

- Public meetings on specific transportation projects including the UPWP
- MPO Website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle & Advisory Committee (BPAC), Transportation Disadvantaged Coordinating Board (TDCB)
- UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting

The MPO mailing list includes civic associations, clubs, municipal governments, newspapers, concerned citizens and all attendees to any of the transportation related public meetings held in the MPO planning area.

## 9. Federal Planning Factors

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of 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;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

FEDERAL PLANNING FACTORS - MATRIX

	1	2	3	4	5	6	7	8	9	10
UPWP TASK NUMBER	Support Economic Vitality	Increase Safety	Increase Security	Increase Accessibility	Protect Environment	Enhance Connectivity	Promote Efficient Operation	Emphasize System Preservation	Improve Resiliency/Reliability	Enhance Travel Tourism
1.0 Administration	X	X	X	X	X	X	X	X	X	X
2.0 Data Collection	X	X							X	
3.0 Transportation Improvement Program				X		X	X		X	
4.0 Long Range Transportation Planning	X	X	X	X	X	X	X	X	X	X
5.0 Regional Planning	X			X		X				X
6.0 Public Involvement	X			X						
7.0 Systems Planning	X	X		X	X	X			X	

## 10. Florida Planning Emphasis Areas

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

### Rural Transportation Planning

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

### Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving

**Task 1.0 Administration**  
Estimated Budget detail for FY 2018/19

Budget Category	Budget Category Description	FHWA (PL)	Revised FHWA (PL)	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	166,299	162,745	63,312	7,914	7,914	63,312	7,914	7,914	0	0	0	0	324,579
	<b>Subtotal:</b>	<b>166,299</b>	<b>162,745</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>324,579</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	24,600	0	0	0	0	0	0	0	0	0	0	0	24,600
	Accounting/Financial Analysis Services	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000
	<b>Subtotal:</b>	<b>74,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,600</b>
<b>C. Travel</b>														
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
	<b>Subtotal:</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>D. Other Direct Expenses</b>														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	0	0	3,060
	Freight and Postage	600	100	0	0	0	0	0	0	0	0	0	0	600
	Office Lease	48,000	49,000	0	0	0	0	0	0	0	0	0	0	48,000
	Insurance	3,600	4,351	0	0	0	0	0	0	0	0	0	0	3,600
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
	Support Services by Lake County	35,697	28,000	0	0	0	0	0	0	0	0	0	0	35,697
	Advertisements	2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
	Office Supplies	8,000	0	0	0	0	0	0	0	0	0	0	0	8,000
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	0	0	7,200
	Training	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
	Memberships	750	0	0	0	0	0	0	0	0	0	0	0	750
	<b>Subtotal:</b>	<b>129,407</b>	<b>122,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>129,407</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>372,306</b>	<b>362,306</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>530,586</b>





*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

719 S. Woodland Boulevard  
DeLand, Florida 32720-6834

MIKE DEW  
SECRETARY

March 28, 2018

Michael Woods  
Lake-Sumter MPO  
225 West Guava Street  
Lady Lake, Florida

**RE: Draft comments on the Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization**

*MPO Comments are in RED*

Dear Mr. Woods:

The reason for this letter is to provide comments from the review of the Lake-Sumter Metropolitan Planning Organization's (MPO) Draft Unified Planning Work Program (UPWP) for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. Please note below the comments made by the Florida Department of Transportation, Office of Policy Planning, District Five Planning Office, and Modal Development Office.

In order to meet the schedule contained in the FDOT MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2018/2019 Planning Funds, beginning on July 1, 2018, the MPO needs to revise and adopt the Final UPWP and submit it to my office, Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies no later than May 15, 2018.

As always, I would like to extend my appreciation to the Lake-Sumter MPO for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or provide guidance to help with the development of the UPWP, please do not hesitate to contact me.

**Comments of Draft UPWP:**

1. Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP. This form is available at the following link:  
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788>  
*MPO Response: The revised Cost Analysis Certification is included in the final version of the UPWP.*

2. An interactive table of contents, or section index would be very helpful to navigate the UPWP.

*MPO Response: MPO staff has made the required edits to make the Table of contents interactive in the final version of the UPWP.*

Sincerely,

Kayleen Hamilton  
FDOT MPO Liaison

cc: Teresa Parker, FHWA Planning  
Alex Gramovot, FDOT CO Policy Planning  
Diane Quigley, FDOT CO Transit Planning  
Jo Santiago, FDOT District 5 Transit Office  
Keith Melton, Federal Transit Administration  
Kellie Smith, FDOT District 5 Planning Office  
Jon Ausman, FDOT CO FDOT Transit Planning



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Planning Comments

Document Name: UPWP Draft

MPO: Lake-Sumter

Date of Document: March

Date Received: 2/26/2018

Date Reviewed:  
4/2/2018

District:  
5

Reviewed by: Teresa Parker and Elizabeth Parris Orr

**COMMENTS:** *Lake~Sumter MPO Response are in red.*

**April 4, 2018.**

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
11	General	UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting?
	<i>MPO Response</i>	<i>The Lake~Sumter MPO FY 2018/19-2019/20 UPWP is on the agenda for final approval at the April 25, 2018 MPO Governing Board meeting. The Board will take final public comments and close the required public comment period.</i>
12	Critical	Add the 10 Federal Planning factors 23 CFR 450.306 (b)
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the document.</i>
	General	Is the MPO Planning to include a Matrix that identifies how each UPWP task relates to the Federal Planning Factors
	<i>MPO Response</i>	<i>The Federal Planning Factors Matrix has been added on page 16 of the document.</i>
20	General	Bottom page states Lake-Sumter MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the plan in April 2018?
	<i>MPO Response</i>	<i>The MPO Title VI Plan Update is scheduled for adoption at the MPO Governing Board meeting scheduled for April 25, 2018 at 2:00pm. The Board will take final public comments and close the Public Comment period prior to the vote for adoption.</i>
26	Critical	Can you please detail what is covered in the Accounting/Financial Analysis Services?
	<i>MPO Response</i>	<i>The contracted firm provides financial analysis and grant compliance services for the MPO including audit of monthly PL invoices, audit of 5305d invoices, monthly financial reporting to the Governing Board and development of financial administration tools to aid in internal grant compliance functions.</i>
26	Critical	Can you please detail what are Lake County Document Services and how is this different from Support Services by Lake County?
	<i>MPO Response</i>	<i>Lake County Document Services provides reprographic services for the MPO including, coping, printing and some toner supplies. The Lake County Staff Services agreement includes, Financial services, (including the use of pooled cash), Procurement services, Legal services, Human Resource services and Information Technology services.</i>
	General	Is staff planning to include the comments received by various agencies in the appendix of this plan?
	<i>MPO Response</i>	<i>The MPO comments will be handled outside of the UPWP as appropriate. For example, lease details and supporting documentation aren't required to be in the UPWP; responses/supporting information will be provided directly to the person commenting/asking the question. The Federal Planning Factors comments from FHWA and FTA will be addressed in the final version of the UPWP. Agency comments and MPO responses will be included in the UPWP agenda packet prior for public and Governing Board review prior to approval.</i>

	General	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval.
	<i>MPO Response</i>	<i>The MPO always requests prior approval for purchases exceeding \$5000 and will continue this practice moving forward.</i>
26-27	Critical	Office Lease 1 <sup>st</sup> year \$48,000 but the 2 <sup>nd</sup> year is \$30,000 please explain
	<i>MPO Response</i>	<i>The office lease for the first year (\$48,000) includes a monthly fee of \$1500 per month to cover the build out expenses to create the MPO office space from a previously unfinished space on the second floor of the Lady Lake Library. The second year lease of \$30,000 does not include this monthly fee.</i>
	General	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
	<i>MPO Response</i>	<i>All MPO Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements will be signed and dated, and included in the final copy of the UPWP document</i>
	General	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
	<i>MPO Response</i>	<i>All Tasks involving consultant participation are in the UPWP, project scopes are detailed in the Planning Activities narrative of the UPWP, project costs and completion dates are detailed in the Task pages and Task Financial pages.</i>
	General	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
	<i>MPO Response</i>	<i>The Updates Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are correct and on the draft and final versions of the UPWP</i>
	FTA Comments	Federal Planning Factors should be included in UPWP.
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the UPWP document. The Federal Planning Factors Matrix has been added on page 16 of the UPWP document.</i>
	FTA Comments	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and



		programmed in the UPWP. <i>(FTA Circular 9030.1E, p. IV-1)</i>  <b>NOTE:</b> If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.
	<i>MPO Response</i>	<i>All planning activities programmed using FTA program funds are listed in the UPWP.</i>