



# Unified Planning Work Program

July 1, 2022 – June 30, 2023 &  
July 1, 2023 – June 30, 2024

**Prepared by:**

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The preparation of this report was financed in part by the U.S. Department of Transportation, the Federal Highway Administration, the Federal Transit Administration with the Florida Department of Transportation, Transportation Disadvantaged Trust Fund, and local participating governments. The views and opinions of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.

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**Cost Analysis Certification**

**Lake-Sumter MPO**

**Unified Planning Work Program - FY 2022/2023**

Amended 3/14/2022

Revision Number:

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.

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Name: Anna Taylor

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Title and District

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Signature

3/14/2022

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The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the MPO’s planning area. The UPWP:

- Summarizes planning tasks to be completed by the MPO
- Defines work products and timeline for major activities
- Proposes budget using federal and other funds for planning
- Estimates cost for each task

This Work Program is consistent with all federal and state requirements. All products including the Transportation Improvement Program (TIP) and planning concepts and factors follow Federal and State guidelines. The MPO is complying with Title VI of the Civil Rights Act of 1964. Title VI specifically prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex. This applies in any and all applications of work by the MPO, including its administration, decision making and purchasing options.

The MPO’s plans and programs are designed to meet the current and future transportation needs of the Lake~Sumter Region. Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.) and the Federal Transit Act, the Fiscal Year 2022/23 – 2023/24 Unified Planning Work Program (UPWP) is the basis for allocating federal, state and local funds for transportation planning purposes in Lake and Sumter Counties. The UPWP documents all planning tasks and related activities for the period of July 1, 2022 through June 30, 2024 developed by the MPO and other transportation planning agencies. A glossary of acronyms used throughout this document can be found in Appendix A.

## 1.2 OVERVIEW OF MPO TRANSPORTATION PLANNING ACTIVITIES

The Lake~Sumter MPO’s on-going planning activities include the following:

### 1.2.1 Long Range Transportation Plan

The LRTP is one of the key products of the planning process and addresses the state and federal requirements that are the responsibility of the MPO as the organization authorized to carry out the transportation planning process. The Lake~Sumter MPO’s 2045 Long Range Transportation Plan (LRTP) serves as the primary guidance for developing transportation improvements in the MPO’s planning area over the next 25 years. The LRTP identifies the fiscally-constrained expenditure of federal and state transportation funds to enhance pedestrian, bicycle, transit, highway, and freight mobility. The

### 1.2.2 Efficient Transportation Decision Making (ETDM)

MPO staff continues to work on the implementation of the Efficient Transportation Decision-Making (ETDM) process. The Lake~Sumter MPO is the local lead agency in ETDM planning screenings and facilitates communication between FDOT and member governments in order to receive thorough comments on projects filtered through the ETDM process. Projects under consideration for inclusion in the 2045 LRTP were systematically screened before the project needs list was finalized. ETDM was an integral component in the implementation of the MPO’s 2040 and 2045 LRTPs.

### 1.2.3 Transportation Systems Management & Operations and Intelligent Transportation Systems

Transportation Systems Management and Operations (TSM&O) is a program based on actively managing the multimodal transportation network, measuring performance, streamlining and improving the existing system, promoting effective cooperation/collaboration, and delivering positive safety and mobility outcomes to the traveling public. The TSM&O program includes five different areas and the recent addition of a new Connected Vehicle initiative. The Connected Vehicle initiative and the five standard TSM&O program areas are summarized as follows:

- Connected Vehicles (New Initiative)
- Management/ Deployments
- ITS Communications
- Statewide Arterial Management Program
- ITS Software and Architecture
- Managed Lanes

Intelligent Transportation Systems include a variety of communications and other computer technologies focused on detecting and relieving congestion and improving safety within the transportation system by enabling drivers to make well-informed travel choices. ITS technology enables information to be shared with travelers in real-time regarding traffic issues and can provide alternative routes or modes to mitigate congestion. ITS may also alert officials to crashes and request assistance in clearing the accident, which helps efficiently restore traffic flow. ITS projects will be consistent with regional ITS architecture.

Examples of ITS strategies include the list below:

- Dynamic Messaging
- Advanced Traveler Information Systems (ATIS)
- Integrated Corridor Management (ICM)
- Transit Signal Priority (TSP)

### 1.2.4 Complete Streets Projects

The MPO supports Complete Streets as an alternative transportation strategy to balance quality of life and mobility issues. Complete Streets are roadways designed to accommodate all users and include sidewalks, bicycle lanes/paved shoulders, dedicated bus lanes, pedestrian crossings, and roundabouts. Several Complete Streets studies in the planning area have recently been completed or are currently underway. These include US 27 Traffic Calming & Complete Streets Study, US 301 Complete Streets Study (CR 466A to CR 44A), Central Avenue (SR 19) Corridor Planning Study, East Ave. Complete Streets Study and SR 50 Corridor Planning Study (Bloxam Avenue to 12th Street, Clermont), SR 471 in Webster, Main Street in Leesburg. Additional new corridors have been identified for Complete Streets studies, including SR 19 in Eustis, CR 435 in East Lake, Orange St. & Broad St. (SR 50) in Groveland, and CR 455 in Montverde.

### 1.2.5 Bicycle & Pedestrian Needs and Trails

The Lake~Sumter MPO has been actively engaged in identifying needs and opportunities for supporting the development of the bicycle, pedestrian, and regional trails. Bicycle and pedestrian facility improvements may be implemented as overall roadway improvement projects or standalone projects. Considering the needs of cyclists and pedestrians was instrumental in developing an LRTP. On an annual basis, the Lake~Sumter MPO prioritizes bicycle, pedestrian, and trails projects which may be eligible for



funding. These projects are included in the List of Priority Projects (LOPP), which connects the 5-year program of projects funded in the TIP and the long-range plans and programs supported by the MPO.

The MPO continues to be a strong advocate of a robust regional trail system. There is an expanding trail network throughout the state. The MPO plans for a series of paved multi-use trails connecting to other Florida regional trails, including the Coast-to-Coast Trail, the Heart of Florida Loop, West Orange Trail, and the Seminole- Wekiva Trail. The MPO’s List of Priority Projects includes a combined list of all trail priorities in Tier 1 and Tier 2 with additions such as SUN Trail/Coast to Coast Connector trail segments and includes a separate ranking of trail projects as a group.

The long-term objective and efforts to clarify future spending and paratransit and fixed route transit integration will continue through both the update of the LakeXpress system and monitor the progress of the LakeXpress fixed-route transit system, running along the US 441 corridor. An on-going evaluation of this system needs to include additional Lake County municipalities desirous of fixed-route transit services and in order to incorporate para-transit issues into the fixed-route transit planning process. All Lake County municipalities are invited to participate and the group coordinates with Sumter County as needed.

### 1.2.6 Completed Planning Studies in the Lake~Sumter Regional Area During the Prior UPWP Period (FY 2022-23 to 2023-24)

Planning studies completed in the regional planning area by the MPO, FDOT, and Local Counties during the last UPWP period include:

**Figure 2. Lake~Sumter MPO Completed Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>Innovation Trail Corridor Planning Study</i>	<b>MPO</b>	<b>2019-2020</b>	<b>\$100,000</b>	<b>Local Funds</b>
<i>US 301 Complete Streets Study in Downtown Wildwood</i>	<b>MPO</b>	<b>2019-2020</b>	<b>\$199,500</b>	<b>State</b>
<i>US 27 Roundabout</i>	<b>MPO</b>	<b>2017-18</b>	<b>\$250,000</b>	<b>State</b>

**Figure 3. FDOT District Five Completed Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>Tavares-Mount Dora Trail Corridor Planning Study</i>	<b>FDOT</b>	<b>2019-2020</b>	<b>\$235,000</b>	<b>State</b>

**Figure 4. Other Local Government Completed Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>[Awaiting info from local govts]</i>				

## 1.2.7 Ongoing and Future Planning Studies in the Lake~Sumter Regional Area

Districtwide studies must be identified as an informational item in the UPWP if they are within the MPO’s planning area. Below are studies underway or planned by the Lake~Sumter MPO, FDOT District 5 and the counties within the MPO boundaries.

**Figure 5. Lake~Sumter MPO Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>SR 471 Webster Complete Streets Study</i>	<b>MPO</b>	<b>2021-2022</b>	<b>\$124,982</b>	<b>SL</b>
<i>City of Leesburg Main Street Complete Street Study</i>	<b>MPO</b>	<b>2021-2022</b>	<b>\$218,960</b>	<b>SL</b>

**Figure 6. FDOT District Five Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>[Awaiting list from FDOT]</i>	<b>FDOT</b>			<b>State</b>

**Figure 7. Other Local Government Planning Studies**

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<i>[Awaiting info from local govts]</i>				

## 1.3 WHAT ARE THE GUIDING PRINCIPLES OF THE UPWP?

The development of the UPWP is guided by Federal, State, Regional, and Local emphasis areas and priorities which are described below. The combination of these priorities provides the foundation for the development of a comprehensive transportation system. An overview of the Federal Planning Factors, Federal Planning Emphasis Areas, and Florida Planning Emphasis Areas are provided below. **Appendix B provides matrices that summarize which UPWP task areas relate to the Planning Factors and respective Emphasis Areas.**

### 1.3.1 Federal Planning Factors

Pursuant to 23 CFR 450.306(b), the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following 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.

**Appendix B** includes a matrix that identifies the relationship of Federal Planning Factors to UPWP Tasks.

### 1.3.2 Federal Planning Emphasis Areas

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have defined the following *2021 Federal Planning Emphasis Areas* to be considered by MPOs in the development of their planning programs and UPWPs:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future – UPWPs should include planning activities that will help achieve national greenhouse gas reduction and net-zero emissions goals, and increasing resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
- Equity and Justice<sup>40</sup> in Transportation Planning – Planning processes and activities should advance racial equity and support for underserved and disadvantaged communities, and plans should be the result of various perspectives, concerns, and priorities from impacted areas.
- Complete Streets – Planning programs and plans should focus on multimodal complete streets solutions that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists.
- Public Involvement – All planning processes should be built upon public involvement that is early, effective and continuous to bring diverse viewpoints into the decision-making process; increase meaningful public involvement by integrating tools such as Virtual Public Involvement while ensuring participation by individuals without access to computers and mobile devices.
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination – Emphasizes coordination with DOD representatives in transportation planning and project programming processes on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect DOD facilities.

- Federal Land Management Agency (FLMA) Coordination – Encourages coordination with FLMAs regarding infrastructure and connectivity needs related to access routes and other public roads and transportation services connecting to and through Federal lands.
- Planning and Environment Linkages (PEL) – Emphasizes collaborative and integrated approaches to transportation decision-making that considers environmental, community, and economic goals early in transportation planning processes, and using information, analysis, and products developed during planning to inform environmental review processes.
- Data in Transportation Planning – Encourages incorporation of data sharing and consideration into transportation planning processes, leveraging the value of data across multiple programs and plans.

### 1.3.3 Florida Planning Emphasis Areas

The Florida Department of Transportation Office of Policy Planning has defined *Florida Planning Emphasis Areas 2021* to set planning priorities, support the Florida Transportation Plan, and emphasize areas which MPOs are encouraged to address as they develop their planning programs and UPWPs:

- Safety – Emphasizes the top priority of safety established through the Florida Transportation Plan and Florida Strategic Highway Safety Plan and the state’s target of zero traffic fatalities and serious injuries; UPWPs should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.
- Equity – Reiterates the related Federal Planning Emphasis Area and Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad* which created the “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. Implementation of planning programs and activities within the UPWP should establish consistent and systematic fair, just, and impartial treatment of individuals.
- Resilience – Echoes the federal planning factor to “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation” and the ability to adapt to changing conditions and prepare for, withstand, and recover from disruptions. UPWPs should incorporate resilience across planning activities with emphasis on coordinating with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives.
- Emerging Mobility – Emphasizes the importance of preparing for advances in communication and automation technology that result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

In addition to the Florida Planning Emphasis Areas, FDOT District 5 planning activities for the next two years include the following:

- |  |                                     |
|--|-------------------------------------|
| ▪ GIS Application Development and System Maintenance | ▪ ETDM/Community Impact Analysis    |
| ▪ Systems Planning and Reviews                       | ▪ Statistics                        |
| ▪ Interchange Reviews                                | ▪ Federal Functional Classification |
| ▪ Travel Demand Model Development                    | ▪ Traffic Counts Program            |

- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Complete Streets Studies
- Growth Management Impact Reviews
- Promoting and coordinating Safety for all modes of transportation

### 1.3.4 Statement of Consolidated Planning Grant Participation

The FDOT and the Lake Sumter MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.

### 1.3.5 Performance-Based Planning

Pursuant to the MAP-21 and FAST Acts, state departments of transportation and MPOs must apply a transportation performance management approach in carrying out their federally required transportation planning and programming activities. The process requires the establishment and use of a coordinated, performance-based approach to transportation decision-making to support national goals for the federal-aid highway and public transportation programs. This process will be incorporated into multiple planning activities, with a particular focus on the TIP and LRTP. FDOT is required to establish statewide targets for the required performance targets, and MPOs have the option to support the statewide targets or adopt their own. Based on this information, the Lake-Sumter MPO has adopted FDOT’s performance measure targets. The local transit agencies (LakeXpress) must also adopt performance targets in the Transit Asset Management Plan (TAM) and the MPO must consider including the TAM targets in the LRTP and TIP updates.

### 1.3.6 Local and Regional Planning Priorities

The UPWPs planning activities reflect the 2045 Long Range Transportation Plan’s planning priorities which are defined through the following goals:

- Support economic success and community values. Reduce congestion and improve travel reliability for the traveling public and freight users on highways and major arterials; enhance access to major employment centers; coordinate regional transportation planning efforts and local comprehensive planning efforts; minimize negative environmental impacts associated with transportation investments; address Environmental Justice in all appropriate aspects of MPO planning.
- Promote safety and security. Prioritize investments to reduce crash related fatalities for all modes of transportation; prioritize investments to reduce crash related serious Injuries for all modes of transportation; prioritize investments to reduce bicycle and pedestrian crash related fatalities and serious injuries; Prioritize investment on evacuation routes; invest in transit security.

- Improve transportation operations. Invest in Intelligent Transportation Systems (ITS); invest in vehicle to infrastructure communication; invest in cost effective Congestion Management strategies.
- Improve mobility. Improve transportation options available; invest in bicycle and pedestrian infrastructure; maintain or enhance transit service; Balance regional capacity needs with human scale accessibility needs (Complete Streets); invest in Context Sensitive/Complete Street investments in multimodal corridors.
- System Preservation. Maintain Transportation infrastructure; maintain transit assets.

### 1.3.7 What are the Planning Tasks in the UPWP?

The purpose of Metropolitan Planning funds is to provide for a Continuing, Comprehensive, and Cooperative (3-C) metropolitan transportation planning process. Planning tasks are performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning) and 135 (Statewide Transportation Planning) and Title 49 Chapter 53 (Public Transportation). The task areas that form the framework for this UPWP are:

- *Task 1.0: Administration and Management*
- *Task 2.0: Short Range Planning*
- *Task 3.0: Long Range Planning*
- *Task 4.0: Special Projects*
- *Task 5.0: Public Involvement*
- *Task 6.0: Regional Planning*

Section 3 provides a complete breakdown of activities and budget for each of the task areas.

## 1.4 WHAT ARE SOME OF THE FINANCIAL CONSIDERATIONS?

### 1.4.1 FDOT Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft match” provision that allows the Federal share to be increased up to 100% to the extent credits are available. This soft match is not required to be programmed. It will not be shown in the budget tables throughout this UPWP; however, it should be known that the “soft match” amounts shown in Section 4.1 are being utilized to match the FHWA funding in this UPWP.

### 1.4.2 Indirect Cost Rate

The Lake~Sumter MPO does not utilize an indirect cost rate.

## 1.5 DOES AIR QUALITY IMPACT THE MPO’S PLANNING?

The MPO is currently in an attainment area for all National Ambient Air Quality Standards (NAAQS). The MPO will monitor this status and engage in future planning activities as appropriate.

## 1.6 WHAT IS THE PUBLIC REVIEW PROCESS FOR THE UPWP?

Adoption of or amendments to the UPWP will be done after the public has been notified of intent to amend the plan, and only after the public has had 21 days to review and comment on the proposed changes.

The MPO public participation plan provides the public with many opportunities to comment on the FY 2022/23–2023/24 UPWP including but not limited to the following:

- 21-day comment period on the draft FY 2022/23-2023/24 UPWP
- 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), Community Advisory Committee (CAC), Transportation Disadvantaged Coordinating Board (TDCB)
- Approved Draft UPWP on April 13, 2022 at the TAC and CAC meetings
- Approved Draft UPWP on April 27, 2022 at the Governing Board meeting, and opened Public Review period

The MPO mailing list includes civic associations, clubs, municipal governments, newspapers, concerned citizens.

## 2. ORGANIZATION AND MANAGEMENT OF THE MPO



### 2.1 IDENTIFICATION OF PARTICIPANTS

The Lake~Sumter Metropolitan Planning Organization (MPO) was established on February 25, 2004, after the 2000 U.S. Census determined the urbanized areas around Leesburg, Eustis and Lady Lake had exceeded a population of 50,000. In 2010 Governor Crist approved the MPO's Re-designation Plan to include all of Sumter County creating the current MPO planning area. Tasked with effectively identifying the public's transportation needs is the Lake~Sumter MPO Board. The Board consists of elected officials representing all of the local governments in the region, including municipal and county entities.

#### 2.1.1 Lake~Sumter MPO Mission Statement

The mission of the Lake~Sumter Metropolitan Planning Organization is to provide the local governments, agencies and residents of Lake and Sumter counties a forum for addressing growth and transportation issues, with an emphasis on:

1. Planning a regional, multi-modal transportation network that balances accessibility and mobility
2. Incorporating the visions of the member governments into a cohesive regional approach; and
3. Coordinating with regional partners and state and federal agencies to meet the needs of the public

#### 2.1.2 Lake~Sumter MPO Board Membership

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities in Sumter County, the Lake County School Board, the Sumter County School Board, Florida Central Railroad (FCRR), the Central Florida Expressway Authority (CFX), FDOT and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process for the Lake~Sumter MPO.

- A. Voting Members:** The MPO Governing Board includes elected representatives from Lake and Sumter counties, two county commissioners from Sumter County and all five county commissioners from Lake County. In addition, there are seven voting members from municipalities with representatives from: Clermont, Eustis, Lady Lake, Leesburg, Minneola, Mount Dora and Tavares. There is one additional at-large voting member that annually rotates from the following cities: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. There is one additional at-large voting member from the following cities: Bushnell, Center Hill, Coleman, Webster and Wildwood that is determined by interlocal agreement between the cities.
- B. Other Entities/Non-voting:** Ex-officio members include Florida Central Railroad, added as ex-officio member in 2006, both counties' school districts, approved as ex-officio members in 2008, and CFX, added in 2015. A chart depicting these members is shown in **Figure 8**.



### 2.1.3 Advisory Committees

The Lake~Sumter MPO Governing Board receives recommendations from four advisory committees. Four task forces have been created to allow opportunity to address specific areas or issues.

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#### **Advisory Committees**

##### *Executive Committee*

*The purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Board in a timely fashion. The MPO Board may refer items to the Executive Committee for action or recommendation.*

##### *Technical Advisory Committee (TAC)*

*The Technical Advisory Committee (TAC) is comprised of planners and engineers from the various local governments comprising the MPO. The input provided by the TAC is of a very technical nature and may include making technical design recommendations and verifying that all documents conform to the appropriate standards.*

##### *Community Advisory Committee (CAC)*

*The CAC ensures the public has the opportunity to review and evaluate proposed transportation plans and programs. The committee membership includes multimodal transportation advocates, as well as representatives from under-served communities and business interests. This composition encourages geographic, demographic and modal diversity.*

##### *Transportation Disadvantaged Coordinating Board (TDCB)*

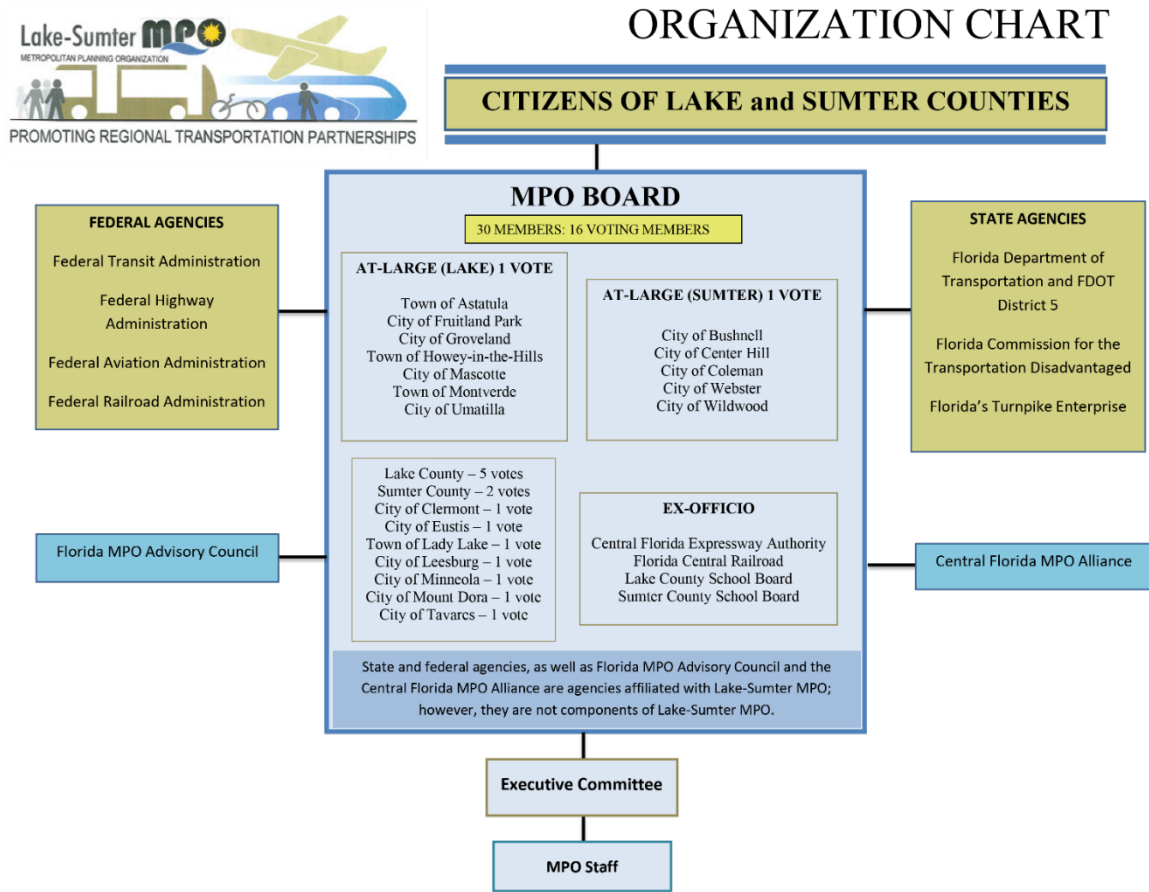
*There are two TDCBs in the MPO Area; one for Lake and one for Sumter county. The primary purpose of each TDCB is to assist the MPO in identifying local service needs and in providing information, advice and direction to the Community Transportation Coordinators (CTCs) in Lake and Sumter Counties.*

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### 2.1.4 MPO Staff

The MPO Staff is responsible for collecting and disseminating all information from the transportation planning process to the general public. The work effort required to support the planning process is administered by the MPO staff in cooperation with local governments and the FDOT. Examples of other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District (WMD) Offices (St. Johns River WMD and Southwest Florida WMD).

**Figure 8. Lake~Sumter MPO Organization Chart**



## 2.2 MPO AGREEMENTS

The MPO has executed all required agreements to facilitate the transportation planning process. A list and execution status of these agreements follows.

- The Lake~Sumter MPO is party to an interlocal agreement among the six MPOs that are members of the **Central Florida Metropolitan Planning Organization Alliance (CFMPOA)**. The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The CFMPOA also executed the FDOT agreement with the **Regional Intergovernmental Coordination and Review (ICAR)** agencies serving the metropolitan area created under Section 186.504, F.S. The agreement describes the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. The MPO took the lead in introducing interlocal agreements to two neighboring MPOs with which the Lake~Sumter MPO shares urbanized areas. The proposed interlocal agreements would further reinforce the planning roles of each MPO. The agreement stipulates planning coordination on projects and on plans and programs such as the Transportation Improvement Program and the Long Range Transportation Plan.

- In addition, the Lake~Sumter MPO is a party to the **Metropolitan Planning Organization Advisory Council (MPOAC)**. The Florida MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The organization is made up of a Governing Board (27 members) consisting of local elected officials from each MPO and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC also includes a Policy and Technical Subcommittee, a Freight Committee, and other committees as assigned by the Governing Board. The Policy and Technical Subcommittee annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the National Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues. Current initiatives include the Complete Streets Working Group and the Best Practices Working Group tasked with developing guidance documents detailing best practices for MPO planning activities.
- **Interlocal Agreement for the Creation of Metropolitan Planning Organization** between Florida Department of Transportation (FDOT), the County of Lake, the County of Sumter, Town of Astatula, City of Bushnell, City of Center Hill, City of Clermont, City of Coleman, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares, City of Umatilla, City of Webster, City of Wildwood, Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority. *Updated October 28, 2015. Will be updated following finalization of 2020 Census data.*
- **Metropolitan Planning Organization Agreement** is financial assistance through the FDOT in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO. *Biennial (every two years) agreement. July 1, 2022 – June 30, 2024.*
- **Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement** is an interlocal agreement between the FDOT, Lake~Sumter MPO, East Central Florida Regional Planning Council, Lake County Community Transportation Coordinator, and the Sumter County Community Transportation Coordinator to coordinate planning efforts. *Updated August 26, 2015 and is currently under review.*
- **Public Transportation Joint Participation Agreement 5305(d)** provides funds for transit related task elements for the UPWP. *Updated November 2020 and effective through December 2022.*
- **Transportation Disadvantaged (TD) Planning Grant** provides state planning funds to coordinate the Transportation Disadvantaged Services in Lake County and Sumter County. *Annual application July 1, 2022 thru June 30, 2023 and July 1, 2023 thru June 30, 2024.*
- **MPO Staff Services Agreement** provides staff for carrying out MPO activities. *Renewed February 2020.*

All agency plans and programs comply with the public involvement provisions of Title VI which states: “No persons in the United States shall, on grounds of race, color, sex, age, disability/handicap, income level or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”. To further ensure full compliance with federal requirements, the MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the approved the Title VI Program in 2018.

## 2.3 OPERATIONAL PROCEDURES AND BYLAWS

The Metropolitan Planning Organization will monitor the transportation planning process to ensure that it is conducted in a manner consistent with requirements of the applicable state and federal laws and regulations. The intent of the bylaws and operating procedures is to provide rules and procedures to assure the orderly function of the Urban Transportation Planning Process for the Lake and Sumter County Metropolitan planning area.

### 2.3.1 Bylaws of the Metropolitan Planning Organization (MPO)

The Bylaws of the MPO serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake~Sumter MPO. The intent is to provide procedures and policies for the MPO Governing Board and MPO Committees for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis. **Full text of the MPO Bylaws can be found at this website link: [Lake~Sumter MPO Bylaws - Amended October 2020](#).**

### 2.3.2 Certification

The most current Joint Certification review was completed in January of 2022 (Joint Certification Statement signed by the MPO on February 23, 2022 and FDOT on March 8, 2022). The Statements and Assurances included in this UPWP as **Appendix C** include: Debarment and Suspension Certification, Lobbying Certification for Grants, Loans, and Cooperative Agreements, Disadvantaged Business Enterprise Utilization, and Title VI/Nondiscrimination Assurance.

# 3. TASKS OVERVIEW FOR FY 2022/23- 2023/2024



This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2022/23-2023/24, including the purpose of the Task, previous work accomplished, proposed required activities to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The Work Program is broken down into six (6) major activity categories. The final section of the UPWP contains the appropriate tables, including a task element index, a summary of estimated expenditures, and a summary of proposed expenditures by responsible and participating agencies and funding sources. The MPO will conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the Lake~Sumter MPO Planning Area.

### ***Task 1.0 Administration and Management***

Provide the staff and necessary resources to conduct a successful Continuing, Comprehensive, and Cooperative (3-C) transportation planning process. This includes monitoring and managing local planning tasks to ensure that the planning process complies with all state and federal requirements.

### ***Task 2.0 Short Range Planning***

#### Transportation Improvement Program

This section includes the development of the Transportation Improvement Program (TIP) and coordination with the Florida Department of Transportation (FDOT) to develop the FDOT Work Program. The five-year TIP is required by state and federal laws and is developed annually and amended as needed to ensure consistency with the FDOT Work Program. This also includes the reporting, tracking, and documentation of performance measures and targets. Reporting and analysis related to the Public Participation Plan (PPP), Title VI, LEP, and DBE plans adherence and compliance.

#### Performance Measurement (PM)

Performance Measurements (PM) standards have been engrained into the metropolitan transportation planning process to ensure all safety, mobility, environmental, and financial goals are achieved within their allocated timeframe.

### ***Task 3.0 Long Range Planning***

#### Long Range Transportation Planning

Work in this section involves the implementation of any major updates or amendments to the MPO's 2045 Long Range Transportation Plan (LRTP) and development of the new LRTP TRANSPORTATION 2050. The 2045 LRTP was adopted on December 9, 2020; TRANSPORTATION 2050 will be adopted on or before December 9, 2025. Work also includes ensuring consistency between the MPO's transportation plan and local government comprehensive plans. This section also includes utilizing FDOT's Efficient Transportation Decision Making (ETDM) planning screen process for projects identified in the new plan. Task 3.0 also includes activities to assist local governments in the preparation of FDOT Project Applications to make local projects eligible for federal and state funding and the annual development and publishing of the List of Priority Projects (LOPP).

This Task includes those elements necessary for collecting and maintaining transportation data used for MPO's Congestion Management Process (CMP) for analysis and planning purposes by the local governments and used in developing transportation studies. This includes receipt of traffic count information from FDOT; managing the traffic count programs and collecting traffic counts for Lake and Sumter counties; a collection of crash data provided by the State of Florida and maintaining a crash data management system; and collection and maintenance of data utilized in the MPO's Geographic Information Systems (GIS) database.

#### Congestion Management Process (CMP)

The Congestion Management Process (CMP) aims to manage congestion and increase safety on the roadway network using a multimodal and livability methodology.

#### Socioeconomic Data Forecast & Travel Demand Model

Development of the 2045 LRTP identified the need for the MPO to engage in the development and refinement of the base year and forecast earlier and more directly. It is envisioned that FDOT and Regional Planning Council (ECFRPC) will likely take the lead role in the development of the base year and forecast data for the TRANSPORTATION 2050. This will also assist with addressing elements of a Housing Coordination Plan for the two counties. The MPO will coordinate and support this effort as well as provide a review of the traffic analysis zone structure and base year roadway network.

#### Subarea Planning

Several areas of Lake and Sumter County are anticipated to continue to experience rapid population growth in areas that have not benefited from the development of a subarea study. This element will provide for the development of up to two subarea studies to identify key transportation improvements needed to address future needs specific to those areas. This information will be used to guide the development of TRANSPORTATION 2050.

### ***Task 4.0 Special Studies***

#### Multimodal Planning

Multimodal activities encompass plans for Transit; Vulnerable Roadways Users services; Bike-ped Improvements; Complete Street Projects; Safety Improvements; Small Area Studies, Freight Studies; Traffic Impact Analysis Reviews; Transportation Systems Management & Operations (TSM&O) and/or ITS planning and studies; CMAQ Planning, Transportation Alternative Program (TAP) planning, Cost-Effectiveness Analysis, and System Planning.

#### Vision Zero Plan

Federal regulations require the MPO to adopt safety targets for each of five safety performance measures annually. The MPO Governing Board adopted targets of zero traffic-related fatalities and serious injuries in February 2018 and has annually renewed this commitment in subsequent years. This concept, known as "Vision Zero," promotes a culture of safety grounded in six key principles:

- Traffic-related fatalities and serious injuries are preventable and unacceptable
- Human life takes priority over mobility
- Human error is inevitable, so the transportation system should allow for it to happen without death or serious injury
- A system-level approach to safety should be adopted to effect change
- Safe human behaviors, education, and enforcement are essential contributors to a safe system
- High speed is a primary cause of traffic death and serious injury; it should be managed with sensitivity to vulnerable road users.

The MPO will develop a Vision Zero Action Plan to support its commitment to Vision Zero. Each year, the MPO will evaluate progress on the actions in the plan and consider updates to the plan, and develop annual progress reports.

#### Resiliency, Sustainability, Climate Change, and Equity Planning Study

Resiliency, Sustainability, Climate Change, and Equity Planning have been identified in the Infrastructure Investment and Jobs Act (IIJA). The MPO will develop plans that increase that address these goals, including but not limited to:

- The security and resiliency to the multimodal transportation system, incorporate climate risk in project planning,
- System preservation and maintenance and determine appropriate measures to mitigate risk or repurpose threatened facilities.
- Support regional evacuation needs as reflected in municipal Emergency Management Plans.
- Address social equity in adaption/resilience strategy implementation.
- Site and design new transportation infrastructure to minimize exposure to sea-level rise within the infrastructure life span.

#### **Task 5.0 Public Outreach Participation**

This section contains three elements.

The first is the continued support of the MPO's Public Participation Plan, Title VI Plan, Limited English Proficiency Plan (LEP), and the Disadvantaged Business Enterprise Plan (DBE) for the MPO outreach efforts.

The second element covers the reporting, tracking, and documentation of performance measures and targets for the PPP, Title VI, LEP, and DBE plans. Also included in this element is the annual MPO staff training in public Participation, Title VI, LEP, and DBE programs, reporting, and compliance.

The third element of this Task is the activities and costs associated with the development, printing, and distribution of MPO plans, reports, and MPO publications. The MPO's website also serves as the major information portal for all planning efforts. All information, including workshop videos, presentations, and technical documents, is made available via the website. Advertisements for public meetings and workshops are posted online and on social media platforms.

The MPO's Public Participation Plan (PPP) was prepared in accordance with Title 23 Code of Federal Regulations, Section 450.316(b)(1). The PPP provides a process that ensures opportunities for the public to be involved in all phases of the planning process. The MPO adopted the updated PPP, Title VI, LEP, and DBE Plans at their April 2018 meeting and updated them in 2020.

#### **Task 6.0 MPO Regional Activities**

This Task includes the regional visioning and planning initiatives occurring in Central Florida. This Task also includes participation in the Florida MPO Advisory Council (MPOAC) and the Central Florida Metropolitan Planning Organization Alliance (CFMPOA). Activities include coordination with state and regional agencies on special planning efforts and statewide visioning and planning initiatives. Also included are the monitoring of federal and state legislative issues and the development of MPO Board policy, positions, and priorities.

## TASK 1 ADMINISTRATION AND MANAGEMENT OF PLANNING PROCESS

### **Purpose**

To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a successful 3-C (continuing, comprehensive and cooperative) transportation planning process for the Lake~Sumter MPO Planning Area.

### **Previous Work**

Preparation and distribution of planning documents, technical assistance, and documents for MPO/TPO Board and committee meetings. Coordination with federal, state, and local partners. Preparation of contracts and agreements. Preparation of certification documents. Attendance at workshops and training sessions.

### **Task 1: Administration and Management of Planning Process - Activities for Fiscal Years 2023 and 2024**

Description of Planning Work	Resulting Products	Completion Date
<i>Perform financial tasks including the audit report, budget, financial record keeping, preparation of invoices, grant reconciliations, etc.</i>	<b>Budgets, contracts, and financial records, FDOT audits, invoices</b>	<b>On-going</b>
	<b>Audit Report</b>	<b>Annually</b>
<i>Administer MPO Governing Board and Advisory Committees</i>	<b>Agenda packages, minutes, audio files, presentations, meeting summaries, website postings. Managing all communications: phone calls, texts, e-mails, and written correspondence.</b>	<b>Monthly</b>
<i>Monitor the two-year UPWP, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY23-24 UPWP</i>	<b>Progress Reports</b>	<b>Monthly</b>
	<b>Amendments and modifications</b>	<b>As Needed</b>
	<b>FY 25-26 UPWP*</b>	<b>Spring of 2024</b>
<i>Monitor, review and update the Continuity of Operations Plan (COOP). Review and coordinate plans for transportation services following natural or man-made emergencies.</i>	<b>Updated COOP*</b>	<b>As Needed</b>
<i>Participate in state certification review</i>	<b>Responses to certification questions and updates to the Board</b>	<b>Annually as directed by FDOT</b>
<i>Legal services</i>	<b>Contracts, resolutions, documents, procedures approved for legal sufficiency</b>	<b>As Needed</b>
<i>Select and Manage Consultant Support</i>	<b>Advertising, selection, and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status report.</b>	<b>As Needed</b>



<i>Management and Maintenance of the MPO Office Complex and Operations</i>	<b>Lease payment, office maintenance, safety, and security of personnel, MPO signage, cleaning of MPO utilized facilities. Purchase of office equipment and supplies, postage. Website hosting, Webmaster services, and updates.</b>	<b>On-going</b>
<i>Develop Transition Plan to prepare for anticipated Transportation Management Area (TMA) designation based on 2020 Census population updates</i>	<b>MPO Transition Plan with a framework and action plan for implementing identified organizational, staff, and programmatic changes</b>	<b>June 2024 or after TMA designation</b>
<i>Travel and Training</i>	<b>Necessary travel to trainings and industry conferences and workshops to ensure that the MPO staff are current on state of the practice.</b>	<b>On-going</b>

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

\*\* Please note: Lake-Sumter MPO understands that equipment purchases equal to or over \$5,000 included in Budget Category D (Direct expenses) in Table 3.1 on the following page will be submitted to FHWA for review and approval.

Task 1 Administration and Management		
2023		
Funding Source	FHWA	FY 2023 Total
Contract Number	G1	
Source Level	PL	
MPO Budget Reference	CPG	
Lookup Name	2023 FHWA G1 (PL)	
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 193,510	\$ 193,510
<b>Personnel (salary and benefits)</b>	<b>\$ 193,510</b>	<b>\$ 193,510</b>
Consultant		
Consulting Services	\$ 37,272	\$ 37,272
Accounting/Financial Analysis	\$ 64,200	\$ 64,200
<b>Consultant Subtotal</b>	<b>\$ 101,472</b>	<b>\$ 101,472</b>
Travel		
Travel/Training	\$ 4,250	\$ 4,250
<b>Travel Subtotal</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>
Direct Expenses		
Annual Financial Audit	\$ 15,000	\$ 15,000
Telecommunications	\$ 4,560	\$ 4,560
Freight and Postage	\$ 200	\$ 200
Office Lease	\$ 33,500	\$ 33,500
Insurance	\$ 4,351	\$ 4,351
Lake County Document Services	\$ 1,000	\$ 1,000
Support Services by Lake County	\$ 29,000	\$ 29,000
Legal Advertisements	\$ 500	\$ 500
Office Supplies	\$ 3,000	\$ 3,000
Info Tech Supplies	\$ 16,751	\$ 16,751
Janitorial Services	\$ 3,500	\$ 3,500
<b>Direct Expenses Subtotal</b>	<b>\$ 111,362</b>	<b>\$ 111,362</b>
<b>Total</b>	<b>\$ 410,594</b>	<b>\$ 410,594</b>
2024		
Funding Source	FHWA	FY 2024 Total
Contract Number	G1	
Source	PL	
MPO Budget Reference	CPG	
Lookup Name	2024 FHWA G1 (PL)	
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 193,510	\$ 193,510
<b>Personnel (salary and benefits)</b>	<b>\$ 193,510</b>	<b>\$ 193,510</b>
Consultant		
Consulting Services	\$ 41,522	\$ 41,522
Accounting/Financial Analysis	\$ 64,200	\$ 64,200
<b>Consultant Subtotal</b>	<b>\$ 105,722</b>	<b>\$ 105,722</b>
Travel		
Travel/Training	\$ 4,250	\$ 4,250
<b>Travel Subtotal</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>
Direct Expenses		
Annual Financial Audit	\$ 15,000	\$ 15,000
Telecommunications	\$ 3,060	\$ 3,060
Freight and Postage	\$ 200	\$ 200
Office Lease	\$ 34,500	\$ 34,500
Insurance	\$ 4,351	\$ 4,351
Lake County Document Services	\$ 3,000	\$ 3,000
Support Services by Lake County	\$ 29,000	\$ 29,000
Legal Advertisements	\$ 2,500	\$ 2,500
Office Supplies	\$ 5,000	\$ 5,000
Info Tech Supplies	\$ 7,200	\$ 7,200
Janitorial Services	\$ 3,500	\$ 3,500
<b>Direct Expenses Subtotal</b>	<b>\$ 107,311</b>	<b>\$ 107,311</b>
<b>Total</b>	<b>\$ 410,793</b>	<b>\$ 410,793</b>

## TASK 2 SHORT-RANGE PLANNING

### **Purpose**

To update the five-year Transportation Improvement Program (TIP) annually and amend as needed, consistent with Federal and State requirements. Maintain the data and provide transportation planning services and annual reporting on TIP State of the System and Performance Measures targets. To conduct strategic planning efforts consistent with the LRTP. To coordinate planning efforts with the Florida Department of Transportation.

### **Previous Work**

Development and management of the FY 2020/21-2024/25 TIP and the FY 2021/22-2025/26 TIP and all required amendments.

### **Task 2: Short Range Planning Activities for Fiscal Years 2023 and 2024**

Description of Planning Work	Resulting Products	Completion Date
Develop, update, and publish the TIP, in accordance with federal and state requirements and the MPO's Public Participation Plan, Develop web-based GIS TIP Tool, TIP Administration, and GIS Mapping	FY 2022/23-2026/27 TIP and FY 2023/24- 2027/28* Mapping of TIP Projects, web-based GIS TIP Tool *	June 2023 and June 2024
Coordinate TIP development consistent with the FDOT Work Program and incorporation into the MPO's TIP.	Approve TIP and STIP Amendments	As Needed
Approve STIP amendments as required	Program of Projects*	Annually
Analysis and report performance of the TIP Performance Measure targets annually and with all amendments	TIP Performance Measures Annual Report*	Annually and as needed
Provide quantitative technical support for performance-based planning and prioritization	TIP Performance-Based project prioritization*	Annual update June 2023 & June 2024
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.	As Needed

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Task 2 Short Range Planning

2023									
Funding Source	FHWA G1			FFY 21 FTA 5305(d) G2761		CTD G3		FY 2023 Total	
Contract Number	PL	SL	Total	Federal	Total	State	Total		
Source Level									
MPO Budget Reference									
Lookup Name	2023 FHWA G1 (PL)	2023 FHWA G1 (SL)	2023 FHWA G1 (Total)	2023 FFY 21 FTA 5305(d) G2761 (Federal)	2023 FFY 21 FTA 5305(d) G2761 (Total)	2023 CTD G3 (State)	2023 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 20,713	\$ -	\$ 20,713	\$ -	\$ -	\$ -	\$ -	\$ 20,713	
Consultant	\$ 55,255	\$ -	\$ 55,255	\$ 30,229	\$ 30,229	\$ -	\$ -	\$ 85,484	
<b>2023 Totals</b>	<b>\$ 75,967</b>	<b>\$ -</b>	<b>\$ 75,967</b>	<b>\$ 30,229</b>	<b>\$ 30,229</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,196</b>	

2024									
Funding Source	FHWA G1					CTD G3		FY 2024 Total	
Contract Number	PL	SL	Total		Total	State	Total		
Source Level									
MPO Budget Reference									
Lookup Name	2024 FHWA G1 (PL)	2024 FHWA G1 (SL)	2024 FHWA G1 (Total)	2024 (Total)		2024 CTD G3 (State)	2024 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 20,713	\$ -	\$ 20,713	\$ -	\$ -	\$ -	\$ -	\$ 20,713	
Consultant	\$ 85,484	\$ -	\$ 85,484	\$ -	\$ -	\$ -	\$ -	\$ 85,484	
<b>2024 Totals</b>	<b>\$ 106,196</b>	<b>\$ -</b>	<b>\$ 106,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,196</b>	

**TASK 3 LONG RANGE PLANNING**

**Purpose**

To maintain, update and implement long-range planning that is technically sound and financially cost feasible with the goal to move people, create jobs, and strengthen communities. To maintain and annually update and publish the List of Priority Projects (LOPP) in June 2023 and 2024. Develop the 2050 LRTP. Conduct other long-range transportation planning efforts consistent with the LRTP, including transportation studies and the Efficient Transportation Decision Making process. Manage the MPOs Congestion Management Process, including collecting and analyzing transportation and safety data.

Additionally, as part of this Task, an up-to-date inventory of planning data will be collected and maintained including, but not limited to land use, travel patterns, travel mode, transit ridership, socio-economic information, and demographics for use in the MPO's Geographic Information System (GIS) and travel demand forecasting databases. The MPO's data collection and analysis efforts are directly linked to developing the LRTP, CMP, LOPP Performance-based project prioritization, and Performance Measure monitoring and reporting.

**Previous Work**

Developed 2045 LRTP (Adopted December 2020). Adopted LOPP (June 2020, June 2021, June 2022), 2021 LOPP Amended October 2021. LRTP Policy development. Incorporation of Federal and State Performance measures.

**Task 3: Long Range Planning Activities for Fiscal Years 2023 and 2024**

Description of Planning Work	Resulting Products	Completion Date
<b>Planning Studies and Reports for the Development of the 2050 Long Range Transportation Plan; Develop and implement the update of the Public Participation Plan for the LRTP; Coordinate LRTP with local</b>	Implement the LRTP Projects*	On-going
	Performance Measures Report related to FAST Act, technical support for performance-based planning.*	June 2023 and June 2024

Description of Planning Work	Resulting Products	Completion Date
governments' comprehensive plans and with plans from other agencies and take steps to achieve plan consistency; Develop, measure, and report LRTP performance measures criteria based on FAST Act regulations and timelines annually; Develop, measure and analysis IJJA criteria and funding for the 2050 LRTP, and LOPP. Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Planning activities for the Development 2050 LRTP*	June 2024
	Amend 2050 LRTP* IJJA Plan for the MPO Planning areas*	As Needed
<b>Data Collection and Analysis supporting Long Range Planning Activities</b>	Report, Updates, Analysis, Monitoring, Amendments and Systems Planning for the Federal Performance Measure Report, Congestion Management Process, LRTP, LOPP, TSMO, and other Long Range Planning Activities*	June 2023, and June 2024, and as needed
Collect, develop, maintain and analyze data to support the two-county area: including Socio-economic data such as low income, minority populations, auto ownership, limited English proficiency; Congestion Management Process (CMP); Multimodal systems data including safety, transit, and bicycle/pedestrian data; GIS data; Crash data; Traffic count database; roadway characteristics; the Vulnerable Roadway Users program. Develop, update and publish the List of Priority Projects. Annual LOPP fiscal and programmatic effectiveness analysis.	MPO Map Series and Updated GIS System Database*	On-going
	Development and update of LOPP. Annual LOPP fiscal and programmatic effectiveness report.*	June 2023 and June 2024
	Updated 2050 SE Data and interim years*	As Needed
<b>Manage Consultant Support</b>	Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As Needed

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Task 3 Long Range Planning

2023									
Funding Source	FHWA			FFY 21 FTA 5305(d)		CTD		FY 2023 Total	
Contract Number	G1			G2761		G3			
Source Level	PL	SL	Total	Federal	Total	State	Total		
MPO Budget Reference									
Lookup Name	2023 FHWA G1 (PL)	2023 FHWA G1 (SL)	2023 FHWA G1 (Total)	2023 FFY 21 FTA 5305(d) G2761 (Federal)	2023 FFY 21 FTA 5305(d) G2761 (Total)	2023 CTD G3 (State)	2023 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 20,713	\$ -	\$ 20,713	\$ -	\$ -	\$ -	\$ -	\$ 20,713	
Consultant	\$ 124,649	\$ -	\$ 124,649	\$ -	\$ -	\$ -	\$ -	\$ 124,649	
<b>2023 Totals</b>	<b>\$ 145,361</b>	<b>\$ -</b>	<b>\$ 145,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,361</b>	

2024									
Funding Source	FHWA					CTD		FY 2024 Total	
Contract Number	G1					G3			
Source	PL	SL	Total		Total	State	Total		
MPO Budget Reference									
Lookup Name	2024 FHWA G1 (PL)	2024 FHWA G1 (SL)	2024 FHWA G1 (Total)		2024 (Total)	2024 CTD G3 (State)	2024 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 20,713	\$ -	\$ 20,713	\$ -	\$ -	\$ -	\$ -	\$ 20,713	
Consultant	\$ 110,686	\$ -	\$ 110,686	\$ -	\$ -	\$ -	\$ -	\$ 110,686	
<b>2024 Totals</b>	<b>\$ 131,398</b>	<b>\$ -</b>	<b>\$ 131,398</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,398</b>	

## TASK 4 SPECIAL STUDIES

### Purpose

To conduct planning efforts across the various transportation modes and transportation-related systems, including congestion management, safety, and operations, public transportation, TSM&O, ITS, transportation disadvantaged, multimodal planning, bicycle and pedestrian, and freight planning.

### Previous Work

Transit Development Updates; Transportation Disadvantaged Service Plan (TDSP) updates for Sumter County and Lake County; Recommendation of CTCs for Lake County and Sumter County; bicycle and pedestrian planning; identified congested roadways and areas of safety concerns; managed ITS Study; the East Avenue Complete Streets Study and US 301 PD&E Study, Leesburg Main Street Complete Streets Study, SR 471 Complete Streets Study.

### Task 4: Special Studies Activities for Fiscal Years 2023 and 2024

Description of Planning Work	Resulting Products	Completion Date
<ul style="list-style-type: none"> <li>Public transportation planning, including fixed-route transit and para-transit planning</li> <li>Implementation of MPO multimodal programs and studies including Regional Trails, Sidewalks, Safe School Emphasis Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems, Traffic Impact Analysis Reviews (TIA), Development Impact Reviews, Financial and Funding Studies</li> </ul>	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies, TIA Reviews, Development Impact Reviews, Small Area Studies, CMAC, TAP studies  TAM, and PTASP Annual Updates*	On-going  June 2023 and June 2024
<ul style="list-style-type: none"> <li>Coordinate with agencies and local governments on safety initiatives</li> <li>Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates</li> </ul>	Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies*  TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	On-going  June 2023 and June 2024

<ul style="list-style-type: none"> <li>Transit Asset Management (TAM)</li> <li>Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting</li> <li>IJA related Studies and Plans</li> <li>CMAQ, TAP program studies</li> </ul>	Annual review of Lake County and Sumter County CTCs*	June 30, 2023, and June 30, 2024
	Annual Federal Performance Measures Report*	June 2023 and June 2024
	Vision Zero Safety Plan*	
	IJA Resiliency, Sustainability, Equity, and Climate Mitigation Planning Studies*	June 2023 and June 2024
<b>Manage Consultant Support</b>	Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.	As Needed

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Task 4 Special Studies									
2023									
Funding Source	FHWA			FFY 21 FTA 5305(d)		CTD		FY 2023 Total	
Contract Number	G1			G2761		G3			
Source Level	PL	SL	Total	Federal	Total	State	Total		
MPO Budget Reference									
Lookup Name	2023 FHWA G1 (PL)	2023 FHWA G1 (SL)	2023 FHWA G1 (Total)	2023 FFY 21 FTA 5305(d) G2761 (Federal)	2023 FFY 21 FTA 5305(d) G2761 (Total)	2023 CTD G3 (State)	2023 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 41,425	\$ -	\$ 41,425	\$ -	\$ -	\$ -	\$ -	\$ 41,425	
Consultant	\$ 159,017	\$ -	\$ 159,017	\$ 90,686	\$ 90,686	\$ 48,029	\$ 48,029	\$ 297,732	
<b>2023 Totals</b>	<b>\$ 200,442</b>	<b>\$ -</b>	<b>\$ 200,442</b>	<b>\$ 90,686</b>	<b>\$ 90,686</b>	<b>\$ 48,029</b>	<b>\$ 48,029</b>	<b>\$ 339,157</b>	
2024									
Funding Source	FHWA					CTD		FY 2024 Total	
Contract Number	G1					G3			
Source	PL	SL	Total	Total		State	Total		
MPO Budget Reference									
Lookup Name	2024 FHWA G1 (PL)	2024 FHWA G1 (SL)	2024 FHWA G1 (Total)	2024 (Total)		2024 CTD G3 (State)	2024 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 41,425	\$ -	\$ 41,425	\$ -	\$ -	\$ -	\$ -	\$ 41,425	
Consultant	\$ 77,382	\$ -	\$ 77,382	\$ -	\$ -	\$ 48,029	\$ 48,029	\$ 125,411	
<b>2024 Totals</b>	<b>\$ 118,807</b>	<b>\$ -</b>	<b>\$ 118,807</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,029</b>	<b>\$ 48,029</b>	<b>\$ 166,836</b>	

## TASK 5 PUBLIC OUTREACH

### Purpose

To provide the requested information to the public, government agencies, and elected officials; to increase public awareness of the MPO and its role; to increase the opportunities for public Participation consistent with Federal and State requirements. This task includes activities, tracking, and monitoring for the MPO's Title VI Program, Limited English Proficiency Plan (LEP), and the Disadvantaged Business Enterprise Plan (DBE).

### Previous Work

Provide active outreach to local communities through presentations and workshops such as the Long-Range Transportation Plan, Regional Trail Planning, and Safety. We have completed a new website: updated printed materials and social media resources. We have developed an online survey tool for the 2045 LRTP.

### Task 5: Public Participation Activities for Fiscal Years 2023 and 2024

Description of Planning Work	Resulting Products	Completion Date
<b>Development, updates, and implementation of the Public Participation Plan, Title VI, LEP, and DBE Plans. This will also include the evaluation of strategies in these Plans to improve outreach and needs assessment for traditionally underserved communities, including online and in-person survey tools. ADA Compliance for the MPO Website and all Documents.</b>	MPO Annual PPP Report including evaluation of the effectiveness of Title VI, LEP, and DBE Plans*	Annually
	Public Participation Plan Update and Approval*	As Needed
	Social Media outreach materials*	On-going
	Production and updates to public information materials*	As Needed
	MPO Transportation Summit and or Workshops*	Annually
	Maintenance of MPO website/MPO Project websites/MPO social media platforms*	On-going
	MPO Planning Area Community Characteristics Inventory (CCI) Map*	Annually
<b>Manage Consultant Support</b>	Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As Needed

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Task 5 Public Outreach Participation									
2023									
Funding Source	FHWA			FFY 21 FTA 5305(d)		CTD			
Contract Number	G1			G2761		G3		FY 2023 Total	
Source Level	PL	SL	Total	Federal	Total	State	Total		
MPO Budget Reference									
Lookup Name	2023 FHWA G1 (PL)	2023 FHWA G1 (SL)	2023 FHWA G1 (Total)	2023 FFY 21 FTA 5305(d) G2761 (Endorse)	2023 FFY 21 FTA 5305(d) G2761 (Total)	2023 CTD G3 (State)	2023 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 10,356	\$ -	\$ 10,356	\$ -	\$ -	\$ -	\$ -	\$ 10,356	
Consultant	\$ 55,654	\$ -	\$ 55,654	\$ -	\$ -	\$ -	\$ -	\$ 55,654	
<b>2023 Totals</b>	<b>\$ 66,010</b>	<b>\$ -</b>	<b>\$ 66,010</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,010</b>	
2024									
Funding Source	FHWA					CTD			
Contract Number	G1					G3		FY 2024 Total	
Source	PL	SL	Total			State	Total		
MPO Budget Reference									
Lookup Name	2024 FHWA G1 (PL)	2024 FHWA G1 (SL)	2024 FHWA G1 (Total)	2024 (Total)		2024 CTD G3 (State)	2024 CTD G3 (Total)		
Personnel (salary and benefits)	\$ 10,356	\$ -	\$ 10,356	\$ -	\$ -	\$ -	\$ -	\$ 10,356	
Consultant	\$ 33,126	\$ -	\$ 33,126	\$ -	\$ -	\$ -	\$ -	\$ 33,126	
<b>2024 Totals</b>	<b>\$ 43,482</b>	<b>\$ -</b>	<b>\$ 43,482</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,482</b>	

## TASK 6 MPO REGIONAL ACTIVITIES

### Purpose

This Task includes the regional visioning and planning initiatives occurring in Central Florida and statewide. This Task also includes participation in the Florida MPO Advisory Council, the Central Florida Metropolitan



Planning Organization Alliance (CFMPOA), the National Association of Metropolitan Planning Organizations (AMPO), and the National Association of Regional Planning Councils (NARC). Activities include coordination with state and regional agencies on special planning efforts. Also included is the monitoring of federal and state legislative issues and the development of MPO Board policy, positions, and priorities.

**Previous Work**

Participation in the Florida MPO Advisory Council and monitoring state and federal legislation. Participation in the Central Florida MPO Alliance. Coordination with neighboring MPOs and regional agencies. Coordination through the CFMPOA with the West Central Florida Chairs Coordinating Committee. CFMPOA L RTP Executive Summary. Participation in the National Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Planning Councils (NARC).

**Task 6: Regional Planning Activities for Fiscal Years 2023 and 2024**

Description of Planning Work	Resulting Products
Serve on Project Advisory Committees for partner agencies	On-going
Attend meetings of local partners governing boards, and advisory committees	On-going
Attendance at meetings of other MPO / TPO Boards in the region.	On-going
Attendance of State groups and committees (model task force, metropolitan planning partnership, MPO Advisory Council, etc.)	On-going – as needed
Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)	On-going – as needed
CFMPOA ACTIVITY Coordination and management of administrative functions the Central Florida MPO Alliance	On-going Quarterly Meetings
CFMPOA ACTIVITY Continued coordination with the Central Florida MPO Alliance with the development of a Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA ACTIVITY Continued coordination with the Central Florida MPO Alliance with the development of a Regional Priority Project List	July 2022 July 2023

The responsible agency for all tasks is the Lake~Sumter MPO, unless otherwise noted.

Consultant-supported activities are denoted by \*. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**6 MPO Regional Activities**

2023				
Funding Source	FHWA			FY 2023 Total
Contract Number	G1			
Source Level	PL	SL	Total	
Detail				
MPO Budget Reference	CPG	CPG-SL		
Lookup Name	2023 FHWA G1 (PL)	2023 FHWA G1 (SL)	2023 FHWA G1 (Total)	
Personnel (salary and benefits)				
MPO Staff Salaries	\$ 10,356		\$ 10,356	\$ 10,356
<b>Personnel (salary and benefits)</b>	<b>\$ 10,356</b>	<b>\$ -</b>	<b>\$ 10,356</b>	<b>\$ 10,356</b>
Consultant				
Annual Allocation for CFMPOA (funds to Metroplan)	\$ 5,000		\$ 5,000	\$ 5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Total</b>	<b>\$ 15,356</b>	<b>\$ -</b>	<b>\$ 15,356</b>	<b>\$ 15,356</b>
2024				
Funding Source	FHWA			FY 2024 Total
Contract Number	G1			
Source Level	PL	SL	Total	
Detail				
MPO Budget Reference	CPG	CPG-SL		
Lookup Name	2024 FHWA G1 (PL)	2024 FHWA G1 (SL)	2024 FHWA G1 (Total)	
Personnel (salary and benefits)				
MPO Staff Salaries	\$ 10,356		\$ 10,356	\$ 10,356
<b>Personnel (salary and benefits)</b>	<b>\$ 10,356</b>	<b>\$ -</b>	<b>\$ 10,356</b>	<b>\$ 10,356</b>
Consultant				
Annual Allocation for CFMPOA (funds to Metroplan)	\$ 5,000		\$ 5,000	\$ 5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Total</b>	<b>\$ 15,356</b>	<b>\$ -</b>	<b>\$ 15,356</b>	<b>\$ 15,356</b>

## 4. FUNDING SUMMARIES



### 4.1 FEDERAL METROPOLITAN PLANNING FUNDS AND SOFT MATCH

Federal funds authorized by Title 23 U.S.C. generally require a non-federal match at the ratio of 80 (federal) to 20 (local). However, this is subject to a sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA PL funding in the UPWP is 20% of FHWA program funds. The “soft match” amount being utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds.

#### UPWP Soft Match to Federal Funds

	FY 2022-23	FY 2023-24	Total
Federal Funds Soft Match	\$231,756	\$182,185	\$413,941

### 4.2 INDIRECT COST RATE

The MPO does not utilize an indirect cost rate.

### 4.3 SUMMARY BUDGET TABLES

The budget tables that summarize the funds expended are found on the following pages.

- Funding Source FY 2023 and FY 2024 – Figure 9 on pg. 29
- Agency Participation FY 2023 and FY 2024 – Figure 10 on pg. 30

Figure 9. FY 2023 and FY 2024 – Funding Source

Funding Source										
Contract	Funding Source	Source Level	2023	2024	FY 2023 Funding Source			FY 2024 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
					G3	CTD	State	\$ 48,029	\$ 48,029	\$ -
		<b>CTD G3 TOTAL</b>	<b>\$ 48,029</b>	<b>\$ 48,029</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,029</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,029</b>
G2	FFY 21 FTA 5305(d)	Federal	\$ 120,915	\$ -	\$ 30,228.75	\$ 120,915.00	\$ -	\$ -	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G2 TOTAL</b>	<b>\$ 120,915</b>	<b>\$ -</b>	<b>\$ 30,229</b>	<b>\$ 120,915</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G1	FHWA	PL	\$ 913,730	\$ 826,032	\$ 201,527.01	\$ 913,730.36	\$ -	\$ 182,184.76	\$ 826,031.96	\$ -
		SL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FHWA G1 TOTAL</b>	<b>\$ 913,730</b>	<b>\$ 826,032</b>	<b>\$ 201,527</b>	<b>\$ 913,730</b>	<b>\$ -</b>	<b>\$ 182,185</b>	<b>\$ 826,032</b>	<b>\$ -</b>
		<b>TOTAL</b>	<b>\$ 1,082,674</b>	<b>\$ 874,061</b>	<b>\$ 231,756</b>	<b>\$ 1,034,645</b>	<b>\$ 48,029</b>	<b>\$ 182,185</b>	<b>\$ 826,032</b>	<b>\$ 48,029</b>

Figure 10. FY 2023 and FY 2024 – Agency Participation

<b>Agency Participation</b>							
	<i>CTD</i>		<i>FFY 21 FTA 5305(d)</i>		<i>FHWA</i>		
<i>Funding Source</i>	<i>G3</i>		<i>G2</i>		<i>G1</i>		
<i>Contract</i>							
<i>Fiscal Year</i>	2023	2024	2023	2024	2023	2024	
<i>Total Budget</i>	\$ 48,029	\$ 48,029	\$ 120,915	\$ -	\$ 913,730	\$ 826,032	
<b>Task 1 Administration and Management</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 193,510	\$ 193,510	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 101,472	\$ 105,722	
Travel	\$ -	\$ -	\$ -	\$ -	\$ 4,250	\$ 4,250	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 111,362	\$ 107,311	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 410,594	\$ 410,793	
<b>Task 2 Short Range Planning</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 20,713	\$ 20,713	
Consultant	\$ -	\$ -	\$ 30,229	\$ -	\$ 55,255	\$ 85,484	
Sub Total	\$ -	\$ -	\$ 30,229	\$ -	\$ 75,967	\$ 106,196	
<b>Task 3 Long Range Planning</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 20,713	\$ 20,713	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 124,649	\$ 110,686	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 145,361	\$ 131,398	
<b>Task 4 Special Studies</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 41,425	\$ 41,425	
Consultant	\$ 48,029	\$ 48,029	\$ 90,686	\$ -	\$ 159,017	\$ 77,382	
Sub Total	\$ 48,029	\$ 48,029	\$ 90,686	\$ -	\$ 200,442	\$ 118,807	
<b>Task 5 Public Outreach Participation</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 10,356	\$ 10,356	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 55,654	\$ 33,126	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 66,010	\$ 43,482	
<b>6 MPO Regional Activities</b>							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 10,356	\$ 10,356	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 15,356	\$ 15,356	
<b>TOTAL PROGRAMMED</b>	<b>\$ 48,029</b>	<b>\$ 48,029</b>	<b>\$ 120,915</b>	<b>\$ -</b>	<b>\$ 913,730</b>	<b>\$ 826,032</b>	

APPENDIX A.  
GLOSSARY OF ACRONYMS

**(3-C) Continuing, Comprehensive, and Cooperative Planning Process:** Transportation planning for the safe and efficient movement of people and goods consistent with the region's overall economic, social and environmental goals.

**(ACES) Automated Connected Electric Shared-Use Vehicles ADA Americans with Disabilities Act of 1990:** A Federal law that requires public facilities, including transportation services, to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**(AMPO) Association of Metropolitan Planning Organizations:** A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

**(AQ) Air Quality:** Generally, refers to the amount of air pollutants of various types in the air. The pollutants can include hydrocarbons (also called volatile organic compounds), nitrogen oxides, particulate matter, carbon monoxide, sulfur dioxide and so on.

**(AV) Automated Vehicles:** Automated vehicles are those in which at least some aspect of a safety-critical control function (e.g., steering, throttle, or braking) occurs without direct driver input. Automated vehicles may be autonomous (i.e., use only vehicle sensors) or may be connected.

**(CAC) Citizens' Advisory Committee:** Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.

**(CCI) Community Characteristics Inventory:** The history of a community with present and future conditions of an area. Includes physical characteristics of an area, narrative text that describes the community, tables or graphics that summarize data.

**(CFMPOA) Central Florida MPO Alliance:** A coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The alliance is comprised of representatives from the Brevard MPO, the MetroPlan Orlando, the Volusia County TPO, the Polk TPO, the Ocala/Marion TPO, and the Lake~Sumter MPO.

**(CFR) Code of Federal Regulations:** The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

**(CFX) Central Florida Expressway Authority:** The Central Florida Expressway Authority (CFX) was established in 2014 as the regional toll road authority with an expanded mandate to build and maintain a regional transportation network that connects Brevard, Lake, Orange, Osceola and Seminole counties. CFX is responsible for the construction, maintenance and operation of a limited-access expressway system.

**(CMP) Congestion Management Process:** A planning process required by Federal law, which is a systematic approach to managing new and existing transportation systems for relieving congestion and maximizing the safety and mobility of people and goods.

**(CMS) Concurrency Management System:** A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to mobility of persons and goods; process must be developed in Transportation Management Areas (TMAs), the use of CMS in non-TMAs is left to the discretion of state and local officials; in Florida, MPOs will take the lead for the CMS in urbanized areas and FDOT will take the lead elsewhere.

**(COA) Comprehensive Operational Analysis:** A method of examining the current performance of a transit system and measuring that performance against an established set of cost, schedule, and performance parameters.

**(CR) County Road:** A roadway that is operated and maintained by a local county government.

**(CTCs) Community Transportation Coordinators:** People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.

**(CTD) Commission for Transportation Disadvantaged:** An independent commission housed administratively within the Florida Department of Transportation. Our mission is to insure the availability of efficient, cost-effective, and quality Transportation services for transportation disadvantaged persons.

**(CV) Connected Vehicles:** An emerging technology that equips vehicles with internet access, and usually also with a wireless local area network (LAN). Cars would typically use dedicated short-range (DSRC) radio signals to communicate with each other so every vehicle on the road would be aware of where other nearby vehicles are. Drivers can receive notifications and alerts of dangerous situations, such as someone about to run a red light as they're nearing an intersection or an oncoming car, out of sight beyond a curve, swerving into their lane to avoid an object on the road.

(DBE) Disadvantaged Business Enterprise: A legislatively mandated USDOT program that applies to Federal-aid highway dollars expended on federally-assisted contracts issued by USDOT recipients such as State Transportation Agencies. The U.S. Congress established the DBE program in 1982 to ensure nondiscrimination in the award and administration of DOT-assisted contracts and to help remove barriers to the participation of DBEs in DOT-assisted contracts.

**(EA) Environmental Assessment:** A document that must be submitted for approval by the U.S. Environmental Protection Agency and the U.S. Department of Transportation for transportation projects in which the significance of the environmental impact is not clearly established. An EA is required for all projects for which a Categorical Exclusion or Environmental Impact Statement is not applicable.

**(ECFRPC) East Central Florida Regional Planning Council:** provides regional planning service for Brevard, Seminole, Orange, Osceola, Volusia, and Lake Counties.

**(EIS) Environmental Impact Statement:** A document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

**(EJ) Environmental Justice:** A Federal Executive Order directed to all Federal departments and Federally funded agencies to take the appropriate steps to identify and address any disproportionately high and adverse human health or environmental effects of Federal programs, policies, and activities on minority and low-income populations.

**(EPA) Environmental Protection Agency:** Protects human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

**(EDTM) Efficient Transportation Decision Making:** Creates a linkage between land use, transportation and environmental resource planning initiatives through early, interactive agency and public involvement.



**(FCRR) Florida Central Railroad:** The Florida Central Railroad was established in 1986 and expanded in 1990 as part of the Pinsky Railroad Company. The FCRR operates 68 miles of track and directly serves industries in downtown Orlando, Apopka, Zellwood, Mt. Dora, Tavares, Eustis, Umatilla, Ocoee, and Winter Garden, Florida. All interchanges are made with CSXT in Orlando, Florida. The Florida Midland Railroad was acquired from CSXT in 1987.

**(FHWA) Federal Highway Administration:** Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs.

**(FAST Act) Fixing America's Surface Transportation Act:** Provides long-term funding certainty for surface transportation infrastructure planning and investment.

**(FDOT) Florida Department of Transportation:** State agency responsible for transportation issues in Florida.

**(FY) Fiscal Year:** A budget year; runs from July 1 through June 30 for the State of Florida; and from October 1 through September 30 for the federal governments.

**(F.S.) Florida Statutes:** Documents in which Florida's laws are founds.

**(FTA) Federal Transit Administration:** Federal entity responsible for transit planning and programs.

**(GIS) Geographic Information Systems:** A technology that integrates the collection, management and analysis of geographic data. This can be used to display the results of data queries as maps and analyze spatial distribution of data.

**(ICAR) Intergovernmental Coordination and Review:** The process for state and local review, coordination and comment on proposed federal financial assistance applications and project activities.

**(IIJA) Infrastructure and Investment Jobs Act:** Federal law that includes the transportation reauthorization which replaces the FAST Act. Enacted in November of 2021.

**(ITS) Intelligent Transportation System:** Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection" and "transit info kiosks".

**(ISTEA) Intermodal Surface Transportation Efficiency Act of 1991:** Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

**(JPA) Joint Participation Agreement:** Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.

**(LEP) Limited English Proficiency:** Persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under federally assisted and/or conducted programs on the ground of race, color, or national origin.

**(LOPP) List of Priority Projects:** Pursuant to s. 339.175(8), Florida Statutes, MPOs must annually adopt a list of transportation system priority projects and transmit the list to FDOT for use in developing the next draft Five-Year Work Program and Transportation Improvement Program (TIP).

**(LRTP) Long Range Transportation Plan:** A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.

**(MAP-21) Moving Ahead for Progress in the 21st Century Act:** MAP-21, is a funding and authorization bill to govern United States federal surface transportation spending. It was passed by Congress in 2012.

**(MPO) Metropolitan Planning Organization:** The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000. 2018 Unified Planning Work Program 81

**(MPOAC) Metropolitan Planning Organization Advisory Council:** A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy.

**(NAAQS) National Ambient Air Quality Standards:** The U.S. National Ambient Air Quality Standards are limits on atmospheric concentration of six pollutants that cause smog, acid rain, and other health hazards. Established by the United States Environmental Protection Agency (EPA) under authority of the Clean Air Act.

**(NARC) National Association of Regional Councils:** Serves as the national voice for regions by advocating for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues.

**(NHS) National Highway System:** The National Highway System is a network of strategic highways within the United States, including the Interstate Highway System and other roads serving major airports, ports, rail or truck terminals, railway stations, pipeline terminals and other strategic transport facilities.

**(PD&E) Project Development and Environment Study:** FDOT's name for a corridor study to establish conceptual design for a roadway and to determine its compliance with federal and state environmental laws and regulations, condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and Transportation Management Areas; the use of CMS in non-TMAs is left to the discretion of state and local officials.

**(PE) Preliminary Engineering:** is the location, design, and related work preparatory to the advancement of a project to physical construction.

**(PEA) Planning Emphasis Area:** Planning for the appropriate use of land within communities.

**(PI) Public Involvement:** The process by which public concerns, needs, and values are solicited and incorporated into decision-making.

**(PL) Planning Funds:** Federal Highway Administration planning funds, also called Section 112 funds.

**(PIP) Public Involvement Plan:** A written plan of public involvement strategies and activities for a specific transportation plan or project. The PIP provides a systematic approach to how the results and outcomes of public involvement activities are integrated into the decision-making process.

**(RFP) Request for Proposals:** A document advertising opportunities to submit bids for a particular purchase or service contract.

**(ROW) Right-of-Way:** Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**(SIS) Strategic Intermodal System:** A transportation system comprised of facilities and 2018 Unified Planning Work Program 83 services for statewide and interregional significance, including appropriate components of all modes.

**(SRTS) Safe Routes to School:** Statewide effort to provide safe access to and from school for children.

**(STIP) State Transportation Improvement Program:** The FDOT five-year work program as prescribed by federal law.

**(TAC) Technical Advisory Committee:** A standing committee of most metropolitan organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

**(TAP) Transportation Alternative Program:** Set-aside funds within the Surface Transportation Block Grant Program (STBG) for on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and other related programs.

**(TDSP) Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

**(TDCB) Transportation Disadvantaged Coordinating Board:** This committee is responsible for defining transportation disadvantaged-related goals and objectives, preparing a service plan, and ensuring that the needs of the transportation disadvantaged citizens are being met.

**(TDM) Transportation Demand Management:** A transportation planning process that is aimed at relieving congestion on highways by the following types of actions: (1) actions that promote alternatives to automobile use; (2) actions that encourage more efficient use of alternative transport systems; and (3) actions that discourage automobile use.

**(TDP) Transit Development Plan:** An intermediate-range transit plan (usually five years) that examines service, markets, and funding to make specific recommendations for transit improvements.

**(TDSP) Transportation Disadvantaged Service Plan:** A tactical plan with Development, Service, Quality Assurance and Cost/Revenue Allocation and Rate Structure Justification components. The TDSP contains goals which the CTC plans to achieve, and the means by which they intend to achieve them.

**(TMA) Transportation Management Area:** A federal term for an urban area of over 200,000 population.

**(TMA) Transportation Management Association:** A membership organization designed to help a group of businesses, companies, and other interested parties implement a commute management program; some funding for these groups is available through the state Commuter Assistance Program (CAP).

**(TMS) Transportation Management System:** The implementation of traffic control measures, such as HOV lanes, signal timing adjustments, median closings, and access management strategies to increase the operating

efficiency of the traffic circulation system. The MPO TMS includes traffic counts, tracking of approved developments and crash data resulting in a comprehensive database.

**(TPO) Transportation Planning Organization:** A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.

**(TRB) Transportation Research Board:** A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.

**(TIP) Transportation Improvement Program:** A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans. Federal regulations pertaining to statewide and metropolitan transportation Part 450 planning: (a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and (b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the Federal Planning Factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

**(TRIP) Transportation Regional Incentive Program:** TRIP was created to improve 2018 Unified Planning Work Program 85 regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay for 50 percent of project costs, or up to 50 percent of the nonfederal share of project costs for public transportation facility projects.

**(TSM&O) Transportation Systems Management:** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc. by multiplying the number of vehicles by the hours traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the hours traveled on a given area or on a different route, line, or network during the time period.

**(UA) Urbanized Area:** The US Census Bureau defines an urbanized area as: "Core census block groups or blocks that have a population density of at least 1,000 people per square mile (386 per square kilometer) and surrounding census blocks that have an overall density of at least 500 people per square mile (193 per square kilometer)".

**(UPWP) Unified Planning Work Program:** Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and transportation air quality tasks and activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

**(USC) United States Code:** The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. Since 1926, the United States Code has been

published every six years. In between editions, annual cumulative supplements are published in order to present the most current information.

**(USDOT) United States Department of Transportation:** Established by an act of Congress on October 15, 1966, the Department's first official day of operation was April 1, 1967. The mission of the Department is to: Serve the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future

**(VMS) Variable Message Sign:** An electronic traffic sign often used on roadways to give travelers information about special events. Such signs warn of traffic congestion, accidents, incidents, roadwork zones, or speed limits on a specific highway segment. They may also ask vehicles to take alternative routes, limit travel speed, warn of duration and location of the incidents or just inform of the traffic conditions. 2018 Unified Planning Work Program 86.

**(V/C) Volume to Capacity:** a measure that reflects mobility and quality of travel of a facility or a section of a facility. It compares roadway demand (vehicle volumes) with roadway supply (carrying capacity). For example, a V/C of 1.00 indicates the roadway facility is operating at its capacity. It is a common performance measure for MPOs and is widely used in TMS and transportation studies.

**(VMT) Vehicle Miles Traveled:** On highways, a measurement of the total miles traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the miles traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the miles traveled on a given area or on a different route, line, or network during the time period.

**(WAGES) Work and Gain Economic Self Sufficiency:** Florida's welfare to work program.

**(WMD) Water Management District:** Florida's Water Management Districts The districts administer flood protection programs and perform technical investigations into water resources. They also develop water management plans for water shortages in times of drought and acquire and manage lands for water management purposes.

APPENDIX B.  
PLANNING CONSISTENCY



**Matrix Illustrating Relationship of UPWP Task Areas to Federal Planning Factors**

UPWP Task Number	Support Economic Vitality	Increase Safety	Increase Security	Increase Accessibility	Protect Environment	Enhance Connectivity	Promote Efficient Operation	Emphasize System	Improve Resiliency	Enhance Travel Tourism
<i>1.0 Administration and Management</i>	X	X	X	X	X	X	X	X	X	X
<i>2.0 Short Range Planning</i>	X	X		X		X	X	X		
<i>3.0 Long Range Planning</i>	X	X	X	X	X	X	X	X	X	X
<i>4.0 Special Studies</i>	X	X	X	X	X	X	X	X	X	X
<i>5.0 Public Involvement</i>	X			X	X				X	X
<i>6.0 Regional Planning</i>	X	X	X	X	X	X	X	X	X	X

**Matrix Illustrating Relationship of UPWP Task Areas to 2021 Federal Planning Emphasis Areas**

UPWP Task Number	Climate Crisis Energy Resilience	Equity Justice	Complete Streets	Public Involvement	Strategic Highway Network (STRAHNET)	Federal Land Mgmt Agency (FLMA) Coordination	Planning Environmental Linkages (PEL)	Data in Transportation Planning
<i>1.0 Administration and Management</i>	X	X	X	X	X	X	X	X
<i>2.0 Short Range Planning</i>	X	X		X		X	X	X
<i>3.0 Long Range Planning</i>	X	X	X	X	X	X	X	X
<i>4.0 Special Studies</i>	X	X	X	X	X	X	X	X
<i>5.0 Public Involvement</i>	X			X	X			
<i>6.0 Regional Planning</i>	X	X	X	X	X	X	X	X

**Matrix Illustrating Relationship of UPWP Task Areas to 2021 Florida Planning Emphasis Areas**

UPWP TASK NUMBER	Safety	Equity	Resilience	Emerging Mobility
<i>1.0 Administration and Management</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<i>2.0 Short Range Planning</i>	<b>X</b>	<b>X</b>		<b>X</b>
<i>3.0 Long Range Planning</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<i>4.0 Special Projects</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<i>5.0 Public Involvement</i>		<b>X</b>	<b>X</b>	
<i>6.0 Regional Planning</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>



APPENDIX C.  
RESOLUTION ADOPTING THE UPWP



**APPENDIX D.**  
FEDERAL TRANSIT ADMINISTRATION  
APPLICATION, CERTIFICATIONS AND  
ASSURANCES

# APPENDIX E. AGENCY COMMENTS

**APPENDIX F.**  
**FDOT MPO JOINT CERTIFICATION**  
**PACKAGE**



**APPENDIX G.**  
**LAKE-SUMTER MPO TRAVEL POLICY**



APPENDIX H.  
FDOT DISTRICT PLANNING ACTIVITIES

