlando that was hosted by FHWA.
- April 2016 & 2017: Participate in Safe Kids Event in Estero.
- Various: Presentations at neighborhood meetings, APWA, ABM, Southwest Florida Chamber, ECCL, Horizon Council, transit meetings, safety fairs etc.

**Section: ADMINISTRATION\_\_\_\_\_UPWP Task No: 1.3**  
**Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH**  
**(CONTINUED)**

**END PRODUCTS**

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

**Task No: 1.3 Public Involvement and Outreach Program**

**Estimated Budget Detail for FY 2018/2019**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$17,000	-	-	-	-	-	\$17,000
	<b>Subtotal:</b>	<b>\$17,000</b>	-	-	-	-	-	<b>\$17,000</b>
	<b>Total:</b>	<b>\$17,000</b>	-	-	-	-	-	<b>\$17,000</b>

**Task No: 1.3 Public Involvement and Outreach Program**

**Estimated Budget Detail for FY 2019/2020**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$17,000	-	-	-	-	-	\$17,000
	<b>Subtotal:</b>	<b>\$17,000</b>	-	-	-	-	-	<b>\$17,000</b>
	<b>Total:</b>	<b>\$17,000</b>	-	-	-	-	-	<b>\$17,000</b>

This Page Intentionally Left Blank



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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

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

**END PRODUCT**

- 2019: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HOD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- 2020: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad 06600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HOD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Monthly: Rental and lease agreements for office, sharing storage with Charlotte Punta Gorda MPO, telephone, internet, webhosting services, a-fax services, conference phone services, virtual data hosting and copy machine.
- Ongoing: IT service for maintenance of computers and software.
- Ongoing: Service for printers.
- Update equipment Inventory and software, as needed.
- Printing of Bicycle Maps for distribution.

**Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance**  
**Estimated Budget Detail for FY 2018/2019**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Dis ad.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>B. Other Direct Expenses</b>								
	Office Rent & MPO storage	\$4,400	-	-	-	-	-	\$4,400
	Telephones & Conference Calling	\$3,000						\$3,000
	Copier Lease/Copy Charges	\$7,500						\$7,500
	Network & File storage	\$1,500						\$1,500
	Internet & Website hosting	\$2,200						\$2,200
	Office Supplies	\$2,600						\$2,600
	Mailings, Postage & P.O. Box	\$3,000						\$3,000
	Map, brochure & booklet printing	\$1,500						\$1,500
	Computers & Software upgrades	\$12,000						\$12,000
	IT Service and Maintenance	\$1,500						\$1,500
	<b>Subtotal:</b>	\$39,200	-	-	-	-	-	\$39,200
	<b>Total:</b>	\$39,200	-	-	-	-	-	\$39,200

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

**Estimated Budget Detail for FY 2019/2020**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disa d.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
<b>B. Other Direct Expenses</b>								
	Office Rent & MPO storage	\$4,400	-	-	-	-	-	\$4,400
	Telephones & Conference Calling	\$3,000						\$3,000
	Copier Lease/Copy Charges	\$7,500						\$7,500
	Network & File storage	\$1,500						\$1,500
	Internet & Website hosting	\$2,200						\$2,200
	Office Supplies	\$2,600						\$2,600
	Mailings, Postage & P.O. Box	\$3,000						\$3,000
	Map, brochure & booklet printing	\$1,500						\$1,500
	Computers & Software upgrades	\$12,000						\$12,000
	IT Service and Maintenance	\$1,500						\$1,500
	<b>Subtotal:</b>	<b>\$39,200</b>	-	-	-	-	-	<b>\$39,200</b>
	<b>Total:</b>	<b>\$39,200</b>	-	-	-	-	-	<b>\$39,200</b>

This Page Intentionally Left Blank

**Section: ADMINISTRATION, \_\_\_\_\_ UPWP Task No: 1.5**  
**Task: REGIONAL COORDINATION**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- 2016/2017 and 2017/2018: Participation in joint TAC, CAC, BPCC and MPO meetings with the Collier MPO. Participation in Joint TAC and BPCC meetings with the Charlotte County Punta Gorda meetings.
- 2016/2017 and 2017/2018: Coordination and development of the agendas for the joint meetings.
- Spring 2017 and 2018: Reviewed, evaluated, coordinated with project sponsors, Collier MPO and Charlotte MPO, prioritized TRIP proposals and developed and reviewed packages.
- Monthly: Staff participation at the Collier and Charlotte TAC meetings and coordination associated with those meetings.
- Staff participation in coordination meetings with Collier, Charlotte MPOs/Counties and Hendry County over grant opportunities, specific projects affecting both entities and the development/amendment of the Long Range Transportation Plan (LRTP) and other planning documents.
- As Needed: Review SIS criteria and Regional Needs and Cost Feasible Plans.
- As Needed: Update and adopt Bi-County Regional Transportation Networks, SIS Priorities, SUN Trail network, Regional Bicycle Pedestrian Network and Priorities.

**END PRODUCTS**

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

- Annually: Staff support to the Lee/Charlotte MPO meetings.
- Spring 2019 and 2020: Prioritize TRIP priorities and Regional Enhancement Priorities with the Collier and Charlotte MPO's.
- As needed: Updates to bi-county regional network, joint regional multimodal plans and SIS priorities.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties such as Hendry County.
- As needed: Attend Collier County MPO CMS/ITS meetings.
- Bi-Monthly: Staff participates in the Collier and Charlotte MPO's Technical Advisory Committee meetings.
- As needed: Participate in meetings of the Heartland Rural Mobility Study, TBARTA and RPC meetings.

Task No: 1.5 Regional Coordination								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>

Task No: 1.5 Regional Coordination								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	<b>Subtotal:</b>	<b>\$18,000</b>	-	-	-	-	-	<b>\$18,000</b>

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

- Staff support and attendance by LeeTran at MPO Committee and Board meetings (44.21.00).
- Bookkeeping, financial and progress reporting Certification of compliance with civil rights laws (EEO, Title VI and Americans with Disabilities Act (ADA)) (44.21.00).
- Completion of annual electronic filing of certifications and assurances for FTA assistance (44.21.00).
- Attendance by LeeTran personnel at conferences and training courses relating to its UPWP tasks (44.21.00).
- Participation in the State and Federal review of MPO certification (44.21.00).
- Update the Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.23.02)
- Major Update of the Title VI Plan. (44.21.00)
- Prepare a MAP-21 mandated Transit Asset Management Plan.
- Update of annual Disadvantaged Business Enterprise (DBE) goals (44.21.00).
- Staff work on data, analysis and filing of applications for the economic stimulus funding for Section 5307 and 5311 Programs (44.21.00).
- Annually review and update/major update of the Transit Development Plan (TDP) in light of performance data collected, financial projections developed and the latest information on future development and demographic trends. Appropriate analytical tools will be selected for use in assessing needs, determining service demand and supply, and testing future service scenarios (44.23.02).
- Consider conducting a Comprehensive Operations Analysis as an ancillary study to the Transit Development Plan update or major update (TDP) (44.16.14)
- Conduct a Bus Stop Inventory to achieve a goal of 100% system review every five years.
- Apply for and program transit grants and Improvements (44.21.00, 44.25.00)
- Conduct on-board surveys, public opinion surveys, and collect input from stakeholders to generate data for use in preparing daily and monthly statistics for federal and state reports, and gauge operations, safety and security, efficiency, user friendliness, demand, and public perception of the transit system (44.21.00, 44.26.16, 44.26.14).
- Collect and analyze data on public transportation facilities and equipment as required by federal, state, and local governments as part of asset management requirements (44.26.15).
- Collect data monthly as prescribed by the National Transit Database requirements (44.26.00).
- Evaluate Individual route performance from collected data (44.26.14, 44.26.24).
- Continue "mystery rider" program to evaluate the quality of service delivery, driver customer service, bus condition, safety, and fare collection (44.21.00, 44.26.14).
- Collect and report monthly safety and security data as required by the FTA (44.26.16).
- Provide performance indicator data to FDOT and CUTR for their analysis and publish the information to the general public (44.21.00)

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

- MPO staff ensures a competitive project selection process for awarding 5310 local match and other grant opportunities (44.26.12).
- Conduct various transit studies as needed (44.21.00, 44.26.14, 44.23.02).
- Continue to identify and implement service improvements and efficiencies (44.26.15).
- MPO staff submits the FTA 5305 grant applications to the FDOT (44.21.00).
- Identify and evaluate potential energy conservation measures (44.26.14).
- Through coordination with Lee County Public Safety, update the Emergency Transportation Operations element of the Comprehensive Emergency Management Plan (CEMP) to correct deficiencies identified during annual hurricane preparedness exercises (44.26.16).
- Update the Transit Security Plan annually or after any re-assessment of risks of interruption of transportation operations due to a natural or man-made disaster. Inventory existing preparedness measures (44.26.16).
- Work with representatives of the disabled community to gather input for service and facility improvements (44.26.12).
- Coordinate with other paratransit service providers to identify strategies to make the best use of resources in providing efficient, cost effective, and high quality paratransit services (44.26.12).
- Facilitate and Coordinate with the Charlotte and Collier MPOs on transit issues (44.23.02).
- Encourage transit participation in local municipalities' development review processes to ensure access to bus stops (44.26.14).
- Continue efforts to improve ADA Compliance, passenger safety, and passenger amenities through the Bus Stop Amenities Plan.
- A review and identification of existing and potential areas for transit facilities.
- Review and update, if necessary, the *ADA Complimentary Paratransit Plan* and *Community Transportation Coordinator (CTC) Transition Plan* (44.26.12).
- Complete an accessibility assessment of passenger amenities (44.26.12).
- Administer the Partnering for Transportation program (44.26.12).

**PREVIOUS WORK**

- Updates to Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.26.12).
- Major update of the Title VI Plan to incorporate new requirements that take effect in early 2012 (44.21.00).
- Comprehensive major update of the Transit Development Plan (44.21.00, 44.23.02).
- Development of a Transit Vision Plan (44.23.02).
- Each year, LeeTran has prepared budgets, which are approved by the Lee County Board of County Commissioners. Prior budgets have included recurring operating costs as well as capital improvements for development of a new transit facility, replacement vehicles, related support equipment, construction of intermodal transfer and park and ride facilities (44.21.00, 44.26.15, 44.26.14).
- Fall 2012/Summer 2013: Coordinate with MPO on the application process for JARC and New Freedom projects (44.26.12).
- Development of the Beach Trolley Lane Study and presentation of the initial results to the MPO Board (44.21.00).
- Participated in the Transit Task Force whose charge was to identify a long-term dedicated funding source for transit operations (44.21.00, 44.23.02).
- 2014 and 2015: Submit TOP Plan Annual Report to the TAC, CAC, MPO and LCB (44.21.00).
- May 2017 and 2018: Annual update of the Financial Plan (44.21.00, 44.25.00).
- Monthly and Annually: report data to National Transit Database (44.21.00).
- Monthly and Quarterly: Monitoring of energy prices and supply in coordination with other public agencies (44.21.00).



**Section: ADMINISTRATION**

**UPWP Task No: 1.6**

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

**PREVIOUS WORK (CONTINUED)**

- Annual participation in the development and implementation of Lee County's Hurricane Evacuation Plan (44.26.10).
- Monthly: Analysis of the use of alternative fuels and equipment (44.26.15).
- Summer/Fall 2009: Develop the Program Management Plan and the Locally Coordinated Human Services Transportation Plan for JARC and New Freedom Programs and project selection process (44.26.12).
- Work on the development of the online trip planner (44.26.14).
- Coordinate and review the Transit Bus Pull-out and Queue Studies with the MPO (44.26.15).
- Update as necessary with Collier County the Interlocal agreement that connects service between Lee and Collier (44.21.00).
- 2015: Implementation of the State of Good Repair Grant and completion of the construction of the Lee Tran facility (44.26.15, 44.25.00).
- Development of transit data and revenues for the LRTP update (44.23.02).

**END PRODUCT**

- Monthly: Attendance and participation in the MPO Committee and Board meetings (44.21.00).
- Annual: Financial and progress reporting (44.21.00).
- Annually: Annual Lee Tran Audit (44.21.00).
- January 2019 and 2020: National Transit Database information filing (44.21.00).
- Monthly: National Transit Database Report filing (44.21.00).
- Semi-Annually: Quality evaluations from "Mystery Rider" program (44.21.00).
- Monthly: Quarterly Safety and Security Reports (44.26.16).
- Monthly: Transit reporting, forecasting, management, and planning (44.21.00).
- Annual: Publish transit performance data in accordance with Transit Block Grant requirements (44.21.00).
- Spring 2018 and 2019: Update special needs transportation plans before hurricane season (44.26.16).
- Annually: Transit Security Plan update (44.26.16).
- Carbon Emission Reduction/Fuel Savings Efforts (44.26.14).
- Annually, only if required: Review and update *ADA Complementary Paratransit Plan* (only if there are changes to Federal ADA law) (44.21.00).
- Annually, only if required: Review and update *CTC Transition Plan*. These are contingency plans which will be put into effect should the CTC resign or be terminated (44.26.12).
- Update the Equal Employment Opportunity (EEO), DBE, and ADA plans (44.21.00, 44.23.02)
- Major Update of the Title VI Plan. (44.21.00)
- Prepare a MAP-21 mandated Transit Asset Management Plan.

+section 5305 for FY 2019/2020 will be applied for in April 2019

**Task No: 1.6 Transit Program Management and Support**

**Estimated Budget Detail for FY 2018/2019**

Budget Category	Budget Category Description	FHWA (PL)	FTA 5307	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Responsible Agency</b>								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	LeeTran	-	\$200,000	\$290,147	\$36,268	\$76,268	-	\$602,683
	<b>Subtotal:</b>	<b>\$8,000</b>	<b>\$200,000</b>	<b>\$290,147</b>	<b>\$36,268</b>	<b>\$76,268</b>	<b>-</b>	<b>\$610,683</b>
	MPO Consultant Services - Transit LRTP & modeling updates	-	-	\$45,037	\$5,630	\$5,630	-	\$56,297
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>\$45,037</b>	<b>\$5,630</b>	<b>\$5,630</b>	<b>-</b>	<b>\$56,297</b>
	<b>Total:</b>	<b>\$8,000</b>	<b>\$200,000</b>	<b>\$335,184</b>	<b>\$41,898</b>	<b>\$81,898</b>	<b>-</b>	<b>\$666,980</b>

**Task No: 1.6 Transit Program Management and Support**

**Estimated Budget Detail for FY 2019/2020**

Budget Category	Budget Category Description	FHWA (PL)	FTA 5307	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Responsible Agency</b>								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	LeeTran	-	\$200,000	\$160,000	\$20,000	\$60,000	-	\$440,000
	<b>Subtotal:</b>	<b>\$8,000</b>	<b>\$200,000</b>	<b>\$160,000</b>	<b>\$20,000</b>	<b>\$60,000</b>	<b>-</b>	<b>\$448,000</b>
	MPO Consultant Services - Transit LRTP & modeling updates	-	-	\$50,000	\$6,250	\$6,250	-	\$62,500
	<b>Subtotal:</b>	<b>-</b>	<b>-</b>	<b>\$50,000</b>	<b>\$6,250</b>	<b>\$6,250</b>	<b>-</b>	<b>\$62,500</b>
	<b>Total:</b>	<b>\$8,000</b>	<b>\$200,000</b>	<b>\$210,000</b>	<b>\$26,250</b>	<b>\$66,250</b>	<b>-</b>	<b>\$510,500</b>

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- Ongoing; Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- Local match funding for 5305 funds.
- 2016/17: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2017/18: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

**END PRODUCT**

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

Task No: 1.7 Locally Funded Activities								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	F H W A (P L)	FHW A (SU)	FTA 5303	FTA State Match	FTA Local Match	Local	Total
<b>A. Personnel Services and Expenses</b>								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	\$73,191	\$73,191
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$73,191</b>	<b>\$73,191</b>

Task No: 1.7 Locally Funded Activities								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	F H W A (P L)	FHW A (SU)	FTA 5303	FTA State Match	FTA Local Match	Local	Total
<b>A. Personnel Services and Expenses</b>								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	\$73,191	\$73,191
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$73,191</b>	<b>\$73,191</b>

## **2.0 SYSTEMS MONITORING**

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

**2.2 EFFICIENT TRANSPORTATION DECISION  
MAKING (ETDM) PROCESS**

This page Intentionally Left Blank

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

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

**PREVIOUS WORK**

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

**END PRODUCT**

- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- Bi-annually: Update the State of the System Reports.
- Monthly: Staff participation in CTST meetings.
- Bi-Monthly: Staff participation in the TIM Meetings
- As Needed: Participation in conducting road safety audits.
- Ongoing: Development of traffic data, crash and roadway inventory/condition maps and graphics.
- Development of the Performance Measure Targets and Reporting of system conditions.



**Task No: 2.1 Congestion Management, ITS and Data Development**

**Estimated Budget Detail for FY 2018/2019**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans - Disad -</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	\$27,000	-	-	-	-	-	\$27,000
	<b>Subtotal:</b>	<b>\$27,000</b>	-	-	-	-	-	<b>\$27,000</b>
	<b>Total:</b>	<b>\$27,000</b>	-	-	-	-	-	<b>\$27,000</b>

**Task No: 2.1 Congestion Management, ITS and Data Development**

**Estimated Budget Detail for FY 2019/2020**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5303</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans - Disad -</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	\$22,000	-	-	-	-	-	\$22,000
	<b>Subtotal:</b>	<b>\$22,000</b>	-	-	-	-	-	<b>\$22,000</b>
	<b>Total:</b>	<b>\$22,000</b>	-	-	-	-	-	<b>\$22,000</b>

This Page Intentionally Left Blank

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

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

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$2,500	-	-	-	-	-	\$2,500
	<b>Subtotal:</b>	<b>\$2,500</b>	-	-	-	-	-	<b>\$2,500</b>
	<b>Total:</b>	<b>\$2,500</b>	-	-	-	-	-	<b>\$2,500</b>

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$2,500	-	-	-	-	-	\$2,500
	<b>Subtotal:</b>	<b>\$2,500</b>	-	-	-	-	-	<b>\$2,500</b>
	<b>Total:</b>	<b>\$2,500</b>	-	-	-	-	-	<b>\$2,500</b>

## **3.0 SYSTEMS PLANNING**

**3.1 LONG RANGE TRANSPORTATION PLANNING**

**3.2 TRANSPORTATION IMPROVEMENT PROGRAM**

**3.3 FREIGHT AND GOODS MOVEMENT PLANNING**

This Page Intentionally Left Blank

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- August 2016, January 2017, June 2017 and February 2018: Amendments to the 2040 Long Range Transportation Plan.
- Development of land use scenarios to test land use changes for incorporation in the 2040 Long Range Transportation Plan.
- Development of the project cost data and transportation revenues in support of the development of the 2040 LRTP.
- Work with FDOT to develop the Regional Transportation model including the existing and future year zonal data and future population projections.
- Development of the Needs and Cost Feasible Plans.

**END PRODUCTS**

- As Needed: Amendments to the 2040 Long Range Transportation Plan.
- As needed: Develop updated project cost estimates.
- As needed: Run transportation model alternatives of proposed projects in support of local and regional planning and amendments.
- Fall 2018: Develop 2045 Socio-economic data with the assistance of the local jurisdictions.
- Spring 2019: Develop LRTP scopes of work, Public Involvement Plan, and LRTP web page.
- Spring/Summer 2020: Development of the Needs Plan. Update the Transit and Congestion Management Elements.
- Summer 2020: Begin development of the Cost Feasible alternatives.
- Fall 2019: Update the Goods and Freight element and the Bicycle Pedestrian elements.

Task No: 3.1 Long Range Transportation Plan								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>
	<b>Total:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>

Task No: 3.1 Long Range Transportation Plan								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>
	<b>Total:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>



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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- June 2017: Published the FY 2018 - FY 2022 Transportation Improvement Plan.
- June 2018: Published the FY 2019- FY 2023 Transportation Improvement Plan.
- Spring 2017 and 2018: Updated MPO priorities.
- October and November of 2016 & 2017: Review and distribute FDOT's Draft Tentative Work Program.
- Yearly: Published annual obligations listing.
- Ongoing: Amended FY 2018- FY2022 and FY2019- FY 2023 TIPs.
- Quarterly: Participated in LAP coordination meetings.

**END PRODUCT**

- Spring 2019 and 2020: Update transportation improvement priorities.
- June 2019 and 2020: Publish TIP
- As needed: Amendments to adopted TIP's to address project changes.
- Quarterly: Participation in FDOT/Local Government coordination meetings.

Task No: 3.2 Transportation Improvement Program								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	<b>Subtotal:</b>	<b>\$8,000</b>	-	-	-	-	-	<b>\$8,000</b>
	<b>Total:</b>	<b>\$8,000</b>	-	-	-	-	-	<b>\$8,000</b>

Task No: 3.2 Transportation Improvement Program								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$8,000	-	-	-	-	-	\$8,000
	<b>Subtotal:</b>	<b>\$8,000</b>	-	-	-	-	-	<b>\$8,000</b>
	<b>Total:</b>	<b>\$8,000</b>	-	-	-	-	-	<b>\$8,000</b>

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

**OBJECTIVE**

To improve the efficiency of intermodal transportation and intermodal capital investments and enhance interjurisdictional coordination and cooperation.

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

- Ongoing: Coordination with freight stakeholders on freight and goods activities.
- Spring 2019: 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 2019: Identify projects from the truck driver survey to solve operational problems and remove goods and freight bottlenecks.

Task No: 3.3 Freight and Goods Movement Planning								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$5,000	-	-	-	-	-	\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>	-	-	-	-	-	<b>\$5,000</b>
	<b>Total:</b>	<b>\$5,000</b>	-	-	-	-	-	<b>\$5,000</b>

Task No: 3.3 Freight and Goods Movement Planning								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$5,000	-	-	-	-	-	\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>	-	-	-	-	-	<b>\$5,000</b>
	<b>Total:</b>	<b>\$5,000</b>	-	-	-	-	-	<b>\$5,000</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**

This Page Intentionally Left Blank

**Section: PROJECT PLANNING**  
**Task: SPECIAL PROJECTS AND STUDIES**

**UPWP Task No: 4.1**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- 2017: Reviewed and analyzed Babcock development and traffic analysis.
- 2016/2017: Attend and review roadway planning and project development meetings including State Road SR 82, SR 78, SR 31, I-75, San Carlos Boulevard, Metro Parkway, and other projects. Review projects for consistency with MPO Plans.

**END PRODUCTS**

- Ongoing: Participate in 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: Development reviews and traffic analysis.
- Monthly: Attend and participate with the IPC and the Community Affinity Group on transportation safety and issues.

Task No: 4.1 Special Projects and Studies								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	<b>Subtotal:</b>	<b>\$18,000</b>	-	-	-	-	-	<b>\$18,000</b>
	<b>Total:</b>	<b>\$18,000</b>	-	-	-	-	-	<b>\$18,000</b>

Task No: 4.1 Special Projects and Studies								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$18,000	-	-	-	-	-	\$18,000
	<b>Subtotal:</b>	<b>\$18,000</b>	-	-	-	-	-	<b>\$18,000</b>
	<b>Total:</b>	<b>\$18,000</b>	-	-	-	-	-	<b>\$18,000</b>



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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

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

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

**END PRODUCT**

- Monthly: Staff support to BPCC meetings including the preparation of agendas.
- Winter/Spring 2019 and 2020: Identify and analyze Bicycle/Pedestrian priorities.
- Spring 2019 and 2020: Endorse Safe Route to School (SRTS) Applications.
- As Needed: Solicit and analyze Transportation Alternatives (TA) and Box Project priorities.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Summer 2018: Completion of Bicycle Pedestrian Safety Action Plan update and implementation of the recommendations.
- Summer 2018: Update the bicycle/pedestrian facilities maps.
- Spring/Summer 2019: Update of the Bicycle Pedestrian Master Plan documentation in support of the Long Range Plan Element update.

Task No: 4.2 Bicycle Pedestrian and Pathway Planning								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	<b>Subtotal:</b>	<b>\$23,000</b>	-	-	-	-	-	<b>\$23,000</b>
	<b>Total:</b>	<b>\$23,000</b>	-	-	-	-	-	<b>\$23,000</b>

Task No: 4.2 Bicycle Pedestrian and Pathway Planning								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$23,000	-	-	-	-	-	\$23,000
	<b>Subtotal:</b>	<b>\$23,000</b>	-	-	-	-	-	<b>\$23,000</b>
	<b>Total:</b>	<b>\$23,000</b>	-	-	-	-	-	<b>\$23,000</b>

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

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

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

The following is the responsibility of the designated CTC:

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

**PREVIOUS WORK/MAJOR ACCOMPLISHMENTS**

- 2017/2018: CTC Competitive Procurement.
- 2016 and 2017: Filed planning grant application.
- Spring of 2017 and 2018: LCB Board's evaluation of Good Wheels Inc. as the CTC.
- April 2017 and 2018: Review and provide comments on the Transportation Disadvantaged section on the current TIP.
- Spring of 2017 major update of the TDSP and 2018 minor update to the TDSP.

**END PRODUCT**

- Spring of 2019 and 2020: LCB's annual evaluation of the designated CTC.
- March of 2019 and 2020: Coordinate with CTC staff regarding minor TDSP update
- April 2019 and April 2020: Complete minor TDSP update and submit to LCB for approval.
- May 2019 and 2020: Submit LCB minor TDSP update to TAC, CAC, and MPO for endorsement.
- May 2019 and 2020: Submit MPO endorsed TDSP to the CTD.
- June 2019 and 2020: File applications for FY 2019/20 and FY 2020/21 TD Planning Grants.

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	-	-	-	-	-	\$30,192	\$30,192
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$30,192</b>	<b>\$30,198</b>
<b>B. Travel</b>								
	Travel and Training	-	-	-	-	-	\$2,000	\$2,000
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$2,000</b>	<b>\$2,000</b>
<b>C. Other Direct Expenses</b>								
	Advertising	-	-	-	-	-	\$1,500	\$1,500
	Postage and Packages	-	-	-	-	-	\$500	\$500
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Total:</b>	-	-	-	-	-	<b>\$34,192</b>	<b>\$34,192</b>

Task No: 4.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	-	-	-	-	-	\$30,028	\$30,028
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$30,028</b>	<b>\$30,028</b>
<b>B. Travel</b>								
	Travel and Training	-	-	-	-	-	\$2,000	\$2,000
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$2,000</b>	<b>\$2,000</b>
<b>C. Other Direct Expenses</b>								
	Advertising	-	-	-	-	-	\$1,500	\$1,500
	Postage and Packages	-	-	-	-	-	\$500	\$500
	<b>Subtotal:</b>	-	-	-	-	-	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Total:</b>	-	-	-	-	-	<b>\$34,028</b>	<b>\$34,028</b>

**Section: PROJECT PLANNING**

**UPWP Task No: 4.4**

**Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

- 2015: Preparation and advertisement of RFP for selection of General Planning Consultants.
- 2015: Preparation and advertisement of RFP for selection of Public Involvement Consultants.
- 2013/2014: Develop scopes for developing elements of the Long Range Transportation Plan.
- 2014/2015: Scope, RFP and selection of the Transit Bus Pullout and Bus Queue Jump studies consultants and staff time managing the projects.
- 2016: Scope, RFP for the selection of the Round-a-bout study and the development of the Cape Coral Bicycle Pedestrian Master Plan.
- Conduct 2015/2016 and 2016/2017 audits.
- MPO legal services.
- MPO Accounting services.

**Section: PROJECT PLANNING**

**UPWP Task No: 4.4**

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

**END PRODUCTS**

- Ongoing: Accounting services.
- Ongoing: Legal support services.
- As needed: Consultant tasks to run regional model alternatives in support of projects throughout the County. These tasks also include transportation model runs in support of LRTP plan amendments.
- Fall 2018 and 2019: Conduct 2017/2018 and 2018/2019 audits
- Spring 2019 and 2020: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Summer 2018: Completion of the Fort Myers Beach Lighting study. The task includes the staff management of the project activities with the assistance of Fort Myers Beach and Lee County staff.
- Summer/Fall 2018: Develop the Estero Bicycle and Pedestrian Plan with the assistance of the Village of Estero.
- Fall/Winter 2018: Update the Sanibel Bicycle Pedestrian Plan with the assistance of the City of Sanibel.
- Summer/Fall 2018: Develop General Planning Consultant and General Public Involvement scopes for RFP advertisement and selection.
- Summer 2018: Develop the scope of work for the Origin and Destination study using cell phone data in support of the 2045 LRTP update, land use scenario analysis and the upcoming Cape Coral evacuation study.
- Summer/Fall 2018: Update the Bicycle and Pedestrian Safety Action Plan and implement safety recommendations and outreach activities from the Plan. Continue coordination activities with the Lee Trauma Center, law enforcement agencies and our local agencies on high crash trend issues in support of educations/enforcement activities. Collect and analyze data as part of implementing the bike boxes at one intersection.
- Fall 2018: Develop the Socio-economic data for updating the transportation model.
- Ongoing: Analyze the performance measure data and report results.
- Winter 2018: Develop Long Range Plan scopes of services for the major update of the plan to 2045.
- Spring of 2019: Begin the development of the LRTP elements including the update of the Congestion Management Process, extending the Transit development Plan Improvements to 2045, putting together the Needs Plan projects and developing the revenue estimates.
- Summer 2019: Begin the development of the scope of services for the Cape Coral evacuation study.
- Summer/Fall 2019: Conduct bicycle and pedestrian safety outreach activities as a part of upcoming projects.

**Task No: 4.4 Administrative and Planning Consultant Services**  
**Estimated Budget Detail for FY 2018/2019**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (TALU)</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans Disad</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$20,000</b>
<b>B. Administrative and Consultant Services</b>								
	Accounting Services	\$15,000	-	-	-	-	-	\$15,000
	Legal Services	\$20,000						\$20,000
	MPO Audit	\$25,000						\$25,000
	TIP Reporter Tool	\$9,800						\$9,800
	Regional Model Alternatives	\$5,000						\$5,000
	Completing the Fort Myers Beach Lighting Study	\$45,000						\$45,000
	Develop 2045 Socio-economic Zonal Data	\$80,000		\$25,000				\$105,000
	Performance Measure Analysis/State of the System	\$10,000						\$10,000
	Complete Update of the Bicycle Pedestrian Safety Action Plan and Implementation	\$52,140						\$52,140
	Development of Estero Bicycle Pedestrian Plan		\$100,000					\$100,000
	Update of the Sanibel Bicycle Pedestrian Master Plan		\$100,000					\$100,000
	<b>Subtotal:</b>	<b>\$261,940</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$486,940</b>
	<b>Total:</b>	<b>\$281,940</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$506,940</b>

**Task No: 4.4 Administrative and Planning Consultant Services**

**Estimated Budget Detail for FY 2019/2020**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO staff salaries	\$20,000	-	-	-	-	-	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	-	-	-	-	-	<b>\$20,000</b>
<b>B. Administrative and Consultant Services</b>								
	Accounting Services	\$15,000	-	-	-	-	-	\$15,000
	Legal Services	\$20,000						\$20,000
	MPO Audit	\$25,000						\$25,000
	TIP Reporter Tool	\$9,800						\$9,800
	Develop 2045 Socio-economic Zonal Data Model	\$79,000		\$50,000				\$129,000
	Regional Model Alternatives	\$10,000						\$10,000
	Update of the Congestion Management Process LRTP Element	\$20,000						\$20,000
	Conduct bicycle pedestrian outreach activities	\$10,000						\$10,000
	LRTP Public Involvement and Needs/Cost Feasible Plan Development	\$75,157						\$75,157
	Update the LRTP Transit Element			\$50,000				\$50,000
	Start Cape Coral Evacuation Study	\$5,000						\$5,000
	Fort Myers Bicycle Pedestrian Master Plan							\$125,000
	<b>Subtotal:</b>	<b>\$268,957</b>		<b>\$100,000</b>	-	-	-	<b>\$368,957</b>
	<b>Total:</b>	<b>\$288,957</b>		<b>\$100,000</b>	-	-	-	<b>\$388,957</b>



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

**UPWP Task No: 4.5**

**OBJECTIVE**

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

**REQUIRED ACTIVITIES**

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

**PREVIOUS WORK**

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

**END PRODUCTS**

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of updated project timelines.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Quarterly/Yearly: Meeting the reporting requirements of the TIGER grant.
- Summer 2018: Completion of the project and project close out.
- Spring 2019 & 2020: Collection and reporting of performance data following the completion of the project.

Task No: 4.5 Lee County Complete Streets Initiative								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$4,000	-	-	-	-	-	\$4,000
	<b>Subtotal:</b>	<b>\$4,000</b>	-	-	-	-	-	<b>\$4,000</b>
<b>B. Consultant Services</b>								
	Performance data collection and reporting	-	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-	-	-
	<b>Total:</b>	<b>\$4,000</b>	-	-	-	-	-	<b>\$4,000</b>

Task No: 4.5 Lee County Complete Streets Initiative								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	\$4,000	-	-	-	-	-	\$4,000
	<b>Subtotal:</b>	<b>\$4,000</b>	-	-	-	-	-	<b>\$4,000</b>
<b>A. Consultant Services</b>								
	Performance data collection and reporting	\$30,000	-	-	-	-	-	\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>	-	-	-	-	-	<b>\$30,000</b>
	<b>Total:</b>	<b>\$34,000</b>	-	-	-	-	-	<b>\$34,000</b>

# **BUDGET TABLES**

TABLE 1, 2018/19 AGENCY PARTICIPATION TABLE  
TABLE 2, 2018/19 FUNDING SOURCE TABLE

TABLE 1, 2019/20 AGENCY PARTICIPATION TABLE  
TABLE 2, 2019/20 FUNDING SOURCE TABLE

This Page Intentionally Left Blank

**TABLE 1**  
**FISCAL YEAR 2018/19 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY**  
This table summarizes the funds budgeted to be spent on each task by each responsible agency

	Task	Description	FHWA (PL)		FTA 5305	FTA 5307	TA	LOCAL	FDOT	Total
			Staff	Consultant						
<b>1. Administration</b>										
	1.1	Program Management and Support	\$280,000					\$0	\$61,755	\$341,755
	1.2	Unified Planning Work Program (UPWP)	\$8,000					\$0	\$1,764	\$9,764
	1.3	Public Involvement and Community Outreach	\$17,000					\$0	\$3,749	\$20,749
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$39,200					\$0	\$8,646	\$47,846
	1.5	Regional Coordination	\$20,000					\$0	\$4,411	\$24,411
	1.6	Transit Program Management and Support	\$8,000		\$225,184	\$200,000		\$68,148	\$29,912	\$531,244
	1.7	Locally Funded Activities	\$0					\$73,191		\$73,191
<b>2. Data Collection and Management Systems</b>										
	2.1	Congestion Management, ITS & Data Development	\$27,000					\$0	\$5,955	\$32,955
	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	\$18,000					\$0	\$3,970	\$21,970
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$23,000					\$0	\$5,073	\$28,073
	4.3	Transportation Disadvantaged Program	\$0					\$0	\$34,028	\$34,028
	4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$261,940			\$200,000		\$62,183	\$544,123
	4.5	Lee County Complete Streets Initiative	\$4,000						\$882	\$4,882
		<b>Total fiscal year 2018/19 cost for all tasks</b>	<b>\$499,700</b>	<b>\$261,940</b>	<b>\$225,184</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$141,339</b>	<b>\$230,159</b>	<b>\$1,758,324</b>
		<b>Total carryover from prior fiscal years</b>			\$110,000			\$263,750	\$13,750	
		<b>Total cost, including carryover, for all tasks</b>	<b>\$761,640</b>		<b>\$335,184</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$405,089</b>	<b>\$243,909</b>	<b>\$2,145,822</b>

This Page Intentionally Left Blank

**TABLE 2  
FISCAL YEAR 2018/19 BUDGET SUMMARY  
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305			FTA 5307	TA Funds		State Grants		Local Contributions							Total Share			Total Cost			
		Federal	Consultants	Soft Match	Federal	State	Local	Federal	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State		Local		
<b>1. Administration</b>																										
1.1	Program Management and Support	\$ 280,000		\$ 61,755																			\$ 280,000	\$ 61,755	\$ -	\$ 341,755
1.2	Unified Planning Work Program (UPWP)	\$ 8,000		\$ 1,764																			\$ 8,000	\$ 1,764	\$ -	\$ 9,764
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,749																			\$ 17,000	\$ 3,749	\$ -	\$ 20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 39,200		\$ 8,646																			\$ 39,200	\$ 8,646	\$ -	\$ 47,846
1.5	Regional Coordination	\$ 20,000		\$ 4,411																			\$ 20,000	\$ 4,411	\$ -	\$ 24,411
1.6	Transit	\$ 8,000		\$ 1,764	\$ 225,184	\$ 28,148	\$ 68,148	\$ 200,000															\$ 433,184	\$ 29,912	\$ 68,148	\$ 531,244
1.7	Locally Funded Activities	\$ -		\$ -								\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319					\$ -		\$ 73,191	\$ 73,191
<b>2. Data Collection and Management Systems</b>																										
2.1	Congestion Management, ITS and Data Development	\$ 27,000		\$ 5,955																			\$ 27,000	\$ 5,955	\$ -	\$ 32,955
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 2,500		\$ 551																			\$ 2,500	\$ 551	\$ -	\$ 3,051
<b>3. Systems Planning</b>																										
3.1	Long Range Transportation Planning	\$ 20,000		\$ 4,411																			\$ 20,000	\$ 4,411	\$ -	\$ 24,411
3.2	Transportation Improvement Program	\$ 8,000		\$ 1,764																			\$ 8,000	\$ 1,764	\$ -	\$ 9,764
3.3	Freights and Goods Movement Planning	\$ 5,000		\$ 1,103																			\$ 5,000	\$ 1,103	\$ -	\$ 6,103
<b>4. Special Project Planning</b>																										
4.1	Special Projects and Studies	\$ 18,000		\$ 3,970																			\$ 18,000	\$ 3,970	\$ -	\$ 21,970
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073																			\$ 23,000	\$ 5,073	\$ -	\$ 28,073
4.3	Transportation Disadvantaged Program	\$ -		\$ -							\$ 34,028												\$ -	\$ 34,028	\$ -	\$ 34,028
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 261,940	\$ 62,183					\$ 200,000														\$ 481,940	\$ 62,183		\$ 544,123
4.5	Lee County Complete Streets Initiative	\$ 4,000	\$ -	\$ 882																			\$ 4,000	\$ 882		\$ 4,882
Total FY 2018/19 cost for all tasks		\$761,640		\$ 167,983	\$ 225,184	\$ 28,148	\$ 68,148	\$ 200,000	\$200,000	\$ 34,028	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319				\$ 1,386,824	\$ 230,159	\$ 141,339	\$ 1,758,322	
Total carryover from prior fiscal years					\$ 110,000	\$ 13,750	\$ 13,750												\$250,000			\$ 110,000	\$ 13,750	\$ 13,750	\$ 137,500	
Total cost, including carryover, for all tasks		\$761,640		\$ 167,983	\$ 335,184	\$ 41,898	\$ 81,898	\$ 200,000	\$200,000	\$ 34,028	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 250,000			\$ 1,496,824	\$ 243,909	\$ 155,089	\$ 2,145,822	

This Page Intentionally Left Blank



**TABLE 1**  
**FISCAL YEAR 2019/20 BUDGET SUMMARY BY TASK AND PARTICIPATING AGENCY**  
This table summarizes the funds budgeted to be spent on each task by each responsible agency

	Task	Description	FHWA (PL)		FTA 5305	FTA 5307	SU	LOCAL	FDOT	Total
			Staff	Consultant						
<b>1. Administration</b>										
	1.1	Program Management and Support	\$280,000					\$0	\$61,755	\$341,755
	1.2	Unified Planning Work Program (UPWP)	\$10,000					\$0	\$1,764	\$11,764
	1.3	Public Involvement and Community Outreach	\$17,000					\$0	\$3,308	\$20,308
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$39,200					\$0	\$8,646	\$47,846
	1.5	Regional Coordination	\$18,000					\$0	\$4,852	\$22,852
	1.6	Transit Program Management and Support	\$8,000		\$210,000	\$200,000		\$51,250	\$28,014	\$497,264
	1.7	Locally Funded Activities	\$0					\$73,191		\$73,191
<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	\$18,000					\$0	\$3,970	\$21,970
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$23,000					\$0	\$5,073	\$28,073
	4.3	Transportation Disadvantaged Program	\$0					\$0	\$34,028	\$34,028
	4.4	Administrative, Planning and Project Consultant Services	\$20,000	\$268,957					\$63,731	\$352,688
	4.5	Lee County Complete Streets Initiative	\$4,000	\$30,000					\$7,499	\$41,499
		<b>Total fiscal year 2019/20 cost for all tasks</b>	<b>\$494,700</b>	<b>\$298,957</b>	<b>\$210,000</b>	<b>\$200,000</b>		<b>\$124,441</b>	<b>\$235,321</b>	<b>\$1,563,420</b>
		<b>Total carryover from prior fiscal years</b>			\$0			\$250,000	\$0	
		<b>Total cost, including carryover, for all tasks</b>			<b>\$210,000</b>	<b>\$200,000</b>		<b>\$374,441</b>	<b>\$235,321</b>	<b>\$1,813,420</b>

This Page Intentionally Left Blank

**TABLE 2  
FISCAL YEAR 2019/20 BUDGET SUMMARY  
BY TASK AND FUNDING SOURCE**

Task	Description	FHWA PL		STATE	FTA 5305			FTA 5307	SU Funds			State Grants		Local Contributions							Total Share			Total Cost	
		Federal	Consultants	Soft Match	Federal	State	Local	Federal	Staff	Consultants	State	Local	Lee County	Bonita Springs	Cape Coral	Fort Myers	Fort Myers Beach	Sanibel	Estero	Carryover	Federal	State	Local		
<b>1. Administration</b>																									
1.1	Program Management and Support	\$ 280,000		\$ 61,755																		\$ 280,000	\$ 61,755	\$ -	\$ 341,755
1.2	Unified Planning Work Program (UPWP)	\$ 10,000		\$ 2,206																		\$ 10,000	\$ 2,206	\$ -	\$ 12,206
1.3	Public Involvement and Community Outreach	\$ 17,000		\$ 3,749																		\$ 17,000	\$ 3,749	\$ -	\$ 20,749
1.4	Equipment and Resource Purchase, Upgrade and Maintenance	\$ 39,200		\$ 8,646																		\$ 39,200	\$ 8,646	\$ -	\$ 47,846
1.5	Regional Coordination	\$ 18,000		\$ 3,970																		\$ 18,000	\$ 3,970	\$ -	\$ 21,970
1.6	Transit	\$ 8,000		\$ 1,764	\$ 210,000	\$ 26,250	\$ 51,250	\$ 200,000														\$ 418,000	\$ 28,014	\$ 51,250	\$ 497,264
1.7	Locally Funded Activities	\$ -		\$ -									\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319			\$ -	\$ -	\$ 73,191	\$ 73,191
<b>2. Data Collection and Management Systems</b>																									
2.1	Congestion Management, ITS and Data Development	\$ 22,000		\$ 4,852																		\$ 22,000	\$ 4,852	\$ -	\$ 26,852
2.2	Efficient Transportation Decision Making (ETDM) Process	\$ 2,500		\$ 551																		\$ 2,500	\$ 551	\$ -	\$ 3,051
<b>3. Systems Planning</b>																									
3.1	Long Range Transportation Planning	\$ 20,000		\$ 4,411																		\$ 20,000	\$ 4,411	\$ -	\$ 24,411
3.2	Transportation Improvement Program	\$ 8,000		\$ 1,764																		\$ 8,000	\$ 1,764	\$ -	\$ 9,764
3.3	Freights and Goods Movement Planning	\$ 5,000		\$ 1,103																		\$ 5,000	\$ 1,103	\$ -	\$ 6,103
<b>4. Special Project Planning</b>																									
4.1	Special Projects and Studies	\$ 18,000		\$ 3,970																		\$ 18,000	\$ 3,970	\$ -	\$ 21,970
4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	\$ 23,000		\$ 5,073																		\$ 23,000	\$ 5,073	\$ -	\$ 28,073
4.3	Transportation Disadvantaged Program	\$ -		\$ -							\$ 34,028											\$ -	\$ 34,028	\$ -	\$ 34,028
4.4	Administrative, Planning and Project Consultant Services	\$ 20,000	\$ 268,957	\$ 63,731																		\$ 352,688	\$ 63,731	\$ -	\$ 416,419
4.5	Lee County Complete Streets Initiative	\$ 4,000	\$ 30,000	\$ 7,499																		\$ 34,000	\$ 7,499	\$ -	\$ 41,499
Total FY 2019/20 cost for all tasks		\$ 793,657		\$ 175,044	\$ 210,000	\$ 26,250	\$ 51,250	\$ 200,000				\$ 34,028	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319		\$ 1,203,657	\$ 235,322	\$ 124,441	\$ 1,563,420
Total carryover from prior fiscal years																				\$ 250,000		\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks		\$ 793,657		\$ 175,044	\$ 210,000	\$ 26,250	\$ 51,250	\$ 200,000				\$ 34,028	\$ -	\$ 37,213	\$ 5,132	\$ 18,323	\$ 7,777	\$ 700	\$ 727	\$ 3,319	\$ 250,000	\$ 1,203,657	\$ 235,322	\$ 124,441	\$ 1,813,420

This Page Intentionally Left Blank

# **APPENDIX A**

Federal and State Planning Factors and Emphasis Areas

This Page Intentionally Left Blank

## **Florida Planning Emphasis Areas-2018**

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

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

### **Rural Transportation Planning**

MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

### **Transportation Performance Measures**

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

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

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

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



## Federal Planning Factors

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

### MAP-21 Federal Planning Factors

MAP-21 and the FAST Act identified ten planning factors that FTA and FHWA uses in determining MPO and UPWP compliance with federal and state requirements. These factors are:

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

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

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

# **APPENDIX B**

FTA Section 5305 Grant Application for Fiscal Year  
2018/19

This Page Intentionally Left Blank

**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:

05/18/2018

4. Applicant Identifier:

Not Applicable

5a. Federal Entity Identifier:

Not Applicable

5b. Federal Award Identifier:

FL-80\_009

**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**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="225,184.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="28,148.00"/>
* d. Local	<input type="text" value="28,148.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="281,480.00"/>

**\* 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

Add Attachment

Delete Attachment

View Attachment

**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:

Section 5305(d)  
 GMIS Planning Line Item Codes  
 (FTA FUNDS ONLY)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration		63000
44.22.00	General Development and Comprehensive Planning		20000
44.23.00	Long Range Transportation Planning: System Level		
44.23.02	Long Range Transportation Planning		48184
44.24.00	Short Range Transportation Planning		
44.25.00	Transportation Improvement Program		15000
44.26.12	Coordination of Non-Emergency Human Services Transportation		32000
44.26.13	Participation of Transit Operators in Metropolitan Planning		
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		25000
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		14000
44.26.16	Incorporating Safety & Security in Transportation Planning		8000
44.27.00	Other Activities		

TOTAL NET PROJECT COSTS \$ 225,184.00

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel		108088
44.30.02	Fringe Benefits	('40%)	72059
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		45037
44.30.07	Other		
44.30.08	Indirect Charges	(_%)	

TOTAL NET PROJECT COSTS \$ 225,184.00

**FUND ALLOCATIONS**

44.40.01	MPO Activities		45037
44.40.02	Transit Operator Activities		180147
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 225,184.00

**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Lee County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Tracey Gore, Lee County MPO Chair

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 laws, regulations, and requirements, 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 2018, 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 Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

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: 8-24-2018

Name Tracey Gore, MPO Chair  
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 assisted Award.

Signature:  Date: 8-24-2018

Name Derek Rooney  
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



## APPENDICES A and E

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

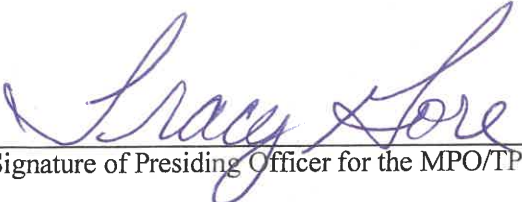
- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

**FFY18 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 nondiscrimination 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

8-24-2018  
Date of Signature

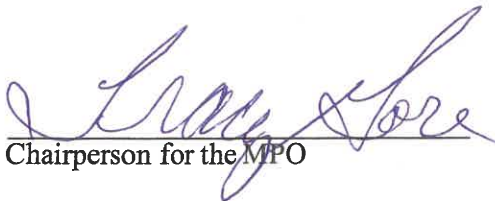
**FEDERAL FFY18 CERTIFICATION REGARDING LOBBYING**

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 than \$100,000.00 for each such failure.

  
Chairperson for the MPO

8-24-2018  
Date

This Page Intentionally Left Blank

# **APPENDIX C**

## **Certification and Assurances**

This Page Intentionally Left Blank

## TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Dated 3/22/2019

by   
Vice Mayor Mick Denham, Chief Executive Officer

## APPENDICES A and E

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

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the



*Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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



---

— Vice Mayor Mick Denham, Chair  
Lee County Metropolitan Planning Organization  
March 22, 2019

## 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:

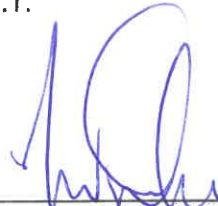
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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.



---

Vice Mayor Mick Denham, Chair  
Lee County Metropolitan Planning Organization  
March 22, 2019

**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.



---

Vice Mayor Mick Denham, Chair  
Lee County Metropolitan Planning Organization  
March 22, 2019

# **APPENDIX D**

## MPO Planning Study Matrix

This Page Intentionally Left Blank



This Page Intentionally Left Blank



# **APPENDIX E**

Comments on the Draft version of the UPWP

**From:** Harris, D'Juan [<mailto:DJuan.Harris@dot.state.fl.us>]  
**Sent:** Friday, April 06, 2018 10:05 AM  
**To:** Don Scott <[dscott@Leempo.com](mailto:dscott@Leempo.com)>; Calandra Barraco <[cbarraco@Leempo.com](mailto:cbarraco@Leempo.com)>  
**Cc:** Blackshear, Danielle (FHWA) <[Danielle.Blackshear@dot.gov](mailto:Danielle.Blackshear@dot.gov)>; Gramovot, Alexander <[Alexander.Gramovot@dot.state.fl.us](mailto:Alexander.Gramovot@dot.state.fl.us)>; Reichert, Mark <[Mark.Reichert@dot.state.fl.us](mailto:Mark.Reichert@dot.state.fl.us)>; Holmes, Steven <[Steven.Holmes@dot.state.fl.us](mailto:Steven.Holmes@dot.state.fl.us)>; [Matt.Preston@deo.myflorida.com](mailto:Matt.Preston@deo.myflorida.com); Peronto, Michelle S <[Michelle.Peronto@dot.state.fl.us](mailto:Michelle.Peronto@dot.state.fl.us)>; Reina, Bessie <[Bessie.Reina@dot.state.fl.us](mailto:Bessie.Reina@dot.state.fl.us)>  
**Subject:** Lee MPO Draft UPWP -- FDOT Comments

Good Morning Don,

Please see the table below for comments on your FY 2019 through FY 2020 Draft UPWP on behalf of the Florida Department of Transportation:

<b>FDOT Comments &amp; Recommendations</b>	
<b>Central Office</b>	
<b>Comments</b>	
<ul style="list-style-type: none"> <li>- Per Section 3.8.2 of the <a href="#">FDOT MPO Handbook</a>, it is the MPOs responsibility to submit the Draft UPWP for review to all of the review agencies identified in Table 3.3, not the FDOT MPO Liaison.</li> <li>- The UPWP does not need to include the MPOs Certification Statement (Appendix C).</li> <li>- Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP. This form is available at the following link: <a href="https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788">https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788</a></li> <li>- Please ensure that the MPO includes the FDOT's Official UPWP Statements and Assurances in the UPWP. These documents are available at the following link: <a href="https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795">https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795</a></li> </ul>	
<b>Recommendation</b>	
<ul style="list-style-type: none"> <li>• An interactive table of contents would be very helpful to navigate the UPWP</li> </ul>	
<b>District 1</b>	
<b>Comments</b>	
<ul style="list-style-type: none"> <li>• The last three digits of the Federal Aid Project has changed for all Florida MPO's for the new two year cycle. The last three digits of the FAP should be (056)</li> <li>• Page 19 contains the old previous cost certification, please utilize the attached cost certification provided by Central Office for the FY 2019 to FY 2020 UPWP</li> </ul>	



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

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

Planning Comments

Document Name: 2018/19-2019/20 Draft Unified Planning Work Program

MPO: Lee County MPO

Date of Document:  
3/29/2018

Date Received:  
3/29/2018

Date Reviewed:  
4/12/2018

District:  
1

Reviewed by: Danielle Blackshear, Parris Orr

**COMMENTS:**

Page #	Comment Type	Comment Description
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts should be listed in the document. <i>(FTA Circular 8100.1C (p. II-4, item e))</i>
General	FTA Region IV	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.
General	Editorial	"Title 23 USC of the Federal - AID Highway Program and 49 USC of the Federal Transit Act" is not accurate. It would be better stated as Titles 23 and 49, U.S.C.
Pages 90-92	Critical	<p>There are no new Federal Planning Emphasis Areas for FY 2018/19, so you do not need to include the previous PEAs from 2015. However, FDOT has issued several PEAs that should be included.</p> <p>"Federal and State Planning Factors and Planning Emphasis Areas for FY 2018/19 and FY 2019/20" This title should be revised to "Federal Planning Factors."</p> <p>"For FY 2018/2019 the federal emphasis area is the development of Bicycle Pedestrian Safety Action plans and implementing the safety recommendations from that plan." This is not correct. Please remove the first paragraph.</p> <p>"MAP-21 Federal Planning Factors" While MAP-21 did identify 8 planning factors, the FAST Act added 2 more for a total of 10. Please revise this information to include the FAST Act.</p> <p>"MAP-21 PLANNING FACTORS AND EMPHASIS AREAS / UPWP TASK MATRIX" This matrix only includes the MAP-21/FAST Act Planning Factors. Please revise to also include the FDOT PEAs.</p>
General	Editorial	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL funds for these types

		planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
General	Editorial	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.