



# Unified Planning Work Program

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

## Prepared by:

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FY 2022/23 through FY 2023/24  
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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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**Unified Planning Work Program - FY 2023-2024**

Adopted 4/27/2022

Revision Number: Initial Adoption

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

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Amended 11/7/2022

Revision Number: Revision 1

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Amended 3/13/2023

Revision Number: Revision 2

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Amended 4/21/2023

Revision Number: Revision 3

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Amended 4/21/2023

Revision Number: Revision 4

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Unified Planning Work Program - FY 2023-2024

Amended 6/21/2023

Revision Number: Revision 5

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Amended 9/26/2023

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Amended 10/31/2023

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Amended 12/11/2023

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Amended 2/7/2024

Revision Number: Revision 9

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# CONTENTS

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<b>1. Introduction</b>	<b>15</b>
1.1 Definition and Purpose of the Unified Planning Work Program	15
1.2 Overview of MPO Transportation Planning Activities	16
1.2.1 Long Range Transportation Plan	16
1.2.2 Efficient Transportation Decision Making (ETDM)	16
1.2.3 Transportation Systems Management & Operations and Intelligent Transportation Systems	17
1.2.4 Complete Streets Projects	17
1.2.5 Bicycle & Pedestrian Needs and Trails	17
1.2.6 Completed Planning Studies in the Lake~Sumter Regional Area During the Prior UPWP Period (FY 2022-23 to 2023-24)	18
1.2.7 Ongoing and Future Planning Studies in the Lake~Sumter Regional Area	19
1.3 What are the Guiding Principles of the UPWP?	19
1.3.1 Federal Planning Factors	20
1.3.2 Federal Planning Emphasis Areas	20
1.3.3 Florida Planning Emphasis Areas	21
1.3.4 Statement of Consolidated Planning Grant Participation	22
1.3.5 Performance-Based Planning	22
1.3.6 What are the Planning Tasks in the UPWP?	24
1.4 What are some of the Financial Considerations?	24
1.4.1 FDOT Soft Match	24
1.4.2 Indirect Cost Rate	24
1.5 Does Air Quality Impact the MPO's Planning?	24
1.6 What is the Public Review Process for the UPWP?	24
<b>2. Organization and Management of the MPO</b>	<b>26</b>
2.1 Identification of Participants	26
2.1.1 Lake~Sumter MPO Mission Statement	26
2.1.2 Lake~Sumter MPO Board Membership	26

2.13	<i>Advisory Committees</i> .....	27
2.14	<i>MPO Staff</i> .....	27
2.2	MPO Agreements.....	28
2.3	Operational Procedures and Bylaws .....	30
2.3.1	<i>Bylaws of the Metropolitan Planning Organization (MPO)</i> .....	30
2.3.2	<i>Certification</i> .....	30
<hr/>		
<b>3.</b>	<b>Tasks Overview for FY 2022/23- 2023/2024</b> .....	<b>31</b>
<b>4.</b>	<b>Funding Summaries</b> .....	<b>47</b>
4.1	Federal Metropolitan Planning Funds and Soft Match .....	47
4.2	Indirect Cost Rate .....	47
4.3	Summary Budget Tables.....	47
<hr/>		
<b>APPENDIX A.</b>	<b>GLOSSARY OF ACRONYMS</b> .....	<b>A-1</b>
<b>APPENDIX B.</b>	<b>PLANNING CONSISTENCY</b> .....	<b>B-1</b>
<b>APPENDIX C.</b>	<b>RESOLUTION ADOPTING THE UPWP</b> .....	<b>C-1</b>
<b>APPENDIX D.</b>	<b>FEDERAL TRANSIT ADMINISTRATION APPLICATION, CERTIFICATIONS AND ASSURANCES</b> .....	<b>D-1</b>
<b>APPENDIX E.</b>	<b>AGENCY COMMENTS</b> .....	<b>E-1</b>
<b>APPENDIX F.</b>	<b>FDOT MPO JOINT CERTIFICATION PACKAGE</b> .....	<b>F-1</b>
<b>APPENDIX G.</b>	<b>Lake-Sumter MPO Travel Policy</b> .....	<b>G-1</b>
<b>APPENDIX H.</b>	<b>FDOT District Planning Activities</b> .....	<b>H-1</b>

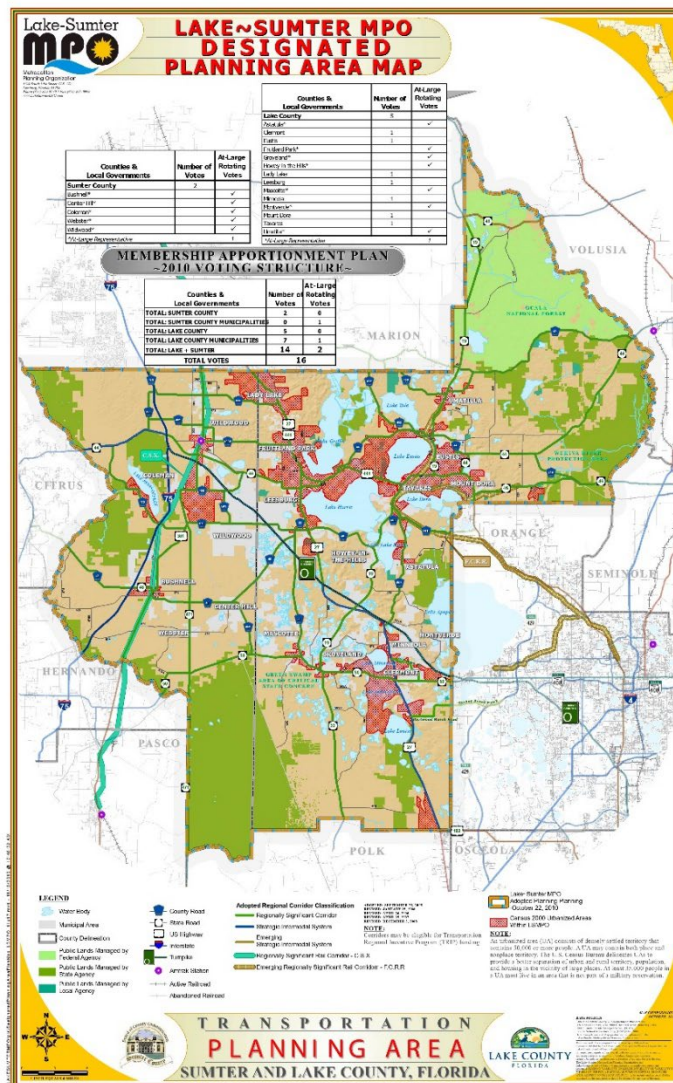
# 1. INTRODUCTION



## 1.1 DEFINITION AND PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds within the two counties in the MPO’s planning area. The MPO is tasked with effectively identifying the public’s transportation needs. The extent of the MPO’s metropolitan planning area is shown in **Figure 1**. Development in the MPO area has been strong, as Lake and Sumter Counties are two of the fastest growing counties in the U.S. Along with this growing population comes an increased demand on transportation infrastructure and the need for effective and transparent planning processes to prioritize and develop the right transportation solutions.

**Figure 1. Lake~Sumter MPO Planning Area Map**



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
Innovation Trail Corridor Planning Study	<b>MPO</b>	<b>2019-2020</b>	<b>\$100,000</b>	<b>Local Funds</b>
US 301 Complete Streets Study in Downtown Wildwood	<b>MPO</b>	<b>2019-2020</b>	<b>\$199,500</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
Tavares-Mount Dora Trail Corridor Planning Study	<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
None identified				

## 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
SR 471 Webster Complete Streets Study	<b>MPO</b>	<b>2021-2022</b>	<b>\$124,982</b>	<b>SL</b>
City of Leesburg Main Street Complete Street Study	<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
No FDOT Planning Studies identified	<b>FDOT</b>	<b>N/A</b>	<b>N/A</b>	<b>State</b>

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
Sawgrass Bay Blvd. Widening Study	<b>Lake County</b>	<b>2022</b>	<b>\$550,000</b>	<b>Local</b>
North Lake Trail PD&E	<b>Lake County</b>	<b>2021</b>	<b>\$2.1 million</b>	<b>Local</b>

## 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. It is critical for UPWP Tasks to be aligned with and advance planning and emphasis areas. **Appendix B includes matrices that identify the relationship between UPWP task areas and Planning Factors and 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 UPWP Tasks to Federal Planning Factors.

### 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. This is addressed in Task 4.
- 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. This is addressed in Task 5.
- 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. This is addressed in Task 4.



- 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. This is addressed in Task 5.
- 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 FLMA regarding infrastructure and connectivity needs related to access routes and other public roads and transportation services connecting to and through Federal lands. This is addressed in Task 5.
- 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. This is addressed in Tasks 2, 3 and 4.
- 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. This is addressed in Tasks 2, 3, 4, & 6.

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

### 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.

**Appendix B** includes a matrix that identifies the relationship of UPWP Tasks to Florida Planning Emphasis Areas.

In addition to the Florida Planning Emphasis Areas, FDOT District 5 planning activities for the next two years include a range of areas under FDOT’s Vital Few: Improve Safety, Enhance Mobility, and Inspire Innovation.

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

**Appendix H** includes more detail regarding planning activities defined by FDOT District 5.

### 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 MPO adopted the Transit Asset Management Plan (TAMP) developed by Lake County Transit at the December 13, 2017 Governing Board meeting. The MPO adopted the Transit Safety Performance

Measure Target developed in the Public Transportation Agency Safety Action Plan (PTASP) for Lake County Transit at the February 24, 2021 Governing Board meeting.

### **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.

### **Planning Challenges**

A general planning challenge for the UPWP period will be ensuring that identified planning factors and emphasis areas are meaningfully addressed. LSMPO has identified a range of key tasks to ensure the greatest success and integration of these areas into the MPO's planning processes. Another challenge includes coordinating with MPO partners and the public regarding identification of the right needs and priorities in the context of a shifting economy and evolving funding opportunities. It can similarly be difficult to effectively set the long-term perspective necessary to plan for and program transportation projects. LSMPO will be strategic about how it communicates information and "tells the story" of projects and the planning process to help address these challenges. Based upon the US Census Update, LSMPO may be designated as a Transportation Management Area (TMA) during this UPWP period. This designation brings additional funding and requirements. If LSMPO is designated as a TMA, it will develop an effective plan to ensure that the transition is implemented successfully rather than representing a challenge.

### 1.3.6 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, Groveland, Lady Lake, Leesburg, Mount Dora and Tavares. There is one additional at-large voting member that annually rotates from the following cities: Astatula, Fruitland Park, Howey-in-the-Hills, Mascotte, Minneola, 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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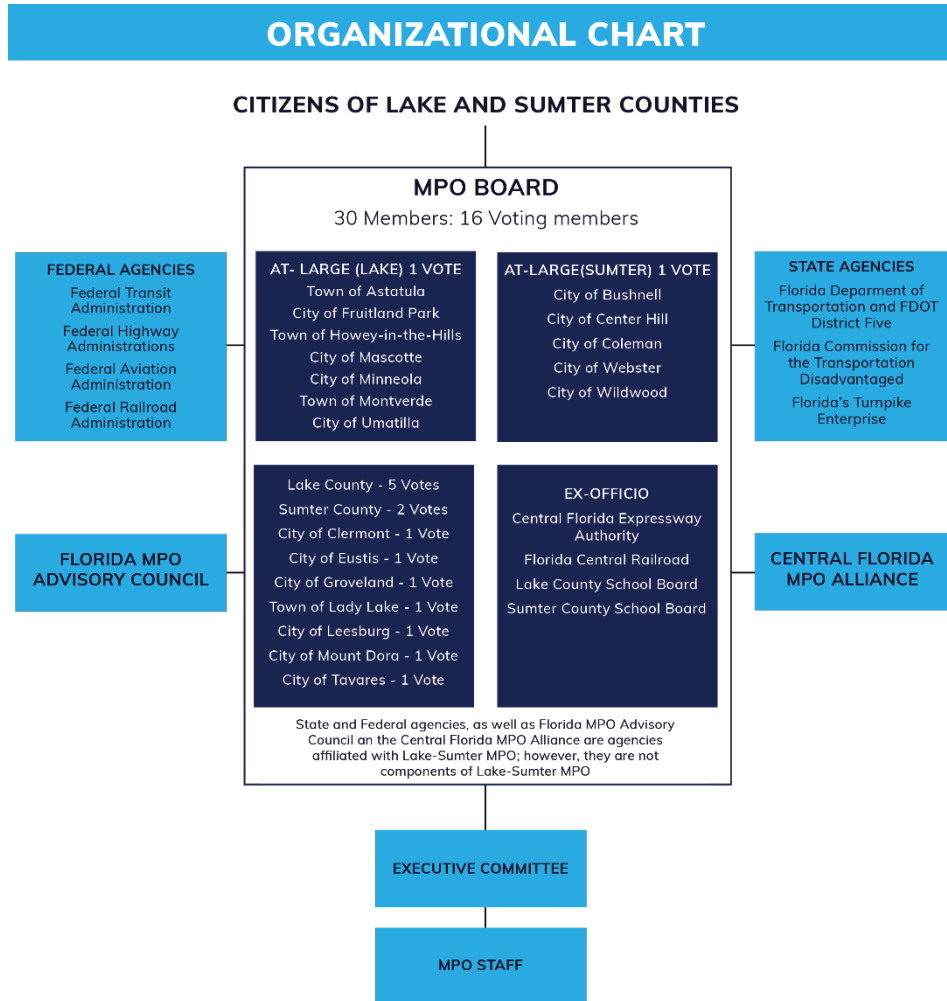
### 2.1.4 MPO Staff

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, US Forest Service (for Federal Land Management Areas (FLMA) coordination), and the Water Management District (WMD) Offices (St. Johns River WMD and Southwest Florida WMD).

MPO staffing consists of two positions: 1) the Executive Director (ED) and 2) Financial Coordinator (FC). The ED manages all aspects of planning for the MPO and oversees the operations and management of the agency. The FC is responsible for all accounting, invoicing, and budget development for the MPO. The MPO utilizes General Planning Consultant (GPC) and single source contracts to execute the metropolitan transportation planning process and fulfill the required work products of the MPO. All six UPWP Tasks are accomplished with consultant support through the GPC and contracted services managed by the ED and FC through the Work Order process. All Work Orders are reviewed and approved by FHWA and FDOT before Notice to Proceed is issued for any consultant services. The MPO is an independent agency with a Lake County Staff Services Agreement to provide certain services such as Human Resources, Procurement, Accounting, Legal, and IT .



**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 CFMPO 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.

Lake~Sumter MPO has also adopted a Continuity of Operations Plan (COOP) to provide guidance to MPO staff on the policies and procedures to follow in the event of an interruption of services due to a natural disaster or other emergency. The primary goal of the COOP is to allow the MPO to resume its normal operations and functions as quickly and completely as possible after the interruption of services. The COOP is routinely updated. The MPO’s most recent COOP was adopted on February 26, 2020 (Resolution 2020-3).

### 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 December 2023](#).**

### 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. Also critical is maintenance and periodic update of the Continuity of Operations Plan (COOP) to provide clear direction in the event of an interruption of services due to a natural disaster or other emergency.

### ***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 integrated into the metropolitan transportation planning process to ensure all safety, mobility, environmental, and financial goals are achieved within their allocated timeframe. This Task includes fully meeting the requirements for integration of PM into the TIP including target setting, progress reports toward achieving targets, and data sharing and coordination with FDOT and transit providers.

### ***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 fully meeting the requirements for integration of PM into the TIP including target setting, progress reports toward achieving targets, and data sharing and coordination with FDOT and transit providers.

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
Perform financial tasks including the audit report, budget, financial record keeping, preparation of invoices, grant reconciliations, etc.	Budgets, contracts, and financial records, FDOT audits, invoices	On-going
	Audit Report	Annually
Administer MPO Governing Board and Advisory Committees	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings. Managing all communications: phone calls, texts, e-mails, and written correspondence.	Monthly
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	Progress Reports*	Monthly
	Amendments and modifications*	As Needed
	FY 25-26 UPWP*	Spring of 2024
Monitor, review and update the Continuity of Operations Plan (COOP). Review and coordinate plans for transportation services	Updated COOP*	As Needed



Description of Planning Work	Resulting Products	Completion Date
following natural or man-made emergencies.		
Participate in state certification review	Responses to certification questions and updates to the Board	Annually as directed by FDOT
Legal services	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
Select and Manage Consultant Support	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.	As Needed
Management and Maintenance of the MPO Office Complex and Operations	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.	On-going
Develop and Update the Apportionment Plan, Metropolitan Planning Area, and Urbanized Area boundaries for the Lake~Sumter Metropolitan Planning Area (MPA) to reflect the 2020 Urbanized Area update. Development and coordination of unified planning documents and processes for shared urbanized areas within the Lake~Sumter MPO Planning Area Boundary.	MPO Apportionment Plan and Board Composition, GIS updates to MPA Boundaries and Urbanized Areas Maps. Unified Planning Documents*	June 2024
Travel and Training	Necessary travel to trainings and industry conferences and workshops to ensure that the MPO staff are current on state of the practice.	On-going

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		FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2795		G1X23		
Source Level	PL	Total	Federal	Total	
Personnel (salary and benefits)					
MPO Staff Salaries	\$ 197,510	-			\$ 197,510
Personnel (salary and benefits)	\$ 197,510	\$ 197,510	\$ -	\$ -	\$ 197,510
Consultant					
Consulting Services	\$ 37,272	-	\$ 1,734	-	\$ 39,006
Accounting/Financial Analysis	\$ 54,200	-		-	\$ 54,200
		-		-	\$ -
		-		-	\$ -
		-		-	\$ -
Consultant Subtotal	\$ 91,472	\$ 91,472	\$ 1,734	\$ 1,734	\$ 93,206
Travel					
Travel/Training	\$ 4,250	-		-	\$ 4,250
Travel Subtotal	\$ 4,250	\$ 4,250	\$ -	\$ -	\$ 4,250
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	\$ 8,751				\$ 8,751
Janitorial Services	\$ 3,500				\$ 3,500
Direct Expenses Subtotal	\$ 103,362	\$ 103,362	\$ -	\$ -	\$ 103,362
Total	\$ 396,594	\$ 396,594	\$ 1,734	\$ 1,734	\$ 398,328
2024					
Funding Source	FHWA				FY 2024 Total
Contract Number	G2795				
Source	PL	Total		Total	
Personnel (salary and benefits)					
MPO Staff Salaries	\$ 203,510	-		-	\$ 203,510
Personnel (salary and benefits)	\$ 203,510	\$ 203,510	\$ -	\$ -	\$ 203,510
Consultant					
Consulting Services	\$ 88,522	-		-	\$ 88,522
Accounting/Financial Analysis	\$ 49,413	-		-	\$ 49,413
Consultant Subtotal	\$ 137,935	\$ 137,935	\$ -	\$ -	\$ 137,935
Travel					
Travel/Training	\$ 4,250	-		-	\$ 4,250
Travel Subtotal	\$ 4,250	\$ 4,250	\$ -	\$ -	\$ 4,250
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	\$ 13,000				\$ 13,000
Info Tech Supplies	\$ 10,700	-		-	\$ 10,700
Janitorial Services	\$ 3,500	-		-	\$ 3,500
Direct Expenses Subtotal	\$ 118,811	\$ 118,811	\$ -	\$ -	\$ 118,811
Total	\$ 464,506	\$ 464,506	\$ -	\$ -	\$ 464,506

## 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, including PM target setting and data sharing & coordination with FDOT	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			FFY 21 FTA 5305(d)			FFY 21 FTA 5305(d)		
Contract Number	G2795			G2761			G1X23		
Source Level	PL	Total		Federal	Total	Federal	Total		FY 2023 Total
Personnel (salary and benefits)	\$ 22,713	\$ 22,713	\$	-	-	-	-	-	\$ 22,713
Consultant	\$ 92,755	\$ 92,755	\$	-	-	-	-	-	\$ 92,755
<b>2023 Totals</b>	<b>\$ 115,467</b>	<b>\$ 115,467</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,467</b>
2024									
Funding Source	FHWA								
Contract Number	G2795								
Source	PL	Total		Total		Total			FY 2024 Total
Personnel (salary and benefits)	\$ 28,213	\$ 28,213	\$	-	-	-	-	-	\$ 28,213
Consultant	\$ 95,484	\$ 95,484	\$	-	-	-	-	-	\$ 95,484
<b>2024 Totals</b>	<b>\$ 123,696</b>	<b>\$ 123,696</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,696</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**

<b>Description of Planning Work</b>	<b>Resulting Products</b>	<b>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 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; Integration of PTASP and transit targets into the LRTP; 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.	Implement the LRTP Projects*	On-going
	Performance Measures Report related to FAST Act, technical support for performance-based planning.*	June 2023 and June 2024
	Planning activities for the Development 2050 LRTP*	June 2024
	Amend 2050 LRTP* IJJA Plan for the MPO Planning areas*	As Needed
Data Collection and Analysis supporting Long Range Planning Activities	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

Description of Planning Work	Resulting Products	Completion Date
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
Provision, compilation, and analysis of traffic, safety, and other applicable data to be utilized to inform and support the planning decisions and project prioritization of the MPO and its partner local governments; Development of GIS-based maps, custom reports, online dashboards, and data visualizations to communicate the performance of, and trends on the MPO area's transportation network.	Reports on required federal performance measures, safety incidents, and Annual Average Daily Traffic (AADT)*	June 2024
	Customized data sets*	
	Dashboards, maps, visualizations, and charts*	
Manage Consultant Support	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)		FFY 21 FTA 5305(d)				FY 2023 Total
Contract Number	G2795		G2761		G1X23				
Source Level	PL	Total	Federal	Total	Federal	Total			
Personnel (salary and benefits)	\$ 22,713	\$ 22,713	\$ -	\$ -	\$ -	\$ -			\$ 22,713
Consultant	\$ 194,649	\$ 194,649	\$ -	\$ -	\$ 84,732	\$ 84,732			\$ 279,381
<b>2023 Totals</b>	<b>\$ 217,361</b>	<b>\$ 217,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,732</b>	<b>\$ 84,732</b>			<b>\$ 302,093</b>
2024									
Funding Source	FHWA		FFY 21 FTA 5305(d)		FFY 21 FTA 5305(d)				FY 2024 Total
Contract Number	G2795		G2761		G1X23				
Source	PL	Total	Federal	Total	Federal	Total			
Personnel (salary and benefits)	\$ 28,213	\$ 28,213	\$ -	\$ -	\$ -	\$ -			\$ 28,213
Consultant	\$ 165,686	\$ 165,686	\$ -	\$ -	\$ 32,880	\$ 32,880			\$ 198,565
<b>2024 Totals</b>	<b>\$ 193,898</b>	<b>\$ 193,898</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,880</b>	<b>\$ 32,880</b>			<b>\$ 226,778</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, and 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, Freight Assessment and Planning, Traffic Impact Analysis Reviews (TIA), Development Impact Reviews, Financial and Funding Studies</li> <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> <li>▪ Transit Asset Management (TAM)</li> <li>▪ Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting</li> <li>▪ IIJA related Studies and Plans</li> <li>▪ CMAQ, TAP program 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*	On-going
	TAM, and PTASP Annual Updates*	June 2023 and June 2024
	Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies*	On-going
	TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	June 2023 and June 2024
	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*	
	Freight Evaluation Report and Preliminary Subarea Assessment*	June 2024
	IIJA Resiliency, Sustainability, Equity, and Climate Mitigation Planning Studies*	June 2023 and June 2024
	Assessment of projects in the TIP and LOPP for IIJA funding opportunities and other implementation strategies	June 2024



Description of Planning Work	Resulting Products	Completion Date
The public transportation service in Lake County is LakeXpress, which Lake County Transit Division is responsible for. The following transit planning projects will be conducted, Major TDP Update, TAM Plan, Transit Transfer Center Feasibility Study, Transit ADMIN/Maintenance Facility Study, Financial Planning and Budget Analysis, Bus Stop Facilities Guidebook, Fare Analysis, and Alternative Fuel Study. The transit planning projects will be funded with FTA 5307.	<ul style="list-style-type: none"> <li>Major TDP Update (Estimated Cost: \$135,000-150,000)</li> <li>TAM Plan (Estimated Cost: \$18,000-22,000)</li> <li>Transit Transfer Center Feasibility Study (Estimated Cost: \$20,000-25,000)</li> <li>Transit ADMIN/Maintenance Facility Study (Estimated Cost: \$35,000-50,000)</li> <li>Financial Planning and Budget Analysis (Estimated Cost: \$50,000)</li> <li>Bus Stop Facilities Guidebook (Estimated Cost: \$20,000-35,000)</li> </ul>	June 2023
	<ul style="list-style-type: none"> <li>Fare Analysis (Estimated Cost: \$30,000-35,000)</li> <li>Alternative Fuel Study (Estimated Cost: \$35,000-40,000)</li> </ul>	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 4 Special Studies												
2023												
Funding Source	FHWA			FFY 21 FTA 5305(d)			CTD		FFY 21 FTA 5305(d)			FY 2023 Total
Contract Number	G2795			G2761			G3		G1X23			
Source Level	PL	Total		Federal	Total		State	Total	Federal	Total		
Personnel (salary and benefits)	\$ 47,925	\$ 47,925	\$	-	-	\$	-	-	-	-	\$	47,925
Consultant	\$ 88,915	\$ 88,915	\$	-	-	\$	48,029	48,029	-	-	\$	136,944
2023 Totals	\$ 136,840	\$ 136,840	\$	-	-	\$	48,029	48,029	-	-	\$	184,869
2024												
Funding Source	FHWA			FFY 21 FTA 5305(d)			CTD					FY 2024 Total
Contract Number	G2795			G2761			G3					
Source	PL	Total		Federal	Total		State	Total		Total		
Personnel (salary and benefits)	\$ 41,425	\$ 41,425	\$	-	-	\$	-	-	-	-	\$	41,425
Consultant	\$ 88,964	\$ 88,964	\$	120,915	120,915	\$	48,029	48,029	-	-	\$	257,908
2024 Totals	\$ 130,389	\$ 130,389	\$	120,915	120,915	\$	48,029	48,029	-	-	\$	299,333

## 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
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.	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
	Online survey and In-person Survey Reports ADA Compliant Website and Documents*	As Needed
Manage Consultant Support	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)		FY 2023 Total	
Contract Number	G2795		G1X23			
Source Level	PL	Total	Federal	Total		
Personnel (salary and benefits)	\$ 12,106	\$ 12,106	\$ -	\$ -	\$ 12,106	
Consultant	\$ 45,654	\$ 45,654	\$ 4,659	\$ 4,659	\$ 50,313	
<b>2023 Totals</b>	<b>\$ 57,760</b>	<b>\$ 57,760</b>	<b>\$ 4,659</b>	<b>\$ 4,659</b>	<b>\$ 62,419</b>	
2024						
Funding Source	FHWA				FY 2024 Total	
Contract Number	G2795					
Source	PL	Total		Total		
Personnel (salary and benefits)	\$ 13,356	\$ 13,356	\$ -	\$ -	\$ 13,356	
Consultant	\$ 61,126	\$ 61,126	\$ -	\$ -	\$ 61,126	
<b>2024 Totals</b>	<b>\$ 74,482</b>	<b>\$ 74,482</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,482</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 LRTP 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**

<b>Description of Planning Work</b>	<b>Resulting Products</b>
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

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		FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2795		G1X23		
Source Level	PL	Total	Federal	Total	
Personnel (salary and benefits)					
MPO Staff Salaries	\$ 12,106	\$ 12,106		\$ -	\$ 12,106
<b>Personnel (salary and benefits)</b>	<b>\$ 12,106</b>	<b>\$ 12,106</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,106</b>
Consultant					
Annual Allocation for CFMPOA (funds to Metroplan)	\$ 5,000	\$ 5,000		\$ -	\$ 5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Total</b>	<b>\$ 17,106</b>	<b>\$ 17,106</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,106</b>
2024					
Funding Source	FHWA				FY 2024 Total
Contract Number	G2795				
Source Level	PL	Total		Total	
Personnel (salary and benefits)					
MPO Staff Salaries	\$ 11,856	\$ 11,856		\$ -	\$ 11,856
<b>Personnel (salary and benefits)</b>	<b>\$ 11,856</b>	<b>\$ 11,856</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,856</b>
Consultant					
Annual Allocation for CFMPOA (funds to Metroplan)	\$ 5,000	\$ 5,000		\$ -	\$ 5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Total</b>	<b>\$ 16,856</b>	<b>\$ 16,856</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,856</b>

## TASK 6.1 CFMPOA ACTIVITIES

### Purpose

To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA).

Previous Work	Adoption Date/Status
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual


Required Activities	Milestone/Completion Date
CFMPOA Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

**Responsible Agencies:**

Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.


Task 6.1 CFMPOA Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
<b>Funding Source</b>	FHWA (CPG)	Total
<b>Contract Number</b>	G2795	
<b>Source Level</b>	Federal (81.93%)	
<b>Consultant</b>		
<b>Transfer to:</b> MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000

\* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

 Orange formatting indicates outgoing funds.

Task 6.1 CFMPOA Activities		
Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)		
<b>Funding Source</b>	FHWA (CPG)	Total
<b>Contract Number</b>	G2795	
<b>Source Level</b>	Federal (81.93%)	
<b>Consultant</b>		
<b>Transfer to:</b> MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000

\* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

 Orange formatting indicates outgoing funds.



## 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	\$268,800	\$188,228	\$457,027

### 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. 48
- Agency Participation FY 2023 and FY 2024 – Figure 10 on pg. 49

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	\$ -	\$ -	\$ 48,029.00	\$ -	\$ -	\$ 48,029.00
		<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>
G1X23	FFY 21 FTA 5305(d)	Federal	\$ 91,125	\$ 32,880	\$ 22,781.30	\$ 91,125.18	\$ -	\$ 8,219.95	\$ 32,879.81	\$ -
		<b>FFY 21 FTA 5305(d) G1X23 TOTAL</b>	<b>\$ 91,125</b>	<b>\$ 32,880</b>	<b>\$ 22,781</b>	<b>\$ 91,125</b>	<b>\$ -</b>	<b>\$ 8,220</b>	<b>\$ 32,880</b>	<b>\$ -</b>
G2761	FFY 21 FTA 5305(d)	Federal	\$ -	\$ 120,915	\$ -	\$ -	\$ -	\$ 30,228.75	\$ 120,915.00	\$ -
		<b>FFY 21 FTA 5305(d) G2761 TOTAL</b>	<b>\$ -</b>	<b>\$ 120,915</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,229</b>	<b>\$ 120,915</b>	<b>\$ -</b>
G2795	FHWA	PL	\$ 941,128	\$ 1,003,827	\$ 207,569.75	\$ 941,128.36	\$ -	\$ 221,398.18	\$ 1,003,826.96	\$ -
		SL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FHWA G2795 TOTAL</b>	<b>\$ 941,128</b>	<b>\$ 1,003,827</b>	<b>\$ 207,570</b>	<b>\$ 941,128</b>	<b>\$ -</b>	<b>\$ 221,398</b>	<b>\$ 1,003,827</b>	<b>\$ -</b>
<b>TOTAL</b>			<b>\$ 1,080,283</b>	<b>\$ 1,205,651</b>	<b>\$ 230,351</b>	<b>\$ 1,032,254</b>	<b>\$ 48,029</b>	<b>\$ 259,847</b>	<b>\$ 1,157,622</b>	<b>\$ 48,029</b>

Figure 10. **FY 2023 and FY 2024 – Agency Participation**

<b>Agency Participation</b>									
	<b>CTD</b>		<b>FFY 21 FTA 5305(d)</b>		<b>FFY 21 FTA 5305(d)</b>		<b>FHWA</b>		
<i>Funding Source</i>	<b>G3</b>		<b>G1X23</b>		<b>G2761</b>		<b>G2795</b>		
<i>Contract</i>									
<i>Fiscal Year</i>	2023	2024	2023	2024	2023	2024	2023	2024	
<i>Total Budget</i>	\$ 48,029	\$ 48,029	\$ 91,125	\$ 32,880	\$ -	\$ 120,915	\$ 941,128	\$ 1,003,827	
<b>Task 1 Administration and Management</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,510	\$ 203,510	
Consultant	\$ -	\$ -	\$ 1,734	\$ -	\$ -	\$ -	\$ 91,472	\$ 137,935	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250	\$ 4,250	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,362	\$ 118,811	
Sub Total	\$ -	\$ -	\$ 1,734	\$ -	\$ -	\$ -	\$ 396,594	\$ 464,506	
<b>Task 2 Short Range Planning</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,713	\$ 28,213	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,755	\$ 95,484	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,467	\$ 123,696	
<b>Task 3 Long Range Planning</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,713	\$ 28,213	
Consultant	\$ -	\$ -	\$ 84,732	\$ 32,880	\$ -	\$ -	\$ 194,649	\$ 165,686	
Sub Total	\$ -	\$ -	\$ 84,732	\$ 32,880	\$ -	\$ -	\$ 217,361	\$ 193,898	
<b>Task 4 Special Studies</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,925	\$ 41,425	
Consultant	\$ 48,029	\$ 48,029	\$ -	\$ -	\$ -	\$ 120,915	\$ 88,915	\$ 88,964	
Sub Total	\$ 48,029	\$ 48,029	\$ -	\$ -	\$ -	\$ 120,915	\$ 136,840	\$ 130,389	
<b>Task 5 Public Outreach Participation</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,106	\$ 13,356	
Consultant	\$ -	\$ -	\$ 4,659	\$ -	\$ -	\$ -	\$ 45,654	\$ 61,126	
Sub Total	\$ -	\$ -	\$ 4,659	\$ -	\$ -	\$ -	\$ 57,760	\$ 74,482	
<b>6 MPO Regional Activities</b>									
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,106	\$ 11,856	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,106	\$ 16,856	
<b>TOTAL PROGRAMMED</b>	\$ 48,029	\$ 48,029	\$ 91,125	\$ 32,880	\$ -	\$ 120,915	\$ 941,128	\$ 1,003,827	

**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.

**Direct Expense:** Direct expense is an expense incurred that varies directly with changes in the volume of a cost object.

**(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 found.

**(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
1.0 Administration and Management	X	X	X	X	X	X	X	X	X	X
2.0 Short Range Planning	X	X		X		X	X	X		
3.0 Long Range Planning	X	X	X	X	X	X	X	X	X	X
4.0 Special Studies	X	X	X	X	X	X	X	X	X	X
5.0 Public Involvement	X			X	X				X	X
6.0 Regional Planning	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	Equity Justice	Complete Streets	Public	Strategic Highway Network (STRAHNET)	Federal Land Mgmt Agency (FLMA) Coordination	Planning Environmental Linkages (PEL)	Data in Transportation Planning
1.0 Administration and Management	X	X	X	X	X	X	X	X
2.0 Short Range Planning	X	X		X		X	X	X
3.0 Long Range Planning	X	X	X	X	X	X	X	X
4.0 Special Studies	X	X	X	X	X	X	X	X
5.0 Public Involvement	X			X	X			
6.0 Regional Planning	X	X	X	X	X	X	X	X

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

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



APPENDIX C.  
RESOLUTION ADOPTING THE UPWP



**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2022 - 2**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ADOPTING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2022/23 THROUGH FISCAL YEAR 2023/24**

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization has been designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urban area; and

**WHEREAS**, Title 23 CFR Section 450.308(c) and Section 339.175(9), Florida Statutes require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program; and

**WHEREAS**, a Unified Planning Work Program is defined as a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area during the program years, and includes a planning budget; and

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization's FY 2022/23 through FY 2023/24 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure and complies with applicable state and federal law.

**NOW, THEREFORE BE IT RESOLVED** that the Lake~Sumter Metropolitan Planning Organization hereby adopts the Unified Planning Work Program for FY 2022/23 through FY 2023/24.

**DULY PASSED AND ADOPTED** this 27 day of April, 2022.

Lake~Sumter Metropolitan Planning Organization

  
\_\_\_\_\_  
Dan Robuck, Chair

Approved as to Form and Legality:

  
for \_\_\_\_\_  
Melanie Marsh, MPO Attorney

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

**FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lake Sumter Metropolitan Planning Organization (MPO)

The Applicant certifies to the applicable provisions of categories 01-21. X

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____



Certifications and Assurances

Fiscal Year 2021

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_

19 Construction Hiring Preferences

\_\_\_\_\_

20 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_

21 Tribal Transit Programs

\_\_\_\_\_

\_\_\_\_\_

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Lake Sumter Metropolitan Planning Organization (MPO)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to

Certifications and Assurances

Fiscal Year 2021

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature  Date: 10-27-2021

Name Michael Woods, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lake Sumter Metropolitan Planning Organization (MPO)

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

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

Signature  Date: 10-27-2021

Name David Langley Attorney for Applicant

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

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
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<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> Not Applicable
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<b>5a. Federal Entity Identifier:</b> Not Applicable	<b>5b. Federal Award Identifier:</b> FL-80-0009
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**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> 1001
--	--

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Lake Sumter Metropolitan Planning Organization

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 371882383	<b>* c. Organizational DUNS:</b> 3615618010000
---	---

**d. Address:**

<b>* Street1:</b>	PO Box 7800
<b>Street2:</b>	
<b>* City:</b>	Tavares
<b>County/Parish:</b>	
<b>* State:</b>	FL: Florida
<b>Province:</b>	
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	32778-0000

**e. Organizational Unit:**

<b>Department Name:</b> <input type="text"/>	<b>Division Name:</b> <input type="text"/>
---	---

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

<b>Prefix:</b> Mr.	<b>* First Name:</b> Michael
<b>Middle Name:</b>	
<b>* Last Name:</b> Woods	
<b>Suffix:</b>	

**Title:** Executive Director

**Organizational Affiliation:**

<b>* Telephone Number:</b> 352-315-0170	<b>Fax Number:</b>
---	--------------------

**\* Email:** mwoods@lakesumtermpo.com



**Application for Federal Assistance SF-424**

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

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

20.505

CFDA Title:

Section 5303(d)

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

FL-80-0009

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Section 5305(d) grant to support planning with MPO's FY 21/22 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="120,915.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="30,229.00"/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="151,144.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

Section 5305(d)  
 Approved Project Budget for Fiscal Year  
 (total dollars)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration		151,144
44.22.00	General Development and Comprehensive Planning		
44.23.00	Long Range Transportation Planning: System Level		
44.23.02	Long Range Transportation Planning		
44.24.00	Short Range Transportation Planning		
44.25.00	Transportation Improvement Program		
44.26.12	Coordination of Non-Emergency Human Services Transportation		
44.26.13	Participation of Transit Operators in Metropolitan Planning		
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		
44.26.16	Incorporating Safety & Security in Transportation Planning		
44.27.00	Other Activities		

**TOTAL NET PROJECT COSTS \$ 151,144.00**

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel		151,144
44.30.02	Fringe Benefits	(__%)	
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other		
44.30.08	Indirect Charges	(__%)	

**TOTAL NET PROJECT COSTS \$ 151,144.00**

**FUND ALLOCATIONS**

44.40.01	MPO Activities		151,144
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

**TOTAL NET PROJECT COSTS \$ 151,144.00**

**Federal Share (80%) \$ 120,915.20**

**Local Share (20%) \$ 30,228.80**

**ACCOUNTING**

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	151,144



GMIS Planning Line Item Codes

(FTA FUNDS ONLY)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration		120,915
44.22.00	General Development and Comprehensive Planning		
44.23.00	Long Range Transportation Planning: System Level		
44.23.02	Long Range Transportation Planning		
44.24.00	Short Range Transportation Planning		
44.25.00	Transportation Improvement Program		
44.26.12	Coordination of Non-Emergency Human Services Transportation		
44.26.13	Participation of Transit Operators in Metropolitan Planning		
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		
44.26.16	Incorporating Safety & Security in Transportation Planning		
44.27.00	Other Activities		

TOTAL NET PROJECT COSTS \$ 120,915.00

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel		120,915
44.30.02	Fringe Benefits	(__%)	
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other		
44.30.08	Indirect Charges	(__%)	

TOTAL NET PROJECT COSTS \$ 120,915.00

**FUND ALLOCATIONS**

44.40.01	MPO Activities		120,915
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 120,915.00

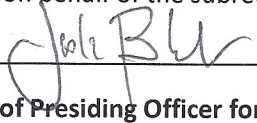
### FFY21 Title VI / Non-Discrimination Policy Statement

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

The Lake Sumter MPO further agrees to the following responsibilities with respect to its programs and activities:

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

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

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

10-27-2021  
\_\_\_\_\_  
Date of Signature

**FEDERAL FY21 CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

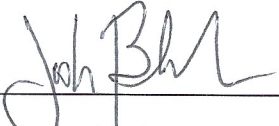
The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

10-27-2021  
Date

**FEDERAL FY21 DEBARMENT AND SUSPENSION CERTIFICATION**

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

(1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:

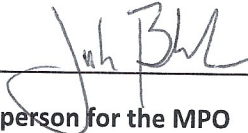
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

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

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

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

(2) The Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

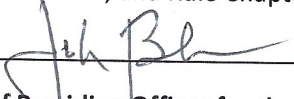
  
\_\_\_\_\_  
Chairperson for the MPO

10-27-2021  
\_\_\_\_\_  
Date



**FFY21 Disadvantaged Business Enterprise Utilization**

It is the policy of the Lake Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Lake Sumter MPO contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program. The Lake Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the Lake Sumter MPO in a non-discriminatory environment. The Lake Sumter MPO shall require its consultants to not discriminate on the bases of race, color, national origin, sex, age handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

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

10-27-2021  
\_\_\_\_\_  
Date of Signature

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2021-16**

**A RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO); AUTHORIZING ITS CHAIR TO MAKE, EXECUTE, AND DELIVER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) RELATED TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5305D METROPOLITAN PLANNING PROGRAM FUNDS; AUTHORIZING THE MPO EXECUTIVE DIRECTOR TO EXECUTE NOTIFICATIONS OF FUNDING ASSOCIATED WITH THE PTGA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Lake-Sumter Planning Area; and

**WHEREAS**, Section 339.175, Florida Statutes, 23 U.S.C. 134, and Title 49 U.S.C. require that the MPO, as a condition to receiving federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the approved comprehensive plans of the units of local government within the MPO's jurisdiction, and with state and local planned growth and economic development patterns; and

**WHEREAS**, the aforementioned laws require FDOT and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out transportation planning; and

**WHEREAS**, the MPO is the recipient of transit planning funds (referred to as 'Section 5305(d) Funds); and

**WHEREAS**, FDOT is authorized to allocate said Section 5305(d) Funds for all metropolitan planning organizations throughout the State of Florida; and

**WHEREAS**, FDOT is authorized to transmit to the MPO its proportionate share of Section 5305(d) Funds approved by the Federal Transit Administration (FTA) and appropriated for the purpose of aiding the metropolitan transit planning process; and

**WHEREAS**, the Public Transportation Grant Agreement (PTGA) allows available federal funding to be utilized for the MPO to participate in tasks related to the MPO's Unified Planning Work Program (UPWP); and

**WHEREAS**, the MPO has the authority to enter into the PTGA with FDOT, and to undertake the project and tasks described in the PTGA and in the UPWP; and



**WHEREAS**, the FDOT will be submitting to the MPO the remaining years of the PTGA annual Notifications of Funding for signature; and

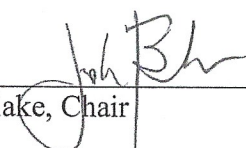
**WHEREAS**, the MPO finds it in its best interest to authorize the Executive Director of the MPO to execute future Notifications of Funding associated with the PTGA, so as to expedite the receipt of funds to further the required activities and mission of the organization,

**NOW, THEREFORE, BE IT RESOLVED** by the Lake~Sumter MPO:

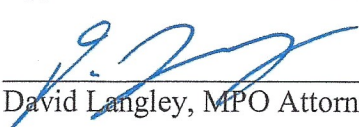
1. The recitals above are true, accurate and correct and are incorporated herein.
2. Approval of the Public Transportation Grant Agreement FPN 440801-1-14-31 (PTGA) is in the best interests of the MPO and the execution of the PTGA is hereby approved.
3. The Chair of the MPO is authorized to make, execute and deliver the PTGA to FDOT, including any amendments or supplements to the PTGA.
4. The Executive Director of the MPO is authorized to execute any subsequent Notifications of Funding associated with the PTGA entered into between FDOT and the MPO.
5. This resolution shall be effective immediately upon its adoption.

**DULY PASSED AND ADOPTED** This 27 day of October 2021.

Lake~Sumter Metropolitan Planning Organization

  
\_\_\_\_\_  
Josh Blake, Chair

Approved as to Form and Legality:

  
\_\_\_\_\_  
David Langley, MPO Attorney

# APPENDIX E. AGENCY COMMENTS



## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

---

MPO: **Lake-Sumter MPO**

UPWP Draft # or Date: **Draft #1-3/15/22**

Review #: **1**

Date of Review: **3/16/22**

Reviewed By: **LLH**

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The following UPWP Review Checklist is provided to assist in the review of the MPO’s UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

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A space for comments for each section is provided at the bottom of each section.

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### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes If yes, page number: 1**
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- Financial Project Number (FPN) for each contract shown in UPWP? **No If yes, page number: xx**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No If yes, page number: xx**
- Correct State Fiscal Years? **Yes If yes, page number: xx**
- Statement of nondiscrimination? **Yes If yes, page number: 1**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Select response If yes, page number: xx**

**Critical**

1. Page numbers correspond to the page number of the pdf file
  2. Please add FTA 5305: 20.505 CFDA # to cover page
  3. Please update FM# for PL
  4. Please add FAP #
- 

### Required Content

Does the UPWP have the following information?

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Introduction? [Yes](#) If yes, page number: 6
- Organization and Management? [Yes](#) If yes, page number: 16
- UPWP Planning Task Pages? [Yes](#) If yes, page number: 21
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: 34
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: 36
- District Planning Activities? [No](#) If yes, page number: xx
- Indirect Rate Approval (if required)? [Not Applicable](#) If yes, page number: xx
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [No](#) If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Not Applicable](#) If yes, page number: xx
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  - A place for the signed Resolution adopting the final UPWP? [Select response](#) If yes, page number: xx
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  - A place for the Cost Analysis Certification Statement? [Yes](#) If yes, page number: 3
  - A place for the FHWA Certifications and Assurances? [Yes](#) If yes, page number: 48
- FINAL UPWP:
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  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response](#) If yes, page number: xx
  - The signed Cost Analysis Certification Statement? [Select response](#) If yes, page number: xx
  - The signed FHWA Certifications and Assurances? [Select response](#) If yes, page number: xx
  - UPWP Comments? [Select response](#) If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [No](#) If yes, page number: xx

- Critical**
1. Please use updated District Planning Activities provided
  2. Must include travel policy and resolution of adoption
  3. Please include all items for Appendices
- 

### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 7
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 7
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 7
- Statement of CPG participation: "The FDOT and the (insert organization name) 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



## Unified Planning Work Program (UPWP)

### Review Checklist

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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(i) and FTA C 8100.1D". [Yes If yes, page number: 13](#)

- Definition of 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. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes If yes, page number: 14](#)
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[No comment](#)

[Click here to enter comments](#)

---

### MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 16](#)
- Discussion of agreements, including date executed
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- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [No If yes, page number: xx](#)
  - MPO Bylaws: [Yes If yes, page number: 20](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [No If yes, page number: xx](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Debarment and Suspension Certification? **No** If yes, page number: xx
- Lobbying Certification for Grants, Loans and Cooperative Agreements? **No** If yes, page number: xx
- Title VI/Nondiscrimination Assurances? **No** If yes, page number: xx
- Appendices A and E? **No** If yes, page number: xx
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? **No** If yes, page number: xx
  1. Please include adopted/approved cost allocation plan. Noted that the MPO does not use an indirect rate.
  2. All certs. and assurances must be included in Appendix.
  3. Please address COOP

Critical

---

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? **Yes** If yes, page number: 21
- Transportation Improvement Program (TIP)? **Yes** If yes, page number: 21
- Long Range Transportation Plan (LRTP)? **Yes** If yes, page number: 21
- MPO Regional Activities Task (if required)? **Yes** If yes, page number: 23

No comment

[Click here to enter comments](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, Required Activities? **Yes**
- Do the required activities list who will be completing the work? **No**
- Does each Task Sheet indicate who is the responsible agency or agencies? **No**
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? **Yes**
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **No** If yes, page number: xx

Critical

1. Please indicate responsible agencies for tasks and who will complete the work (ex.; consultant, transit agency)

---

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? **Yes**

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? **Yes** page number: 34

Does MPO **Administration Task** have subcategory for:

- Personnel Services? **Yes** If yes, page number: 25

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Equipment? Equipment costing more than \$5,000 per item should be listed separately. **No** If yes, page number: xx
- Travel? **Yes** If yes, page number: xx
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **No** If yes, page number: xx
- Direct Expenses? **Yes** If yes, page number: 25
- Indirect Expenses (only required if MPO has an approved indirect rate)? **No** If yes, page number: xx
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** If yes, page number: xx
- Is Annual Audit expense included, if required? **No** If yes, page number: xx

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Not Applicable**
- Direct Expenses (if needed)? **Not Applicable**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **Not Applicable**
- Equipment (if needed)? **Not Applicable**

1. Do not see budget for supplies and equipment. Please ensure the MPO will not have expenses of these types.
2. Please include annual audit expense separately in task table.
3. If capital expenditures for equipment (greater than \$5000) and supply expenses greater than \$1000 are anticipated, please include as a separate line in table. If these expenses are not anticipated please disregard this comment.
4. If travel, direct/indirect, supplies, equipment, etc. expenses are anticipated for individual tasks, please include in task budget tables. If these expense types are not anticipated for individual tasks, please disregard this comment.

Critical

---

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes** page number: 31

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **No** If yes, page number: xx
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? **Select response** If yes, page number: xx
- Show activities the funds are being used for? **Yes** If yes, page number: 31

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [Select response](#) If yes, page number: xx
  - Task name, activity description(s) and budgeted funds [Select response](#) If yes, page number: xx

Editorial

Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents is forthcoming.

---

### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

Yes

#### Total FY 2023 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? [Yes](#) If yes, page number: 35
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

Critical

Please add PTGA contract #s to budget table(s).

---

#### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Yes](#) If yes, page number: 35
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [No](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

---

[Enhancement](#)      Please add PTGA contract #s to budget table

---

Since the UPWP is the “Scope of Service” for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Yes](#)

[Editorial](#)      New MPO agreements forthcoming

---

### Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Yes](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

[No comment](#)      [Click here to enter comments](#)

---

### General UPWP Comments

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)



**Federal Highway Administration**

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

**Federal Transit Administration**

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

**Planning Comments**

Document Name: <u>DRAFT FY 22/23 and FY 23/24 UPWP</u>		MPO: <u>Lake~Sumter MPO</u>	
Date of Document:	Date Received <u>03/15/2022</u>	Date Reviewed <u>03/24/2022</u>	District: <u>5</u>
Reviewed by: <u>Jim Martin</u>			

**COMMENTS**

	Page #	Comment Type	Comment Description
1	Cov	Critical	Missing Federal Aid Project Number 0457-060-M
2	Cov	Critical	Incorrect Financial Management Number. Should be 439329-4
3	Cov	Critical	Missing FTA CFDA 20.505 applied to 5305(D) funding in FY 2022/2023
4	Intro	Critical	A discussion/mention of the major planning challenges facing the Lake~Sumter MPO needs to be added.
5	20	Other	Task 1. Administration and Management. This section includes funds for Consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter.
6	20	Enhancement	Task 1. Administration and Management. Direct Expenses. This term requires a explanation in the Glossary.



7	21	Other	Task 2. Short Range Planning, This section includes funds for Consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter.
8	23	Other	Task 3. Long Range Planning, This section includes funds for Consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter.
9	24	Other	Task 4. Special Studies, This section includes funds for Consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter.
10	26	Other	Task 5. Public Outreach Participation, This section includes funds for Consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter.
11		Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.
12		Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
13		Other	FTA- If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).
14		Other	FTA- If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
15		Other	FTA- If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
16		Other	FTA- The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency (cont.)
17		Other	Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT's and transit providers.

19		Other	FTA- Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO.
20		Select Type	
21		Select Type	
22		Select Type	
23		Select Type	
24		Select Type	
25		Select Type	
26		Select Type	
27		Select Type	
28		Select Type	
29		Select Type	



## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: **Lake-Sumter MPO**

UPWP Draft # or Date: **Final-4/27/22**

Review #: **1**

Date of Review: **5/16/22**

Reviewed By: **LLH**

---

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Critical

1. Please add FTA 5305: 20.505 CFDA # to cover page - Thank you for adding
  2. Please update FM# for PL – FM# for PL is incorrect. Please add FM# for FTA (5305d) PTGA grants
  3. Please add FAP #– Thank you for adding
- 

### Required Content

Does the UPWP have the following information?

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  - A place for the FHWA Certifications and Assurances? **Yes** If yes, page number: 48
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? **Yes** If yes, page number: 52
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Yes** If yes, page number: 127
  - The signed Cost Analysis Certification Statement? **Yes** If yes, page number: 3
  - The signed FHWA Certifications and Assurances? **Yes** If yes, page number: 53
  - UPWP Comments? **Yes** If yes, page number: 68
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **No** If yes, page number: xx

Critical

1. Please use updated District Planning Activities provided – **Thank you for adding. Please remove “Draft” watermark.**
2. Must include travel policy and resolution of adoption - **Thank you for adding.**
3. Please include all items for Appendices - **Thank you for adding**

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[No comment](#)

[Click here to enter comments](#)

---

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- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [No If yes, page number: xx](#)
  - MPO Bylaws: [Yes If yes, page number: 20](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Disadvantaged Business Enterprise Utilization? **Yes** If yes, page number: 65
- Debarment and Suspension Certification? **Yes** If yes, page number: 64
- Lobbying Certification for Grants, Loans and Cooperative Agreements? **Yes** If yes, page number: 63
- Title VI/Nondiscrimination Assurances? **Yes** If yes, page number: 62
- Appendices A and E? **No** If yes, page number: xx

- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? **No** If yes, page number: xx

Critical

1. Please include adopted/approved cost allocation plan. Noted that the MPO does not use an indirect rate.
  2. All certs. and assurances must be included in Appendix. **Thank you for adding. Still missing Appendices A and E.**
  3. Please address COOP – **COOP discussion is meant to be part of narrative in the MPO Organization and Management section. Please include date last adopted. Thank you for addressing in task descriptions.**
- 

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? **Yes** If yes, page number: 21
- Transportation Improvement Program (TIP)? **Yes** If yes, page number: 21
- Long Range Transportation Plan (LRTP)? **Yes** If yes, page number: 21
- MPO Regional Activities Task (if required)? **Yes** If yes, page number: 23

No comment

[Click here to enter comments](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, Required Activities? **Yes**
- Do the required activities list who will be completing the work? **Yes**
- Does each Tasks Sheet indicate who is the responsible agency or agencies? **Yes**
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? **Yes**
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **No** If yes, page number: xx

Critical

1. Please indicate responsible agencies for tasks and who will complete the work (ex.; consultant, transit agency)
- 

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? **Yes**



## Unified Planning Work Program (UPWP)

### Review Checklist

---

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes page number: 34](#)

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes If yes, page number: 25](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No If yes, page number: xx](#)
- Travel? [Yes If yes, page number: xx](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No If yes, page number: xx](#)
- Direct Expenses? [Yes If yes, page number: 25](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No If yes, page number: xx](#)
- **Is Annual Audit expense included, if required? [Yes If yes, page number: 27](#)**

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Not Applicable](#)
- Direct Expenses (if needed)? [Not Applicable](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Not Applicable](#)
- Equipment (if needed)? [Not Applicable](#)
  1. Do not see budget for supplies and equipment. Please ensure the MPO will not have expenses of these types.
  2. Please include annual audit expense separately in task table. [Thank you for adding.](#)
  3. If capital expenditures for equipment (greater than \$5000) and supply expenses greater than \$1000 are anticipated, please include as a separate line in table. If these expenses are not anticipated please disregard this comment.
  4. If travel, direct/indirect, supplies, equipment, etc. expenses are anticipated for individual tasks, please include in task budget tables. If these expense types are not anticipated for individual tasks, please disregard this comment.

**Critical**

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes page number: 31](#)

Do the Regional Work Element/Task Budget Table(s):

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **Yes** If yes, page number: 35
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? **Not Applicable** If yes, page number: xx
- Show activities the funds are being used for? **Yes** If yes, page number: 31
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed **No** If yes, page number: xx
  - Task name, activity description(s) and budgeted funds **No** If yes, page number: xx

Critical

Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents is forthcoming.

Regional planning task language must be identical for all MPOs per FHWA. Please use language and table format provided by District.

---

### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

**Yes**

#### Total FY 2023 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? **Yes** If yes, page number: 35
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? **Yes**
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) **Yes**
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? **Yes**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) **Yes**
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) **Yes**
- Does Funding Source Budget Table include soft match amounts? **Yes**

Critical

Please add PTGA contract #s to budget table(s).

Please add new MPO Agreement # to task budget tables.

---

#### Total FY 2024 contract amounts:

- DRAFT UPWP:

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton’s PL Spreadsheet)? **Yes** If yes, page number: 35
- STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? **No**
- **FINAL UPWP:**
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet)? **Yes**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob’d funds (if applicable) **Yes**
- Does Funding Source Budget Table include soft match amounts? **Yes**

Critical

Please add PTGA contract #s to budget table

---

Since the UPWP is the “Scope of Service” for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? **Yes**
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? **Yes**

Editorial

New MPO agreements forthcoming

---

### Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

**Yes**

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? **Yes**

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? **Yes**

No comment

[Click here to enter comments](#)

---

### General UPWP Comments

Choose a category [Click here to enter comments](#)

Choose a category [Click here to enter comments](#)

Choose a category [Click here to enter comments](#)

Choose a category [Click here to enter comments](#)

## UPWP Guide provided by Central Office states:

---

### *MPO Regional Activities*

The MPO Regional Activities and All Regional Accounting tables should be used to show incoming and outgoing funds for regional tasks that involve the transfer of funds between MPOs. These tables are only for tasks that require the physical transfer of funds. This does not include shared costs (e.g., health benefits for MPO staff) or activities that do not result in the transfer of funds or participation of a single MPO in coordination with other regional entities (e.g., attendance at MPOAC or FTC meetings, or MPOAC dues). All participating MPOs shall use consistent descriptions of the activities to be completed. Task name and activity description must be consistent between MPOs. Regional tasks must be supported by a MOU signed by all participating MPOs.<sup>4</sup> Funds are authorized in the UPWP but are encumbered via contracts. Depending on the source, funds may need to be on separate contracts.

### **MPO Regional Activities**

This table is for the MPO's funds for regional tasks that include the transfer of funds. The MPO shall list funds it is transferring to other agencies (e.g., other MPOs, FDOT) and funds it is receiving from other agencies for regional activities. The table summarizes the total amount of funds by source and what activities the funds are to be used for. Purple highlights indicate incoming funds, while orange highlights indicate outgoing funds. Within the UPWP document, include a legend or footnote for the table stating how the incoming funds and outgoing funds are formatted.

## **All Regional Accounting**

This table summarizes the lead agency for regional tasks and all funding contributed to regional activities by fund source. Purple highlights indicate funds transferred to the lead agency. This table must be consistent for all MPOs participating in the regional activities. Within the UPWP document, include a legend or footnote for the table stating how the incoming funds and outgoing funds are formatted.

### **Regional Activities**

1. Reflect as Regional Task and identify CFMPOA work separately from other regional planning activities of the MPO
2. Include executed MOA for CFMPOA
3. Use text below for narrative

Task X – Regional Activities

**Purpose:** To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA).

**Previous Work:**

<b>Previous Work</b>	<b>Adoption Date/Status</b>
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

**Required Activities:**


<b>Required Activities and Work Products</b>	<b>Milestone/Completion Date</b>
CFMPOA Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

**Responsible Agencies:**


Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.

**Budget Tables:**

<b>Task 1.1 Regional Activities</b>		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>Total</b>
<b>Contract Number</b>	<b>XX</b>	
<b>Source Level</b>	<b>Federal (81.93%)</b>	
<b>Consultant</b>		
<b>Transfer to:</b> <b>MetroPlan Orlando</b> Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000


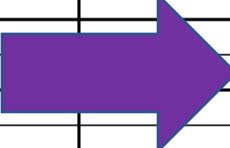

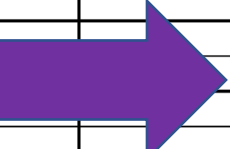
 Orange formatting indicates outgoing funds.

<b>Task 1.1 Regional Activities</b>		
Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)		
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>Total</b>
<b>Contract Number</b>	<b>XX</b>	
<b>Source Level</b>	<b>Federal (81.93%)</b>	
<b>Consultant</b>		
<b>Transfer to:</b> <b>MetroPlan Orlando</b> Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000

 Orange formatting indicates outgoing funds.



## All Regional Accounting (MetroPlan)

140 - Regional Activities					
Estimated Budget Detail for FY 2023					
Budget Category/Description		Local	CFMPOA	FHWA (PL)	Total
Funding Source	Regional Funding - CFMPOA				
Local	Lead Agency: MetroPlan Orlando		\$ 5,000		Outgoing funds highlighted in
PL	Lake/Sumter MPO		\$ 5,000		
PL	Ocala/Marion TPO		\$ 5,000		Incoming funds highlighted in purple
PL	Polk TPO		\$ 5,000		
PL	River to Sea TPO		\$ 5,000		
PL	Space Coast TPO		\$ 5,000		
<b>Total Regional Funding</b>			<b>\$ 30,000</b>		
Personnel (salary and benefits)		\$ 5,939	\$ 23,353	\$ 213,858	\$ 243,150
Consultant Services		\$ -	\$ -	\$ -	\$ -
Pass Through		\$ -	\$ -	\$ -	\$ -
Travel Expenses		\$ -	\$ -	\$ -	\$ -
Indirect Expenses		\$ 1,042	\$ 4,097	\$ 37,518	\$ 42,657
Supplies		\$ -	\$ 1,500	\$ -	\$ 1,500
Equipment		\$ -	\$ -	\$ -	\$ -
Other Direct Expenses		\$ 500	\$ 1,050	\$ -	\$ 1,550
<b>Total:</b>		<b>\$ 7,481</b>	<b>\$ 30,000</b>	<b>\$ 251,376</b>	<b>\$ 288,857</b>
Estimated Budget Detail for FY 2024					
Budget Category/Description		Local	CFMPOA	FHWA (PL)	Total
Funding Source	Regional Funding - CFMPOA				
Local	Lead Agency: MetroPlan Orlando		\$ 5,000		Outgoing funds highlighted in
PL	Lake/Sumter MPO		\$ 5,000		
PL	Ocala/Marion TPO		\$ 5,000		Incoming funds highlighted in purple
PL	Polk TPO		\$ 5,000		
PL	River to Sea TPO		\$ 5,000		
PL	Space Coast TPO		\$ 5,000		
<b>Total Regional Funding</b>			<b>\$ 30,000</b>		
Personnel (salary and benefits)		\$ 7,428	\$ 23,421	\$ 225,229	\$ 256,078
Consultant Services		\$ -	\$ -	\$ -	\$ -
Pass Through		\$ -	\$ -	\$ -	\$ -
Travel Expenses		\$ -	\$ -	\$ -	\$ -
Indirect Expenses		\$ 1,279	\$ 4,029	\$ 38,752	\$ 44,060
Supplies		\$ -	\$ 1,500	\$ -	\$ 1,500
Equipment		\$ -	\$ -	\$ -	\$ -
Other Direct Expenses		\$ 500	\$ 1,050	\$ -	\$ 1,550
<b>Total:</b>		<b>\$ 9,207</b>	<b>\$ 30,000</b>	<b>\$ 263,981</b>	<b>\$ 303,188</b>

Can leave in table in as is with adding highlights, or separate CFMPOA out as separate tables. Highlights still needed if separate table is used.

**APPENDIX E: AGENCY COMMENTS**

<b>Lake~Sumter MPO Responses to Agency Comments on Draft UPWP</b>				
<b>AGENCY</b>	<b>PAGE</b>	<b>COMMENT TYPE</b>	<b>COMMENT</b>	<b>MPO RESPONSE</b>
FDOT	Document	Critical	Ensure page numbers correspond to the page number of the PDF file	Updated
FDOT	Cover	Critical	Please add FTA 5305: 20.505 CFDA # to cover page	Updated
FDOT	Cover	Critical	Please update FM# for PL on cover page	Updated
FDOT	Cover	Critical	Please add FAP # on cover page	Updated
FDOT	Page 13	Critical	Please use updated District Planning Activities provided	Planning Activities addressed on page 13 and included in Appendix H
FDOT	Appendix G	Critical	Must include travel policy and resolution of adoption	Included in Appendix G
FDOT		Critical	Please include all items for Appendices	Completed
FDOT		Critical	Please include adopted/approved cost allocation plan. Noted that the MPO does not use an indirect rate.	MPO does not use indirect rate
FDOT	Appendix D	Critical	All certifications and assurances must be included in Appendix	Included in Appendix D
FDOT	Pages 22 and 25	Critical	Please address COOP	Addressed under Task 1, page 22 and page 25
FDOT	Pages 26, 28, 30, 32, 33, 34, 36	Critical	Please indicate responsible agencies for tasks and who will complete the work (ex: consultant, transit agency)	Revised task format to more clearly define responsible agency – see respective task pages
FDOT	Page 27	Critical	Do not see budget for supplies and equipment. Please ensure the MPO will not have expenses of these types.	Updated budget table with supplies and equipment
FDOT	Page 27	Critical	Please include annual audit expense separately in task table.	Audit expense has been separately itemized
FDOT	Page 27	Critical	If capital expenditures for equipment (greater than \$5000) and supply expenses greater than \$1000 are anticipated, please include as a separate line in table. If these expenses are not anticipated please disregard this comment.	Separate line is included
FDOT		Critical	If travel, direct/indirect, supplies, equipment, etc. expenses are anticipated for individual tasks, please include in task budget tables. If these expense types are not anticipated for individual task, please disregard this comment.	Expense types noted are not specific to individual tasks
FDOT	Pages 35-36	Editorial	Regional planning task language and comparison with CFMPOA member draft UPWP documents forthcoming.	CFMPOA language and budget are updated
FDOT	Funding Source Budget Table FY 2023	Critical	Please add PTGA contract #s to budget table(s).	PTGA contract #s added to budget tables

**APPENDIX E: AGENCY COMMENTS**

<b>Lake~Sumter MPO Responses to Agency Comments on Draft UPWP</b>				
FDOT	Funding Source Budget Table FY 2024	Enhancement	Please add PGTA contract #s to budget table(s).	PTGA contract #s added to budget tables
FDOT		Editorial	New MPO agreements forthcoming	Acknowledged
FHWA	Cover	Critical	Missing Federal Aid Project Number 0457-060-M	Updated
FHWA	Cover		Incorrect Financial Management Number. Should be 439329-4	Updated
FHWA	Cover		Missing FTA CFDA 20.505 applied to 5305(D) funding in FY 2022/23	Updated
FHWA	Intro – Page 14	Critical	A discussion/mention of major planning challenges facing the Lake~Sumter MPO needs to be added.	Added to page 14
FHWA	Pages 26, 28, 30, 32, 33, 34, 36	Other	Tasks 1-5. This section includes funds for consultant activities. This will require a scope review before work may begin. A caveat to address this will be in the FHWA Approval Letter.	Now specify under each task that no work will begin until individual scopes are reviewed.
FHWA	Appendix A-3	Enhancement	Task 1. Administration and Management. Direct Expenses requires an explanation in the glossary.	Definition added to glossary
FHWA	Appendix E	Critical	When submitting final UPWP for approval, please include copy of all reviewing agencies' comments and how the MPO addressed each comment.	This document included as Appendix E
FHWA	Appendix D	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in final copy of the document	All documents are included in Appendix D
FTA	Page 31	Other	If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).	Reference to FTA 5307 added to table on page 31
FTA		Other	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	Comment acknowledged
FTA		Other	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Comment acknowledged
FTA	Pages 13, 14 and 31	Other	The metropolitan transportation planning process should provide for establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable –	These plans are referenced in the UPWP, addressed in the context of performance-based planning in UPWP, and will be

**APPENDIX E: AGENCY COMMENTS**

<b>Lake~Sumter MPO Responses to Agency Comments on Draft UPWP</b>				
			including target setting/revisiting, progress towards achieving targets, data sharing and coordination with DOTs and transit providers.	integrated into the TIP and LRTP
FTA	Pages 11-13 and Appendix B	Other	Integration of Planning Emphasis Areas is recommended where possible and as applicable to the TPO.	PEAs referenced within document

<b>Lake~Sumter MPO Responses to Agency Comments on Final UPWP</b>				
<b>AGENCY</b>	<b>PAGE</b>	<b>COMMENT TYPE</b>	<b>COMMENT</b>	<b>MPO RESPONSE</b>
FDOT	Cover	Critical	Please update FM# for PL on cover page	FM# Updated
FDOT	Cover	Critical	Please add FM# for FTA (5305d) PTGA grants	FM# added
FDOT	Appendix H	Critical	Please remove "Draft" watermark from District Planning Activities	Watermark in Appendix H has been removed
FDOT	Appendix D	Critical	Still missing Appendices A and E	Statements and Assurances Appendices A and E have been included in UPWP Appendix D
FDOT	Pages 22 and 25	Critical	Please address COOP – COOP discussion is meant to be part of narrative in the MPO Organization and Management section. Please include date last adopted.	Additional COOP discussion has been added to the MPO Organization and Management section on page 21 with the date of the last COOP adoption.
FDOT	Pages 35-36	Critical	Regional planning task language must be identical for all MPOs per FHWA. Please use language and table format provided by District.	Task language has been updated based on language provided by District.
FDOT	Funding Source Budget Table FY 2023	Critical	Please add PTGA contract #s to budget table(s).	PTGA contract #s added to budget tables
FDOT	Funding Source Budget Table FY 2023	Critical	Please add new MPO Agreement # to task budget tables.	New MPO Agreement # has been added to task budget tables.
FDOT	Funding Source Budget Table FY 2024	Critical	Please add PGTA contract #s to budget table(s).	PTGA contract #s added to budget tables

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



FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION STATEMENT**

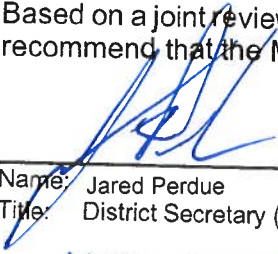
525-016-05c  
POLICY PLANNING  
02/18

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


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

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

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

  
Name: Jared Perdue  
Title: District Secretary (or designee)

3/8/2022  
Date

  
Name: Dan Robuck  
Title: MPO Chairman (or designee)

2/23/2022  
Date





**Lake-Sumter MPO**  
**Joint Certification 2021**  
**1/10/2022**

## Contents

Purpose.....	1
Certification Process .....	2
Part 1 Section 1: MPO Overview .....	4
Part 1 Section 2: Finances and Invoicing .....	6
Part 1 Section 3: Title VI and ADA.....	9
Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises .....	11
Part 1 Section 5: Noteworthy Practices & Achievements .....	15
Part 1 Section 6: MPO Comments.....	16

## Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

## Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT's [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of, and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

## **Part 1**

Part 1 of the Joint Certification is to be completed by the MPO.

## Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

**Please Check:** Yes  No

The MPO Agreement was adopted on June 18, 2020, amended August 27, 2020, and will need to be readopted by June 30, 2022. The Interlocal Agreement for the Creation of the MPO was updated and readopted on October 28, 2015 and is currently being reviewed. The Public Transportation Grant Agreement was adopted on November 30, 2020 and is effective through December 31, 2022. The ICAR was adopted on August 26, 2015 and is currently being reviewed.

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

**Please Check:** Yes  No

The MPO participates in regional transportation planning as a member of the Central Florida MPO Alliance and the MPO Advisory Council both of which meet quarterly. The MPO has approved Joint Planning Agreements with the Ocala/Marion TPO and MetroPlan Orlando both of which share an urbanized area with the MPO.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

**Please Check:** Yes  No

The MPO's UPWP include the Federal Planning Factors on pages six and seven of the UPWP document. The Federal Planning Factors form the cornerstone for the 2045 Long Range Transportation Plan adopted December 9, 2020. Please refer to pages 2-4 and 2-5 of the 2045 LRTP for a detailed analysis of how the Planning Factors are addressed in the Plan. Links: [2045 LRTP Final Report](#), [UPWP FY 2020-2022](#)

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

**Please Check:** Yes  No



The MPO conducts the metropolitan planning processes in conformance with applicable federal (23 CFR 450 and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the Lake~Sumter MPO Planning Area. The MPO detailed how the plans and programs are based on a continuing, comprehensive, and cooperative process in the approved FY 2020/21-2021/22 UPWP on pages nineteen and twenty. Planning Consistency Matrices for both Federal and State Guidelines are shown in the FY 2020/21-2021/22 UPWP, Appendix B pages B-1.

[LSMPO FY 2020/21-2021/22 UPWP Link:](#)

5. When was the MPOs Congestion Management Process last updated?

**Please Check:** Yes  No  N/A

The MPO's Congestion Management Process was approved in November 2019 and was updated January 2021. The CMP is currently being updated with 2021 traffic data. Link to the [CMP 2020 Roadway Congestion Evaluation](#).

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

**Please Check:** Yes  No

The MPO's Public Participation Plan (PPP) was amended August 26, 2020. Link to the PPP: [LSMPO Public Participation Plan](#)

7. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

**Please Check:** Yes  No

The MPO Governing Board approved the opening of the Public Review Period for the amended Public Participation Plan (PPP) at he June 24, 2020 MPO Governing Board meeting and closed the Public Review Period at the August 26, 2020 Board meeting. The Public Review Period met the required 45 calendar day public review period as described in the MPO's Public Participation Plan. The Public was afforded the opportunity at each Board meeting to make comments or ask questions. The PPP was made available for public review on the MPO's website. Link: [LSMPO Public Participation Plan](#)

## Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

The MPO has retained an outside firm to assist in ensuring that federal funds are expended on eligible cost items and other funding sources are utilized for ineligible costs. The Code of Federal Regulations (CFR), the MPO Handbook, and the State Expenditures Handbook are guides that are used to ensure that Federal-aid funds are expended in conformity with applicable Federal and State Laws.

2. How often does the MPO submit invoices to the District for review and reimbursement?

The MPO submits invoices to the District for review and reimbursement on a quarterly basis.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

Yes, the MPO is a recipient of federal funds through the State DOT. The MPO is not subject to an annual single audit for the fiscal year 2021.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302](#)?

The MPO's financial management system complies with the requirements set forth in 2 CFR 200.302. The MPO identifies in all of its accounts, of all Federal awards received and expended and the Federal programs under which they were received. The MPO provides accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 200.326 and 200.328. The MPO maintains records that identify adequately the source and application of funds for federally funded activities. The MPO maintains effective control over and accountability for all funds, property, and other assets. The

MPO completes comparisons of expenditures with budget amounts for each award. The MPO has written procedures within our consultant contracts to implement the requirements of 200.305. The MPO has language with our consultant contracts to address allowability of costs in accordance with Subpart E.

5. How does the MPO ensure records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

The MPO keeps the records both electronically and printed to provide to FDOT upon request.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

The MPO maintains and keeps the supporting documentation that is required by FDOT and can be made accessible to FDOT upon request.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

Article 3.6 of the Consultant Contract states that the Consultant acknowledges and agrees that if services are provided under this agreement are being supported in whole or part by Federal and /or State funding the consultant shall comply with applicable Federal Laws.

8. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely ([2 C.F.R. 200.414\(f\)](#))?)

*In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.*

Please Check: Indirect Rate  De Minimis Rate  N/A

- a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

The MPO does not have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate.

## Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

**Please Check:** Yes  No

The MPO signed the FDOT Title VI/Nondiscrimination Assurance, the document is located in Appendix B of the Title VI Nondiscrimination Plan. The MPO identified Michael Woods as the Title VI/ADA Specialists for the MPO. The Title VI Nondiscrimination Plan is available on the MPO website along with the complaint filing procedures. Link [LSMPO Title VI Plan](#)

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

**Please Check:** Yes  No

Article 3.6 of the Consultant Contract states that the Consultant acknowledges and agrees that if services are provided under this agreement are being supported in whole or part by Federal and /or State funding the consultant shall comply with all applicable Federal and /or State laws.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT's procedure?

**Please Check:** Yes  No

The MPO has an approved Title VI Complaint Procedure located in Appendix C of the MPO Title VI Nondiscrimination Plan. The procedure complies with the FODT procedure. Link: [LSMPO Title VI Plan](#)

4. Does the MPO collect demographic data to document nondiscrimination and equity in its plans, programs, services, and activities?

**Please Check:** Yes  No

The MPO Title VI Nondiscrimination Plan details the Socioeconomic Profile of the MPO Planning Area on Page 10 of the Title VI Plan. Tables 1 through 4 detail the population groups in the MPO Planning area. Figures 1 through 5 detail the ethnic makeup of the MPO Planning area. Link: [LSMPO Title VI Plan](#)

5. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

**Please Check:** Yes  No

The MPO Executive Assistant attended the two-day ADA training in Orlando in February 2019. The MPO Executive Assistant and the Executive Director attended the ADA website compliance training hosted by the Public Information Officers Alliance of Lake County in February 2020.

6. Does the MPO keep on file for five years all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

**Please Check:** Yes  No

The MPO complies with all federal and state requirements associated with ADA noncompliance complaints received, including retention of records. The MPO has received no ADA noncompliance complaints at this time.



## Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

**Please Check: Yes X No**

The MPO utilizes procurement by competitive proposals. (2C.F.R. 200-320 (d)). The MPO contracts with the Lake County Procurement Department for all procurement activities. Link: [Lake County Procurement Website](#)

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract, progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

**Please Check: Yes X No**

The MPO maintains all records pertaining to the procurement process adhering to 2 C.R.F. 200.324 (a). Technical specifications on the procurement process are made available upon request prior to the competitive proposal process and retained for review at any time after the process is completed.

3. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

**Please Check: Yes X No**

The MPO Staff Services Agreement with Lake County includes procurement activities. The Agreement was approved at the February 26, 2020, MPO Governing Board meeting.

4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

**Please Check: Yes X No**

The MPO ensures compliance to the terms of contracts and work orders, through a formal quarterly review of all consultant or contractor activities performed and fees assessed in accordance with the approved Work Order Scope of Services.

5. Does the MPO's contracts include all required federal and state language from the MPO Agreement?

Please Check: Yes  No

Article 3.6 of the Consultant Contract states that the Consultant acknowledges and agrees that if services are provided under this agreement are being supported in whole or part by Federal and /or State funding the consultant shall comply with all applicable Federal and /or State laws.

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes  No

The MPO has an approved DBE Plan that follows the FDOT DBE Plan and was updated and approved at the August 26, 2020 MPO Governing Board meeting

Link: [LSMPO DBE Plan](#)

7. Does the MPO use the Equal Opportunity Compliance (EOC) system to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly accept DBE commitments and payments?

Please Check: Yes  No

The MPO in conjunction with Lake County Procurement Office utilizes the Disadvantage Business Enterprise (DBE) Directory published by the FDOT. The MPO submits the required semi-annual DBE Uniform report as required.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete (Recordings are available on the FDOT Local Programs [webpage](#)).

Please Check: Yes  No

MPO staff will review the GAP Training recordings on the FDOT website in the third quarter of fiscal year 2012-22.

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes X No

The MPO DBE policy is included in all consultant and subconsultant contracts as defined by 49 Code of Federal Regulations, Part 26.

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes X No  N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes X No  N/A

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a)  Minority business
- b)  Local business
- c)  Disadvantaged business
- d)  Small business
- e)  Location (physical location in proximity to the jurisdiction)
- f)  Materials purchasing (physical location or supplier)
- g)  Locally adopted wage rates
- h)  Other: \_\_\_\_\_

13. Do the MPO contracts only permit the use of the approved FDOT race-neutral program?

**Please Check: Yes**  **No**  **N/A**

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

**Please Check: Yes**  **No**  **N/A**

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

**Please Check: Yes**  **No**  **N/A**

16. Do the MPO contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

**Please Check: Yes**  **No**  **N/A**

## Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

The MPO continues to improve process and plan performance for the annual List of Priority Projects (LOPP). The MPO hosted the 2021 LOPP Kickoff Webinar on November 20, 2020. Introduced LOPP Guidance Document and the LOPP Project sufficiency checklist for all of our project partners to utilize. As per FDOT guidance the MPO implemented a LOPP TOP 20 Project List (Tier 1) to ensure to top priorities are communicated to FDOT. The MPO's internal review and assistance program for project sponsors has resulted in better and more productive project intake meetings.

## **Part 1 Section 6: MPO Comments**

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

The MPO enjoys a professional and communitive relationship with FDOT staff. Program compliance and adherence is presented in a systematic and predictable manner. Ensuring all parties are moving forward with the shared goals in mind.



**Lake-Sumter MPO**

**Joint Certification 2021- 1/1/21- 12/31/2021**

**1/20/2022**



## Contents

Purpose.....	2
Certification Process.....	3
Risk Assessment Process.....	4
Part 2 Section 1: Risk Assessment.....	9
Part 2 Section 2: Long-Range Transportation Plan (LRTP).....	13
Part 2 Section 3: Transportation Improvement Program (TIP).....	14
Part 2 Section 4: Unified Planning Work Program (UPWP).....	16
Part 2 Section 5: Clean Air Act.....	17
Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding.....	18
Part 2 Section 7: MPO Procurement and Contract Review.....	19
Part 2 Section 8: District Questions.....	21
Part 2 Section 9: Recommendations and Corrective Actions.....	22
Part 2 Section 10: Attachments.....	23

## **Purpose**

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

## Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 9: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 9: Attachments.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of each year.

## Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

*(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:*

*(1) The subrecipient's prior experience with the same or similar subawards;*

***(2) The results of previous audits including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;***

***(3) Whether the subrecipient has new personnel or new or substantially changed systems; and***

*(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

*(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.208.*

*(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:*

*(1) Reviewing financial and performance reports required by the pass-through entity.*

*(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the*

*subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*

*(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.*

*(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.*

*(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*

*(1) Providing subrecipients with training and technical assistance on program-related matters; and*

*(2) Performing on-site reviews of the subrecipient's program operations;*

*(3) Arranging for agreed-upon-procedures engagements as described in §200.425.*

**If an MPO receives a Management Decision as a result of the Single Audit, the MPO may be assigned the high-risk level.**

**After coordination with the Office of Policy Planning, any of the considerations in 2 CFR §200.331 (b) may result in an MPO being assigned the high-risk level.**

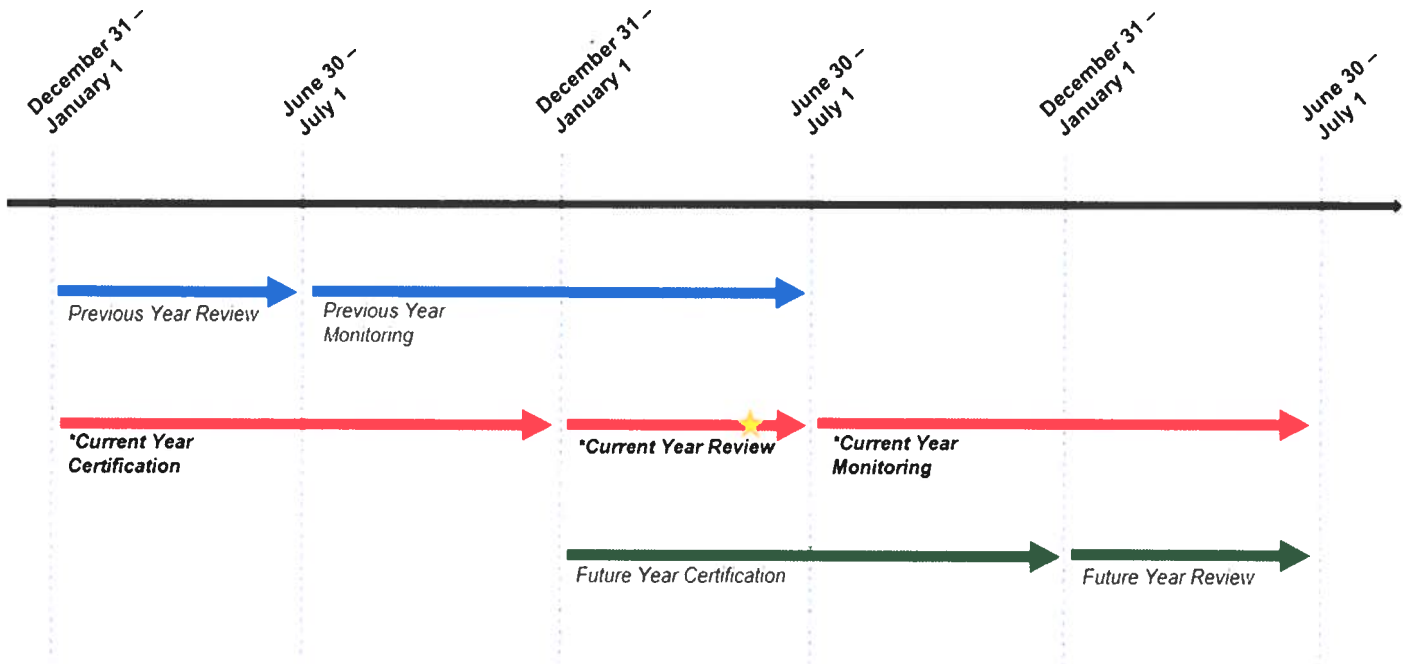
The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO’s supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The frequency of review is based on the level of risk in **Table 1**.

**Table 1. Risk Assessment Scoring**

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance. The first step is to complete this Risk Assessment during the joint certification for the current year (*The red line in Figure 1*). The current year runs for a 12-month period from January 1 to December 31 of the same year (**Example: January 1, 2018 through December 31, 2018**). There is a 6-month period when the joint certification for the current year is reviewed before the Risk Assessment enters the Monitoring phase. The joint certification review runs from January 1 to June 30 (**Example: January 1, 2019 through June 30, 2019**). After the review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period (**Example: July 1, 2019 to June 30, 2020**). The entire Risk Assessment runs for a total of 30-months. However, there will always be an overlapping of previous year, current year, and future year Risk Assessments. **Figure 1** shows the timeline of Risk Assessment phases and how Risk Assessments can overlap from year to year.

Figure 1. Risk Assessment: Certification Year vs. Monitoring



★ June 1<sup>st</sup> - Joint Certifications are due to FDOT



## **Part 2**

Part 2 of the Joint Certification is to be completed by the District MPO Liaison.

## Part 2 Section 1: Risk Assessment

### MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

**Table 2. MPO Invoice Submittal Summary**

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G1L93-3	8/1/20-11/30/21	12/28/20	No
G1L93-4	11/01/2020-12/31/2020	2/26/21	No
G1L93-5	11/12/2020-3/31/2021	6/3/21	No
G1L93-6	4/1/21-6/30/21	10/1/21	No
G1L93-7	7/1/21-9/30/21	12/7/21	No
G1L93-8	7/1/21-9/30/21	12/8/21	No
<b>MPO Invoice Submittal Total</b>			
<b>Total Number of Invoices that were Submitted on Time</b>			<b>6</b>
<b>Total Number of Invoices Submitted</b>			<b>6</b>

### MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant

finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

**Table 3. MPO Invoice Review Checklist Summary**

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
G1L93-3 Review Date 12/28/20	7
G1L93-4 Review Date 2/26/21	7
G1L93-5 Review Date 6/3/21	7
G1L93-6 Review Date 10/1/21	7
G1L93-7 Review Date 12/7/21	7
G1L93-8 Review Date 12/8/21	7

<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	<b>42</b>

*\*Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*

### MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.
- Submitting travel charges that do not comply with the MPO's travel policy.

**Table 4. MPO Supporting Documentation Review Checklist Summary**

<b>MPO Supporting Documentation Review Checklist</b>	<b>Number of Correct Materially Significant Finding Questions</b>
<b>G1L93-5 Reviewed 1/24/22</b>	
<b>Only 13 questions applicable, 12 N/A questions</b>	

MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	13

\*Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes  No  N/A

Risk Assessment Score

Please use the Risk Assessment worksheet to calculate the MPO’s risk score. Use **Table 5** as a guide for the selecting the MPO’s risk level.

**Table 5. Risk Assessment Scoring**

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 100%

Level of Risk: **Low**

## Part 2 Section 2: Long-Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

N/A

## Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

### Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

LSMPO 2021 TIP Final Draft.pdf 6/15/21  
LSMPODRAFTTIP2021-22\_2025-26\_Project\_Pages.pdf 6/15/21  
LSMPODRAFTTIPSummary pages2021-22\_2025-26.pdf 6/15/21  
TIP Review Checklist \_LSMPO\_6-18-21.docx 6/15/21  
LSMPO\_APPROVED\_TIP\_2021-22\_2025-26FINAL.pdf 7/1/21  
TIP Review Checklist \_Adopted TIP\_LSMPO\_7-26-21.docx 7/1/21  
Current TIP Amendment #4 Packet09082021.vfinal.pdf 9/10/21  
2021 TIP #2 Packet.vfinal.pdf 9/10/21  
2021tip-roll-forward-amendment.vfinal09102021.pdf 9/10/21  
2021-tip-2-packet.pdf 11/10/21  
october-27-2021-governing-board-agendavfinal.pdf 11/10/21  
Project # 449239-1-LRTP Page 2-3 11/10/21  
Project #449239-1 TIP.pdf 11/10/21  
Project# 449239-1 MPO Board agenda 11/10/21  
427056-1 AGN.pdf 12/9/21  
427056-1 TIP amended.pdf 12/9/21  
427056-1\_LRTP.pdf 12/9/21  
427056-1\_TIP orginal.pdf 12/9/21  
449622-1 TIP amended.pdf 12/9/21  
449622-1\_AGN.pdf 12/9/21  
449622-1\_LRTP.pdf 12/9/21  
450273-1 AGN.pdf 12/9/21  
450273-1 TIP amended.pdf 12/9/21  
450273-1\_LRTP.pdf 12/9/21





## Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

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## Part 2 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Title(s) of Attachment(s)

N/A

## Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

**Please Check:** Yes  No  N/A

## Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

**Please Check: Yes**  **No**  **N/A**

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

**Please Check: Yes**  **No**  **N/A**

3. Does the contract only permit the use of the approved FDOT race-neutral program?

**Please Check: Yes**  **No**  **N/A**

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

**Please Check: Yes**  **No**  **N/A**

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

**Please Check: Yes**  **No**  **N/A**

6. Does the contract contain required civil rights clauses, including:
- a. Nondiscrimination in contracting statement (49 CFR 26.13)
  - b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
  - c. FDOT DBE specifications

**Please Check: Yes**  **No**  **N/A**

## Part 2 Section 8: District Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question, and the response in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. In CY2021, explain how the MPO addressed the goals and objectives outlined in your LRTP and how the required performance measures are supported in your plans and priorities.

The MPO funds projects that help the MPO planning area achieve the desired outcomes of our Goals and Objectives. This includes supporting Complete Streets projects, bicycle and pedestrian improvements, ACES, and transit plans. Performance Management is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are quantitative criteria used to evaluate progress against adopted performance targets.

2. Which processes should FDOT consider improving to assist the MPO in carrying out its day-to-day operations?

The new CPG is the biggest improvement that will help out in our day-to-day operations. Clear and timely progress and reporting requirements will help.

3. In which areas could FDOT consider improving to enhance the relationship between the MPO's and the Department?

A better understanding of the local funding impacts of legislative appropriations would help the MPO in the annual priority projects process.

4. Question

PLEASE EXPLAIN



5. Question

PLEASE EXPLAIN

## Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the problem must be corrected by the MPO.

### Status of Recommendations and/or Corrective Actions from Prior Certifications

N/A

### Recommendations

As we work towards a new UPWP cycle and the transition to the CPG, the department would like to strongly encourage the MPO to partner with their transit agencies in making sure that all aspects of transit planning are still being prioritized. We would also like to encourage the MPO to spend down their PTGA's in an effort to fully transition to the CPG.

### Corrective Actions

The Department has no corrective actions at this time.

## Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Please also sign and attached the [MPO Joint Certification Statement](#).

### Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/551/LSMPO 2021 TIP Final Draft.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/551/LSMPODRAFTTIP2021-22 2025-26 Project Pages.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/551/LSMPODRAFTTIPSummary pages2021-22 2025-26.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/layouts/15/Doc.aspx?sourcedoc=/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/551/TIP%20Review%20Checklist%20 LSMPO 6-18-21.docx&action=default&mobileredirect=true>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/574/LSMPO APPROVED TIP 2021-22 2025-26FINAL.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/layouts/15/Doc.aspx?sourcedoc=/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/574/TIP%20Review%20Checklist%20 Adopted %20TIP LSMPO 7-26-21.docx&action=default&mobileredirect=true>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/618/Current TIP Amendment %234 Packet09082021.vfinal.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/619/2021 TIP %232 Packet.vfinal.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/620/2021tip-roll-forward-amendment.vfinal09102021.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/676/2021-tip-2-packet.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/676/october-27-2021-governing-board-agendavfinal.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/676/Project %23 449239-1-LRTP Page 2-3>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/675/Project %23449239-1 TIP.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/675/Project%23 449239-1 MPO Board agenda>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/427056-1 AGN.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/427056-1 TIP amended.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/427056-1 LRTP.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/427056-1 TIP orginal.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/449622-1 TIP amended.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/449622-1 AGN.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/449622-1 LRTP.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/450273-1 AGN.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/450273-1 TIP amended.pdf>

<https://fldot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/Attachments/690/450273-1 LRTP.pdf>

APPENDIX G.  
LAKE-SUMTER MPO TRAVEL POLICY







## **POLICY 2017-2**

### **MPO TRAVEL POLICY**

#### **I. PURPOSE AND SCOPE**

To establish a policy concerning travel and the reimbursement of travel expenses incurred by employees of the MPO.

#### **II. DEFINITIONS:**

- a) Authorized person— A person who is authorized by the MPO head to incur travel expenses in the performance of his/her official duties, or a person who is hired by the MPO to provide services as a consultant or advisor or a person who is a candidate for executive or professional position.
- b) Common carrier—Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- c) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.
- d) Travel period—A period of time between the time of departure and time of return.
- e) Class A travel—Continuous travel of 24 hours or more away from official headquarters.
- f) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- g) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- h) Incidental Travel Expenses- The following incidental travel expenses may be reimbursed: taxi fare; bridge; ferry; road and tunnel tolls; storage or parking fees; resort fees; copy charges and fax expenses;
- i) Mileage Reimbursement Rate-- The rate allowed for use of privately owned vehicles for official travel in lieu of publically owned vehicles or common carriers.
- j) Official Headquarters—The office of the Lake~Sumter MPO and all land within a ten (10) mile radius of the office of the Lake~Sumter MPO.

### III. REQUIREMENTS

- A. All employees who will be traveling to conduct business (1) overnight, (2) outside of Lake County and Sumter County, Florida, including out of travel and (3) Class A Travel, Class B Travel or Class C Travel must obtain approval from the executive director of the MPO or designee.
- B. Employees are required to complete a Lake County Travel Expense Reimbursement Form in order to claim reimbursement for travel expense and/or to account for travel advances received.

### IV. POLICY

#### A. TRAVEL AUTHORIZATION AND ADVANCES:

Approval for Class A or Class B travelers should be obtained by completing a Lake County Travel Request Form. A copy of the program or agenda of a convention or conference, itemizing registration fees and any meals or lodging included in the fee, shall be attached to the Travel Request Form. Per diem rates for meals must be adjusted for any meals included in the cost of the event.

The employee may also request an advance for expenses expected to be incurred if the total expenses exceed \$25.

Employees with purchasing cards would generally not be eligible for advance travel payments for items that could be paid for with the purchasing card.

After the request has been approved, registration and hotel costs may be paid using a purchasing card, or the employee(s) may request a direct payment to the sponsoring organization for registration and to the hotel for the cost of lodging. It is important to note that when transient rental accommodations are billed directly to and paid directly by a governmental entity, such accommodations are exempt from tax. This rule does not apply if the employee pays for lodging and then is reimbursed by a governmental entity.

Payments for airline tickets may be made upon the approval of the Travel Request Form. Airline reservations should be made by the MPO. A direct pay request may be submitted to the Lake County Finance department for payment, or a purchasing card issued by Lake County may be used.

#### B. TRAVEL PROCEDURES:

- 1. All travel must be by a usually traveled route. In the case where a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler. Employees are encouraged to carpool when possible.

2. Travel within an employee's official headquarters shall not be eligible for mileage or per diem reimbursement.
3. For travel outside of an employee's official headquarters, mileage shall be measured from the point of origin to the point of destination, and shall be computed on the basis of odometer readings for the beginning and end of the trip.

Point of origin and point of destination may either be the employee's home or the employee's official headquarters. For example, if an employee's home is in Clermont, and the employee's official headquarters is the MPO office in Leesburg, and he/she is traveling to a meeting in Orlando, mileage should be computed as follows: Home to Orlando to home. However, if the employee returns to his/her office to work for a portion of the day, the mileage should be computed as follows: Home to Orlando to official headquarters.

4. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carrier is authorized. Whenever travel is by privately owned vehicle, the traveler will be reimbursed per mile equal to the standard mileage reimbursement rate for all federal employees as allowed by the IRS regulations. No other expenses related to the operation, maintenance or ownership of a privately owned vehicle are allowed.
5. Employees will be reimbursed for the cost of a rental vehicle at their destination, if public transportation is not available or not practical. The type and size of vehicle should reflect responsible use of MPO funds. A vehicle larger than mid-size should only be used when several people will be transported. A reservation for the rental vehicle should be made in advance, and, if necessary, secured by an employee credit card or by a County purchasing card. An estimate of the expense should be obtained from the rental car company so that a check may be requested to pay for the rental at the destination if so desired by the employee. Any differences between the estimated expense and the actual expense will be reconciled on the reimbursement form. The additional insurance provided by the rental company should be declined.
6. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another person or when he/she is transported by another traveler who is entitled to mileage reimbursement.
7. Incidental expenses, as defined above, and hotel accommodations will be reimbursed based upon a receipt.
8. Travel expenses fall in three categories: Class A, B and C travel as defined in



Definitions. Depending upon the class of travel incurred, the employee is allowed per diem at the maximum rate of \$36 per day for meals, computed as follows:

BREAKFAST: \$6.00 - when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

LUNCH: \$11.00 - when travel begins before 12:00 noon and extends beyond 2:00 p.m.

DINNER: \$19.00 - when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during nighttime hours due to special assignment.

ALTERNATIVE PER DIEM RATE: \$80.00 per day, which includes meals and lodging.

9. For each day of authorized travel, the traveler is allowed to claim either:
  - i. Per diem at the alternative rate which includes meals and lodging or
  - ii. If actual expenses exceed the per diem, the amounts permitted above for meals plus actual expenses for lodging. Lodging expenses may be paid directly by the MPO to the hotel.
10. No allowance shall be paid for meals when travel is within Lake County or Sumter County. Class C Travel meals are fully taxable to the employee. Meals that are provided as a part of a conference or meeting registration are not reimbursable to the employee.

C. REIMBURSEMENT FORM

1. All travel must be approved by the MPO Executive Director in accordance with III(A) above.
2. All employees are required to complete a Travel Expense Reimbursement Form in order to claim reimbursement for travel expenses and/or to account for travel advances received. The form should be completed within thirty (30) days of completing the trip.
  - i. Hour of departure and return must be shown for all travel.
  - ii. The business purpose of the trip must be given. A copy of the conference, convention, meeting, or seminar agenda should be attached. If the employee obtained a direct payment to the hotel for the cost of lodging, the employee must obtain a hotel receipt and attach it to the Travel Expense Reimbursement Form.
  - iii. All travel-related purchasing card charges must be accounted for on

the Travel Expense Reimbursement Form. Copies of receipts for all purchasing card charges must be attached. Charges must be reported in detail by type of expense. These expenses must be totaled in the "Advance/Purchasing Card" line and subtracted from the total travel expenses due to the traveler.

3. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution and/or corrective action up to and including termination. In addition, the employee will be held personally liable for repayment of funds obtained from filing a false claim.
4. Employees will be reimbursed for taxes paid in connection with lodging and incidental travel expenses.

Policy Approved on:

February 22, 2017

Lake~Sumter Metropolitan Planning Organization



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Pat Kelley , Chairman

Approved as to form and legality:



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Melanie Marsh, MPO Attorney

APPENDIX H.  
FDOT DISTRICT PLANNING ACTIVITIES





Florida Department of Transportation  
District Five

## District Planning Activities

At Florida Department of Transportation (FDOT), our mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. In order to achieve FDOT's mission and to remain one of the top DOTs in the country, FDOT Secretary Kevin J. Thibault has implemented the department's Vital Few: **Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent**. These four core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of Florida. We should always strive to improve safety for all road users, enhance mobility for a growing Florida, inspire innovation within the transportation industry and foster talent within our agency by attracting the best and brightest employees in the nation.

### Improve Safety

FDOT's mission and top priority is to create a safe, efficient transportation system for all road users in the state of Florida. To continually improve the safety of the traveling public, FDOT participates in several safety campaigns throughout the year, consistently spreads awareness of safety practices through its communication and social media channels, and follows safety standards in every project, every time. FDOT supports the mission of Vision Zero by implementing Target Zero initiatives and by collaborating with our partners to reach zero fatalities and serious injuring on all roads in Florida.

- Incorporate safety into all planning activities for all modes
  - Corridor studies
  - Bicycle and Pedestrian plans and projects
  - Transit plans and projects
  - Operational improvements
  - Intersection safety
  - Rail safety
  - Establish target speed for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety Campaigns:
  - Target Zero
  - Alert Today Florida
  - Safe Mobility for Life
- Safety Emphasis Areas
  - Aggressive driving
  - Aging road users and teen drivers
  - Distracted driving



Florida Department of Transportation  
District Five

- Impaired driving
- Intersection crashes
- Lane departure crashes
- Traffic records data
- Vulnerable road users
- Speed Management
- Crash data

### Enhance Mobility

As Florida continues to gain more than 600 residents a day and welcomes more than 126 million annual visitors, it is essential to enhance mobility throughout the state to accommodate its consistent and rapid growth. The Florida Department of Transportation is committed to continuing to enhance our state's transportation system to fit the current and future needs of our residents and visitors. Whether that's through the expansion or enhancement of existing roadways or increased multimodal options, we are committed to building the Florida of the future.

- Systems Planning
  - Travel demand model development
  - Interchange analysis and reviews
  - Level of Service (LOS)
  - Growth management reviews (traffic impact analysis)
  - System maintenance
  - GIS application development and data maintenance
  - Management of data and statistics (track trends)
  - Traffic count program
  - Functional classification
  - Incorporate CAV technology into infrastructure improvements
- Modal Development
  - Incorporate all modes into planning activities
    - Corridor studies that integrate transportation and land use
  - Bicycle and pedestrian facilities
    - Filling gaps in the network
    - Improvements and enhancements included with all plans and projects
    - Multi use trails and side paths
    - Connections to transit
  - Public transit
    - Increasing accessibility to transit routes
    - Commuter Assistance Program
    - Transit agency program management and technical assistance



Florida Department of Transportation  
District Five

- Administration/Program Management of state and federal transit funds
- Assistance to develop transit plans
  - Transit Development Plan (TDP)
  - Transit Asset Management
  - Title VI
  - Transit Disadvantaged Service Plan (TDSP)
- Fixed Guideway Systems
  - Greater Orlando Area Airport (GOAA)
  - SunRail
- Triennial safety audits
- Transportation Disadvantaged Local Coordinating Boards
- Freight and goods movement
  - District Freight Plan
  - Truck Parking Feasibility Studies
  - Sub-area Freight Studies
- SunRail
- Context Classification
- Incident management
- Active work zone management
- Incorporate TSM&O strategies
- Expand flexibility of funding to support multimodal projects
  - District allocation of state funds for transit operations

#### Inspire Innovation

Since it was created, FDOT has been consistently creating innovative solutions to solve transportation challenges throughout the state and has become a leader in transportation across the country. The transportation industry is evolving at a rapid pace, and one of our goals at FDOT is to inspire innovation in everything we do. FDOT is proud to employ some of the best and brightest individuals. In order to continue to provide a safe, efficient transportation system for Florida's residents and visitors and prepare for the future, FDOT encourages every employee to think outside of the box. From the everyday processes we use to complete our work to incorporating the latest technologies, let us be forward-thinking in all we do.

- Improve innovation process
  - Ideation approach
  - Incorporate innovation into all FDOT activities and function
- Training
- Data needs and sharing
- Launch platform to engage FDOT staff



Florida Department of Transportation  
District Five

- Innovator Teams
- Migrate ideas
- Monitor and report
  - Develop reports
  - Share information

Additional Planning Activities

- MPO Program Management
  - Administration of MPO program and federal funds
  - District Liaison support for MPOs and local governments
  - Technical assistance for development and maintenance of MPO plans and documents
    - UPWP
    - LRTP
    - TIP
    - Agreements
  - Monitoring of program
  - Financial management and oversight
  - Annual Joint MPO Certification
- Regional Planning
  - Support and participate in advisory role to regional boards and committees
  - Regional studies
    - Truck parking
    - Freight and goods movement
    - Multimodal
    - Regional project priorities
- Environmental Management
  - Enhance planning and environmental linkages (PEL)
  - ETDM process
  - Planning consistency
  - PD&E studies