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

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

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FDOT Contract Number ?

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

FISCAL YEARS 2020 - 2022
UNIFIED PLANNING WORK PROGRAM

Lee County
Metropolitan Planning Organization

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Councilmember Fred Burson, City of Fort Myers
Councilmember Jim Atterholt, Town of Fort Myers Beach
Vice Mayor Mick Denham, City of Sanibel
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ACRONYMS USED IN THIS UPWP

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

FAST	Fixing Americas Surface Transportation
FDOT	Florida Department of Transportation
FGCU	Florida Gulf Coast University
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Federal Management
FMR	Federal Management Regulation
FPTA	Florida Public Transportation Association
F.S.	Florida Statute
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMISI	Grants Management Information System
ICAR	Intergovernmental Coordination and Review
IDAS	Intelligent Transportation Systems Deployment Analysis System
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
ITSSC	Intelligent Transportation Systems Stakeholder Committee
JARC	Job Access and Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCDOT	Lee County Department of Transportation
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MAP-21	Moving Ahead for Progress in the 21sr 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
0MB	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 an 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 21st Century
TIA	Traffic Impact Analysis
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMC	Transportation Monitoring Center
TMOC	Traffic Management and Operations Committee
TOP	Transportation Outreach Program
TRANPLAN	Transportation Planning
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
ULAM	Urban Land Use Allocation Model
UPWP	Unified Planning Work Program
USC	United States Code
UZA	Urbanized Area
ZDATA	Zonal Data

INTRODUCTION

This Unified Planning Work Program (UPWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Lee County Metropolitan Planning Organization (MPO) for fiscal years 2020/21 and 2021/22. This work program Includes funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), State funded tasks and Locally funded tasks. The FY runs from July 1, 2020 through June 30, 2021 for FY 20/21 and from July 1, 2021 through June 30, 2022 for FY 2021/22.

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the MPO's transportation planning process of its proposed budget for fiscal years 2020/21 through 2021/22. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental Interlocal agreement to the Interlocal agreement creating the MPO. In addition, the Unified Planning Work Program (UPWP) provides the basis for federal funding of the transportation planning activities to be undertaken with FHWA or FTA funds.

Section 120 of Title 23, USC, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, USC. FDOT will provide soft match for the FHWA Metropolitan Planning Program (MPP/PL) funds using toll revenue expenditures, to the extent that credits are available, as a credit toward the non-federal matching share. The amount identified represents the total amount of soft match required for the amount of FHWA PL funds budgeted in this UPWP which Is 18.07% for a total of $176,170 for FY 20/21.

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

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

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

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

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

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

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

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

FY 2020/21 and FY 2021/22 Transportation Planning Priorities: A major emphasis area in the UPWP continues to include the development of performance measure targets and incorporating the how we are striving to meet the targets in our planning documents.

The MPO will be working on developing its project priorities for Surface Transportation Program (STP) and State, Transportation Alternatives (TA), Transportation Regional Incentive Program (TRIP), Strategic Intermodal System (SIS) and Multi-Modal Enhancement Box funds over the Spring in both 2021 and 2022 to help guide FDOT in the development of its Work Program.

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

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

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

Status of Transportation Planning Activities

MPO Planning Activities

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

Regional Planning

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

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

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

Long Range Transportation Plan

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

Short Range Transportation Planning

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

Goods and Freight Movement Planning

The Lee MPO continues to plan for increasing freight demands from our population increases and changes in how households and businesses are using online orders to purchase goods. A Goods and Freight Element will be updated as part of the Long Range Plan update that will be adopted on December 18, 2020.

Congestion Management/ITS

The MPO continues to participate in the Community Traffic Safety Committee to participate in resolving short term Congestion Management solutions as well as bringing back improvements

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

Bicycle Pedestrian Planning

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

Public Transportation Planning

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

Transportation Performance Measures

For the reporting of Performance Measures for Highway Safety, Pavement and Bridge, System Performance and Transit Asset Management as required by MAP-21, the Lee MPO has adopted targets consistent with FDOT’s targets. In the summer/fall of 2020, LeeTran will be finalizing their Public Transportation Agency Safety Plan and by the end of the year the MPO will decide whether to adopt those targets or our own.

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

FDOT Planning Activities

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

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

ORGANIZATION AND MANAGEMENT

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

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

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

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

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

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

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

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

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

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

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

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

a. The Interlocal Agreement for the Creation of Metropolitan Planning Organization that was finalized in March 2016.

b. The FTA Section 5305 Joint Participation Agreement, approved on June 11, 2019 with an expiration of December 31. 2020;

c. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, adopted April 29, 2013;

d. The Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 20, 2009;

e. The Interlocal agreement for joint regional transportation planning and coordination between the Charlotte and Lee County MPOs, updated and adopted December 13, 2013;and

f. The Planning Funds Agreement approved on June 25, 2018 for the term from July 1, 2018 through June 30, 2020.

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

Cost Analysis Certification
Lee County MPO
Unified Planning Work Program - FY 2021
Adopted 5/15/2020
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: Michael Tisch

Community Liaison, District 1
Title and District

May 15, 2020
Signature

1.0 ADMINISTRATION

1.1 PROGRAM MANAGEMENT AND SUPPORT

1.2 UNIFIED PLANNING WORK PROGRAM

1.3 PUBLIC INVOLVEMENT AND OUTREACH PROGRAM

1.4 EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE

1.5 REGIONAL COORDINATION

1.6 TRANSIT PROGRAM MANAGEMENT AND SUPPORT

1.7 LOCALLY FUNDED ACTIVITIES

Section: ADMINISTRATION_____UPWP Task No: 1.1
Task: PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

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

REQUIRED ACTIVITIES

- Staff support of MPO, TAC, and CAC meetings including meeting notification, advertisement and the preparation of minutes and agenda packages.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide Florida Government in the Sunshine (Sunshine Law) updates and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory process.
- Maintaining records for proper management committee members in special committees and Boards not part of the MPO planning
- Processing of invoices, performance of grant requirements, annual financial audits and budgets.
- Present annual audit report to the MPO Executive Committee.
- Employee paid time off, retirement, health and life benefits.
- Preparing and submitting monthly progress reports, invoices, and related documents, as required.
- · Preparing for and participating in the MPO's joint certification reviews with FDOT each year and FHWA every four years.
- Participating in MPOAC, CUTS and M-Cores meetings, as required, to receive information on the best planning practices, to discuss and provide input on planning requirements, to provide input on regional planning activities and regional transportation system improvements that impact our MPO area.
- Travel as part of local, regional and statewide meetings and training for staff and the Board.
- Preparing MPO agreements and resolutions.
- Update and test the MPO's Continuity of Operations Plan (COOP), as needed.

Section: ADMINISTRATION_____UPWP Task No: 1:1
Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK

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

END PRODUCT

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 1.1 Program Management and Support Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries and fringe benefits	$244,000	-	-	-	-	-	$244,000
	Subtotal:	**$244,000**	**-**	**-**	**-**	**-**	**-**	**$244,000**
B. Travel								
	Travel and Training	$10,000	-	-	-	-	-	$10,000
	Subtotal:	**$10,000**	**-**	**-**	**-**	**-**	**-**	**$10,000**
C. Other Direct Expenses								
	Advertising	$8,000	-	-	-	-	-	**$8,000**
	MPO Insurance (D&O, Life, Workers Comp and Office)	$18,000						**$18,000**
	Subtotal:	**$26,000**	**-**	**-**	**-**	**-**	**-**	**$26,000**
	Total:	**$280,000**	**-**	**-**	**-**	**-**	**-**	**$280,000**

Task No: 1.1 Program Management and Support Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries and fringe benefits	$227,000	-	-	-	-	-	$227,000
	Subtotal:	**$227,000**	**-**	**-**	**-**	**-**	**-**	**$227,000**
B. Travel								
	Travel and Training	$10,000	-	-	-	-	-	$10,000
	Subtotal:	**$10,000**	**-**	**-**	**-**	**-**	**-**	**$10,000**
C. Other Direct Expenses								
	Advertising	$8,000	-	-	-	-	-	**$8,000**
	MPO Insurance (D&O, Life, Workers Comp and Office)	$15,000						**$15,000**
	Subtotal:	**$23,000**	**-**	**-**	**-**	**-**	**-**	**$23,000**
	Total:	**$260,000**	**-**	**-**	**-**	**-**	**-**	**$260,000**

Section: ADMINISTRATION_____UPWP Task No: 1.2
Task: UNIFIED PLANNING WORK PROGRAM

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCT

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 1.2 Unified Planning Work Program Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	Subtotal:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**
	Total:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**

Task No: 1.2 Unified Planning Work Program Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	Subtotal:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**
	Total:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**

Section: ADMINISTRATION_____UPWP Task No: 1.3
Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

Section: ADMINISTRATION_____UPWP Task No: 1.3
Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH (CONTINUED)

END PRODUCTS

- Ongoing: Measures of effectiveness of public involvement activities.
- Annual: PIP update to reflect minor changes prompted by the results of the measures of effectiveness plan.
- Ongoing: Dissemination of information about MPO events and workshops.
- As Needed: Update the Limited English Proficiency (LEP) Plan. Attend training for LEP Programs.
- Ongoing: Continue to monitor updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) programs as they apply to planning operations. Attend training for Title VI and Environmental Justice Programs.
- Ongoing: Gather public input from the Committees and the public regarding ETDM projects.
- Ongoing: Attendance and participation in safety workshops and events.
- Ongoing: Presentations to neighborhood communities, business groups, associations and other agencies on existing and future MPO plans, programs and projects to educate on the planning process and to receive comments, questions and input to provide better and more accurate plans and projects that meet the needs of our communities.
- Summer 2020: Update and finalize Public Involvement Plan revisions to address outreach during pandemic closures that impact normal business operations.

RESPONSIBLE AGENCY: Lee MPO

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

Task No: 1.3 Public Involvement and Outreach Program Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$15,000	-	-	-	-	-	$15,000
	Subtotal:	**$15,000**	**-**	**-**	**-**	**-**	**-**	**$15,000**
	Total:	**$15,000**	**-**	**-**	**-**	**-**	**-**	**$15,000**

Section: ADMINISTRATION._____UPWP Task No: 1.4
Task: OFFICE EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCT

- 2020: Purchase of one new laptop computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HOD: 250GB SATAll 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- 2021: 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 SATAll 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, e-fax services, conference phone services, virtual data hosting and copy machine.
- Ongoing: IT service for maintenance of computers and software.
- Ongoing: Service for printers.
- Update equipment Inventory and software, as needed.
- Printing of Bicycle Maps for distribution.

RESPONSIBLE AGENCY: Lee MPO

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
B. Other Direct Expenses								
	Office Rent & MPO storage	$4,600	**-**	**-**	**-**	**-**	**-**	**$4,600**
	Telephones & Conference Calling	$4,000						**$4,000**
	Copier Lease/Copy Charges	$8,500						**$8,500**
	Network & File storage	$2,000						**$2,000**
	Internet & Website hosting	$3,000						**$3,000**
	Office Supplies	$2,400						**$2,400**
	Mailings, Postage & P.O. Box	$3,000						**$3,000**
	Map, brochure & booklet printing	$2,500						**$2,500**
	Computers & Software upgrades	$16,000						**$16,000**
	IT Service and Maintenance	$3,000						**$3,000**
	Subtotal:	**$48,000**	**-**	**-**	**-**	**-**	**-**	**$48,000**
	Total:	**$48,000**	**-**	**-**	**-**	**-**	**-**	**$48,000**

Task No: 1.4 Office Equipment and Resource Purchase, Upgrade and Maintenance Estimated Budget Detail for FY 2019/2020								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	-	-
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
B. Other Direct Expenses								
	Office Rent & MPO storage	$4,600	**-**	**-**	**-**	**-**	**-**	**$4,600**
	Telephones & Conference Calling	$3,500						**$3,500**
	Copier Lease/Copy Charges	$7,500						**$7,500**
	Network & File storage	$1,500						**$1,500**
	Internet & Website hosting	$2,200						**$2,200**
	Office Supplies	$2,400						**$2,400**
	Mailings, Postage & P.O. Box	$3,000						**$3,000**
	Map, brochure & booklet printing	$1,500						**$1,500**
	Computers & Software upgrades	$14,800						**$14,800**
	IT Service and Maintenance	$1,000						**$1,000**
	Subtotal:	**$42,000**	**-**	**-**	**-**	**-**	**-**	**$42,000**
	Total:	**$42,000**	**-**	**-**	**-**	**-**	**-**	**$42,000**

Section: ADMINISTRATION,_____UPWP Task No: 1.5
Task: REGIONAL COORDINATION

OBJECTIVE

Coordinate and implement regional transportation planning initiatives for the urbanized area of Southwest Florida, forming a closer coalition among Collier, Charlotte, Glades, Hendry and Desoto counties and other regional entities. These activities include coordinating consistent multi-modal improvements across County lines, working jointly to time the projects within the Long Range Plans and working together on traffic modeling, mapping, data collection and safety programs in support of transportation and economic development projects and activities.

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- 2018/2019 and 2019/2020: Participation in TAC, CAC, BPCC, ITS/CMS and MPO meetings with the Collier MPO. Participation in TAC and MPO meetings with the Charlotte County Punta Gorda MPO. Put together and participate in Joint MPO meetings with adjoining MPO's.
- 2018/2019 and 2019/2020: Coordination and development of the agendas for the joint meetings.
- Spring 2019 and 2020: Reviewed, evaluated, coordinated with project sponsors, Collier MPO and Charlotte MPO, prioritized TRIP proposals and developed and reviewed packages.
- Staff participation in coordination meetings with Collier, Charlotte MPOs/Counties and Hendry County over grant opportunities, specific projects affecting both entities and the development/amendment of the Long Range Transportation Plan (LRTP) and other planning documents.
- As Needed: Review SIS, Regional Needs and Cost Feasible Plans.
- As Needed: Update and adopt Bi-County Regional Transportation Networks, SIS Priorities, SUN Trail network, Regional Bicycle Pedestrian Network and Priorities.

END PRODUCTS

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

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

Task No: 1.5 Regional Coordination Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$20,000	-	-	-	-	-	$20,000
	Subtotal:	**$20,000**	**-**	**-**	**-**	**-**	**-**	**$20,000**

Task No: 1.5 Regional Coordination Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$15,000	-	-	-	-	-	$15,000
	Subtotal:	**$15,000**	**-**	**-**	**-**	**-**	**-**	**$15,000**

RESPONSIBLE AGENCY: Lee MPO

Section: ADMINISTRATION,_____UPWP Task No: 1.6
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

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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).
- Provide an annual progress report and major update to 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).
- Apply for and program transit grants and improvements (44.21.00, 44.25.00).
- Conduct on-board and public opinion surveys, and collect stakeholder input 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 (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 and report service data monthly as required by the Federal Transit Database (44.26.00).
- Evaluate individual route performance from collected data (44.26.14, 44.26.24).
- 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).
- 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).
- The Transit Emergency Response Plan 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).
- 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 Improvement Program (44.26.14).
- 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).
- Administer the Partnering for Transportation Results program (44.26.12).

PREVIOUS WORK

- Conduct a Comprehensive Operations Analysis Study (COA) (44.16.14).
- 2016: major update to the Transit Development Plan (TDP) (44.21.00, 44.26.12).
- 2018 & 2019: Present plans and projects to the MPO's committee's and Board (44.21.00).
- Monthly and Annually: report data to the National Transit Database (44.21.00).
- Development of transit data and revenues for the Long Range Plan Update (44.23.02).
- 2018/209: Feasibility study for the upgrades to the Rosa Parks Transfer Center (44.26.15).
- Continue efforts to improve ADA compliance, passenger safety, and passenger amenities through the Bus Stop Improvement Program (44.26.14).
- 2019/2020: Planning for the South Area Transfer/Multi-modal Center and the Lehigh Acres Park & Ride (44.26.15).
- Monthly: Participation on the MPO Committees and planning study groups to further LeeTran's goals (44.21.00).
- 2019/2020: Begin the Transit Development Plan (TDP) major update (44.16.14).

END PRODUCT

- 2020/2021: Conduct a Comprehensive Operations Analysis as an ancillary study to the Transit Development Plan that is being updated (TDP) (44.16.14).
- Ongoing: Conduct a Bus Stop Inventory to achieve a goal of 100% system review every five years (44.26.14).
- Update the Transit Security Program 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)
- Update the Public Transportation Agency Safety Plan (PTASP) annually through its annual Certification and Assurances to FTA (44.26.16)
- Ongoing: Complete an accessibility assessment of passenger amenities (44.26.12).
- Monthly and Annually: report data to the National Transit Database (44.21.00)
- Staff support and attendance by LeeTran at MPO Committee and Board meetings (44.21.00).
- Attendance by LeeTran personnel at conferences and training courses relating to its UPWP tasks (44.21.00).
- Ongoing: continue efforts to improve ADA compliance, passenger safety, and passenger amenities through the Bus Stop Improvement Program (44.26.14).
- As needed: Apply for and program transit grants and improvements (44.21.00, 44.25.00).

RESPONSIBLE AGENCY: LeeTran, Lee MPO & Consultants

Task No: 1.6 Transit Program Management and Support Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FTA 5307**	**FTA 5305**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Responsible Agency								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	LeeTran	**-**	$200,000	$480,000	$60,008	$100,008	**-**	$660,016
	Subtotal:	**$8,000**	**$200,000**	**$480,000**	**$60,008**	**$100,008**	**-**	**$668,016**
	MPO Consultant Services – Development of the LRTP transit Element	-	**-**	$120,000	$15,000	$15,000	**-**	$150,000
	Subtotal:	**-**	**-**	**$120,000**	**$15,000**	**$15,000**	**-**	**$150,000**
	Total:	**$8,000**	**$200,000**	**$600,000**	**$75,008**	**$115,008**	**-**	**$818,016**

Task No: 1.6 Transit Program Management and Support Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FTA 5307**	**FTA 5305**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
~~A.~~ Responsible Agency								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	LeeTran	**-**	$200,000	$160,000	$20,000	$60,000	**-**	$440,000
	Subtotal:	**$8,000**	**$200,000**	**$160,000**	**$20,000**	**$60,000**	**-**	**$448,000**
	MPO Consultant Services -Transit LRTP & modeling updates	-	**-**	$50,000	$6,250	$6,250	**-**	$62,500
	Subtotal:	**-**	**-**	**$50,000**	**$6,250**	**$6,250**	**-**	**$62,500**
	Total:	**$8,000**	**$200,000**	**$210,000**	**$26,250**	**$66,250**	**-**	**$510,500**

Section: ADMINISTRATION_____UPWP Task No: 1.7 Task: LOCALLY FUNDED ACTIVITIES

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- Consultant services for federal grant opportunities.
- Local match funding for 5305 funds.
- 2018/19: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2019/20: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

END PRODUCT

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 1.7 Locally Funded Activities Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Local**	**Total**
A. Personnel Services and Expenses								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	$73,191	$73,191
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$73,191**	**$73,191**

Task No: 1.7 Locally Funded Activities Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Local**	**Total**
A. Personnel Services and Expenses								
	Lobbying, grant submittals, travel, office expenses, membership dues and other expenses not grant eligible	-	-	-	-	-	$73,191	$73,191
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$73,191**	**$73,191**

2.0 SYSTEMS MONITORING

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

2.2 EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) PROCESS

Section: SYSTEMS MONITORING_____UPWP Task No: 2.1

Task: CONGESTION MANAGEMENT, INTELLIGENT TRANSPORTATION SYSTEMS (ITS) AND DATA DEVELOPMENT

OBJECTIVE

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

REQUIRED ACTIVITIES

- Staff support to the Traffic Management and Operations Committee (TMOC), including meeting notifications, preparation of agenda packages and preparation of meeting minutes.
- Review of the existing data collection and performance monitoring programs of local government agencies and FDOT to identify any gaps in coverage or deficiencies in the reliability or comparability of congestion measures: and, identification, encouragement, and facilitation of corrective efforts.
- Work with the TMOC, 511, local traffic reporters, LeeTran, Lee County School District and CTC bus drivers, local law enforcement and public safety officers to identify congested roadways to be evaluated and to solicit mitigation suggestions.
- Work with the TMOC in identifying congestion mitigation measures including traffic operations improvements, low cost ITS projects, and travel demand management strategies such as reducing Single Occupancy Vehicle (SOV) trips or shifting them to other modes-in cooperation with FDOT and the local governments, to address congestion problems identified through this task.
- Update the Congestion Management Process, as necessary.
- Publication of a congestion monitoring and State of the System report.
- Monitoring of Travel Demand Management Practices in Lee County.
- Work with local governments and employers in promoting travel demand reduction measures.
- Monitor opportunities through federal discretionary ITS grant and other programs to fund ITS planning and Implementation of ITS projects in Lee County.
- Participate in FDOT's Lee and Collier Traffic Incident Management (TIM) Team meetings.
- Participate in Lee County Community Traffic Safety Team (CTST) meetings.
- Continuing maintenance, analysis, and publication of traffic crash statistics and updating of inventories of road system characteristics and conditions by FDOT and local governments.
- Monitoring and reporting of performance measures in support of approved targets.

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

PREVIOUS WORK

- Development and mapping of crash data statistics.
- Bi-monthly: Staff support of TMOC meetings, including preparation of minutes, meeting notification, and agenda distribution.
- Annually: Solicitation of public input on reporting congested locations.
- Periodically: Publication of a Congestion Monitoring and the State of the System report.
- Annually: Collection and reporting of performance measures, analysis of progress to meeting approved targets.
- As necessary: Update of the Congestion Management Process
- Participate in the ongoing data collection efforts of other agencies in the County and use off the data for ongoing projects.
- Process and analyze demographic and geographic data necessary to implement transportation plans and programs.

END PRODUCT

- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- Bi-annually: Update the State of the System Reports.
- Monthly: Staff participation in CTST meetings.
- Bi-Monthly: Staff participation in the TIM Meetings.
- Annually: Collection and reporting of performance measures, analysis of progress to meeting approved targets.
- As Needed: Participation in conducting road safety audits.
- Ongoing: Development of traffic data, crash and roadway inventory/condition maps and graphics.
- Annually: Coordination with the Cape Coral Police for the reporting of performance measure data on the LIDAR use activities, consistent with the MOU.

RESPONSIBLE AGENCY: Lee MPO

Task No: 2.1 Congestion Management, ITS and Data Development Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$30,000	-	-	-	-	-	$30,000
	Subtotal:	**$30,000**	**-**	**-**	**-**	**-**	**-**	**$30,000**
	Total:	**$30,000**	**-**	**-**	**-**	**-**	**-**	**$30,000**

Task No: 2.1 Congestion Management, ITS and Data Development Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
MPO staff salaries		$28,000	-	-	-	-	-	$28,000
	Subtotal:	**$28,000**	**-**	**-**	**-**	**-**	**-**	**$28,000**
	Total:	**$28,000**	**-**	**-**	**-**	**-**	**-**	**$28,000**

Section: SYSTEMS MONITORING_____UPWP Task No: 2.2
Task: EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) PROCESS

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCTS

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process Estimated Budget Detail for FY 2020/2021								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
MPO staff salaries		$5,000	-	-	-	-	-	$5,000
Subtotal:		$5,000	-	-	-	-	-	$5,000
Total:		$5,000	-	-	-	-	-	$5,000

Task No: 2.2 Efficient Transportation Decision Making (ETDM) Process Estimated Budget Detail for FY 2021/2022								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
MPO staff salaries		$3,000	-	-	-	-	-	$3,000
Subtotal:		$3,000	-	-	-	-	-	$3,000
Total:		$3,000	-	-	-	-	-	$3,000

3.0 SYSTEMS PLANNING

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT PLANNING

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

OBJECTIVE

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

REQUIRED ACTIVITIES

- Review and produce necessary amendments to keep up with changes in the growth patterns, financial resources, political environment, grant opportunities and changes to local and State Plans.
- Use input from the MPO, TAC, CAC, BPCC, TMOC, Local Coordinating Board (LCB), FDOT, Local Agencies and the public to keep the LRTP up-to-date.
- Review and provide future traffic projections for various proposed projects from the regional model.
- Support for and review of the development and validation of the Lee model.
- Completion of new financial resource forecasts for a comprehensive update of the long range multimodal transportation plan which extends the horizon year to 2045, including projection of needed funds for operations and maintenance. Provide updated revenues, such as grants, in support of LRTP amendments.
- Prepare public involvement plan for the development of the Long Range Transportation plan.
- Consideration of social, economic, energy, and environmental effects and distribution of benefits and adverse environmental impacts with respect to low income and minority communities and any other traditionally underserved and under-represented groups during the comprehensive update.
- Development, analysis and monitoring of performance measures to help prioritize projects that meet the MPO's adopted targets.
- Review and comment on the consistency of proposed projects.
- Development of base year and future zonal data in support of future LRTP updates.
- Modeling of Land Use Scenarios in support of the 2045 LRTP and Local Comprehensive Plan changes.
- Analysis and update of project cost estimates, project timing and transportation conditions in support of LRTP amendments.

PREVIOUS WORK

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

END PRODUCTS

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 3.1 Long Range Transportation Plan Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
MPO staff salaries		$25,000	-	-	-	-	-	$25,000
	Subtotal:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**
	Total:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**

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

Section: SYSTEMS PLANNING_____UPWP Task No: 3.2
Task: TRANSPORTATION IMPROVEMENT PROGRAM

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

REQUIRED ACTIVITIES
- Annual update of the project priorities for bicycle pedestrian, congestion management, transit, airport priorities and statewide intermodal priorities in accordance with the Public Involvement Plan (PIP).
- Development of the Draft and Adopted TIP for approval and distribution.
- Amendments to the Adopted TIP as necessary in accordance with the PIP.
- Review of FDOT's draft tentative work program for consistency with adopted priorities and compare the 4 common years with the adopted TIP.
- Continue to participate in the Local Agency Program (LAP) coordination meetings with FDOT and local governments in Lee County and participate in resolving issues.
- Publish annual obligations listing.
- Working with the FDOT to report and monitor the Highway Safety, Pavement and Bridge, System and Transit Asset Management performance measures and identifying projects to help meet the adopted targets.

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

END PRODUCT
- Spring 2021 and 2022: Update transportation priorities.
- Spring 2021 and 2020: Working with FDOT to report and monitor the transportation performance measures and identify project priorities that help address meeting adopted targets.
- June 2021 and 2022: Adopt and publish TIP.
- As needed: Amendments to adopted TIP's to address project changes.
- Quarterly: Participation in FDOT/Local Government coordination meetings.

RESPONSIBLE AGENCY: Lee MPO

Task No: 3.2 Transportation Improvement Program Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$10,000	-	-	-	-	-	$10,000
	Subtotal:	**$10,000**	**-**	**-**	**-**	**-**	**-**	**$10,000**
	Total:	**$10,000**	**-**	**-**	**-**	**-**	**-**	**$10,000**

Task No: 3.2 Transportation Improvement Program Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	Subtotal:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**
	Total:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**

Section: SYSTEMS PLANNING_____UPWP Task No: 3.3
Task: FREIGHT AND GOODS MOVEMENT PLANNING

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCTS

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 3.3 Freight and Goods Movement Planning Estimated Budget Detail for FY 2020/2021								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	$8,000	-	-	-	-	-	$8,000
	Subtotal:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**
	Total:	**$8,000**	**-**	**-**	**-**	**-**	**-**	**$8,000**

Task No: 3.3 Freight and Goods Movement Planning Estimated Budget Detail for FY 2021/2022								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries	$5,000	-	-	-	-	-	$5,000
	Subtotal:	**$5,000**	**-**	**-**	**-**	**-**	**-**	**$5,000**
	Total:	**$5,000**	**-**	**-**	**-**	**-**	**-**	**$5,000**

4.0 PROJECT PLANNING

4.1 SPECIAL PROJECTS AND STUDIES

4.2 BICYCLE PEDESTRIAN AND MULTI-PURPOSE PATHWAY PLANNING

4.3 TRANSPORTATION DISADVANTAGED PROGRAM

4.4 ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES

4.5 LEE COUNTY COMPLETE STREETS INITIATIVE

Section: PROJECT PLANNING_____ UPWP Task No: 4.1
Task: SPECIAL PROJECTS AND STUDIES

OBJECTIVE

To undertake area studies and corridor studies to refine the metropolitan transportation system plan and other types of special studies not included in another task, to coordinate with and participate in the project planning activities of the participating agencies, accommodate unforeseen project planning needs which may arise during the program year, review Airport Master Plans and participate in the review and impact of large developments.

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCTS

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 4.1 Special Projects and Studies Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$25,000	-	-	-	-	-	$25,000
	Subtotal:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**
	Total:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**

Task No: 4.1 Special Projects and Studies Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$25,000	-	-	-	-	-	$25,000
	Subtotal:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**
	Total:	**$25,000**	**-**	**-**	**-**	**-**	**-**	**$25,000**

Section: PROJECT PLANNING_____UPWP Task No: 4.2
Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING

OBJECTIVE

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

REQUIRED ACTIVITIES

- Staff support to the BPCC meetings.
- Participate in updates of the Countywide Trails and Greenways Master Plan.
- Participate in local jurisdictions Bicycle Pedestrian Advisory Committee meetings.
- Work with local bicycle advocacy groups and other governmental agencies to develop bicycle awareness within the area.
- Update Lee County bicycle/pedestrian facility databases and maps as needed.
- Review project proposals for Safe Routes to School (SRTS) funds and obtain MPO endorsement.
- Development of the Bicycle and Pedestrian Master Plans and Safety Action Plans.
- Update evaluation criteria for TA, SRTS and Multi-Box funded proposals and prioritize projects.
- Develop bicycle pedestrian project cost estimates in support of MPO funded projects.
- Development and regular updates of Bicycle and Pedestrian Maps and graphics for distribution and use.
- Implement the recommendations identified in the Bicycle/Pedestrian Master Plan and the Bicycle Pedestrian Safety Action Plan.
- Provide staff and local agency training to educate transportation planners, engineers, transit staff and public works employees about bicycle/pedestrian design best practices, safety programs and benefits.
- Work with our various partners to reach out on safety and education public service materials, programs and presentations to address bicycle and pedestrian crashes.

PREVIOUS WORK

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

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

END PRODUCT

- Monthly: Staff support to BPCC meetings including the preparation of agendas.
- Winter/Spring 2021 and 2022: Identify, analyze and prioritize bicycle/pedestrian priorities.
- Spring 2021 and 2022: Endorse Safe Route to School (SRTS) Applications.
- As needed: Attend local jurisdiction bicycle/pedestrian meetings.
- Ongoing: Update of the bicycle/pedestrian facilities maps.
- Quarterly: Analysis of bicycle pedestrian crash data and production of tables and graphics in support of local partners and outreach activities.

RESPONSIBLE AGENCY: Lee MPO

Task No: 4.2 Bicycle Pedestrian and Pathway Planning Estimated Budget Detail for FY 2020/2021								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
MPO staff salaries		$23,000	-	-	-	-	-	$23,000
	Subtotal:	**$23,000**	**-**	**-**	**-**	**-**	**-**	**$23,000**
	Total:	**$23,000**	**-**	**-**	**-**	**-**	**-**	**$23,000**

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

Section: PROJECT PLANNING_____UPWP Task No: 4.3
Task: TRANSPORTATION DISADVANTAGED PROGRAM

OBJECTIVE

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

REQUIRED ACTIVITIES

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

- Take appointments to fill vacancies on the LCB and planning grant applications to the MPO Board for approval.
- Staff support to the Local Coordinating Board including preparing agendas and documents.
- Maintain a grievance resolution committee, review and update complaint and grievance procedures.
- Evaluate 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

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

END PRODUCT

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

RESPONSIBLE AGENCY: Lee MPO

Task No: 4.3 Transportation Disadvantaged Program Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	$30,351	$30,351
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$30,351**	**$30,351**
B. Travel								
	Travel and Training	-	-	-	-	-	$2,000	$2,000
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$2,000**	**$2,000**
C. **Other Direct Expenses**								
	Advertising	-	-	-	-	-	$1,500	$1,500
	Postage and Packages	-	-	-	-	-	$500	$500
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$2,000**	**$2,000**
	Total:	**-**	**-**	**-**	**-**	**-**	**$34,351**	**$34,351**

Task No: 4.3 Transportation Disadvantaged Program Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	-	-	-	-	-	$30,028	$30,028
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$30,028**	**$30,028**
B. Travel								
	Travel and Training	-	-	-	-	-	$2,000	$2,000
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$2,000**	**$2,000**
C. **Other Direct Expenses**								
	Advertising	-	-	-	-	-	$1,500	$1,500
	Postage and Packages	-	-	-	-	-	$500	$500
	Subtotal:	**-**	**-**	**-**	**-**	**-**	**$2,000**	**$2,000**
	Total:	**-**	**-**	**-**	**-**	**-**	**$34,028**	**$34,028**

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

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

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

END PRODUCTS

- Ongoing: Accounting services.
- Ongoing: Legal support services.
- As needed: Consultant tasks to run regional model alternatives in support of projects throughout the County. These tasks also include transportation model runs in support of the LRTP update and plan amendments.
- Fall 2020 and 2021: Conduct 2019/2020 and 2020/2021 audits
- Spring 2021 and 2022: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Summer/Fall 2021: Develop General Planning Consultant and General Public Involvement scopes for RFP advertisement and selection.
- Summer/Fall 2020: Update the Bicycle and Pedestrian LRTP element and complete the Bicycle Pedestrian Safety Action Plan countermeasures.
- Summer/Fall 2020: Update the Goods and Freight element of the Long Range Plan that will include providing updated freight data.
- Ongoing: Conduct vehicle, bicycle and pedestrian crash outreach activities consistent with the Safety Action plan and in support of reducing fatalities and injuries. Continue coordination activities with the Streets Alive, Lee Trauma Center, law enforcement agencies and other local agencies on high crash trend issues in support of education, enforcement and public outreach activities. This will include media outreach such as PSA's and safety program materials like helmets and lights.
- Ongoing: Analyze the performance measure analysis data and report results. This includes updating the State of the System reporting to account for recent pandemic impacts.
- Summer/Winter 2020: Complete the Long Range Plan development activities that include public involvement and producing the draft and final LRTP documents.
- Fall 2020 – Summer 2021: Conduct the Cape Coral evacuation study and collect origin and destination data in support of this and other future studies.
- Summer/Fall 2020: Complete the update of the City of Fort Myers Bicycle Pedestrian Master Plan.
- Fall 2020 – Winter 2021: Develop the Bonita and Estero Rail corridor study in support of the Sun Trail system connection from Bonita up to JY Linear Park.
- Summer 2021: Analyze the Origin and Destination data collected for the Cape Coral study for use in the transportation model adjustments and analyze the changes due to the pandemic.
- Fall 2021- Spring 2022: Analyze vehicle miles travel reduction alternatives to address congested corridors not resolved by the LRTP Cost Feasible Projects. This analysis will include analyzing traffic changes due to the pandemic.
- Winter 2022: Conduct Bicycle Pedestrian Count Data Collection and develop a database that can be included in the recent statewide effort.

RESPONSIBLE AGENCY: Lee MPO & Consultants

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Task No: 4.4 Administrative and Planning Consultant Services Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**STATE (TLWR)**	**FTA 5305**	**FTA State Match**	**Local Funds**	**Total**
A. Personnel Services								
	MPO staff salaries	$15,000	-	-	-	-	-	$15,000
	Subtotal:	**$15,000**	**-**	**-**	**-**	**-**	**-**	**$15,000**
B. Administrative and Consultant Services								
	Accounting Services	$15,000	-	-	-	-	-	$15,000
	Legal Services	$18,000						$18,000
	MPO Audit	$24,000						$24,000
	TIP Reporter Tool	$9,800						$9,800
	Regional Model Alternatives	$20,000						$20,000
	Development of the LRTP, public involvement activities and finalize documentation	$150,000						$150,000
	Completion of the update of the Fort Myers Bike Ped Plan	$100,000						$100,000
	Performance Measure Analysis/State of the System	$40,000						$40,000
	Update the Goods and Freight Element of the Long Range Plan	$75,000						$75,000
	Update of the Bike/Ped LRTP Element and Safety Action Plan Countermeasures	$55,000						$55,000
	Conduct vehicle, bicycle and pedestrian safety outreach activities	$98,000						$98,000
	Cape Coral Evacuation Study with origin destination study analysis	$180,000						$180,000
	Bonita and Estero Rail Corridor Study			$400,000			$50,000	$450,000
	Subtotal:	**$784,800**		**$400,000**	**-**	**-**	**$50,000**	**$1,234,800**
	Total:	**$799,800**		**$400,000**	**-**	**-**	**$50,000**	**$1,249,800**

Task No: 4.4 Administrative and Planning Consultant Services

Estimated Budget Detail for FY 2021/2022

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	STATE (TLWR)	FTA 5305	FTA State Match	Local Funds	Total
A. Personnel Services								
	MPO staff salaries	$10,000	-	-	-	-	-	$10,000
	Subtotal:	**$10,000**	**-**	**-**	**-**	**-**	**-**	**$10,000**
B. Administrative and Consultant Services								
	Accounting Services	$15,000	-	-	-	-	-	$15,000
	Legal Services	$20,000						$20,000
	MPO Audit	$25,000						$25,000
	TIP Reporter Tool	$9,800						$9,800
	Regional Model Alternatives	$20,000						$10,000
	Performance Measure Analysis/State of the System	$40,000						$40,000
	Conduct vehicle, Bicycle & Pedestrian Safety Outreach Activities	$100,000						$100,000
	Origin and Destination Data Collection and Analysis	$45,000						$45,000
	Vehicle Miles Travel Reduction Alternatives	$94,606						$94,606
	Conduct Bicycle Pedestrian Count Data Collection and database	$75,000						$75,000
	Complete the Bonita and Estero Rail Corridor Study	$10,000						$10,000
	Subtotal:	**$454,406**	**-**	**-**	**-**	**-**	**-**	**$454,406**
	Total:	**$464,406**	**-**	**-**	**-**	**-**	**-**	**$464.406**

Section: PROJECT PLANNING
Task: LEE COUNTY COMPLETE STREETS **UPWP Task No: 4.5**

OBJECTIVE

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

REQUIRED ACTIVITIES

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

PREVIOUS WORK

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

END PRODUCTS

- November/December 2020: Data collection and reporting of the performance data for the completed project.
- November/December 2021: Data collection and reporting of the performance data for the completed project.

RESPONSIBLE AGENCY: Lee MPO & Consultants

Task No: 4.5 Lee County Complete Streets Initiative Estimated Budget Detail for FY 2020/2021								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$3,000	-	-	-	-	-	$3,000
	Subtotal:	**$3,000**	**-**	**-**	**-**	**-**	**-**	**$3,000**
B. Consultant Services								
	Performance data collection and reporting	$40,000	-	-	-	-	-	$40,000
	Subtotal:	**$40,000**	**-**	**-**	**-**	**-**	**-**	**$40,000**
	Total:	**$40,000**	**-**	**-**	**-**	**-**	**-**	**$40,000**

Task No: 4.5 Lee County Complete Streets Initiative Estimated Budget Detail for FY 2021/2022								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**FTA Local Match**	**Trans. Disad.**	**Total**
A. Personnel Services								
	MPO staff salaries	$3,000	-	-	-	-	-	$3,000
	Subtotal:	**$3,000**	**-**	**-**	**-**	**-**	**-**	**$3,000**
A. Consultant Services								
	Performance data collection and reporting	$36,000	-	-	-	-	-	$36,000
	Subtotal:	**$36,000**	**-**	**-**	**-**	**-**	**-**	**$36,000**
	Total:	**$39,000**	**-**	**-**	**-**	**-**	**-**	**$39,000**

BUDGET TABLES

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

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

TABLE 1

FISCAL YEAR 2020/21 BUDGET SUMMARY BY TASK AND PARTCIPATING 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
1. Administration			**Staff**	**Consultant**			**Cons**			
	1.1	Program Management and Support	$280,000					$0	$61,755	$341,755
	1.2	Unified Planning Work Program (UPWP)	$8,000					$0	$1,764	$9,764
	1.3	Public Involvement and Community Outreach	$17,000					$0	$3,749	$20,749
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	$48,000					$0	$10,587	$58,587
	1.5	Regional Coordination	$20,000					$0	$4,411	$24,411
	1.6	Transit Program Management and Support	$8,000		$254,876	$200,000		$58,860	$33,624	$553,359
	1.7	Locally Funded Activities	$0					$73,191		$73,191
2. Data Collection and Management Systems										
	2.1	Congestion Management, ITS & Data Development	$30,000					$0	$6,617	$36,617
	2.2	Efficient Transportation Decision Making (ETDM) Process	$5,000					$0	$1,103	$6,103
3. Systems Planning										
	3.1	Long Range Transportation Planning	$25,000					$0	$5,514	$30,514
	3.2	Transportation Improvement Program	$10,000					$0	$2,206	$12,206
	3.3	Freights and Goods Movement Planning	$8,000					$0	$1,764	$9,764
4. Special Project Planning										
	4.1	Special Projects and Studies	$25,000					$0	$5,514	$30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	$23,000					$0	$5,073	$28,073
	4.3	Transportation Disadvantaged Program	$0					$0	$34,351	$34,351
	4.4	Adminstrative, Planning and Project Consultant Services	$15,000	$784,800				$50,000	$576,399	$1,426,199
	4.5	Lee County Complete Streets Initiative	$3,000	$40,000					$9,484	$52,484
	4.6	Lee County Complete Streets Initiative Desing Build Project						$0		$0
		Total fiscal year 2020/21 cost for all tasks	**$525,000**	**$824,800**	**$254,876**	$200,000		**$182,051**	**$763,914**	**$2,748,641**
		Total carryover from prior fiscal years	**$551,041**		$345,184			$250,000	$43,148	
		Total cost, including carryover, for all tasks	**$1,349,800**		**$600,060**	**$200,000**		**$432,051**	**$807,062**	**$3,388,973**

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

			FHWA PL		STATE	FTA 5305			FTA 5307	SU Funds		State Grants		Local Contributions								Total Share			
	Task	Description	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	Total Cost
1. Administration																									
	1.1	Program Management and Support	$ 280,000		$ 61,755																	$ 280,000	$ 61,755	$ -	$ 341,755
	1.2	Unified Planning Work Program (UPWP)	$ 8,000		$ 1,764																	$ 8,000	$ 1,764	$ -	$ 9,764
	1.3	Public Involvement and Community Outreach	$ 17,000		$ 3,749																	$ 17,000	$ 3,749	$ -	$ 20,749
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	$ 48,000		$ 10,587																	$ 48,000	$ 10,587	$ -	$ 58,587
	1.5	Regional Coordination	$ 20,000		$ 4,411																	$ 20,000	$ 4,411	$ -	$ 24,411
	1.6	Transit	$ 8,000		$ 1,764	$ 254,876	$ 31,860	$ 56,860	$ 200,000													$ 462,876	$ 33,624	$ 56,860	$ 553,359
	1.7	Locally Funded Activities	$ -		$ -									$ 37,213	$ 5,132	$ 18,323	$ 7,777	$ 700	$ 727	$ 3,319		$ -		$ 73,191	$ 73,191
2. Data Collection and Management Systems																									
	2.1	Congestion Management, ITS and Data Development	$ 30,000		$ 6,617																	$ 30,000	$ 6,617	$ -	$ 36,617
	2.2	Efficient Transportation Decision Making (ETDM) Process	$ 5,000		$ 1,103																	$ 5,000	$ 1,103	$ -	$ 6,103
3. Systems Planning																									
	3.1	Long Range Transportation Planning	$ 25,000		$ 5,514																	$ 25,000	$ 5,514	$ -	$ 30,514
	3.2	Transportation Improvement Program	$ 10,000		$ 2,206																	$ 10,000	$ 2,206	$ -	$ 12,206
	3.3	Freights and Goods Movement Planning	$ 8,000		$ 1,764																	$ 8,000	$ 1,764	$ -	$ 9,764
4. Special Project Planning																									
	4.1	Special Projects and Studies	$ 25,000		$ 5,514																	$ 25,000	$ 5,514	$ -	$ 30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	$ 23,000		$ 5,073																	$ 23,000	$ 5,073	$ -	$ 28,073
	4.3	Transportation Disadvantaged Program	$ -		$ -							$ 34,351										$ -	$ 34,351	$ -	$ 34,351
	4.4	Administrative, Planning and Project Consultant Services	$ 15,000	$ 784,800	$ 176,399										$ 25,000					$ 25,000		$ 799,800	$ 576,399	$ 50,000	$ 1,426,199
	4.5	Lee County Complete Streets Initiative	$ 3,000	$ 40,000	$ 9,484																	$ 43,000	$ 9,484		$ 52,484
		Total FY 2020/21 cost for all tasks	$1,349,800		$ 297,704	$ 254,876	$ 31,860	$ 56,860	$ 200,000	$0		$ 34,351	$ -	$ 37,213	$ 30,132	$ 18,323	$ 7,777	$ 700	$ 727	$ 28,319		$ 1,804,676	$ 763,914	$ 180,051	$ 2,748,641
		Total carryover from prior fiscal years	$551,041			$ 345,184	$ 43,148	$ 68,148													$250,000		$ 43,148		$ 43,148
		Total cost, including carryover, for all tasks	$1,349,800		**$ 297,704**	**$ 600,060**	**$ 75,008**	**$ 125,008**	**$ 200,000**			**$ 34,351**	**$ -**	**$ 37,213**	**$ 30,132**	**$ 18,323**	**$ 7,777**	**$ 700**	**$ 727**	**$ 28,319**	**$ 250,000**	**$ 2,149,860**	**$ 807,062**	**$ 180,051**	**$ 3,386,973**

TABLE 1

FISCAL YEAR 2021/22 BUDGET SUMMARY BY TASK AND PARTCIPATING 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
1. Administration			**Staff**	**Consultant**			**Cons**			
	1.1	Program Management and Support	$260,000					$0	$57,344	$317,344
	1.2	Unified Planning Work Program (UPWP)	$8,000					$0	$1,764	$9,764
	1.3	Public Involvement and Community Outreach	$15,000					$0	$3,308	$18,308
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	$42,000					$0	$9,263	$51,263
	1.5	Regional Coordination	$15,000					$0	$3,308	$18,308
	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
2. Data Collection and Management Systems										
	2.1	Congestion Management, ITS & Data Development	$28,000					$0	$6,176	$34,176
	2.2	Efficient Transportation Decision Making (ETDM) Process	$3,000					$0	$662	$3,662
3. Systems Planning										
	3.1	Long Range Transportation Planning	$18,000					$0	$3,970	$21,970
	3.2	Transportation Improvement Program	$8,000					$0	$1,764	$9,764
	3.3	Freights and Goods Movement Planning	$5,000					$0	$1,103	$6,103
4. Special Project Planning										
	4.1	Special Projects and Studies	$25,000					$0	$5,514	$30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	$23,000					$0	$5,073	$28,073
	4.3	Transportation Disadvantaged Program	$0					$0	$34,028	$34,028
	4.4	Adminstrative, Planning and Project Consultant Services	$10,000	$454,406					$102,427	$566,833
	4.5	Lee County Complete Streets Initiative	$3,000	$36,000					$8,602	$47,602
	4.6	Lee County Complete Streets Initiative Desing Build Project						$0		$0
		Total fiscal year 2020/21 cost for all tasks	**$471,000**	**$490,406**	**$210,000**	$200,000		**$124,441**	**$272,320**	**$1,768,167**
		Total carryover from prior fiscal years			$0			$250,000	$0	
		Total cost, including carryover, for all tasks	**$961,406**		**$210,000**	**$200,000**		**$374,441**	**$272,320**	**$2,018,167**

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

			FHWA PL		STATE	FTA 5305			FTA 5307	SU Funds		State Grants		Local Contributions								Total Share			
	Task	Description	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	Total Cost
1. Administration																									
	1.1	Program Management and Support	$ 260,000		$ 57,344																	$ 260,000	$ 57,344	$ -	$ 317,344
	1.2	Unified Planning Work Program (UPWP)	$ 8,000		$ 1,764																	$ 8,000	$ 1,764	$ -	$ 9,764
	1.3	Public Involvement and Community Outreach	$ 15,000		$ 3,308																	$ 15,000	$ 3,308	$ -	$ 18,308
	1.4	Equipment and Resource Purchase, Upgrade and Maintenance	$ 42,000		$ 9,263																	$ 42,000	$ 9,263	$ -	$ 51,263
	1.5	Regional Coordination	$ 15,000		$ 3,308																	$ 15,000	$ 3,308	$ -	$ 18,308
	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
2. Data Collection and Management Systems																									
	2.1	Congestion Management, ITS and Data Development	$ 28,000		$ 6,176																	$ 28,000	$ 6,176	$ -	$ 34,176
	2.2	Efficient Transportation Decision Making (ETDM) Process	$ 3,000		$ 662																	$ 3,000	$ 662	$ -	$ 3,662
3. Systems Planning																									
	3.1	Long Range Transportation Planning	$ 18,000		$ 3,970																	$ 18,000	$ 3,970	$ -	$ 21,970
	3.2	Transportation Improvement Program	$ 8,000		$ 1,764																	$ 8,000	$ 1,764	$ -	$ 9,764
	3.3	Freights and Goods Movement Planning	$ 5,000		$ 1,103																	$ 5,000	$ 1,103	$ -	$ 6,103
4. Special Project Planning																									
	4.1	Special Projects and Studies	$ 25,000		$ 5,514																	$ 25,000	$ 5,514	$ -	$ 30,514
	4.2	Bicycle Pedestrian and Multi-Purpose Pathway Planning	$ 23,000		$ 5,073																	$ 23,000	$ 5,073	$ -	$ 28,073
	4.3	Transportation Disadvantaged Program	$ -		$ -							$ 34,028										$ -	$ 34,028	$ -	$ 34,028
	4.4	Administrative, Planning and Project Consultant Services	$ 10,000	$ 454,406	$ 102,427																	$ 464,406	$ 102,427		$ 566,833
	4.5	Lee County Complete Streets Initiative	$ 3,000	$ 36,000	$ 8,602																	$ 39,000	$ 8,602		$ 47,602
		Total FY 2021/22 cost for all tasks	$961,406		$ 212,042	$ 210,000	$ 26,250	$ 51,250	$ 200,000	$0		$ 34,028	$ -	$ 37,213	$ 5,132	$ 18,323	$ 7,777	$ 700	$ 727	$ 3,319		$ 1,371,406	$ 272,320	$ 124,441	$ 1,768,167
		Total carryover from prior fiscal years	$162,647																		$250,000		$ -		$ -
		Total cost, including carryover, for all tasks	$961,406		**$ 212,042**	**$ 210,000**	**$ 26,250**	**$ 51,250**	**$ 200,000**			**$ 34,028**	**$ -**	**$ 37,213**	**$ 5,132**	**$ 18,323**	**$ 7,777**	**$ 700**	**$ 727**	**$ 3,319**	**$ 250,000**	**$ 1,371,406**	**$ 272,320**	**$ 124,441**	**$ 2,018,167**

APPENDIX A

State Planning Factors and Emphasis Areas

Florida Planning Emphasis Areas-2020

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

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

Safety

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

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

System Connectivity

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

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

- Meet the needs of a growing and changing population

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

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

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

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

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

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

Planning Factors

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

Planning Factors

These planning factors are:

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

PLANNING FACTORS AND EMPHASIS AREAS / UPWP TASK MATRIX

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

APPENDIX B

Joint Certification Statement on the Metropolitan Transportation Planning Process

MPO JOINT CERTIFICATION STATEMENT

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

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

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

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

Name: Secretary L.K. Nandem
Title: District Secretary (or designee)

May 15, 2020
Date

Name: Councilman Fred Forbes
Title: MPO Chair (or designee)

May 15, 2020
Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Dated 5/15/2020

by _____
Councilman Fred Forbes, Chief Executive Officer

APPENDICES A and E

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

(1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

(2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation,* the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

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

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

_____

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

DEBARMENT and SUSPENSION CERTIFICATION

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

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

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

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

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

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

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

_____

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

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The **Lee County MPO** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

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

APPENDIX C

MPO Planning Study Matrix

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

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

APPENDIX D

Comments on the Draft version of the UPWP

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: Lee County MPO Draft UPWP for FY2020/21 – 2021/22 (July 1, 2020 – June 30, 2022)		MPO: Lee MPO	
Date of Document: March 15, 2020	Date Received: March 15, 2020	Date Reviewed: April 14, 2020	District: 1
Reviewed by: Michael Sherman and John Crocker			

COMMENTS:

Page #	Comment Type	Comment Description
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
General	FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
General	FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.
13	Enhancement	I suggest including the adoption date for the LRTP under the "Long Range Transportation" Section.
13-14	Enhancement	If the MPO is doing so in their planning efforts, I suggest including any other dates and important deadlines, especially when seeking public input, related to the CMP (e.g. when the update occurs and it correlates with the LRTP), Freight Planning (e.g. reassessing priorities for designating urban/rural freight corridors), Bike/Ped Planning (the next plan update), and Public Transportation Planning. I also suggest including any efforts related to TPM.
14	Enhancement	I suggest including a transition paragraph under the FDOT District One Planning Activities. For example, consider how FDOT D1 Planning Activities support the MPO. This will increase the readability of the document.
19	Critical	Please include the finalized and signed Cost Analysis Certification in the Final UPWP. Also, please be sure to reflect the correct fiscal year.
22-23	Critical	For bullets 11 and 12 on page 22 under Required Activities, please provide additional benefits regarding how participating in CUTS, M-Cores, MPOAC are beneficial to the transportation planning process in the End Products section on page 23.
32	Critical	For the last two bullets on page 32, please elaborate how attendance/participation in workshops and presenting to neighborhood communities is beneficial to the transportation planning process.
39-40	Critical	Please provide additional details how regional coordination supports the

		transportation planning process in the objective. (e.g. informing LRTP, cross planning boundary projects, economic benefits, etc.). This will provide more support to the required activities and end products.
57	Critical	Under Required Activities and End Products, please include a TPM related task and product. For example, the activity or activities may include monitoring/reporting performance measures as needed in the LRTP. This may also cause the MPO to adjust project priorities to meet the targets.
59	Critical	Similar to the LRTP, please include activities and end products that reflect the MPO's efforts for TPM. Depending if the MPO adopted its own targets or adopted FDOT targets, consider the efforts and collaboration necessary to obtain the data to satisfy TPM requirements.
General/ Appendix B	Critical	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.
General	Enhancement	For each task, including the required activities, previous work, and end products, I suggest using a different format to increase readability for members of the public. For example, the MPO could consider using a tabular form.
General	Enhancement	For the Completion Dates, I suggest including a column at the end of each "End Product" and insert the anticipated Completion Date to increase the readability.
General	Enhancement	For each task, I would suggest condensing each subtask into one large task as well as consolidating the budget tables to have one summarized budget table at the end of each task.
General	Critical	Lee MPO has a previous balance for PL funds consisting of $713,688. However, the FY2021 and FY2022 budget table do not reflect that. Please provide the justification and/or update the budget tables accordingly.
General	Enhancement	Considering the current pandemic, I suggest the MPO consider including a task/activity related to updating the COOP/bylaws for such instances.
10 – Introduction Section	Critical	UPWP Introduction: Soft Match Section - Please ensure you identify the soft match ratio for PL Funds of 80:20 and check to ensure all the match amounts in the Introduction and the Summary Budget Tables are identified correctly using this ratio. The SU fund match should also be discussed in the Introduction soft match section and the amount identified. SU funds still use the sliding scale for the match and need to be calculated using the ratio of 81.93:18. 07. A column for the SU soft match amount also needs to be included in the Summary Budget Tables as well as the PL fund Soft Match Column.
General	Critical	For each task/sub-task, please include the Responsible Agency/Agencies for the Required Activities and End Products.
49 – 51	Critical	For Task 2.1, the required activities reference monitoring and reporting performance measures. However, I did not see any required activities indicating any coordination with Cape Coral PD with regards to the LiDAR and performance measure data. Please include activities/products for performance measure reporting/coordination efforts/MOU with Cape Coral PD.

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

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

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

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

STRATEGIC ACTION PLAN

A Public-Private Partnership WITH MPO and Streets Alive of SWFL

Lee County

Bicycle/Pedestrian Safety education, outreach & strategic action

DRAFT OPERATIONAL BUDGET 5 YEARS: 2021/2026

	Annual		5 years	
Salary bike/ped outreach safety coordinator	$ 55,000.00			1 NEW FTE
Program administration and coordination	$ 20,000.00			Dedicated to Program, existing staff
Paid internships	$ 15,000.00			2 interns, part time, $15 hours ~ 24 hours per week
Fringe	$ 16,500.00			
Subtotal Personnel	$ 106,500.00	47%	$ 532,500.00	
DIRECT PROGRAM EXPENSES				
Program Materials	$ 40,000.00			2,000 units (Helmets $15 each, Lights and Accessories average $5 each)
Educational tools for events	$ 8,000.00			includes materials for Demonstrations, virtual presentations
Professional Development/Continued Education	$ 7,000.00			2 interns, Coordinator and Volunteers. Includes Screening of Volunteers
Training of Interns	$ 3,000.00			Assumes $500 per person
Subtotal Direct Program Expenses	$ 58,000.00	26%	$ 290,000.00	
OFFICE ADMIN EXPENSES				
Hardware/software	$ 3,500.00			Internet, computers, tablets, etc
Office/admin supplies	$ 2,000.00			Printing, internet, utilities
Subtotal Admin Expenses	$ 5,500.00	2%	$ 27,500.00	
MARKETING				
Marketing and outreach	$ 50,000.00	22%	$ 250,000.00	PSAS Targeted marketing through Xfinity and local stations (ABC, and others), multi language radio and ad spots includes Marketing Study and production, 1 month estimate $12,000
TRANSPORTATION				
Travel	$ 6,000.00	3%	$ 30,000.00	Includes reimbursed travel at 0.57 per mile (adjusted rate) and Prof Dev Travel
Total	**$ 226,000.00**		$ 1,130,000.00	

INCOME SOURCES

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

STRATEGIC ACTION PLAN

A Public-Private Partnership WITH MPO and Streets Alive of SWFL

Lee County

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