

Fiscal Years 2025-2026



UNIFIED PLANNING WORK PROGRAM

July 1, 2024 – June 30, 2025 & July 1, 2025 – June 30, 2026

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Cost Analysis Certification

Lake-Sumter MPO

Unified Planning Work Program - FY 2025-2026

Adopted 4/24/2024

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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Lake-Sumter MPO

Unified Planning Work Program - FY 2025-2026

Adopted 4/24/2024

Revision Number: Revision 1

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A handwritten signature in black ink that reads "Charles Kopernolle". The signature is written in a cursive style with a loop at the end.

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11/5/2024

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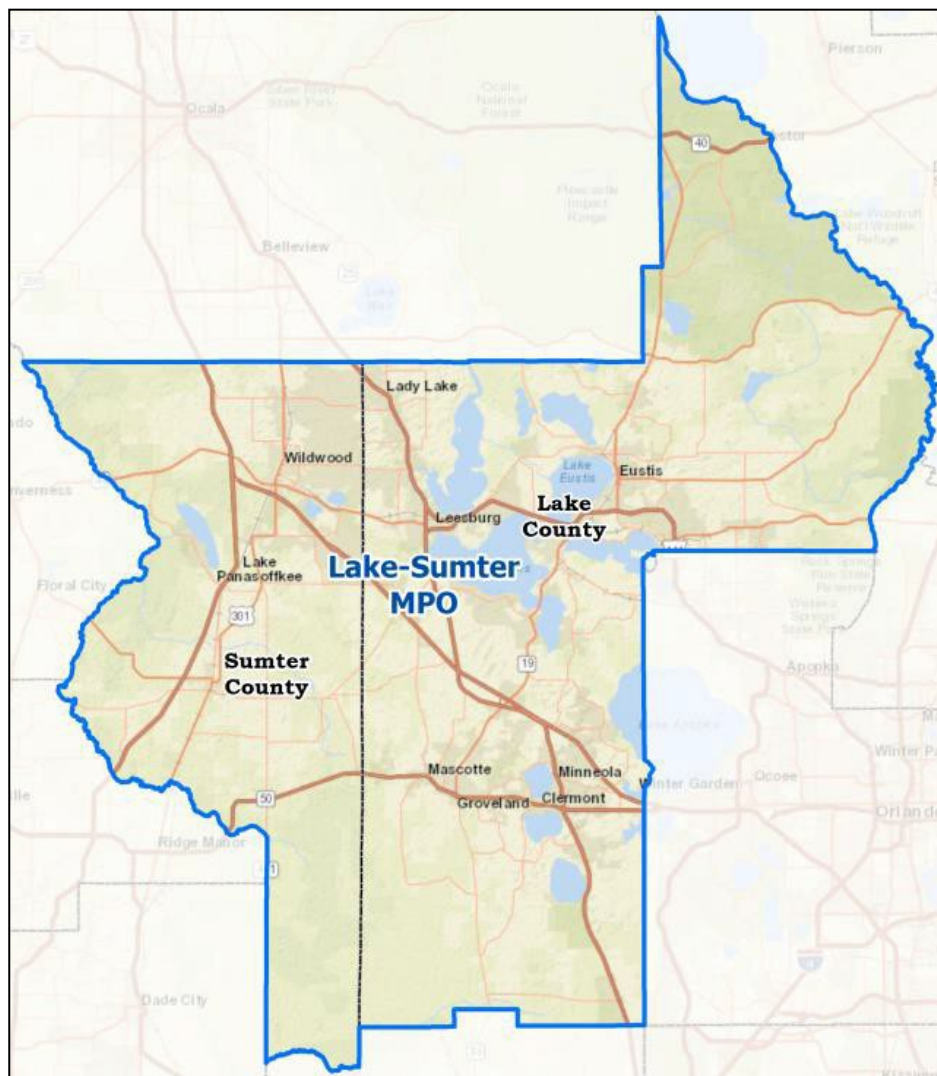
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1. INTRODUCTION

1.1 DEFINITION AND PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds within Lake and Sumter counties. 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's planning area continues to be strong, as Lake and Sumter counties are two of the country's fastest growing counties. 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 appropriate transportation solutions.

Figure 1. Lake~Sumter MPO Planning Area



The 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 budgets using federal and other funds for planning
- Estimates costs for each task

This UPWP is consistent with all federal and state requirements. All MPO work products including the Transportation Improvement Program (TIP) and planning concepts and factors follow Federal and State guidelines. The MPO complies with Title VI of the Civil Rights Act of 1964, which 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 Lake and Sumter counties. 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 2024/25 – 2025/26 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, 2024 through June 30, 2026 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 Long Range Transportation Plan (LRTP) is one of the key products of the MPO's transportation planning process and addresses the state and federal requirements that are the responsibility of the MPO. The LRTP identifies the fiscally constrained expenditure of federal and state transportation funds to enhance pedestrian, bicycle, transit, highway, and freight mobility. The Lake~Sumter MPO's 2045 LRTP currently serves as the primary guidance for developing transportation improvements in the MPO's planning area over the next 25 years. Work associated with the development and completion of the MPO's 2050 LRTP will take place under this UPWP.

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 lead local 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 and is expected be similarly integral in the development of the 2050 LRTP.

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 (ITS) 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)

A TSM&O Element will be developed for incorporation in the MPO's 2050 LRTP.

1.2.4 Complete Streets Projects

The MPO supports Complete Streets as an alternative transportation strategy to balance quality of life and mobility challenges. Complete Streets are roadways designed to accommodate all users and include elements such as 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 Avenue Complete Streets Study and SR 50 Corridor Planning Study (Bloxam Avenue to 12th Street, Clermont), SR 471 in Webster, and Main Street in Leesburg. The MPO's List of Priority Projects (LOPP) includes a dedicated Complete Streets Projects priority list which identifies additional new corridors for Complete Streets studies. These corridors include SR 19 in Eustis, CR 435 in east Lake County, Orange St. & Broad St. (SR 50) in Groveland, and CR 455 in Montverde.

A Complete Streets Element will be developed for incorporation in the MPO's 2050 LRTP.

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 will be instrumental in developing the 2050 LRTP, which will include and Active Transportation Element. 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 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 as part of an expanding trail network throughout Florida. 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 LOPP includes a ranked list of all trail priorities within the planning area, including SUN Trail/Coast to Coast Connector trail segments.

1.2.6 Transit and Transportation Disadvantaged Programs

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. 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.

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

Planning studies completed in the regional planning area by the MPO, FDOT, Lake County, and Sumter County 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
Freight Evaluation and Summary Report	MPO	2023-2024	\$73,520	PL & 5305D
Federal Discretionary Grant Funding Eligibility Review	MPO	2023-2024	\$50,060	PL & 5305D
Census 2020 Technical Support	MPO	2023-2024	\$24,925	PL & 5305D

Figure 3. FDOT District Five Completed Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Figure 4. Other Local Government Completed Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

1.2.8 Ongoing and Future Planning Studies in the Lake~Sumter MPO Planning 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 Five 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
Complete Streets Planning Element	LSMPO	2025-2026	\$15,000	PL & 5305D
Active Transportation Planning Element	LSMPO	2025-2026	\$10,000	PL & 5305D
Safety & Vision Zero Planning Element	LSMPO	2025-2026	\$80,025	SS4A Grant
Resiliency Planning Element	LSMPO	2025-2026	\$40,000	PL & 5305D
TSMO & ITS Planning Element	LSMPO	2025-2026	\$50,090	PL & 5305D

Figure 6. FDOT District Five Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Figure 7. Other Local Government Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

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 Justice⁴⁰ 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 | ▪ Modal Development Technical Support |
| ▪ Systems Planning and Reviews | ▪ Transportation Alternatives Program Development |
| ▪ Interchange Reviews | ▪ Commuter Services |
| ▪ Travel Demand Model Development | ▪ State Highway System Corridor Studies |
| ▪ ETDM/Community Impact Analysis | ▪ Complete Streets Studies |
| ▪ Statistics | ▪ Growth Management Impact Reviews |
| ▪ Federal Functional Classification | ▪ Promoting and coordinating Safety for all modes of transportation |
| ▪ Traffic Counts Program | |

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

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 federal requirements, 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 September 2018 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 UPWP's 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: Administration and Management
- Task 2: Transportation Improvement Program
- Task 3: Long Range Transportation Plan
- Task 4: Special Studies
- Task 5: Public Outreach
- Task 6: MPO Regional Activities

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 “soft match” provision 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 2024/25–2025/26 UPWP including but not limited to the following:

- 21-day comment period on the draft FY 2024/25–2025/26 UPWP
- Public meetings on specific transportation projects including the UPWP
- MPO Website: 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)
- April 3, 2024 - TAC/CAC Meeting Agendas Posted and 21-day public review period is initiated
- April 10, 2024 – Approved draft UPWP at TAC and CAC meetings
- April 24, 2024 - Adopted UPWP at the Governing Board meeting

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.

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)

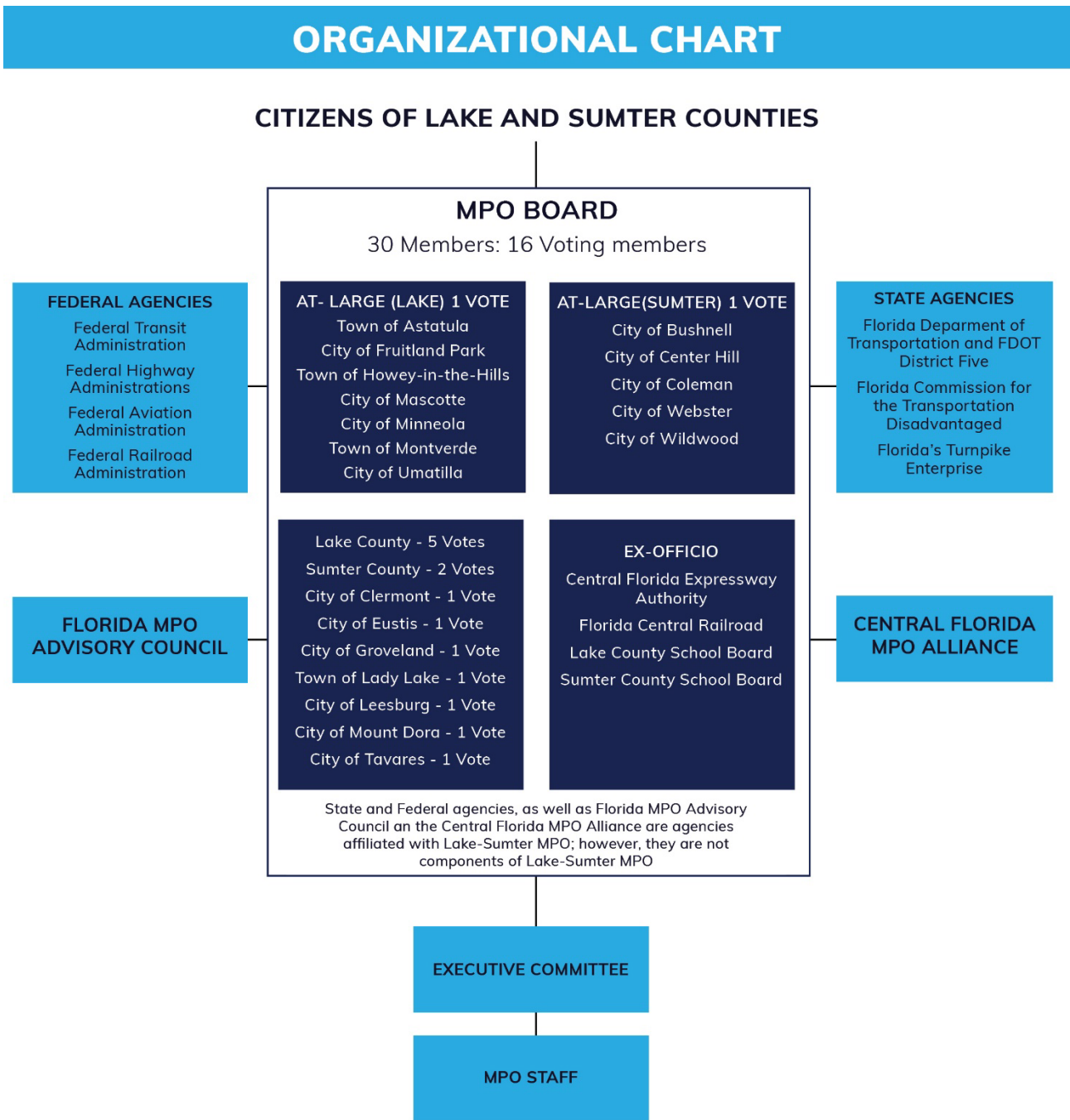
There are two TDCBs in the MPO Area; one for Lake and one for Sumter county. The primary purpose of each TDCB is to assist the MPO in identifying local service needs and in providing information, advice and direction to the Community Transportation Coordinators (CTCs) in Lake and Sumter Counties.

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 the General Planning Consultant (GPC) and single source contracts to execute the metropolitan transportation planning process and fulfill the required work products of the MPO. Each of the six UPWP Tasks are accomplished with consultant support through the GPC contract 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:

- **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, 2024 – June 30, 2026.*
- **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, 2024 thru June 30, 2025 and July 1, 2025 thru June 30, 2026.*
- **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 in fiscal year 2025.*
- **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 for reapproval.*
- 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.

- **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 MPO 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 current 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 2024 (Joint Certification Statement signed by the MPO on February 28, 2024 and FDOT on March 8, 2024). 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.

2.4 INDIRECT COST RATE

The MPO does not utilize an indirect cost rate.

3. TASKS OVERVIEW FOR FY 2024/25- 2025/2026

This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2024/25-2025/26, including the purpose of the Task, previous work accomplished, proposed required activities to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The UPWP 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 - Administration and Management

This task includes providing 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 -Transportation Improvement Program (TIP)

This task 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. This task also includes the development of the MPO's annual List of Priority Projects which is critical to the development of FDOT Five-Year Work Program and the TIP.

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 - Long Range Transportation Plan

Long Range Transportation Plan

Work in this section primarily involves the implementation of any major updates or amendments to the MPO's 2045 Long Range Transportation Plan (LRTP) and development of the new 2050 LRTP. 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.

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.

The MPO's 2050 LRTP will include elements developed specifically to address the following:

- Complete Streets
- Active Transportation
- Freight and Rail
- Safety Vision Zero
- Resiliency
- TSMO & ITS

Task 4- 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.

Public Transportation and Transportation Disadvantaged

Includes all activities related to the Transportation Disadvantaged (TD) Program and the public transportation in Lake and Sumter counties.

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.

Task 5 - Public 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's 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. The updated PPP, Title VI LEP and DBE plans will be on the agenda for approval April 2024.

Task 6 - 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

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

Administration, preparation and distribution of planning documents, technical assistance, and documents for MPO 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 - Activities for Fiscal Years 2025 and 2026

Description of Planning Work	Resulting Product(s)	Completion Date(s)
Perform financial tasks, budget management, financial record keeping, preparation of invoices, and personnel services	Budgets, contracts, and financial records, FDOT audits, invoices	On-going
Maintenance of prior years' grants, contracts, and agreements	Revised or updated contracts or agreements	On-going
Continued program of upgrading computers and other office equipment to meet evolving technology needs	Computer and other office equipment	On-going
Prepare annual audit	Audit Report	Annually
Administer and support MPO Governing Board and Advisory Committees	Board/Committee meetings and associated materials, minutes, and notifications	Monthly
Monitor the two-year UPWP, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT	Progress Reports*	Monthly
Amend and modify FY 2024/25 – 2025/26 UPWP	Updated FY 25-26 UPWP*	As Needed
Complete and adopt FY 2026/27 – 2027/28 UPWP	FY 27-28 UPWP*	May 2026
Monitor, review, and update MPO Continuity of Operations Plan (COOP). Review and coordinate plans for transportation services following natural or man-made emergencies.	Updated COOP*	As Needed
Maintain and update MPO agreements, Board and Committee bylaws	Revised agreements and bylaws	As Needed
Monitor DBE participation and report payments	Summary reports	Semiannual

Description of Planning Work	Resulting Product(s)s	Completion Date(s)
Staff Services Agreement with Lake County	Renewed agreement	As needed
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 consultant contracts, project RFP contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status reports.	As Needed
Management, Maintenance, and Operations of the MPO Office Complex	Lease payment, office maintenance, safety, and security of personnel, MPO signage, cleaning of MPO utilized facilities. Purchases including supplies and capital and lease of equipment. Website hosting, webmaster services, and updates.**	On-going
Travel and training for MPO staff	Necessary travel and related costs for attendance at trainings and industry conferences/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. Scopes of Service for consultant supported activities are included in Appendix I.

** Please note: Lake-Sumter MPO understands that any equipment purchases equal to or over \$5,000 (for a single unit) included in the Direct Expenses category in the budget tables on the following pages will require FHWA approval.

Task 1 –Administration and Management Budget Table

Task 1 - Administration and Management		
2025		
Funding Source	FHWA	FY 2025 Total
Contract Number	G2V34	
Source Level	PL	
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 264,213	\$ 264,213
Personnel (salary and benefits) Subtotal	\$ 264,213	\$ 264,213
Consultant		
Consultant	\$ 80,000	\$ 80,000
Accounting/Financial	\$ 65,000	\$ 65,000
Consultant Subtotal	\$ 145,000	\$ 145,000
Travel		
Travel	\$ 4,250	\$ 4,250
Travel Subtotal	\$ 4,250	\$ 4,250
Direct Expenses		
Annual Audit	\$ 15,000	\$ 15,000
Telecommunications	\$ 4,560	\$ 4,560
Freight and Postage	\$ 200	\$ 200
Office Lease	\$ 35,500	\$ 35,500
Insurance	\$ 2,000	\$ 2,000
LC Document Services	\$ 1,000	\$ 1,000
Support Services by LC	\$ 29,986	\$ 29,986
Office Supplies	\$ 3,000	\$ 3,000
Info Tech Supplies	\$ 5,000	\$ 5,000
Janitorial Services	\$ 3,500	\$ 3,500
Direct Expenses Subtotal	\$ 99,746	\$ 99,746
Total	\$ 513,209	\$ 513,209

The Task 1 Budget Table for FY 2025 includes \$30,000 of de-obligated FHWA PL funding. Available after October 1, 2024 with FHWA approval.

Task 1 - Administration and Management		
2026		
Funding Source	FHWA	FY 2026 Total
Contract Number	G2V34	
Source	PL	
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 295,373	\$ 295,373
Personnel (salary and benefits) Subtotal	\$ 295,373	\$ 295,373
Consultant		
Consultant	\$ 50,000	\$ 50,000
Accounting/Financial	\$ 70,000	\$ 70,000
Consultant Subtotal	\$ 120,000	\$ 120,000
Travel		
Travel	\$ 4,250	\$ 4,250
Travel Subtotal	\$ 4,250	\$ 4,250
Direct Expenses		
Annual Audit	\$ 17,250	\$ 17,250
Telecommunications	\$ 5,009	\$ 5,009
Freight and Postage	\$ 200	\$ 200
Office Lease	\$ 36,525	\$ 36,525
Insurance	\$ 2,500	\$ 2,500
LC Document Services	\$ 1,000	\$ 1,000
Support Services by LC	\$ 31,000	\$ 31,000
Office Supplies	\$ 3,700	\$ 3,700
Info Tech Supplies	\$ 5,000	\$ 5,000
Janitorial Services	\$ 4,000	\$ 4,000
Direct Expenses Subtotal	\$ 106,184	\$ 106,184
Total	\$ 525,807	\$ 525,807

TASK 2: TRANSPORTATION IMPROVEMENT PROGRAM

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. To maintain and annually update and publish the List of Priority Projects (LOPP) in June 2025 and 2026.

Task 2: Transportation Improvement Program achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206].

Previous Work

Development and management of the FY 2022/23-2026/27 TIP and the FY 2023/24-2027/28 TIP and all required amendments. Adopted LOPP (June 2023, June 2024).

Task 2: Transportation Improvement Program Activities for Fiscal Years 2025 and 2026

Description of Planning Work	Resulting Products	Completion Date
Develop and publish the annual TIP utilizing web-based interactive TIP and mapping application	FY 2024/25- 2028/29 TIP and FY 2025/26 – 2029/30 TIP*	June 2025 and June 2026
Amendments and updates to the TIP, STIP and online maps	Updated TIP, STIP, and online maps*	As Needed
Analysis and report performance of the TIP Performance Measure (PM) 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 2025 & June 2026
Data collection, analysis, and reporting for all federally required performance measures	Performance measures report*	Annually or as needed
Annual listing of Federally obligated projects	Annual Obligation Report	Annually and as needed
Develop, update, and publish the List of Priority Projects (LOPP) and annual LOPP fiscal and programmatic effectiveness analysis.	LOPP document and annual LOPP fiscal and programmatic effectiveness report.*	June 2025 and June 2026
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. Scopes of Service for consultant supported activities are included in Appendix I.

Task 2 – Transportation Improvement Program Budget Table

Task 2 – Transportation Improvement Program		
2025		
Funding Source	FHWA	FY 2025 Total
Contract Number	G2V34	
Source Level	PL*	
Personnel (salary and benefits)	\$ 41,418	\$ 41,418
Consultant	\$ 165,742	\$ 165,742
2025 Totals	\$ 207,160	\$ 207,160
2026		
Funding Source	FHWA	FY 2026 Total
Contract Number	GXX25	
Source	PL*	
Personnel (salary and benefits)	\$ 52,452	\$ 52,452
Consultant	\$ 115,000	\$ 115,000
2026 Totals	\$ 167,452	\$ 167,452

The Task 2 Budget Table for FY 2025 includes \$20,000 of de-obligated FHWA PL funding. Available after October 1, 2024 with FHWA approval.

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)]. 2.5% of the total PL allocation for fiscal year 2024/25 is \$21,492 of \$859,669, and for fiscal year 2025/26, is \$21,770 of \$870,808.

TASK 3 - LONG RANGE TRANSPORTATION PLAN

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. Develop the 2050 LRTP all associated studies/elements. Conduct other long-range transportation planning efforts consistent with the LRTP, including transportation studies and the Efficient Transportation Decision Making process.

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.

Task 3: Long Range Transportation Plan achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206].

Previous Work

Maintenance and implementation of the 2045 LRTP; LRTP Amendments; Incorporation of Federal and State Performance measures; LRTP policy development.

Task 3: Long Range Transportation Plan Activities for Fiscal Years 2025 and 2026

Description of Planning Work	Resulting Products	Completion Date
Maintain, modify, and amend the 2045 LRTP	Updated 2045 LRTP*	On-going
Coordination and support of the FDOT Central Florida Regional Planning Model (CFRPM)	Information for 2050 LRTP*	On-going and As Needed
Develop the 2050 LRTP	2050 LRTP*	December 2025
Manage and coordinate LRTP consultant team in the development of the 2050 LRTP	2050 LRTP Program and Consultant Management*	December 2025
Conduct public participation and stakeholder engagement activities for the 2050 LRTP and associated studies	2050 LRTP public participation, stakeholder engagement and documentation*	December 2025
Develop data library and visualizations for 2050 LRTP	2050 LRTP data library and visualizations*	December 2025
Develop 2050 LRTP Needs Assessment and Identify Projects, including elements addressing Complete Streets, Active Transportation, Freight & Rail, Safety/Vision Zero, Resiliency, and TSM&O	2050 LRTP Needs Assessment and Project Identification Technical Memoranda and Documentation*	December 2025

Description of Planning Work	Resulting Products	Completion Date
Development of the Vision Zero Policy Element	LRTP Vision Zero Element, TIP Vision Zero Element, LOPP Vision Zero Element, communications plan for each Element*	June 2025
Conduct Community and Environmental Screening, including Transit/TOD/Affordable Housing, ETDM, and Federal Agency Coordination	2050 LRTP Community and Environmental Screening Documentation*	December 2025
Develop 2050 LRTP Cost Feasible Plan	2050 LRTP Cost Feasible Plan Tables, Maps and Documentation*	December 2025
Coordination with FDOT on SIS and Freight Long Range Plans	Information for 2050 LRTP*	On-going and As Needed
Complete 2050 LRTP Documentation	2050 LRTP Adoption and Final Documentation*	December 2025
Maintain, modify, and amend the 2050 LRTP	Updated 2050 LRTP*	On-going
Develop, measure, and report LRTP performance measures criteria based on IIJA regulations and timelines	Performance Measures Report related to IIJA, technical support for performance-based planning.*	June 2025 and June 2026
Monitoring, collecting, and analyzing relevant data in support of long-range planning activities	Reports, databases, and maps*	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. Scopes of Service for consultant supported activities are included in Appendix I.

Task 3 – Long Range Transportation Plan Budget Table

Task 3 Long Range Transportation Plan						
2025						
Funding Source	FHWA			FHWA		FY 2025 Total
Contract Number	G2V34			SS4A Grant		
Source Level	PL*	SL	Total	Federal	Total	
Personnel (salary and benefits)	\$ 36,227	\$ -	\$ 36,227	\$ -	\$ -	\$ 36,227
Consultant	\$ 100,149	\$200,000	\$ 300,149	\$ 40,649	\$ 40,649	\$ 340,798
2025 Totals	\$136,376	\$200,000	\$ 336,376	\$40,649	\$ 40,649	\$ 377,025
2026						
Funding Source	FHWA			FHWA		FY 2026 Total
Contract Number	G2V34			SS4A Grant		
Source	PL*	Total	Federal	Total		
Personnel (salary and benefits)	\$ 40,937	\$ 40,937	\$ -	\$ -	\$ 40,937	
Consultant	\$ 76,000	\$ 76,000	\$ 39,377	\$ 39,377	\$ 115,377	
2026 Totals	\$ 116,937	\$ 116,937	\$ 39,377	\$ 39,377	\$ 156,314	

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)]. 2.5% of the total PL allocation for fiscal year 2024/25 is \$21,492 of \$859,669, and for fiscal year 2025/26, is \$21,770 of \$870,808.

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.

Task 4: Special Studies achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206].

Previous Work

Support and administration for Lake County and Sumter County TDCBs; 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; SR 471 Complete Street Study; Freight Evaluation Summary Report and Subarea Assessment; and assessment of projects for grant and discretionary funding eligibility and implementation strategies.

Task 4: Special Studies Activities for Fiscal Years 2025 and 2026

Description of Planning Work	Resulting Products	Completion Date
Conduct multimodal planning, feasibility, and safety studies in support of MPO programs and in coordination with local partners	Planning and Feasibility Studies*	As Needed and Identified
Public transportation planning and studies, including fixed-route transit and para-transit planning	Public Transportation Studies*	As Needed and Identified
Staff support, administration, and oversight for the Lake County TDCB and the Sumter County TDCB	Meetings and associated materials, minutes, and notifications	Quarterly
Facilitate the TDLCB annual evaluation of the CTC	Annual review of Lake County and Sumter County CTCs*	June 30, 2025, and June 30, 2026
Coordinate process for annual minor updates to Lake County and Sumter County TDSPs	Updated Lake and Sumter TDSPs*	June 2025 and June 2026
Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting	PTASP Targets*	Annually
Complete annual updates of Transit Asset Management (TAM) Plan and PTASP	Updated PTASP and TAM Plan*	June 2025 and June 2026
IIJA related Studies and Plans	IIJA Resiliency, Sustainability, Equity, and Climate Mitigation Planning Studies*	June 2025 and June 2026

Assessment of projects for grant/discretionary funding eligibility and project implementation strategies; grant application support	Assessment of projects for grant/discretionary funding opportunities and other implementation strategies; grant applications*	As Needed
Completion of Congestion Management Plan (CMP) Annual Update	Updated CMP*	Annually
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. Scopes of Service for consultant supported activities are included in Appendix I.

Task 4 –Special Studies Budget Table

Task 4 - Special Studies					
2025					
Funding Source	FHWA		CTD		FY 2025 Total
Contract Number	G2V34		G25		
Source Level	PL*	Total	State	Total	
Personnel (salary and benefits)	\$ 5,052	\$ 5,052	\$ -	\$ -	\$ 5,052
Consultant	\$ 83,000	\$ 83,000	\$ 56,043	\$ 56,043	\$ 139,043
2025 Totals	\$ 88,052	\$ 88,052	\$ 56,043	\$ 56,043	\$ 144,095
2026					
Funding Source	FHWA		CTD		FY 2026 Total
Contract Number	GXX25		G25		
Source	PL*	Total	State	Total	
Personnel (salary and benefits)	\$ 5,709	\$ 5,709	\$ -	\$ -	\$ 5,709
Consultant	\$ 10,000	\$ 10,000	\$ 56,043	\$ 56,043	\$ 66,043
2026 Totals	\$ 15,709	\$ 15,709	\$ 56,043	\$ 56,043	\$ 71,752

The Task 4 Budget Table for FY 2025 includes \$70,000 of de-obligated FHWA PL funding. Available after October 1, 2024 with FHWA approval.

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)]. 2.5% of the total PL allocation for fiscal year 2024/25 is \$21,492 of \$859,669, and for fiscal year 2025/26, is \$21,770 of \$870,808.

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, its role, and initiatives; 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

Provided active outreach to local communities through presentations and workshops associated with the Long-Range Transportation Plan, regional trail planning, safety, and other studies. Provided information to the public through a new website, updated printed materials, and social media resources.

Task 5: Public Outreach Activities for Fiscal Years 2025 and 2026

Description of Planning Work / Activity	Resulting Products	Completion Date
Review, evaluate and update the Public Participation Plan (PPP)	Updated Public Participation Plan*	As Needed
Review, evaluate and update the Title VI Plan	Updated Title VI Plan*	As Needed
Review, evaluate and update the Limited English Proficiency (LEP) Plan	Updated LEP Plan*	As Needed
Review, evaluate and update the Disadvantaged Business Enterprise (DBE) Plan	Updated DBE Plan*	As Needed
Maintenance and updates to MPO website and MPO project-specific websites	Updated MPO websites*	On-going
Outreach through MPO social media platforms	Postings to MPO social media platforms*	On-going
ADA Compliance for the MPO Website and all Documents	ADA-Compliant Website and Documents*	On-going
Promote MPO planning activities and initiatives	Production and updates to public information materials*	As Needed
Develop and distribute surveys to obtain public and stakeholder feedback on MPO projects or initiatives	Online survey and In-person Survey Reports	As Needed
Facilitate in-person or virtual public meetings or workshops related to planning activities or projects	Public meetings and workshops*	As Needed
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As Needed

Unified Planning **WORK PROGRAM**

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. Scopes of Service for consultant supported activities are included in Appendix I.

Task 5 –Public Outreach Budget Table

Task 5 - Public Outreach		
2025		
Funding Source	FHWA	FY 2025 Total
Contract Number	G2V34	
Source Level	PL	
Personnel (salary and benefits)	\$ 9,715	\$ 9,715
Consultant	\$ 25,000	\$ 25,000
2025 Totals	\$ 34,715	\$ 34,715
2026		
Funding Source	FHWA	FY 2026 Total
Contract Number	G2V34	
Source	PL	
Personnel (salary and benefits)	\$ 10,978	\$ 10,978
Consultant	\$ 20,000	\$ 20,000
2026 Totals	\$ 30,978	\$ 30,978

TASK 6 – MPO REGIONAL ACTIVITIES

Purpose

To coordinate with and assist those local agencies conducting studies of interest to Lake-Sumter MPO and the area-wide transportation planning process and stay current with local government comprehensive planning. This task is also used to promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA). An interlocal agreement can be found in **Appendix J** describing rules and activities of the CFMPOA. Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.

Previous Work

Work Item	Activity Date / Status
Staff participated in technical advisory committees as requested by partner agencies	Monthly meetings of the CTST, School Safety, LYNX & SunRail
Staff has attended monthly meetings of our partner agencies: <ul style="list-style-type: none"> • CFX Board • LYNX Board • GOAA Board • Community Traffic Safety Teams (CTST) & Safety Groups 	Monthly Meetings
Staff participated in local agency partnering meetings with FDOT	Quarterly
Staff participated on Project Advisory Committees or Groups with FDOT, Florida's Turnpike Enterprise, Central Florida Expressway Authority and LYNX.	Ongoing
Participate in Statewide MPO Advisory Council (MPOAC)	Quarterly
Participate in statewide Model Task Force (MTF)	Bi-annually
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

Required Activities and Products

Activities and Products	Milestone / Target Date
Serve on Project Advisory Committees for partner agencies	Ongoing
Attend meetings of local partners governing boards and advisory committees	Ongoing
Attendance and Coordination with local government partners and FDOT on LAP projects funded with MetroPlan Orlando TMA funds	Ongoing
Attendance at meetings of other MPO / TPO Boards in the region.	Ongoing
Attendance of State groups and committees (model task force, metropolitan planning partnership, MPO Advisory Council, etc.)	Ongoing – as needed
Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)	Ongoing – as needed
CFMPOA Regional Priority Project List	July 2024 July 2025
CFMPOA Regional Indicators Report	April 2024 April 2025
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing
CFMPOA Regional LRTP Summary	April 2026

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

Task 6 –Regional Activities Budget Table

Task 6 - MPO Regional Activities		
2025		
Funding Source	FHWA	FY 2025 Total
Contract Number	G2V34	
Source Level	PL	
Detail		
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 7,899	\$ 7,899
Personnel (salary and benefits) Subtotal	\$ 7,899	\$ 7,899
Consultant		
CFMPOA (Transfer to MetroPlan Orlando)	\$ 5,000	\$ 5,000
Consultant Subtotal	\$ 5,000	\$ 5,000
Total	\$ 12,899	\$ 12,899
2026		
Funding Source	FHWA	FY 2026 Total
Contract Number	GXX25	
Source Level	PL	
Detail		
Personnel (salary and benefits)		
MPO Staff Salaries	\$ 8,925	\$ 8,925
Personnel (salary and benefits) Subtotal	\$ 8,925	\$ 8,925
Consultant		
CFMPOA (Transfer to MetroPlan Orlando)	\$ 5,000	\$ 5,000
Consultant Subtotal	\$ 5,000	\$ 5,000
Total	\$ 13,925	\$ 13,925

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 funding in the UPWP is 18.07% of FHWA program funds for a total of \$381,664.

UPWP Soft Match to Federal Funds

	FY 2024-25	FY 2025-26	Total
Federal Funds Soft Match	\$216,070	\$192,060	\$408,130

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 2025 and FY 2026 – Figure 9 on pg. 45
- Agency Participation FY 2025 and FY 2026 – Figure 10 on pg. 46

Figure 9. FY 2025 and FY 2026 – Funding Sources

Funding Source												
Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source				FY 2026 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G25	CTD	State	\$ 56,043	\$ 56,043	\$ -	\$ -	\$ 56,043.00	\$ -	\$ -	\$ -	\$ 56,043.00	\$ -
		CTD G25 TOTAL	\$ 56,043	\$ 56,043	\$ -	\$ -	\$ 56,043	\$ -	\$ -	\$ -	\$ 56,043	\$ -
GXX25	FHWA	PL	\$ 992,411	\$ 870,808	\$ 218,880.35	\$ 992,411.00	\$ -	\$ -	\$ 192,060.30	\$ 870,808.00	\$ -	\$ -
		SL	\$ 200,000	\$ -	\$ 44,110.83	\$ 200,000.00						
		FHWA G2V34 TOTAL	\$ 1,192,411	\$ 870,808	\$ 262,991	\$ 1,192,411	\$ -	\$ -	\$ 192,060	\$ 870,808	\$ -	\$ -
SS4A Grant	FHWA	Federal	\$ 40,649	\$ 39,377	\$ 8,965.21	\$ 40,648.56	\$ -	\$ -	\$ 8,684.65	\$ 39,376.51	\$ -	\$ -
		FHWA SS4A Grant TOTAL	\$ 40,649	\$ 39,377	\$ 8,965	\$ 40,649	\$ -	\$ -	\$ 8,685	\$ 39,377	\$ -	\$ -
		TOTAL	\$ 1,289,103	\$ 966,228	\$ 271,956	\$ 1,233,060	\$ 56,043	\$ -	\$ 200,745	\$ 910,185	\$ 56,043	\$ -

Total for FY 2025 includes \$120,000 of de-obligated FHWA PL funding. Available after October 1, 2024 with FHWA approval.

FY 2025 and FY 2026 – Agency Participation

Agency Participation									
	Funding Source	CTD			FHWA		FHWA		
	Contract	G25			G2V34		SS4A Grant		
	Fiscal Year	2025	2026		2025	2026	2025	2026	
	Total Budget	\$ 56,043	\$ 56,043		\$ 1,192,411	\$ 870,808	\$ 40,649	\$ 39,377	
Task 1 - Administration and Management									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 264,213	\$ 295,373	\$ -	\$ -	
	Consultant	\$ -	\$ -		\$ 145,000	\$ 120,000	\$ -	\$ -	
	Travel	\$ -	\$ -		\$ 4,250	\$ 4,250	\$ -	\$ -	
	Direct Expenses	\$ -	\$ -		\$ 99,746	\$ 106,184	\$ -	\$ -	
	Sub Total	\$ -	\$ -		\$ 513,209	\$ 525,807	\$ -	\$ -	
Task 2 - Transportation Improvement Program									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 41,418	\$ 52,452	\$ -	\$ -	
	Consultant	\$ -	\$ -		\$ 165,742	\$ 115,000	\$ -	\$ -	
	Sub Total	\$ -	\$ -		\$ 207,160	\$ 167,452	\$ -	\$ -	
Task 3 - Long Range Transportation Plan									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 36,227	\$ 40,937	\$ -	\$ -	
	Consultant	\$ -	\$ -		\$ 300,149	\$ 76,000	\$ 40,649	\$ 39,377	
	Sub Total	\$ -	\$ -		\$ 336,376	\$ 116,937	\$ 40,649	\$ 39,377	
Task 4 - Special Studies									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 5,052	\$ 5,709	\$ -	\$ -	
	Consultant	\$ 56,043	\$ 56,043		\$ 83,000	\$ 10,000	\$ -	\$ -	
	Sub Total	\$ 56,043	\$ 56,043		\$ 88,052	\$ 15,709	\$ -	\$ -	
Task 5 - Public Outreach									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 9,715	\$ 10,978	\$ -	\$ -	
	Consultant	\$ -	\$ -		\$ 25,000	\$ 20,000	\$ -	\$ -	
	Sub Total	\$ -	\$ -		\$ 34,715	\$ 30,978	\$ -	\$ -	
Task 6 - MPO Regional Activities									
	Personnel (salary and benefits)	\$ -	\$ -		\$ 7,899	\$ 8,925	\$ -	\$ -	
	Consultant	\$ -	\$ -		\$ 5,000	\$ 5,000	\$ -	\$ -	
	Sub Total	\$ -	\$ -		\$ 12,899	\$ 13,925	\$ -	\$ -	
	Sub-Total (less the de-obligated funds)	\$ 112,086			\$ 1,943,219		\$ 80,025		
	Total De-ob. Funds (PL)	\$ -			\$ 120,000		\$ -		
	Total De-ob. (Other Source)	\$ -			\$ -		\$ -		
	TOTAL PROGRAMMED	\$ 56,043	\$ 56,043		\$ 1,192,411	\$ 870,808	\$ 40,649	\$ 39,377	

Total for FY 2025 includes \$120,000 of de-obligated FHWA PL funding. Available after October 1, 2024 with FHWA approval.

APPENDIX A.

GLOSSARY OF ACRONMYS



(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.

(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.

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

(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.

(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.

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.

(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.

(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.

(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.

(NCHRP) National Cooperative Highway Research Program: The National Cooperative Highway Research Program conducts research in problem areas that affect highway planning, design, construction, operation, and maintenance in the United States.

(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.

(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.

(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.

(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 Preservation	Improve Resiliency /Reliability	Enhance Travel Tourism
Task 1 - Administration and Management	X	X	X	X	X	X	X	X	X	X
Task 2 - Transportation Improvement Program	X	X		X		X	X	X		
Task 3 - Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
Task 4 - Special Studies	X	X	X	X	X	X	X	X	X	X
Task 5 - Public Outreach	X			X	X				X	X
Task 6 – MPO Regional Activities	X	X	X	X	X	X	X	X	X	X

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

UPWP Task Number	Climate Crisis Energy Resilience	Equity Justice	Complete Streets	Public Involvement	Strategic Highway Network (STRAHNET)	Federal Land Mgmt. Agency (FLMA) Coordination	Planning Environmental Linkages (PEL)	Data in Transportation Planning
Task 1 - Administration and Management	X	X	X	X	X	X	X	X
Task 2 - Transportation Improvement Program	X	X	X	X		X	X	X
Task 3 - Long Range Transportation Plan	X	X	X	X	X	X	X	X
Task 4 - Special Studies	X	X	X	X	X	X	X	X
Task 5 - Public Outreach	X			X	X			
Task 6 – MPO Regional Activities	X	X	X	X	X	X	X	X

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

UPWP Task Number	Safety	Equity	Resilience	Emerging Mobility
Task 1 - Administration and Management	X	X	X	X
Task 2 - Transportation Improvement Program	X	X		X
Task 3 - Long Range Transportation Plan	X	X	X	X
Task 4 - Special Studies	X	X	X	X
Task 5 - Public Outreach		X	X	
Task 6 - MPO Regional Activities	X	X	X	X

APPENDIX C.

RESOLUTION ADOPTING THE UPWP



LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2024-1

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2024/25 THROUGH FISCAL YEAR 2025/26

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 2024/25 through FY 2025/26 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 2024/25 through FY 2025/26.

DULY PASSED AND ADOPTED this 24 day of April, 2024.

Lake~Sumter Metropolitan Planning Organization

for 
Cal Rolfson, Chair

Approved as to Form and Legality:

for 
Melanie Marsh, MPO Attorney

APPENDIX D.

CERTIFICATIONS AND ASSURANCES



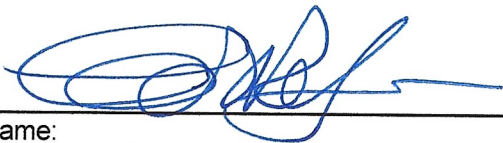
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DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Lake-Sumter MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Lake-Sumter MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name:
Title: Cal Rolfson MPO Chair

4/24/24
Date


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LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Lake-Sumter MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Lake-Sumter MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Lake-Sumter MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Name:

Title: Cal Rolfson MPO Chair

4/24/24

Date

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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 MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The 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 contract work of the Lake-Sumter MPO, in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex 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



Name:

Title: Cal Rolfson MPO Chair

4-24-24

Date

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TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The Lake-Sumter MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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



Name:

Title: Cal Rolfson MPO Chair

4-24-24

Date

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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.

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- (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)

APPENDIX E.

AGENCY COMMENTS





UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Lake Sumter MPO**

UPWP Draft # or Date: **Draft #1 – 3/15/24**

Review #: **1**

Date of Review: **3/20/2024**

Reviewed By: **CJK**

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.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No | If yes, page number: 1**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- 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: 1**

[No comment](#)

[Click here to enter comments](#)

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 5**

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Yes](#) | If yes, page number: 16
- UPWP Planning Task Pages? [Select response](#) | If yes, page number: 25
- Funding Source Budget Table and Summary Budget Table? [Yes](#) | If yes, page number: 44
- Definition of acronyms used in UPWP? [Yes](#) | If yes, page number: 46
- District Planning Activities? [Yes](#) | If yes, page number: 117
- Indirect Rate Approval (if required)? [Not Applicable](#) | If yes, page number: xx
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Select response](#) | 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, state, 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
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) | If yes, page number: 58
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes](#) | If yes, page number: 111
 - A place for the Cost Analysis Certification Statement? [Yes](#) | If yes, page number: 2
 - A place for the FHWA Certifications and Assurances? [Yes](#) | If yes, page number: 59
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Select response](#) | If yes, page number: xx
 - 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? [Yes](#) | If yes, page number: 66

[No comment](#)

[Click here to enter comments](#)

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) | If yes, page number: 5
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) | If yes, page number: 6
- Discussion of planning priorities, both MPO and local? [Yes](#) | If yes, page number: 13
- 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 administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient

Unified Planning Work Program (UPWP)

Review Checklist

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 the 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 (except 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 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: 15](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes ☒ No ☐ Page number: 15](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 10, 54 \(Matrix\)](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 11](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

Critical

1. Suggest revising soft match statement to include verbatim language provided and indicate the 18.07% with the total \$ match.

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:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 19](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: 19](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 19](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 19](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Yes | If yes, page number: 19](#)
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [Yes | If yes, page number: 20](#)
 - MPO Bylaws: [Yes | If yes, page number: 20](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 62](#)
 - Debarment and Suspension Certification? [Yes | If yes, page number: 60](#)

Unified Planning Work Program (UPWP)

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- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 61](#)
 - Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: 63](#)
 - Appendices A and E? [Yes | If yes, page number: 64](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

Work Elements/Tasks Sheets

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

- MPO Administration? [Yes | If yes, page number: 25](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 29](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 31](#)
- MPO Regional Activities Task (if required)? [Yes | If yes, page number: 40](#)

[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, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the 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? [Select response | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show de-obligated funds? [No](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [No](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 44](#)

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

Unified Planning Work Program (UPWP)

Review Checklist

- Personnel Services? [Yes | If yes, page number: 27](#)
- 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: 27](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes | If yes, page number: 27](#)
- Direct Expenses? [Yes | If yes, page number: 27](#)
- 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](#)

Critical

Please indicate de-obligated funds in funding tables

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 the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: 42](#)

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 40](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 42](#)
- 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: 42](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes | If yes, page number: 40](#)
 - Task name, activity description(s), and budgeted funds [Yes | If yes, page number: 42](#)

Enhancement

Use distinct tables provided for regional task and transfer of funds to other agency as required by FHWA.

Funding Source Budget Table

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

[Yes](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? [Yes](#) | If yes, page number: [44](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

Total Year 2 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: [44](#)
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

Unified Planning Work Program (UPWP)

Review Checklist

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

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

Summary Budget Table

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

[Yes](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

[Critical](#)

Please show de-obligated funds

General UPWP Comments

[Critical](#)

[2.5% of PL funds on specific Complete Streets Planning must be clearly shown on UPWP](#)

[Choose a category](#)

[Click here to enter comments](#)

[Choose a category](#)

[Click here to enter comments](#)

[Choose a category](#)

[Click here to enter comments](#)

APPENDIX E: AGENCY COMMENTS

Lake~Sumter MPO Responses to Agency Comments on Draft UPWP				
AGENCY	PAGE	COMMENT TYPE	COMMENT	MPO RESPONSE
FDOT		Critical	Suggest revising soft match statement to include verbatim language provided and indicate the 18.07% with the total \$ match.	Statement updated on page 43.
FDOT		Critical	Please indicate de-obligated funds in funding tables	Funding tables have been updated to indicate de-obligated funds in the final UPWP.
FDOT		Enhancement	Use distinct tables provided for regional task and transfer of funds to other agency as required by FHWA.	Per FDOT guidance, outgoing funds have been highlighted in the Task 6 – Regional Activities Budget Table.
FDOT		Critical	2.5% of PL funds on specific Complete Streets Planning must be clearly shown on UPWP	Requested template language related to Complete Streets Planning funds added to Task 2 (pgs. 29-30), Task 3 (pgs. 31-33), and Task 4 (pgs. 34-36).
FHWA		Critical	Complete Streets projects are identified in Draft UPWP, including a Complete Streets Element for incorporation in the MPO's 2050 LRTP. Please add notations to clarify how the annual 2.5% set-aside of PL Funds for Complete Streets will be met.	Requested template language related to Complete Streets Planning funds added to Task 2 (pgs. 29-30), Task 3 (pgs. 31-33), and Task 4 (pgs. 34-36).
FHWA		Critical	Please note that any equipment purchases equal to or greater than \$5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process.	This note is included on Page 26 under the Task 1 planning activities table.

APPENDIX E: AGENCY COMMENTS

Lake~Sumter MPO Responses to Agency Comments on Draft UPWP				
AGENCY	PAGE	COMMENT TYPE	COMMENT	MPO RESPONSE
FHWA		Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	Updated FAP and FM numbers are included on the cover of the final UPWP document.
FHWA		General Comment	Please consider in the reviews of the COOP activities that address pandemic scenarios. Additionally, it is suggested that the MPO review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.	Comment acknowledged. The MPO will consider this comment during the next update of its COOP.
FHWA		General Comment	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 version of the UPWP document.	These updated, signed, and dated forms have been included in the final UPWP.
FHWA		General Comment	If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities.	Per FDOT guidance, outgoing funds have been highlighted in the Task 6 – Regional Activities Budget Table.

APPENDIX F.

FDOT MPO JOINT CERTIFICATION PACKAGE



FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION

525-010-05
POLICY PLANNING
12/23



Lake-Sumter MPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

2/12/2024

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FDOT Joint Certification

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.

FDOT Joint Certification

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 30, 2022. The Interlocal Agreement for the Creation of the MPO was updated and readopted on October 28, 2015, and is in legal review for readoption this year with the decennial census and concurrent with Federal Reauthorization. The Public Transportation Grant Agreement was adopted on April 20, 2022, and is effective through September 30, 2024. The ICAR was adopted on August 26, 2015 and is in legal review for readoption this fiscal year.

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 and the Federal Planning Emphasis Areas on pages 19-21 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.

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, and cooperative, and comprehensive transportation planning process for the Lake~Sumter MPO Planning Area. The MPO detailed how the plans and programs are based on continuing, comprehensive, and cooperative process in the Approved FY 2020/21-2021/22 UPWP on pages 18-21. Planning Consistency Matrices for both Federal and State Guidelines are shown in the FY 2022/23- 2023/24UPWP, Appendix B page B-1.

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

Please Check: Yes ☒ No ☐ N/A ☐

The MPO's Congestion Management Process was first approved in November 2019 and updated annually. Link to the 2023 CMP State if the System Report: http://www.lakesumtermmpo.com/media/m1ghgw2c/system-performance-monitoring-plan-year-2023-update_october-2023.pdf.

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 updated August 26, 2020, and is currently being updated for readoption April 2024. The update will include updates to the Title VI and LEP Plans.

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 the 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.

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 2023.

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 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 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 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?

MPO records, invoices and materials are archived as per federal regulation. All financial records are kept electronically and can be made available to FDOT when requested.

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 3.5 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.

3.5: In the event any part of this Agreement is to be funded by federal, state, or other local agency monies, CONSULTANT agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of

requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. CONSULTANT is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of CONSULTANT pursuant to the grant funding requirements. A copy of the requirements will be supplied to the CONSULTANT by the MPO upon request.

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.

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 3.5 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.

3.5: In the event any part of this Agreement is to be funded by federal, state, or other local agency monies, CONSULTANT agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. CONSULTANT is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of CONSULTANT pursuant to the grant funding requirements. A copy of the requirements will be supplied to the CONSULTANT by the MPO upon request.

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 FDOT procedure.

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.

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. MPO staff attends all FDOT sponsored training, all training sponsored by the MPOAC.

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 ☒ 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.

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 ☒ No ☐

The MPO maintains all records pertaining to the procurement process adhering to 2 C.F.R 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 ☒ No ☐

The MPO Staff Services Agreement with Lake County included 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 ☒ 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 Task Order - Scope of Services. The MPO assigns project managers for each project. Progress reports are required with each invoice which are reviewed for accuracy and corrected when needed. Finance staff also reviews invoices for accuracy before payment.

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

Please Check: Yes ☒ No ☐

Article 3.5 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.

3.5: In the event any part of this Agreement is to be funded by federal, state, or other local agency monies, CONSULTANT agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. CONSULTANT is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of CONSULTANT pursuant to the grant funding requirements. A copy of the requirements will be supplied to the CONSULTANT by the MPO upon request.

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.

7. Are the MPOs tracking all commitments and payments for DBE compliance?

Please Check: Yes ☐ No ☐

The MPO in conjunction with Lake County Procurement Office utilizes the Disadvantaged Business Enterprise (DBE) Directory published by the FDOT. The MPO follows the FDOT DBE Checklist for all contracts. Michael Woods, Executive Director is the Point of Contact for overseeing contract performance. 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 reviewed the GAP Training recordings on the FDOT website in early June of 2022 and attended the GAP training at the February 2024 FMPP and GAP training February 8, 2024.

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

Please Check: Yes ☒ No ☐

The MPO DBE policy is included in all consultants and subconsultant contracts as defined by 49 Code of Federal Regulations, Part 26. (Page 18 of 19).

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 ☒ 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 ☒ 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 Lake~Sumter MPO meets quarterly with the staff of the Ocala-Marion TPO, and the Citrus Hernando MPO. All three MPOs are small non-TMA MPOs and share similar difficulties in the federal and state compliance of the MPO planning activities. The quarterly in-person meetings are a great way for all MPO staff to discuss current and past issues, concerns, or problems. We discuss business practices, invoicing, and new requirements.

The MPO was successful in being awarded a Safe Streets and Roads for All Grant in partnership with the University of Central Florida Smart and Safe Transportation Lab. the grant awards will be used to develop the regional Vision Zero Safety Action Plan and the 2050 LRTP Vision Zero Safety Element.

MPO staff participated in the local White Cane Day event in Leesburg to promote awareness of Florida's White Cane Law.

Continued improving public access to the transportation planning process - The public has permanent access to view MPO Board and committee meetings virtually and provide live comments from the comfort of their homes.

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.

It is always a pleasure working with our State partners.



Lake-Sumter MPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

1/26/2024

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FDOT Joint Certification
Part 2 – FDOT District

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.

FDOT Joint Certification
Part 2 – FDOT District

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 10: 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 10: 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.*

*FDOT Joint Certification
Part 2 – FDOT District*

(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 Risk Assessment Scoring Sheet is available [here](#) on the MPO Partner Library. 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

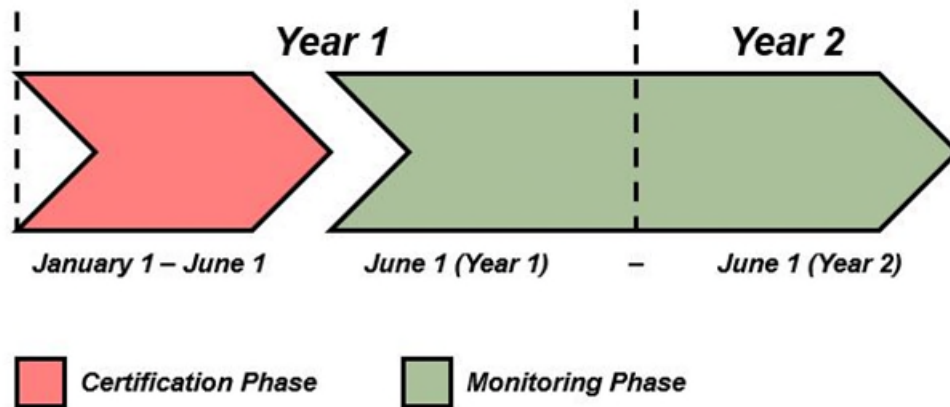
The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year's Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

FDOT Joint Certification
Part 2 – FDOT District

Figure 1. Risk Assessment: Certification and Monitoring Phases



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Part 2

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

FDOT Joint Certification
Part 2 – FDOT District

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)
G795-2	10/1/2022-12/31/2022	3/2/2023	No
G795-3	1/1/2023-3/31/2023	5/26/2023	No
G795-4	4/1/2023-6/30/2023	8/15/2023	No
G795-5	7/1/2023-9/30/2023	12/6/2023	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			4
Total Number of Invoices Submitted			4

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.

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- 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
G2795-2 (PL) Review Date: 3/2/2023	7
G2795-3 (PL) Review Date: 5/26/2023	7
G2795-4 (PL) Review Date: 8/16/2023	7
G2795-5 (PL) Review Date: 12/6/2023	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	28

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

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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

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
G2795-4: Reviewed 1/26/2024	21
*Only 21 questions applied.	
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	21

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

FDOT Joint Certification
*Part 2 – FDOT District***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 10: 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

Click or tap here to enter text.

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 10: 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

2024-28_TIP_Agenda.pdf 2024-28_TIP_RES.pdf Final TIP Review Checklist_07-07-23.pdf LSMPO_TIP_Report_Final_2023_21_JUN_PDFUA.pdf)

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525-010-05
POLICY PLANNING
12/22

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 10: 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

Click or tap here to enter text.

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 ☒

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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(s), 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. Which process should FDOT consider improving to assist the MPO/TPO in carrying out its day-to-day operations?

- The current process for the LOPP applications has the MPO responsible for uploading all Project Applications into the GAP system. I suggest the project sponsors be responsible for uploading their own application into the GAP system, with the MPO reviewing and approving the application along with verifying the project prioritization ranking.
- The MPOs have no access to project applications after the intake meeting process where FDOT screens and processes the project applications, many changes and updates occur during the intake meetings and the MPOs are left out of the final work product.

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

More direct communication to the Board from FDOT leadership.

3. Please provide any regional planning activities anticipated within the next year and provide details.

Modal Plans for the 2050 LRTP, i.e. Freight and Rail Study, TSMO/ITS Plan, Active Transportation Plan, Complete Streets Plan, Safety Vision Zero Plan, Resiliency Plan, Federal Discretionary Grant Analysis of the TIP, and LOPP.

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4. This question is intentionally left blank.

5. This question is intentionally left blank.

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

All prior certification comments have been satisfied.

Recommendations

Currently, we have no recommendations for the MPO

Corrective Actions

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Part 2 – FDOT District

Currently, we have no corrective actions for the MPO

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

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FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT525-010-05c
POLICY PLANNING
02/18

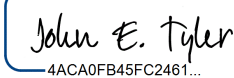
Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Lake-Sumter MPO with respect to the requirements of:

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 February 12, 2024.

Based on a joint review and evaluation, the Florida Department of Transportation and the Lake-Sumter MPO recommend that the Metropolitan Planning Process for the Lake-Sumter MPO be certified.

DocuSigned by:


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Name: John E. Tyler, P.E.

Title: District Secretary (or designee)

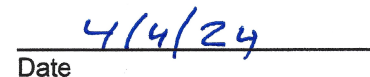


Name: Cal Rolfson

Title: MPO Chairman (or designee)

05/24/2024 | 1:58 PM EDT

Date


Date

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



Pat Kelley , Chairman

Approved as to form and legality:



Melanie Marsh, MPO Attorney

APPENDIX H.

FDOT DISTRICT PLANNING ACTIVITIES





Florida Department of Transportation
District Five

Planning Activities

FDOT Mission: The Florida Department of Transportation's (FDOT's) continuing mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, as well as preserves the quality of our environment and communities.

To achieve FDOT's mission and remain one of the top DOTs in the country, FDOT Secretary Jared W. Perdue implemented the FDOT compass: *safety* remains our true north with communities at the center of the five pillars: Safety, Resilience, Supply Chain, Technology, and Work Force Development. These core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of District Five.

Communities: Florida's communities remain at the center of what we do. We prioritize meaningful community engagement to collaboratively identify the solutions that best support the needs and visions of all who live, work, and visit within our area. We achieve this through:

- Community visioning teams
- Community coalitions
- Strategic Safety Plan workshops
- Open houses and virtual public meetings
- Incorporating all modes of transportation into planning activities
- Funding intermodal studies and projects that integrate both transportation and land use

Safety: Safety is embedded in everything that we do at FDOT. Our goal is zero fatalities and serious injuries on all roadways. We work internally and externally to continue fostering a safety culture through input on projects, collaboration, and educational outreach. Part of the Vulnerable Road User Safety Assessment involves identifying priority strategies. FDOT supports the ultimate vision of zero fatalities and zero serious injuries by implementing Target Zero initiatives, such as those listed below. FDOT continues to collaborate with our partners to incorporate safety into the planning activities. Examples include:

- Corridor studies, bicycle and pedestrian plans and projects
- Transit plans and projects along with operational improvements
- Intersection and rail safety
- A "Complete Streets" approach to corridor planning and design
- Establish target speeds for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety emphasis areas:



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- Aggressive driving, aging road users and teen drivers
 - Distracted driving
- Crash data:
 - Impaired driving and intersection crashes
 - Lane departure crashes and vulnerable road users
 - Speed Management
- Separated bicycle and pedestrian facilities:
 - Continued expansion of trail networks
 - Improvements in safe access to transit facilities

Resilience: We remain focused on strengthening the resilience of our transportation system and our communities.

- FDOT developed the Resilience Action Plan (RAP), that examines the State Highway System and its vulnerabilities to flooding, storm surge, and other outside forces. This identifies areas where Florida can prioritize investments in infrastructure to improve resilience of the transportation system.
- FDOT will expand the RAP to include the National Highway System and other hazards.
- District Five has expedited several projects to implement long term solutions for protecting our coastal roadways.

Supply Chain: Freight activity in Florida is stronger than ever with increased e-commerce activity, increased manufacturing, and a strong Florida economy.

- District Five is taking steps to reduce unnecessary delays experienced in our multi-modal transportation system.
- FDOT continues to look for strategic investments that keep Florida's supply chain resilient, adaptive, and collaborative.

Technology: Technology and innovation remain front and center for Central Florida. We continue to attract emerging technologies to SunTrax, the premier testing facility which has made Florida the place to be when it comes to implementation and deployment of cutting-edge technology. Florida was the first state to roll out the work zone lane closure notification system that provides real time data feed to 3rd party providers on lane closures for construction projects.

- FDOT continues to look at how to better accommodate electric and connected vehicles (CAV) using the current infrastructure.
- Continue to advance Transportation Systems Management and Operations (TSM&O) strategies to get the most efficient use out of existing infrastructure.
- Several private companies are conducting advanced air mobility pilots in Florida which has the potential to change the way first/last mile delivery works across the industry.



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Workforce Development: Without a diverse and robust workforce, we cannot hope to achieve half of what we envision for the future of Florida. Workforce development is a priority for all sectors of our economy.

- Construction jobs have increased in Florida. Florida is one of 11 states offering multiple federal training and development programs for the transportation construction workforce.
- A skilled workforce is needed to deliver an efficient and effective transportation infrastructure and that's why FDOT works with elementary, middle, high schools, and universities to attract more talent to the transportation construction industry.
- FDOT is continually focused on developing and retaining the best workforce in the country.
- The FDOT Intern Program offers students an exciting insider's view of the transportation industry and an opportunity to develop skills and techniques directly applicable to their professional development.
- TSM&O personnel in Central Florida can take advantage of District Five's Focused Learning Education and Experiences or FLEX virtual training environment for instructor led and self-paced e-learning.

Additional Planning Activities: Central Florida's Metropolitan Planning Organizations (MPOs), Transportation Planning Organizations (TPOs), FDOT, and District Five partnerships will play a key role in driving regional collaboration and solutions.

- MPO and TPO Program Management:
 - Administration and monitoring of MPO/TPO program and federal planning funds.
 - District Liaison support for MPO/TPOs and local governments
 - Technical assistance for development and maintenance of MPO/TPO plans and documents: Unified Planning Work Program (UPWP), Long range Transportation Plan (LRTP), Transportation Improvement Plan (TIP) and Local Agreements
 - Annual Joint MPO/TPO Certification
- Regional Planning
 - Support and participate in an advisory role to regional boards and committees such as the East Central Florida Regional Planning Council (ECFRPC)
 - Freight and goods movement including additional parking facilities for trucks along our interstate highway system
 - Continued expansion of multimodal facilities to accommodate population growth as well as the increasing diversity of transportation modalities.
 - Coordinating with other districts and across MPO/TPO boundaries for regional project priorities
- Environmental Management:



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- Enhance Planning and Environmental Linkages (PEL)
 - Efficient Transportation Decision Making (ETDM) process
 - Planning consistency
 - PD&E studies
- Modal Office – Transit:
 - Transit Development Plan (TDP)
 - Transit Asset Management
 - Transit Disadvantaged Service Plan (TDSP)
 - Programmatic audits and reviews
 - Transit vehicle inventory reviews
 - Fixed Guideway Oversight Program
 - Support to Transportation Disadvantaged Local Coordinating Boards
 - Transit audits and reviews and oversight
 - Fixed Guideway Oversight Program
 - Transportation Disadvantaged Local Coordinating Boards
- Growth Management
 - Review of Growth Management Documents (Comprehensive Plan Amendments, Developments of Regional Impacts and Proportionate Share Agreements).
 - Coordination of Road Jurisdiction Transfers (RJT's) for the district.
- Roadway Characteristics Inventory (RCI):
 - Documents the processes for establishing and managing the location of roadway assets and multimodal travel
 - Describes how RCI supports the business data requirements and users of the system
- Design Traffic Forecast
 - Develop and update traffic projections for state highway corridors and supporting regional roadways.
 - Traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.
- Federal Grant Coordination
 - Coordination of District Five Federal Grants applications
 - Coordination of Letters of Consistency
- Strategic Intermodal System
 - Management of the District's Strategic Intermodal System (SIS) Program; First Five, Second Five, the Cost Feasible Plan (CFP), and the Unfunded Needs list
 - Development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management.
 - Preparation of action plans, master plans, and others as identified.



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FDOT District Five will continue to foster a collaborative approach with our partners to yield comprehensive and forward-thinking transportation planning. Through strategic analysis, stakeholder engagement, and a commitment to sustainable and resilient transportation solutions, we will lay the groundwork for impactful initiatives that will enhance the mobility, safety, and accessibility throughout the state of Florida and our district. We remain dedicated to fostering innovation, inclusivity, and resilience in our transportation endeavors, ensuring that all our communities continue to thrive and prosper. We stand ready to address the evolving challenges and opportunities facing our state and district, while striving to create a transportation network that serves the needs of all residents, businesses, and visitors alike.

APPENDIX I.

CONSULTANT SCOPE OF WORK EXAMPLES



Task 1: Unified Planning Work Program (UPWP) Development

LAKE-SUMTER MPO WORK ORDER # XX

Describing a specific agreement between (XXX) and the Lake-Sumter Metropolitan Planning Organization (“LSMPO”), in accordance with the terms of the Agreement for General Planning Consultant Services. The scope of work to be conducted under this Work Order is consistent with LSMPOs *2025-2026 UPWP* and fulfills provisions within UPWP Task 1 (Administration and Management). The work under this agreement will be implemented to be consistent with LSMPO’s *Public Participation Plan, Amended August 26, 2020*.

PROJECT UNDERSTANDING

This scope of services is for planning assistance to LSMPO to support development of the Unified Planning Work Program (UPWP). One of the core federal requirements for LSMPO is development of a 2-year UPWP which serves as the agency’s budget and describes the planning activities to be managed by the MPO. The currently adopted UPWP covers Fiscal Years 2025 and 2026 and expires on June 30, 2026. The scope of work under this Work Order includes the necessary steps to support LSMPO in the preparation of the Fiscal Year 2026-2027 UPWP pursuant to Task 1 in the current *2025-2026 UPWP*. It also provides for training of LSMPO staff associated with new UPWP guidance and templates and includes support for implementation of UPWP amendments and/or modifications.

SCOPE OF SERVICES

(XXX) will support LSMPO in conducting the work described above through the following tasks:

TASK 1 – UPWP

Task 1.1 Develop Draft UPWP

(XXX) will coordinate with LSMPO Project Manager to develop the Fiscal Years 2026-2027 UPWP, consistent with the FDOT-MPO Management Handbook and other guidance provided by State and Federal agencies including planning emphasis areas. Development of the Draft UPWP will be conducted through the following steps:

- Review the FDOT UPWP template;
- Coordinate with LSMPO regarding recommended format refinements to the LSMPO UPWP for consistency with the template.
- Synchronize task budget tables and financial tables that meet Federal and State requirements, for tracking and reporting needs;
- Conduct review of UPWP tasks to ensure they support the requirements of the Transportation Planning Process and activities of LSMPO;
- Assist with all technical materials provided by LSMPO staff and partners;
- Ensure quality assurance/quality control of Draft and Final Documents; and
- Conduct related financial review and assessment.

Kimley-Horn shall prepare and submit a Draft UPWP by February 15, 2026, to LSMPO for review. After the Draft UPWP is modified based upon LSMPO comments, (XXX) will prepare and submit a Final Draft UPWP by March 15, 2026, for submission to FDOT.

Task 1.2 Final UPWP Document

(XXX) shall assist with responses and changes to the document addressing all FDOT, FHWA and FTA comments.

Task 1: Unified Planning Work Program (UPWP) Development

(XXX) shall prepare a Final UPWP Document to ensure that it is adopted and the MPO Agreement is executed by May 15, 2026.

(XXX) will prepare a PowerPoint template and presentation to summarize the Final UPWP. (XXX) will submit the presentation to LSMPO staff for review and address one (1) round of LSMPO staff comments on the presentation.

Task 1.3 UPWP Technical Assistance

(XXX) will provide ongoing technical assistance for LSMPO staff regarding new requirements or guidelines developed by FDOT. Kimley-Horn will conduct a training session, if needed, for LSMPO staff to support their ability to effectively administer the UPWP process, consistent with requirements and guidelines.

Task 1.4 UPWP Amendment/Modification Support

(XXX) will provide support to LSMPO with development and implementation of up to six (6) UPWP amendments and/or modifications during the period of this Work Order. This includes facilitation of the amendment and development of agenda item narratives and presentations, if necessary, for Technical Advisory Committee, Community Advisory Committee, and MPO Board meetings.

DELIVERABLES

1. *Draft and Final Draft UPWP for Fiscal Years 2026-2027*
2. *Final UPWP document for Fiscal Years 2026-2027*
3. *Technical Assistance and Training Support Materials*
4. *Supporting Documentation and Presentation Materials for the above tasks (PDF or PowerPoint)*

SCHEDULE

All work under this Work Order will be completed by June 30, 2026. A project schedule will be provided to the LSMPO within two weeks of Notice to Proceed.

METHOD OF COMPENSATION

Services under this Work Order will be provided for a lump sum fee of \$46,020 in accordance with the terms and conditions of the Agreement for General Planning Consultant Services.

<i>Task Description</i>	<i>Lump Sum Fees</i>
Task 1 - UPWP	\$50,000
Total	\$50,000

TASK 1 – Virtual Public Meeting Support

(XXX) will support LSMPO with the preparation for and facilitation of virtual meetings. (XXX) will utilize the GoToMeeting & GoToWebinar platforms and will provide support for Transportation Disadvantaged Coordinating Board (TDCB), TAC/CAC, Executive Committee, and Governing Board meetings which include the following:

1. Meeting Setup/Scheduling Coordination
2. Maintenance of virtual meeting instructions and other meeting materials as directed by the MPO
3. Meeting Hosting (Per Meeting)
 - a. Assemble provided presentation materials
 - b. Beginning 30 minutes before the meeting
 - c. Post Meeting Follow up/Close Out (Recordings/Materials). This does not include meeting minutes or summaries.

Task 2 – LIST OF PRIORITY PROJECTS (LOPP) DEVELOPMENT

SCOPE OF SERVICES

(XXX) will support LSMPO in conducting the work described above through the following tasks. Each of the following tasks will include the following project management activities:

- Preparation of a project schedule as appropriate for each task
- Coordination with the MPO as needed throughout the task duration through in-person meetings and conference calls.
- Preparation of monthly invoices and progress reports.
- Performance of quality assurance review of all deliverables submitted to the MPO.
- Document the public involvement activities conducted and ensure that activities are consistent with LSMPO's approved Public Participation Plan (PPP).

TASK 1 – List of Priority Projects (LOPP) and Continuing Planning Support

(xxx) will coordinate with LSMPO to provide support for planning activities defined in Task 2, of the Fiscal Years 2024/25-2025/26 UPWP. This includes the development of FY 2025 and 2026 LOPP pursuant to s. 339.175(8)(a) and (b), F.S.

Completion and Implementation of Annual List of Priority Projects

(XXX) will finalize the development of the LOPP, which was initiated through Task Work Order #XX under the Agreement for Continuing On-Call Transportation and Traffic Planning Services (RFP# XXX). (XXX) will perform the necessary remaining tasks to ensure the adoption of the LOPP by the MPO Governing Board and the submission of required documentation to FDOT by June 30th each year. (XXX) will develop an ArcGIS Online StoryMap, or similar web map application, to depict each of the categories and projects included in the LOPP. The format and layout of the StoryMap will be developed in collaboration with the MPO and may include elements such as project images and brief text descriptions. This online map would be developed to be updated in future LOPP cycles.

Development of 20XX List of Priority Projects

(XXX) will support the MPO in developing the 20XX LOPP through the following:

1. Project Solicitation and Update

(XXX) will provide support for the solicitation of new project applications and the update of existing project information necessary to develop the LOPP for submission to FDOT. This support includes ensuring that the information prepared is appropriate to the tier level of the project. (XXX) will conduct this support through the following activities:

- A. Coordinate with MPO, FDOT staff, and local agency partners to review current processes and procedures and identify opportunities to improve the LOPP development process.
- B. Develop an updated LOPP guidance document for local governments regarding the LOPP process and related topics such as project funding strategies, the work program development cycle, and how to best position unfunded projects for programming.
- C. Prepare communications regarding the LOPP process and notice of project solicitation to be submitted to MPO member governments.
- D. Coordinate a virtual meeting with MPO staff and each local government that is a project sponsor regarding project priorities and project application sufficiency.

Task 2: LIST OF PRIORITY PROJECTS, (LOPP) DEVELOPMENT

- E. Provide support in the completion of up to five LOPP Project Information Applications (PIAs) including technical assistance with supporting documentation (e.g. cost estimates, schedule, etc.) – additional PIAs can be completed for an additional fee if needed.
- F. Conduct a high-level review of cost estimates for the Top 20 projects through consistent methodology to identify any necessary updates to project cost estimates; and
- G. Coordinate with FDOT staff to verify preliminary completeness of LOPP project information prior to formal application submission.

2. LOPP Development and Prioritization

(XXX) will support MPO staff with the development of the LOPP, through the following activities:

- A. Identify project needs through review of existing LOPP projects and newly submitted projects.
- B. Conduct prioritization of project needs that considers existing LOPP priorities is consistent with selection criteria identified in s. 339.175(8)(b), F.S.
- C. Identify opportunities for improvement and augmentation of the prioritization criteria introduced for the 2023 LOPP.
- D. Provide support in identifying additional funding sources that can be used to fund priority projects.
- E. Identify priority projects on Toll Facilities and/or eligible for SIS funding.
- F. Identify Federal Highway Administration (FHWA) performance measure categories supported by each project on the LOPP.
- G. Review and update trail priorities identified in the current LOPP; and
- H. Review the LakeXpress Transit Development Plan (TDP) and annual Federal Transit Administration (FTA) grant application and incorporate priorities in the LOPP.

3. LOPP Presentation and Outreach

(XXX) will coordinate with MPO staff to produce and present the LOPP through the following activities:

- A. Evaluate, in coordination with MPO staff, the potential for improving the format of the LOPP and LOPP report to deliver information in the most effective way possible.
- B. Produce a draft and final LOPP, including the Top 20 and other project category lists, incorporating comments from MPO staff, Committees, Governing Board, and the public.
- C. Provide sortable Excel version of LOPP tables for MPO and FDOT District 5 use.
- D. Produce presentation (PowerPoint) and narrative (Word/PDF) summarizing the prioritization process approach and the draft LOPP and final LOPP.
- E. Attend two cycles of MPO Committee and Board meetings to present the draft LOPP, final LOPP lists to ensure adoption by June 30, 2024.
- F. Ensure consistency of LOPP tables with FDOT D5 format and requested data fields for submission to FDOT by the established deadline.

Task 2: LIST OF PRIORITY PROJECTS, (LOPP) DEVELOPMENT

- G. Produce a LOPP report that describes how the LOPP was developed, incorporates the approved LOPP, and documents related requirements and actions including FAST Act performance measures.
- H. Produce a Top 20 summary graphic/flyer or associated Top 20 project fact sheets/slides, and.
- I. Document the public involvement activities conducted and ensure that the development of the LOPP is consistent with LSMPO's approved Public Participation Plan (PPP).

As directed by the MPO, (XXX) may also perform continuing planning support under this task which consists of advisory consultation for MPO-related issues and the following:

DELIVERABLES

- 1. Final LOPP Guidance Document, up to 30 pages with narrative and graphics (Electronic copy in Word and PDF format)
- 2. Draft LOPP tables (Electronic copy in Excel and PDF format)
- 3. Final LOPP tables (Electronic copy in Excel and PDF format)
- 4. Final LOPP Top 20 table with FDOT required fields/layout (Electronic copy in Excel format)
- 5. Final LOPP Report (Electronic copy in Word and PDF format)
- 6. Final LOPP Top 20 Handout (Electronic copy in PDF format)
- 7. LOPP presentation materials to include slides (PowerPoint) and supporting narrative (Word and PDF format) for up to two cycles of MPO Committee and/or Board Meetings (Electronic copy)
- 8. Supporting materials and documentation associated with modifications and/or amendments to the Fiscal Years UPWP
- 9. Supporting materials and documentation associated with modifications and/or amendments to the LRTP
- 10. Supporting documentation and presentation materials for the above tasks (PDF or PowerPoint)
- 11. Presentation materials to include slides (PowerPoint) and supporting narrative (Word and PDF format) for up to two cycles of MPO Committee and/or Board Meetings (Electronic copy)
- 12. A statement documenting public involvement activities and consistency of LOPP with MPO PPP (Electronic copy)

SCHEDULE

All work under this Work Order will be completed by June 30, 2026. A project coordination meeting will be held within two weeks of the Notice to Proceed to determine the specific project schedule and work plan.

METHOD OF COMPENSATION

Services under this Work Order will be provided for a lump sum fee of \$XXXXX in accordance with the terms and conditions of the Agreement for General Planning Consultant Services.

TASK 2 & 3 – Online GIS Revisions & Support

(xxx) will support LSMPO in the implementation of revisions, as needed, to the MPO's existing ArcGIS Online maps and data. (XXX) will support LSMPO with updating project data and web-based maps for any modifications and/or amendments completed under Task 1. This work will be conducted under the following provisions:

1. Project GIS data in the preferred format will be provided by the MPO, FDOT, and other agencies. Data provided from other agencies will not be modified/edited/manipulated by (XXX). Examples of background information provided by other agencies include existing roadway network, trail network, and fixed-route transit system. Under this work order, (XXX) is responsible for modifying conversion and posting data in the ArcGIS Online format.
2. The Web Application and Feature Service functionality will be limited to functionality that is commercially available within the ArcGIS Online framework. No custom application coding will be performed for this tool.
3. The deliverables for this task include the updated interactive web maps and the application on the MPO's ArcGIS Online account.

SCOPE OF SERVICES

TASK 3– 2045 & 2050 LRTP Amendment Support

(XXX) will provide support to LSMPO with LRTP modifications and/or amendments to address changes in projects or activities that exceed thresholds and necessitate plan revision. This effort includes mapping, table, and text modifications and does not include revised travel demand forecasts or technical evaluation. Project phasing and costs will be provided by the MPO, FDOT, or Florida's Turnpike Enterprise. (XXX) will prepare for, and present applicable items related to the LRTP Amendments to LSMPO's TAC, CAC and Board.

DELIVERABLES

1. *Complete up to three modifications and/or amendments to the LRTP*
2. *Supporting documentation and presentation materials for the above tasks (PDF or PowerPoint)*
3. *Presentation materials to include slides (PowerPoint) and supporting narrative (Word and PDF format) for MPO Committee and Board Meetings (Electronic copy)*

SCHEDULE

All work under this Work Order will be completed by June 30, 2026. A project coordination meeting will be held within two weeks of Notice to Proceed to determine the specific project schedule and work plan.

METHOD OF COMPENSATION

Services under this Work Order will be provided for a lump sum fee of (\$XXXX) in accordance with the terms and conditions of the Agreement for General Planning Consultant Services (RFP# XX-XXX).

TASK 2 _ TIP Development

TASK 1: PROJECT MANAGEMENT

TASK 1.1 COORDINATION MEETINGS

(XXX) will schedule monthly coordination teleconferences/virtual meetings with the LSMPO staff. These meetings will review upcoming tasks, work-in-progress, and collaborate efforts between LSMPO and assigned (XXX) staff.

TASK 1.2 INVOICING & STATUS REPORTS

Invoices and status reports of completed work will be produced monthly.

TASK 2: TIP GIS DEVELOPMENT

(XXX) will provide professional services to administer the LSMPO's interactive TIP web application (web app). The purpose of the TIP web app is to provide a closer look at projects contained in the five-year schedule for improvements to the region's transportation system. This includes projects from the state (FDOT) as well as local governments (counties and cities).

TASK 2.1 TIP DATA ACQUISITION, REVIEW, AND PROCESSING

The Adopted Work Program (AWP) contains state TIP projects and is updated on an annual basis at the beginning of FDOT's fiscal year in July. The AWP is a comprehensive database which is readily available in GIS format containing project location, description, type, phase, category, and funds. TIP information data from local governments is expected to be less standardized and will require data scrubbing and consolidation with support from LSMPO. Local TIP data will be acquired by LSMPO and delivered to HDR along with the existing database from the current TIP system.

TASK 2.2 BUILDING TIP DATABASE

(XXX) will review TIP data from both state and local governments and compare them to the existing database from the current system. The processed and standardized latest TIP data will be compiled in a file geodatabase (fGDB) combining spatial data, project characteristics in tabular format as well as relevant ancillary data (e.g. jurisdictions). For each project a detailed report page will be created using automated data-driven processes. The project report pages will be appended with the corresponding feature within the fGDB for easy access by the application. The database will be published to the (XXX) Geospatial Portal within ArcGIS Online (AGOL), a secure cloud-based web-GIS portal for hosting and conveying GIS data, maps and apps.

DELIVERABLE: Comprehensive TIP database in fGDB format.

TASK 3: TIP WEB APPLICATION

(XXX) will provide professional services to maintain the LSMPO's interactive TIP web application (web app) as developed in Task 2 to accurately reflect all adopted TIP amendments.

TASK 3.1 WEB APP ADMINISTRATION

The web map will have interactive functionality and features such as data layer and base map selection allowing the user to turn layers on/off as needed and easily switch between base maps (e.g., street map, topo, or aerial background). The user will be able to easily access project information by simply selecting a feature on the map. The reporting piece will allow the user to search or query for specific projects and to generate custom project reports pages combining project characteristics and statistics along with a project overview map. The TIP web app will follow existing LSMPO brand standards (e.g., color pallet, text size and font). The administration of the TIP web app will be a collaborative process between LSMPO and (XXX) allowing LSMPO to provide feedback on functionality and appearance of the app.

DELIVERABLE: Finalized TIP web app, to be hosted on(XXX) Geospatial

Portal. TASK 4: FY2025/2026 ANNUAL TIP ADMINISTRATION

TASK 2.1 FY2021/2022 TIP AMENDMENTS

(XXX) will prepare amendments to the current TIP as directed by LSMPO Staff. Amendments are expected to occur one per Board meeting (i.e., up to ten (10) amendments) from July 1, 2024 to June 30, 2026. The TIP amendments will include MPO Board agenda/packet materials for LSMPO Staff to review and edit as needed for presentation to the Board. One (1) draft will be provided for each amendment along with one (1) round of revisions based on comments from LSMPO Staff.

DELIVERABLE: Up to six (6) FY2025/2026 TIP Amendments.

TASK 2.2 2022/2023 ANNUAL TIP DEVELOPMENT

(XXX) will prepare the Annual TIP for the LSMPO with guidance from the FDOT MPO Program Management Handbook, as well as the appropriate state and federal legislation (F.S., CFR 23, USC Title 49). (XXX) will review the current TIP format and provide recommendations for revisions to the TIP format to provide a more intuitive, functional and user-friendly document. The resulting TIP will reflect best practices, including consistent and on-going engagement with LSMPO staff, Board, and committees.

The TIP will include a narrative description of the anticipated effect of the TIP toward achieving the applicable performance targets identified in the LRTP, linking investment

priorities to those performance targets, in accordance with 23 CFR 450.326(d). This description will be at a systems or program level and not at the level of individual projects. It will be consistent with and include or reference the goals, objectives, strategies, performance measures and targets in the LRTP and in other plans and processes as they relate to the federally required performance targets in the LRTP and the program of projects in the TIP.

The TIP document will also be developed to be ADA compliant, including alternative text, visual contrast, and tagging and reading order.

- Alternative text is new language that would describe images, figures, infographics, maps, and other visuals that can be read aloud. This language will be developed for each visual and is general in nature. For example, the language may be, “A photo of people on bicycles”. The descriptions scoped here do not include information beyond what would be generally observed.
- Visual contrast is to address any color schemes or contrast element(s) that may be too subtle to differentiate or could present difficulties to someone who cannot see the differences between red-green, blue-yellow, etc. This service entails a review of each visual and updates when needed.
- Tagging text refers to identifying text as a “header” style of various levels (header 1, header 2) to indicate the hierarchy of text as it should be interpreted. Body text and tables are also tagged as report content. Reading order refers to the logical flow of information as it is read aloud by a text-to-speech reader program. In some instances, such as infographics, this needs to be manually determined in order to communicate the information in a logical order. HDR will manually specify the reading order when needed.

DELIVERABLE: FY2026/2027 TIP document.

TASK 2.3: MEETING & WORK SESSION ATTENDANCE

As with any organizational change, adjusting the TIP administration process at the LSMPO will need to include interaction and feedback from the staff, Board, and advisory committees. Associated with the development of the TIP in Task 3.2, (XXX) will attend up to six (6) meetings or work sessions between July 1, 2024 and June 30, 2026. Specific meetings may include a kickoff meeting with the LSMPO, as well as LSMPO Governing Board and the Technical Advisory Committee (TAC) meetings as directed by LSMPO Staff. As practical, meetings will be attended virtually. Work associated with each meeting includes the time to develop presentation materials, which may provide updates on best practices, areas for improvement, proposed content and format. Feedback from these meetings will be used to tailor the approach and make appropriate revisions prior to the adoption of the TIP each June.

DELIVERABLE: Meeting attendance at up to six (6) meetings.

UPWP Task 4 - Special Studies and Task 5 - Public Outreach Support

1. Background and UPWP Reference

The Lake-Sumter MPO has requested that (XXX) provide support to the MPO for the following items: transportation planning and website updates. The MPO identifies the need for these activities in the ***Unified Planning Work Program (UPWP) for FY2025– FY2026***, as part of ***Task 4: Special Studies and Task 5: Public Outreach***. The Purpose, Required Activities, and End Products of Task 4 and Task 5 as identified in the UPWP are shown below.

Task 4 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.

Required Activities Include:

- UPWP Task 4: Special Studies (UPWP Description of Planning Work shown below)
 - Public transportation planning, including fixed-route transit and para-transit planning.
 - Coordinate process for approved 5-year TDSPs for Lake County and Sumter County and annual minor updates.
 - Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting.

Task 5 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).

- UPWP Task 5: Public Outreach (UPWP Description of Planning Work shown below)
 - 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.
 - Development, updates, implementation and documentation 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; as well as a web-based public outreach activity tracking tool with the ability to creating reporting dashboards to

UPWP Task 4 - Special Studies and Task 5 - Public Outreach Support

display the information that is recorded in a user-friendly manner. ADA compliance for the MPO Website, public meetings, and all Documents.

End Products (As Identified in the UPWP) Include:

- UPWP Task 4: Special Studies
 - Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, TIA Reviews, Development Impact Reviews, Small Area Studies, CMAC, TAP studies.
 - Administration of Quarterly Transportation Disadvantaged Coordinating Board Meetings (4 meetings per full fiscal year).
 - TAM, and PTASP Annual Updates.
 - TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates.
 - Annual review of Lake County and Sumter County CTCs.
- UPWP Task 5: Public Outreach
 - MPO Annual PPP Report including evaluation of the effectiveness of Title VI, LEP, and DBE Plans.
 - Public Participation Plan Update and Approval.
 - Updated and improved MPO website/MPO Project websites/MPO social media platforms for MPO Studies.
 - Production and updates to public information materials.
 - Online survey and In-person Survey Reports ADA Compliant Website and Documents.

2. Scope of Services

Tasks to be completed include the following:

1. Special Studies (UPWP Task 4):

- Support Transportation Disadvantaged Coordinating Board (TDCB) activities including development of TDCB meeting agenda, supporting materials and presentations for quarterly meetings.
- Annual update of the Transit Asset Management Plans for Lake and Sumter Counties.
- Coordinate with Lake and Sumter Counties to develop Public Transportation Agency Safety Plan (PTASP) target-setting.
- Final revisions to the 2023 Transportation Disadvantaged Service Plans (TDSP) for Lake and Sumter County. Annual 2024 TDSP Updates for Lake and Sumter County.
- Annual Review of the Lake and Sumter County CTCs to include site visits, transit route ride-along, documentation and procedures review and final report.

2. Public Outreach (UPWP Task 5):

UPWP Task 4 - Special Studies and Task 5 - Public Outreach Support

- Updates and maintenance to website as requested.
- Annual Public Participation Report, including evaluation of the effectiveness of Title VI, LEP, and DBE Plans. Development of web-based activity tracking tool to input public involvement events throughout the year, as inputs into the Annual Public Participation Report. This tool will have the ability to create reporting dashboards to display the information that is recorded in a user-friendly manner.
- Ongoing updates to the LSMPO's website, including graphic enhancements, functionality improvements, document uploads for meeting materials and reports and online surveys as needed. A special emphasis will be placed on accessibility enhancements to the website to improve functionality for users with visual or auditory disabilities. This will include updates to MPO documents to improve accessibility.
- Public Participation Plan Update.
- Title VI Plan Update.
- Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies. Develop recommendations for ADA accessibility improvements for public meetings including virtual meeting access.
- Production and updates to public information materials

Deliverables Include:

- UPWP Task 4: Special Studies - TDCB planning and meeting support, TDSP Annual Minor Updates (and document maintenance as needed), TAM Plan Update for Lake and Sumter County, and Annual review of Lake County and Sumter County CTCs, and PTASP target-setting.
- UPWP Task 5: Public Outreach - Maintenance and updates to MPO website including ADA accessibility improvements for virtual meetings; Annual Public Participation Report, Title VI Plan Update, Public Involvement Plan Update, and updates to public information materials.

APPENDIX J.

CFMPOA INTERLOCAL AGREEMENT





APPROVED

CERTIFICATION

10/14/16 *CS*

STATE OF FLORIDA

§

COUNTY OF ORANGE

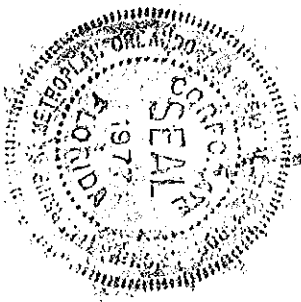
I HEREBY CERTIFY that the foregoing is a true and correct copy of FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT CREATING THE CENTRAL FLORIDA MPO ALLIANCE approved in a regular meeting of the Central Florida MPO Alliance on October 14, 2016. The original copy of this document is on file in the Administrative Offices of MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of MetroPlan Orlando on behalf of the Central Florida MPO Alliance, this 14th day of October 2016.

By:

Cathy Goldfarb

Cathy Goldfarb, Sr. Board Services Coordinator
Board Services and Recording Secretary





**FIRST AMENDED AND RESTATED
INTERLOCAL AGREEMENT
CREATING THE CENTRAL FLORIDA MPO ALLIANCE**

This Interlocal Agreement ("Agreement") is made and entered into this 14th day of October, 2016, by and between the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO, and the Polk TPO.

RECITALS

WHEREAS, Central Florida MPO Alliance Resolution No. 2001-01 was adopted by MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, and the Lake County Board of County Commissioners (hereinafter referred to as Lake-Sumter MPO) to create and operate the Central Florida MPO Alliance;

WHEREAS, the service areas for MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO and the Polk TPO are as described in each respective organization's Interlocal Agreements.

WHEREAS, Resolution No. 2003-01 was adopted by the Central Florida MPO Alliance adding the Polk Transportation Planning Organization (TPO) to its membership;

WHEREAS, Resolution No. 2004-01 was adopted by the Central Florida MPO Alliance adding the Ocala/Marion County Transportation Planning Organization (TPO) to its membership;

WHEREAS, the 2005 Florida Legislature enacted Chapter 2005-290, Laws of Florida, relating to infrastructure planning and funding (the "Act");

WHEREAS, the Act provides that regional transportation plans may be developed in regional transportation areas in accordance with an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes, by two or more contiguous Metropolitan Planning Organizations;

WHEREAS, the parties hereto established the Central Florida MPO Alliance through the Interlocal Agreement dated October 19, 2005;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was amended by Resolution of each member of the Central Florida MPO Alliance in February 2007;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was further amended by Resolution of each member of the Central Florida MPO Alliance in February/March 2012;

WHEREAS, the parties hereto desire to continue the Central Florida MPO Alliance through this First Amended and Restated Interlocal Agreement in order to continue the region's collaborative transportation planning process, to comply with the applicable provisions of Chapter 2005-290, Laws of Florida, with regard to development of a regional transportation plan, and to access funds that are available to encourage regional transportation planning efforts; and

WHEREAS, Section 339.2819, Florida Statutes, creates within the Florida Department of Transportation a Transportation Regional Incentive Program (TRIP) that provides funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to Section 339.155(5), Florida Statutes.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties desire to be legally bound and do agree as follows:

1. The Central Florida MPO Alliance (the "Alliance") is hereby formed to:
 - a. Maintain and update a regional transportation plan;
 - b. Pursue funding opportunities to advance regionally significant facilities and services which may include the establishment of regional transportation project priorities for the TRIP;
 - c. Serve as a forum for exchanging information between members, especially on projects of regional significance;
 - d. Coordinate regional transportation planning and policy development with the Florida Department of Transportation;
 - e. Identify regional transportation opportunities;
 - f. Solve regional transportation issues; and
 - g. Establish legislative priorities that will assist in addressing the region's transportation needs.

2. Each of the six organizations comprising the Alliance shall appoint three (3) voting policy Board members to serve on the Alliance. Each of the six organizations may appoint up to three (3) alternate representative who are also policy Board members. Terms of voting and alternate members shall run from the time of appointment by the member policy Board until said members no longer serve on the member MPO Board, or until replaced by the member MPO Board.

3. The Alliance will meet quarterly. Quarterly meetings shall be held at MetroPlan Orlando located at 250 S. Orange Ave, Suite 200, Orlando, FL 32801 or a location designated and approved by the Chairperson of the Alliance. Annually, at least one meeting may be held off-site, at a mutually agreed

upon location, for the purpose of holding a joint meeting with the West Central Florida Chairs Coordinating Committee/TBARTA MPOs Chairs Coordinating Committee.

4. At the last meeting in each calendar year, members of the Alliance shall select one of its members as a Chairperson, another member as Vice-Chairperson, and a third member as Secretary. The three officers shall serve a term of one year or until their successors are selected. In the event an officer is unable to complete the term of his or her office, a successor, from the same jurisdiction, shall be elected to complete the term or the Alliance may also choose the office remain vacant until the time of the next annual elections.

By mutual agreement of the Alliance members, MetroPlan Orlando staff will provide primary administrative support to the Alliance from existing staff. MetroPlan Orlando staff shall be responsible for preparing minutes, placement of advertisements and meeting notices, working with the member Directors to prepare an agenda, preparing and distributing agenda packages to all Alliance members and other interested parties, and providing orientation briefings to incoming Alliance members along with their respective members' staff. Also by mutual agreement, each member shall provide an annual contribution in the amount of five thousand dollars (\$5,000) to MetroPlan Orlando for the purpose of covering expenses included, but not limited to, support staff as noted above, off-site meeting expenses, meeting advertising costs, copying and printing costs, technology costs, cost of postage and/or delivery service, and other publications/reports as approved by the Alliance such as a compilation of member organizations' Long Range Transportation Plans and Prioritized Project Lists into a regional document and compilation and publication of a Regional Indicators report. Other small scale studies may be approved by the Alliance based on funding availability.

5. The Alliance shall utilize the Scott, Foresman *Robert's Rules of Order Newly Revised* (9th ed. 1990), as the official rules of procedure.

6. Quorum. The Alliance shall consist of eighteen (18) members. The presence of ten (10) members at a meeting shall constitute a quorum. Every effort should be made to have at least one representative present from each member organization, however in the event this is unattainable, the Executive Director may act on behalf of their respective organization. No action shall be taken by the Alliance except upon a majority vote of those present and voting. Because the Alliance operates on the basis of consensus, no substantive action shall be adopted by the Alliance on any issue if the majority of the members of any delegation (i.e. MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO, or the Ocala/Marion County TPO) present and voting shall oppose the proposed action.

7. Technical and additional administrative support for the Alliance will be provided by existing staff from the members' respective organizations. All meetings of the Alliance shall be advertised at least three (3) days prior to said meeting by posting a notice at the office of each of the six (6) member organizations comprising the Alliance, setting forth the time, place, and date of said meeting and an agenda of said meeting, to include a notice published on the website of each organization. Further, a notice including the time, place, and date of the meeting shall be advertised in a newspaper of general circulation, as defined by Chapter 50, Florida Statutes, within Central Florida and the Florida Administrative Weekly. Minutes shall be taken at all Alliance meetings, and shall be consistent with the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes. All meetings and other public records shall be maintained at the offices of MetroPlan Orlando, with a true and correct copy provided to each member organization.

8. The organizations comprising the Alliance will maintain control of their respective funding and programming responsibilities, although opportunities may be identified for cooperative ventures such as through the Transportation Regional Incentive Program (TRIP) or other discretionary programs that may be established at the federal or state level.

9. The Alliance is a regional collaborative and has no regulatory power. The Alliance shall take no position, or advocate any position, on any substantive matter, except for the substantive positions advocated by Alliance member organizations. The primary purposes of the Alliance shall be to maintain and update a regional transportation plan, pursue funding opportunities to advance regionally significant facilities and services, act as a clearinghouse with regard to regional transportation issues, and serve as a cooperative forum for member organization fact-finding and advocacy of positions espoused by its member organizations.

10. The Alliance shall compare and review, at least every five (5) years, each member organization's adopted Long Range Transportation Plan for the purpose of identifying any potential planning area conflicts and/or opportunities for further regional coordination to advance projects of mutual interest. For the purposes of this review, the regional transportation area shall be all of Orange County, Seminole County, Osceola County, Volusia County, Brevard County, Lake County, Sumter County, Polk County, and Marion County. Additionally, Beverly Beach, Flagler Beach and portions of the cities of Palm Coast and Bunnell, as well as portions of unincorporated Flagler County are also included pursuant to the designated metropolitan planning area of the River to Sea TPO. This effort will be a collaborative effort involving all members of the Alliance with MetroPlan Orlando serving as the lead agency.

11. Disagreements regarding interpretation of this Agreement or disputes relating to the development or content of the regional transportation plan shall be resolved by alternate dispute resolution, either through mediation or binding arbitration, as provided in Chapter 44 and Chapter 682, Florida Statutes.

12. Amendments or modifications to this Agreement may only be made by written agreement signed by all parties hereto, with the same formalities as the original agreement.

13. This Agreement shall remain in effect until terminated by the parties to this Agreement, or as otherwise provided by law. Any party may withdraw from this Agreement after presenting in written form to the other parties of this Agreement a notice of intent to withdraw, at least ninety (90) days prior to the intended date of withdrawal. The withdrawing party and the remaining parties shall execute a memorandum reflecting the legal withdrawal of the party and the alteration of the list of parties that are signatories to this Agreement.

14. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed to each respective MPO as follows:

MetroPlan Orlando: Mr. Harold W. Barley, Executive Director 250 S. Orange Avenue, Suite 200 Orlando, FL 32801	Space Coast TPO: Mr. Bob Kamm, Executive Director 2725 Judge Fran Jamieson Way Bldg. B, MS 82 Viera, FL 32940
Lake-Sumter MPO: Mr. T J Fish, Director 1616 South 14 th Street Leesburg, FL 34748	Polk TPO: Mr. Tom Deardorff, Director Drawer TS-05 P.O. Box 9005 Bartow, FL 33831-9005
River to Sea TPO: Ms. Lois Bollenback, Executive Director 2570 W. International Speedway Blvd Suite 100 Daytona Beach, FL 32114	Ocala/Marion County TPO: Executive Director 121 SE Watula Avenue Ocala, FL 34471

15. Interpretation.

a. Drafters of Agreement. The parties hereto were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

b. Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect, provided that such remainder would then continue to conform to the terms and requirements of applicable law.

16. Enforcement by Parties Hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney's fees in connection with such proceeding.

17. Agreement Execution; Use of Counterpart Signature Pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which is executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

18. Effective Date; Cost of Recordation. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party thereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located. The cost of recording shall be at the expense of each party.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY: [Signature]

TITLE: Chairman

ATTEST: Virginia Pukit

TITLE: Director of Regional Partnership

SPACE COAST TPO:

BY: [Signature]

TITLE: Chairwoman

ATTEST: [Signature]

TITLE: Transit/Station Program Manager

LAKE-SUMTER MPO:

BY: [Signature]

TITLE: Chairman

ATTEST: [Signature]

TITLE: Executive Director

POLK TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

RIVER TO SEA TPO:

BY: [Signature]

TITLE: Council Member

ATTEST: [Signature]

TITLE: Executive Director

OCALA/MARION COUNTY TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

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BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

SPACE COAST TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

LAKE-SUMTER MPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

POLK TPO:

BY: Donald K. Selwage

TITLE: Chairman

ATTEST: PT

TITLE: Executive Director

RIVER TO SEA TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

OCALA/MARION COUNTY TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

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TITLE: _____

ATTEST: _____

TITLE: _____

SPACE COAST TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

LAKE-SUMTER MPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

POLK TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

RIVER TO SEA TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

OCALA/MARION COUNTY TPO:

BY: James Hilly

TITLE: Prasanna City Council

ATTEST: Kelly

TITLE: TRANSPORTATION PROVIDER