



# Unified Planning Work Program

July 1, 2020 – June 30, 2021 &  
July 1, 2021 – June 30, 2022



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## *Florida Department of Transportation*

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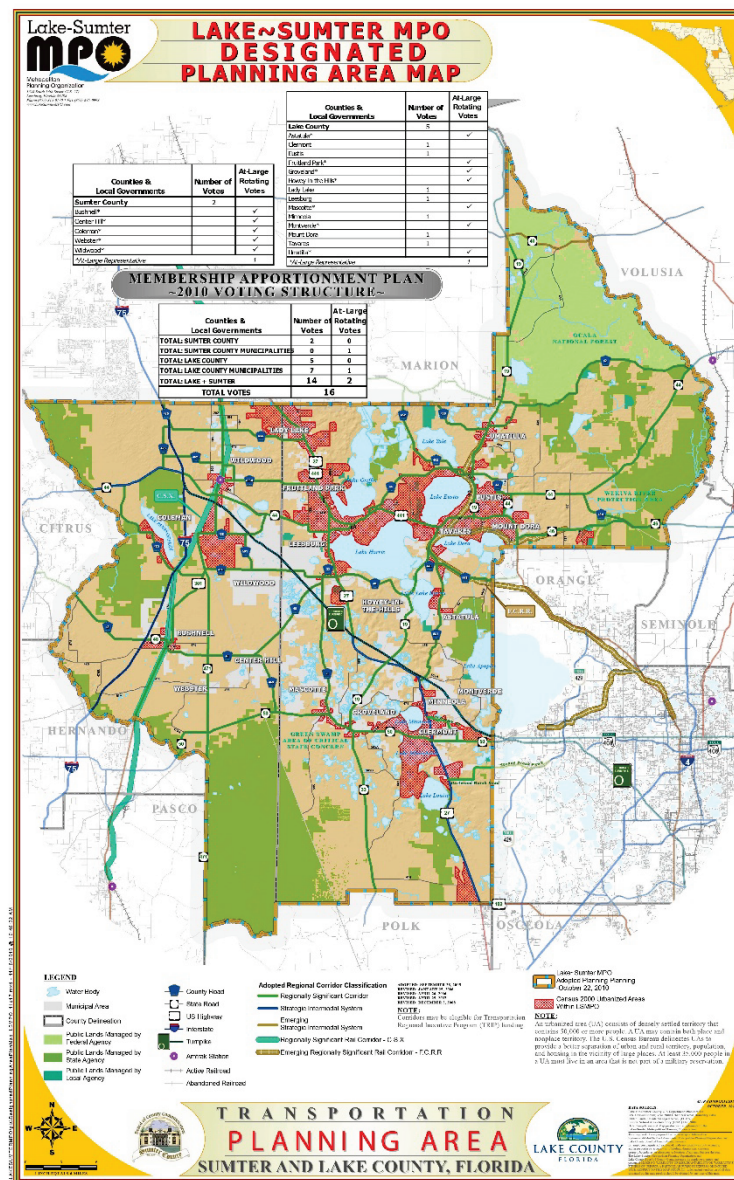
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The Lake-Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds. The Lake-Sumter MPO is tasked with effectively identifying the public's transportation needs. The extent of the MPO's metropolitan planning area is shown in **Figure 1**.

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



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

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

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

The MPO's plans and programs are designed to meet the current and future transportation needs of the Lake-Sumter Region. Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.) and the Federal Transit Act, the Fiscal Year 2020/21 – 2021/22 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, 2020 through June 30, 2022 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 COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES

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

### 1.2.1 Long Range Transportation Plan

The LRTP is one of the key products of the planning process and addresses the state and federal requirements that are the responsibility of the MPO as the organization authorized to carry out the transportation planning process. The Lake-Sumter MPO commenced development of the 2040 Long Range Transportation Plan in FY 2014/15 and the MPO Governing Board adopted the plan on December 9, 2015. It was approved by the Federal Highway Administration on December 11, 2019 in accordance with the FAST Act Compliance. The multi-modal plan incorporates transit and five programs that address multiple modes of transportation: Complete Streets, Regional Trails, Safe Schools Emphasis Areas, Sidewalks, and Transportation Systems Management and Operations. The major planning effort for the 2045 Long Range Transportation Plan began in the fall of 2019.

### 1.2.2 Efficient Transportation Decision Making (ETDM)

The LRTP is one of the key products of the planning process and addresses the state and federal requirements that are the responsibility of the MPO as the organization authorized to carry out the transportation planning process. The Lake-Sumter MPO commenced development of the 2040 Long Range Transportation Plan in FY 2014/15 and the MPO Governing Board adopted the plan on December 9, 2015. It was approved by the Federal Highway Administration on December 11, 2019 in accordance with the FAST Act Compliance. The multi-modal plan incorporates transit and five programs that address multiple modes of transportation: Complete Streets, Regional Trails, Safe Schools Emphasis Areas, Sidewalks, and Transportation Systems Management and Operations. The major planning effort for the 2045 Long Range Transportation Plan began in the fall of 2019.

### 1.2.3 Intelligent Transportation System Master Plan for Lake and Sumter Counties

The Lake Sumter Metropolitan Planning Organization (MPO) worked with Lake County to develop an Intelligent Transportation System (ITS) Master Plan for the Lake County area. This master plan evaluated the current systems in the Lake County Area, determined future needs and formulated an implementation strategy for the future development and maintenance of the ITS. The next design phase of the ITS Masterplan is an MPO priority.

Sumter County Transportation System Management & Operations (TSMO) master plan evaluated the current systems in the Sumter County Area, determined future needs and formulated an implementation strategy for the future development and maintenance of the ITS. The next design phase of the TSMO Masterplan is an MPO priority.

### 1.2.4 Complete Streets Projects

The East Avenue Complete Street Study was completed in December of 2019. The Clermont State Road 50 and US 301 in downtown Wildwood Complete Studies are on-going. The MPO is conducting the Wekiva Trail Alternate Corridor Study for the City of Mount Dora, completion is scheduled for December 31, 2020.

### 1.2.5 Transit Planning

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



## 1.2.6 Completed Planning Studies in The Lake-Sumter Regional Area Over The Last UPWP Two year Period

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

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
East Avenue Complete Streets Study	MPO	2018/19	\$110,000	State

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
North Lake Trail Feasibility Study	FDOT	2018/19-2019/20	\$250,000	State
Black Bear Scenic Trail Feasibility Study	FDOT	2018/19-2019/20	\$250,000	State
US 301 PD&E Study	FDOT			
CR 470 PD&E Study	FDOT			

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
CR 455 PD&E	Lake County	2018/19	\$817,968	Lake County
Round Lake Road PD&E	Lake County	2018/19	\$115,000	Lake County
Lake Minneola Shores Corridor & Jalarmy Road Safety Study	Lake County	2019/20	\$10,920	Lake County
CR 473 & Treadway School Road Safety Study	Lake County	2019/20	\$17,127	Lake County
PE Study CR 229	Sumter County	2018/19	\$187, 220	Sumter County
PE Study Buena Vista Boulevard Extension	Sumter County	2018/19	\$360,514	Sumter County
Comprehensive Operations Analysis (COA)	Office of Transit Services	2018/19	\$120,000	Lake County
ADA Accessibility Study	Office of Transit Services	2018/19	\$115,000	Lake County

### 1.2.7 On-going and Planned Planning Studies in the Lake-Sumter Regional Area

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

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<b>Wekiva Trail Alternate Corridor Study</b>	MPO	2019-2020	\$199,500	Local Funds
US 301 Complete Streets Study in Downtown Wildwood	MPO	2019-2020	\$199,500	State

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
<b>SR 50 Complete Street Study in Clermont</b>	FDOT	2018/19-2019/20	\$250,000	State
Tav-Dora Regional Trail Study	FDOT	2018/19-2019/20	\$235,000	State
<b>SR 19 Corridor Study, Umatilla</b>	FDOT	2018-2019	\$644,362	State
SR 50 PD&E Study from US 301 in Hernando County to CR 33 in Lake County	FDOT	2019-2020	\$2,614,403	State
<b>S. Sumter Connector Trail Project Development and Environmental (PD&amp;E) Study</b>	FDOT	2019-2020	\$910,000	State



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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
CR 561 and CR561A Speed Study	Lake County	2019-20 On-going		Lake County
Villa City Road Safety Study	Lake County	2019-20 On-going		Lake County
Fixed Route Fare Study	Office of Transit Services	Planned between 2020-2022	TBD	Lake County
Local Economic Impact of Public Transportation	Office of Transit Services	Planned between 2020-2022	TBD	Lake County
Park and Ride Transfer Center	Office of Transit Services	Planned between 2020-2022	TBD	Lake County
Updating Title VI Policy	Office of Transit Services	Planned between 2020-2022	TBD	Lake County
Updating DBE Program	Office of Transit Services	Planned between 2020-2022	TBD	Lake County

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

The development of the UPWP is guided by Federal, State, Regional and Local transportation planning priorities which are described below. The combination of these priorities provides the foundation for the development of a comprehensive transportation system.

### 1.3.1 Federal Planning Factors

The FAST (Fixing America's Surface Transportation) Act was signed into law on December 4, 2015. The FAST ACT's transportation planning factors build on the eight factors in MAP-21 and added two new factors. The 10 Federal Planning Factors are identified below.

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.

### 1.3.2 FDOT Statewide Planning Emphasis Areas

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

#### SAFETY

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years. Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

#### SYSTEM CONNECTIVITY

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

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population



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

## RESILIENCE

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

## ACES (AUTOMATED/CONNECTED/ELECTRIC/SHARED-USE) VEHICLES

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

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

**Planning Consistency Matrices** for both Federal and State Guidelines are shown in **Appendix B**.

### 1.3.3 Local and Regional Planning Priorities

The needs and level of planning of the MPO area are reflected in this UPWP and are consistent with the 2040 Long Range Transportation Plan's planning priorities. The objectives of this UPWP are to address the planning priorities of the area as follows:

- **Invest in transportation infrastructure to support a prosperous, competitive regional economy.**  
*Provide an efficient, interconnected transportation system to advance and support the economic well-being and quality of life of the region; improve travel reliability on major freight routes; and enhance access to jobs.*
- **Provide a safe and secure transportation system for all users.**  
*Minimize crashes and fatalities for all modes of transportation; improve safety for pedestrians and cyclists; and facilitate accessibility for emergency response vehicles.*
- **Proactively manage the operations of the regionally significant transportation facilities in the MPO planning area for all users.**  
*Improve transportation options available to residents, business patrons and visitors; balance regional capacity needs with human scale accessibility needs; continue implementation of the MPO's Complete Streets policy; and invest in Intelligent Transportation Systems (ITS) as an alternative to adding roadway capacity*
- **Improve mobility options and connectivity for people and goods.**  
*Invest in strategies to reduce per capita vehicle miles traveled (VMT); Increase modal opportunities and modal enhancements within communities; and improve freight facility connectivity in the Lake-Sumter Region across all modes of transportation*
- **Make transportation decisions that support communities' visions and promote responsible social, economic and environmental stewardship.**  
*Coordinate regional transportation planning efforts and local comprehensive planning efforts; reduce negative environmental impacts associated with transportation investments; and ensure Environmental Justice (EJ) is considered in all aspects of MPO planning.*

### 1.3.4 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). Planning tasks to be undertaken during the two-year period covered by this document include the following seven major categories:

***Task 1:** Administration*

***Task 2:** Multimodal Planning*

***Task 3:** Transportation Improvement Program*

***Task 4:** Long Range Transportation Planning*

***Task 5:** Regional Planning*

***Task 6:** Public Involvement*

## 1.4 WHAT ARE SOME OF THE FINANCIAL CONSIDERATIONS?

### 1.4.1 FDOT Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft match” provision that allows the Federal share to be increased up to 100% to the extent credits are available. This soft match is not required to be programmed. It will not be shown in the budget tables throughout this UPWP; however, it should be known that the “soft match” amounts shown below 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 2020/21–2021/22 UPWP including but not limited to the following:

- 21-day comment period on the draft FY 2020/21–2021/22 UPWP
- Public meetings on specific transportation projects including the UPWP
- MPO Website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (Technical Advisory Committee (TAC), Community Advisory Committee (CAC), Transportation Disadvantaged Coordinating Board (TDCB)
- UPWP Public Hearing held at the April 2020 MPO 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 (FCEN), the Central Florida Expressway Authority (CFX), FDOT and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process for the Lake-Sumter MPO.

- A. Voting Members:** The MPO Governing Board includes elected representatives from Lake and Sumter counties, two county commissioners from Sumter County and all five county commissioners from Lake County. In addition, there are seven voting members from municipalities with representatives from: Clermont, Eustis, Lady Lake, Leesburg, Minneola, Mount Dora and Tavares. There is one additional at-large voting member that annually rotates from the following cities: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. There is one additional at-large voting member from the following cities: Bushnell, Center Hill, Coleman, Webster and Wildwood that is determined by interlocal agreement between the cities.

- B. Other Entities/Non-voting:** Ex-officio members include Florida Central Railroad, added as ex-officio member in 2006, both counties' school districts, approved as ex-officio members in 2008, and the Central Florida Expressway Authority, added in 2015. A chart depicting these members is shown in **Figure 8**.

### 2.1.3 Advisory Committees and Task Forces

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	Task Forces
Executive Committee	East Lake Task Force
Technical Advisory Committee	The Northwest Lake Task Force
Community Advisory Committee	The South Lake Task Force
Transportation Disadvantaged	The Public Transportation Task Force

### 2.1.4 MPO Staff

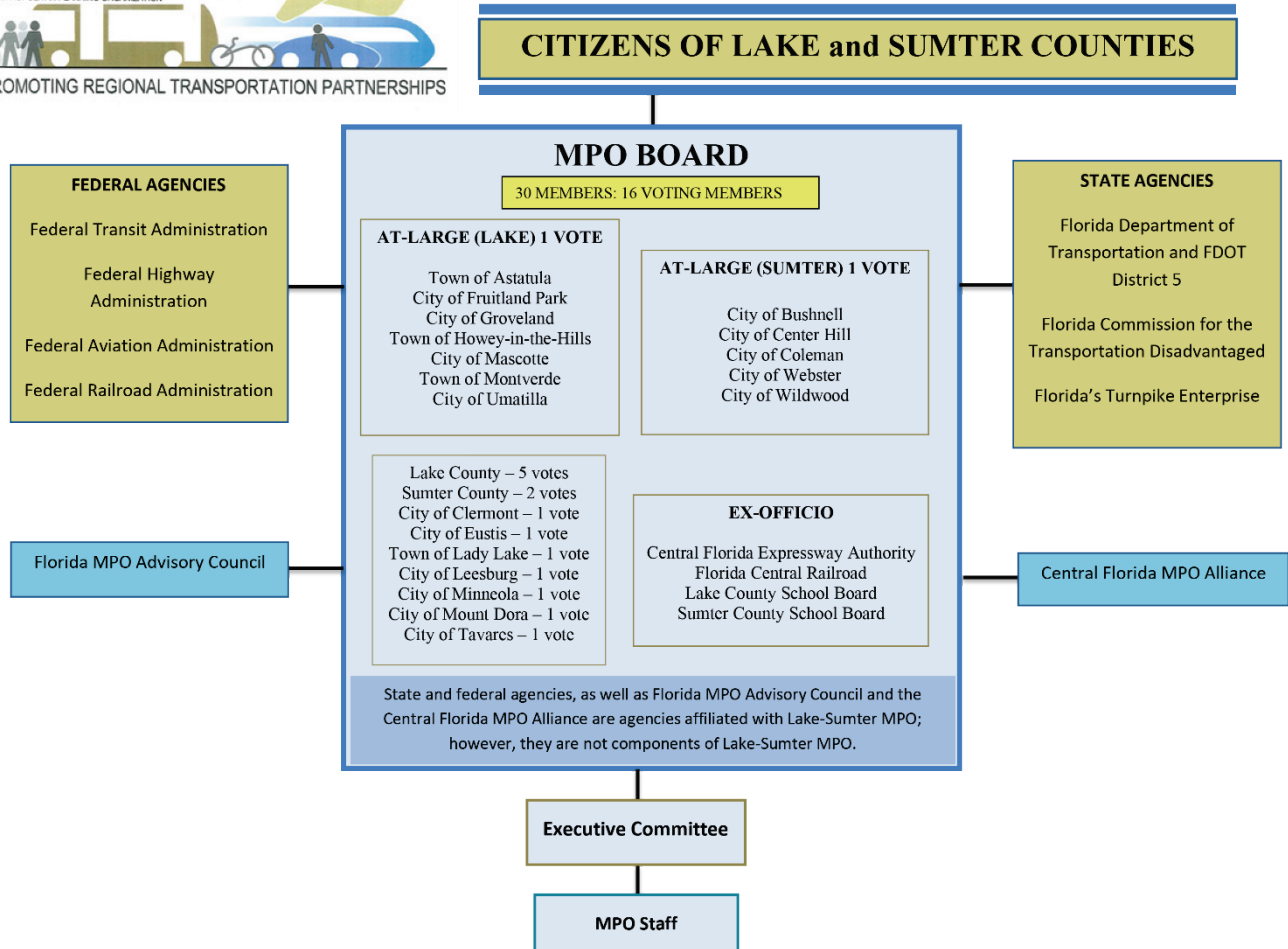
The MPO Staff is responsible for collecting and disseminating all information from the transportation planning process to the general public. The work effort required to support the planning process is administered by the MPO staff in cooperation with local governments and the FDOT. Examples of other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



Figure 8. *Lake-Sumter MPO Organizational Charts*



## ORGANIZATION CHART



## 2.2 MPO AGREEMENTS

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

- The Lake-Sumter MPO is party to an interlocal agreement among the six MPOs that are members of the **Central Florida Metropolitan Planning Organization Alliance** (CFMPOA). The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The CFMPOA also executed the FDOT agreement with the **Regional Intergovernmental Coordination and Review** (ICAR) agencies serving the metropolitan area created under Section 186.504, F.S. The agreement describes the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. The MPO took the lead in introducing interlocal agreements to two neighboring MPOs with which the Lake-Sumter MPO shares urbanized areas. The proposed interlocal agreements would further reinforce the planning roles of each MPO. The agreement stipulates planning coordination on projects and on plans and programs such as the Transportation Improvement Program and the Long Range Transportation Plan.
- In addition, the Lake-Sumter MPO is a party to the **Metropolitan Planning Organization Advisory Council** (MPOAC). The Florida MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The organization is made up of a Governing Board (27 members) consisting of local elected officials from each MPO and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC also includes a Policy and Technical Subcommittee, a Freight Committee, and other committees as assigned by the Governing Board. The Policy and Technical Subcommittee annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the National Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues. Current initiatives include the Complete Streets Working Group and the Best Practices Working Group tasked with developing guidance documents detailing best practices for MPO planning activities.

- **Interlocal Agreement for the Creation of Metropolitan Planning Organization** between Florida Department of Transportation (FDOT), the County of Lake, the County of Sumter, Town of Astatula, City of Bushnell, City of Center Hill, City of Clermont, City of Coleman, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares, City of Umatilla, City of Webster, City of Wildwood, Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority.  
*Updated October 28, 2015, Renew in October 2020.*
- **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. Approval June 2020.*
- **Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) 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, Renew by August 2020.*
- **Public Transportation Joint Participation Agreement 5305(d)** provides funds for transit related task elements for the UPWP.  
*Updated October 25, 2016, Renew by September 2021.*
- **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, 2020 thru June 30, 2021 and July 1, 2021 thru June 30, 2022.*
- **MPO Staff Services Agreement** provides staff for carrying out MPO activities.  
*Renewed February 2020.*

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

## 2.3 OPERATIONAL PROCEDURES AND BYLAWS

The Metropolitan Planning Organization (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.

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

The Bylaws of the MPO serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake-Sumter MPO. The intent is to provide procedures and policies for the MPO Governing Board and MPO Committees for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis. Full text of the MPO Bylaws can be found on the **MPO website**. [http://www.lakesumtermpo.com/media/5avjr5cb/mpoboardbylawsrevisions\\_8-27-2019.pdf](http://www.lakesumtermpo.com/media/5avjr5cb/mpoboardbylawsrevisions_8-27-2019.pdf)

### 2.3.2 Certification

The most current FDOT certification review was performed February 2020. The Statements and Assurances included in this UPWP as Appendix C include: Debarment and Suspension Certification, Lobbying Certification for Grants, Loans, and Cooperative Agreements, Disadvantaged Business Enterprise Utilization, and Title VI/Nondiscrimination Assurance.

### 3. TASKS OVERVIEW FOR FY 2020/21- 2021/2022



This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2020/21-2021/22 including the purpose of the task, previous work accomplished, proposed required activities to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The Work Program is broken down into eight major categories of activity. The final section of the UPWP contains the appropriate tables, including a task element index, 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 to ensure the maintenance of a continuing, cooperative and comprehensive transportation planning process for the Lake-Sumter MPO Planning Area.

**Planning Consistency Matrices** for both Federal and State Guidelines are shown in **Appendix B**.

#### ***Task 1.0 Administration***

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

#### ***Task 2.0 Multi-modal***

Multi-modal activities encompass plans for Transit; Vulnerable Roadways Users services; Bike-ped Improvements; Complete Street Projects; Safety Improvements; Freight Studies; Traffic Impact Analysis Reviews; Transportation Systems Management & Operations (TSM&O) and/or ITS planning and studies; and System Planning as generated from the Capital Improvements Program (CIP).

#### ***Task 3.0 Transportation Improvement Program***

This section includes development of the Transportation Improvement Program (TIP) and coordination with the Florida Department of Transportation on development of the FDOT Work Program. The five-year Transportation Improvement Program is required by state and federal laws and is developed on an annual basis and amended as needed to ensure consistency with the FDOT Work Program. Reporting, tracking, and documentation of performance measures and targets for the PIP, Title VI, LEP and DBE plans.

#### ***Task 4.0 Long Range Transportation Planning***

Work in this section involves the implementation of and any major updates or amendments to the MPO's 2040 Long Range Transportation Plan (LRTP) and development of the new LRTP TRANSPORTATION 2045. The 2040 LRTP was adopted December 9, 2015, TRANSPORTATION 2045 will be adopted on or before December 9, 2020. Work also includes efforts to ensure consistency between the MPO's transportation plan and local government comprehensive plans. This section also includes the utilization of FDOT's Efficient Transportation



Decision Making (ETDM) planning screen process for projects identified in the new plan. Task 4.0 also includes activities to assist local governments in the preparation of FDOT Project Applications in order to make local projects eligible for federal and state funding, as well as the annual development and publishing of the List of Priority Projects (LOPP). This Task includes those elements necessary for the collection and maintenance of 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; collection of crash data provided by 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.

#### ***Task 5.0 Regional Planning***

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 is the monitoring of federal and state legislative issues and the development of MPO Board policy, positions and priorities.

#### ***Task 6.0 Public Involvement***

This section contains three elements. The first is continued support of the MPO's Public Involvement Plan, Title VI Plan, Limited English Proficiency Plan (LEP), and the Disadvantaged Business Enterprise Plan (DBE) for the MPO outreach efforts. The second element covers the reporting, tracking, and documentation of performance measures and targets for the PIP, Title VI, LEP and DBE plans. Also, included in this element is the annual MPO staff training in public involvement, Title VI, LEP, and DBE programs, reporting and compliance. The third element of this task are 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 are made available to the public via the website. Advertisements for public meetings and workshops are posted online and placed in local newspapers. The MPO's Public Involvement Plan (PIP) was prepared in accordance with Title 23 Code of Federal Regulations, Section 450.316(b)(1). The PIP provides a process that ensured opportunities for the public to be involved in all phases of the planning process. The updated PIP, Title VI, LEP and DBE Plans were adopted by the MPO at their April 2018 meeting.

## TASK 1 ADMINISTRATION AND MANAGEMENT OF PLANNING PROCESS

### **Purpose**

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

### **Previous Work**

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

### **Task 1 Activities for Fiscal Years 2021 and 2022**

Description of Planning Work	Resulting Products	Completion Date
Perform financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliations, etc.	Budgets, contracts and financial records, FDOT audits, invoices	On-going
	Audit Report	Annually
Administer MPO Governing Board and Advisory Committees	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings. Manage and maintain MPO office and board room, purchase and maintenance of office equipment and purchase of office supplies and postage, including managing all communications: phone calls, texts, e-mails and written correspondence.	Monthly
Monitor the two-year UPWP, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY23-24 UPWP	Progress Reports	Monthly
	Amendments	As Needed
	FY 23-24 UPWP*	Spring of 2022
Monitor, review and update the COOP. Review and coordinate plans for transportation services following natural or man-made emergencies.	Updated COOP*	As Needed
Participate in state certification review	Responses to certification questions	Annually as directed by FDOT

<b>Legal services</b>	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
<b>Select and Manage Consultant Support</b>	Advertising, selection and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status reports.	As Needed

\* Consultant supported activities. All other task responsibilities are by the Lake-Sumter MPO.

Task 1 Activities for Fiscal Years 2021 and 2022

Task 1.0 Administration												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	140,828	0	45,112	5,639	5,639	0	0	0	0	0	197,218
	Subtotal:	140,828	0	45,112	5,639	5,639	0	0	0	0	0	197,218
B. Consultant Services												
	Contract Consulting Services	17,522	0	0	0	0	0	0	0	0	0	17,522
	Accounting/Financial Analysis Services	65,000	0	0	0	0	0	0	0	0	0	65,000
	Subtotal:	82,522	0	0	0	0	0	0	0	0	0	82,522
C. Travel												
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	2,000
	Subtotal:	2,000	0	0	0	0	0	0	0	0	0	2,000
D. Other Direct Expenses												
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	15,000
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	3,060
	Freight and Postage	100	0	0	0	0	0	0	0	0	0	100
	Office Lease	37,000	0	0	0	0	0	0	0	0	0	37,000
	Insurance	4,351	0	0	0	0	0	0	0	0	0	4,351
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	3,000
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	0	29,000
	Legal Advertisements	2,500	0	0	0	0	0	0	0	0	0	2,500
	Office Supplies	8,000	0	0	0	0	0	0	0	0	0	8,000
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	7,200
	Training	1,250	0	0	0	0	0	0	0	0	0	1,250
	Moving Expenses	24,000	0	0	0	0	0	0	0	0	0	24,000
	Subtotal:	134,461	0	0	0	0	0	0	0	0	0	134,461
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		359,811	0	45,112	5,639	5,639	0	0	0	0	0	416,201

Task 1.0 Administration Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
<b>A. Personnel Services</b>												
	MPO Staff Salaries	140,828	0	45,112	5,639	5,639	0	0	0	0	0	197,218
	<b>Subtotal:</b>	<b>140,828</b>	<b>0</b>	<b>45,112</b>	<b>5,639</b>	<b>5,639</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,218</b>
<b>B. Consultant Services</b>												
	Contract Consulting Services	17,522	0	0	0	0	0	0	0	0	0	17,522
	Accounting/Financial Analysis Services	65,000	0	0	0	0	0	0	0	0	0	65,000
	<b>Subtotal:</b>	<b>82,522</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82,522</b>
<b>C. Travel</b>												
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	2,000
	<b>Subtotal:</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>D. Other Direct Expenses</b>												
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	15,000
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	3,060
	Freight and Postage	100	0	0	0	0	0	0	0	0	0	100
	Office Lease	37,000	0	0	0	0	0	0	0	0	0	37,000
	Insurance	4,351	0	0	0	0	0	0	0	0	0	4,351
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	3,000
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	0	29,000
	Legal Advertisements	2,500	0	0	0	0	0	0	0	0	0	2,500
	Office Supplies	8,000	0	0	0	0	0	0	0	0	0	8,000
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	7,200
	Training	1,250	0	0	0	0	0	0	0	0	0	1,250
	Moving Expenses	24,000	0	0	0	0	0	0	0	0	0	24,000
	<b>Subtotal:</b>	<b>134,461</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134,461</b>
<b>E. Indirect Rate</b>												
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>359,811</b>	<b>0</b>	<b>45,112</b>	<b>5,639</b>	<b>5,639</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416,201</b>



## TASK 2 MULTI-MODAL PLANNING

### **Purpose**

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

### **Previous Work**

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

### **Task 2 Activities for Fiscal Years 2021 and 2022**

Description of Planning Work	Resulting Products	Completion Date
<ul style="list-style-type: none"> <li>Public transportation planning including fixed-route transit and para-transit planning</li> </ul>	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies	On-going
<ul style="list-style-type: none"> <li>Implementation of MPO multimodal programs and studies detailed in the LRTP: Regional Trails, Sidewalks, Safe School Emphasis Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems</li> </ul>	Maintenance of MPO website/MPO Project websites/MPO social media platforms	Ongoing
<ul style="list-style-type: none"> <li>Coordinate with agencies and local governments on safety initiatives</li> </ul>	TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	September 30, 2020, and September 30, 2021
<ul style="list-style-type: none"> <li>Participate in CTD Conference &amp; Training and business meetings</li> </ul>		
<ul style="list-style-type: none"> <li>Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates</li> </ul>	Annual review of Lake County and Sumter County CTCs*	June 30, 2020, and June 30, 2021
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, project reports and project documents.	As Needed

\* Consultant supported activities. All other task responsibilities are by the Lake-Sumter MPO

Task 2 Activities for Fiscal Years 2021 and 2022

Task 2.0 Multimodal Planning												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	34,000	0	28,500	3,563	3,563	0	0	0	48,029	30,000	147,655
	Subtotal:	34,000	0	28,500	3,563	3,563	0	0	0	48,029	30,000	147,655
B. Consultant Services												
	Contract Consulting Services	10,000	0	0	0	0	0	0	0	0	199,000	209,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	10,000	0	0	0	0	0	0	0	0	199,000	209,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		44,000	0	28,500	3,563	3,563	0	0	0	48,029	229,000	356,655

Task 2.0 Multimodal Planning												
Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	34,000	0	28,500	3,563	3,563	0	0	0	48,029	30,000	147,655
	Subtotal:	34,000	0	28,500	3,563	3,563	0	0	0	48,029	30,000	147,655
B. Consultant Services												
	Contract Consulting Services	40,000	0	0	0	0	0	0	0	0	199,000	239,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	40,000	0	0	0	0	0	0	0	0	199,000	239,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		74,000	0	28,500	3,563	3,563	0	0	0	48,029	229,000	386,655

## TASK 3 TRANSPORTATION IMPROVEMENT PROGRAM

### **Purpose**

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

### **Previous Work**

Development and management of the FY 2018/19-2022/23 TIP and the FY 2019/20-2023/24 TIP and all required amendments.

### **Task 3 Activities for Fiscal Years 2021 and 2022**

Description of Planning Work	Resulting Products	Completion Date
Develop, update and publish the TIP, a five-year program of transportation improvements in the MPO Area, in accordance with federal and state requirements and the MPO's Public Involvement Plan	FY 2020/21-2024/25 TIP and FY 2021/22- 2025/26* Mapping of TIP Projects	May 2020 May 2021
Coordinate TIP development consistent with the FDOT Work Program and incorporation into the MPO's TIP	Approve TIP and STIP Amendments	As Needed
Approve STIP amendments as required	Program of Projects	Annually
Analysis and report performance of the TIP Performance Measure targets annually and with all amendments	TIP Performance Measures Annual Report	Annually and as needed
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, project reports and project documents.	As Needed

\* Consultant supported task. All other task responsibilities are by the Lake-Sumter MPO.

Task 3 Budget for Fiscal Years 2021 and 2022

Task 3.0 Transportation Improvement Program (TIP)												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	5,644	0	23,826	2,977	2,977	0	0	0	0	0	35,424
	Subtotal:	5,644	0	23,826	2,977	2,977	0	0	0	0	0	35,424
B. Consultant Services												
	Contract Consulting Services	15,000	0	0	0	0	0	0	0	0	0	15,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	15,000	0	0	0	0	0	0	0	0	0	15,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		20,644	0	23,826	2,977	2,977	0	0	0	0	0	50,424

Task 3.0 Transportation Improvement Program (TIP)												
Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	5,644	0	23,826	2,977	2,977	0	0	0	0	0	35,424
	Subtotal:	5,644	0	23,826	2,977	2,977	0	0	0	0	0	35,424
B. Consultant Services												
	Contract Consulting Services	25,000	0	0	0	0	0	0	0	0	0	25,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	25,000	0	0	0	0	0	0	0	0	0	25,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		30,644	0	23,826	2,977	2,977	0	0	0	0	0	60,424

## TASK 4 LONG RANGE TRANSPORTATION PLAN

### Purpose

To maintain, update and implement a long-range transportation plan that is technically sound and financially cost feasible with the goal to move people, create jobs and strengthen communities. To maintain and annually update and publish the List of Priority Projects (LOPP) in April 2021 and 2022. Conduct other long-range transportation planning efforts consistent with the LRTP, including transportation studies and the Efficient Transportation Decision Making process. Manage the MPOs Congestion Management Process including the collection and analysis of transportation and safety data.

### Previous Work

Implemented and amended 2040 LRTP (Dec. 2015, Dec.2019). Adopted LOPP (2018, 2019), Amended LOPP (August 2017). LRTP Policy development. Incorporation of Federal and State Performance measures.

### Task 4 Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
Develop the 2045 Long Range Transportation Plan; Develop and implement the update of the Public Involvement Plan for the LRTP; Coordinate LRTP with local governments' comprehensive plans and with plans from other agencies and take steps to achieve plan consistency; Develop, measure, and report LRTP performance measures criteria based on FAST Act regulations and time lines annually; Annually develop, update and publish the List of Priority Projects (LOPP).	Implement the LRTP Projects	On-going
	Develop and implement Performance Measures related to FAST Act	On-going
	Develop 2045 LRTP*	December 2020
	Amend 2045 LRTP*	As Needed
Collect, develop, maintain and analyze data to support the two-county area for: Socioeconomic data, including but not limited low income, minority populations, auto ownership, limited English proficiency; Congestion Management Process (CMP); Multi-modal systems data including safety, transit and bicycle/pedestrian data; GIS data; Crash data; Traffic count database; Roadway characteristics; the Vulnerable Roadway Users program; and the development, update and publishing of the List of Priority Projects (LOPP) in April of 2021-23. Updated as needed.	MPO Map Series and Updated GIS System Database*	On-going
	Development and update of LOPP*	Annually
	CFRPM v7 TAZ boundary and links shape boundary and zonal splits	As Needed
	Updated 2045 SE Data and interim years	As Needed
	Manage consultant project teams; review and approve consultant invoices, progress reports and project documents.	As Needed

\* Consultant supported task. All other task responsibilities are by the Lake-Sumter MPO.



Task 4 Budget for Fiscal Years 2021 and 2022

Task 4.0 Long Range Transportation Plan (LRTP)												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	23,181	0	1,640	205	205	0	0	0	0	0	25,231
	Subtotal:	23,181	0	1,640	205	205	0	0	0	0	0	25,231
B. Consultant Services												
	Contract Consulting Services	180,000	0	0	0	0	0	0	0	0	0	180,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	180,000	0	0	0	0	0	0	0	0	0	180,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		203,181	0	1,640	205	205	0	0	0	0	0	205,231

Task 4.0 Long Range Transportation Plan (LRTP)												
Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	23,181	0	1,640	205	205	0	0	0	0	0	25,231
	Subtotal:	23,181	0	1,640	205	205	0	0	0	0	0	25,231
B. Consultant Services												
	Contract Consulting Services	50,000	0	0	0	0	0	0	0	0	0	50,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	50,000	0	0	0	0	0	0	0	0	0	50,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		73,181	0	1,640	205	205	0	0	0	0	0	75,231

## TASK 5 REGIONAL PLANNING

### **Purpose**

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

### **Previous Work**

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

### **Task 5 Activities for Fiscal Years 2021 and 2022**

Description of Planning Work	Resulting Products	Completion Date
Participate in regional visioning initiatives	CFMPOA List of Board Priorities	Annually
	CFMPOA Regional Priority List	Annually
Coordination with other MPOs on planning initiatives	Florida MPO Advisory Council meetings	At least quarterly
Monitor state and federal legislative issues and annually develop board policies, positions and priorities	MPOAC Legislative Positions*	Annually
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports and project documents.	As Needed

\* Consultant supported task. All other task responsibilities are by the Lake-Sumter MPO.

Task 5 Budget for Fiscal Years 2021 and 2022

Task 5.0 Regional Planning												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	2,088	0	5,000	625	625	0	0	0	0	0	8,338
	Subtotal:	2,088	0	5,000	625	625	0	0	0	0	0	8,338
B. Consultant Services												
	Contract Consulting Services	5,000	0	0	0	0	0	0	0	0	0	5,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	5,000	0	0	0	0	0	0	0	0	0	5,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		7,088	0	5,000	625	625	0	0	0	0	0	13,338

Task 5.0 Regional Planning												
Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
A. Personnel Services												
	MPO Staff Salaries	2,088	0	5,000	625	625	0	0	0	0	0	8,338
	Subtotal:	2,088	0	5,000	625	625	0	0	0	0	0	8,338
B. Consultant Services												
	Contract Consulting Services	5,000	0	0	0	0	0	0	0	0	0	5,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	5,000	0	0	0	0	0	0	0	0	0	5,000
C. Travel												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate												
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		7,088	0	5,000	625	625	0	0	0	0	0	13,338

## TASK 6 PUBLIC INVOLVEMENT

### **Purpose**

To provide 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 involvement consistent with Federal and State requirements. This task also includes activities, tracking and monitoring for the MPO's Title VI Program, Limited English Proficiency Plan, (LEP), and the Disadvantaged Business Enterprise Plan (DBE).

### **Previous Work**

Provide active outreach to local communities through presentations and workshops such as on the Long-Range Transportation Plan, Regional Trail Planning, and Safety. Completed new website. Updated printed materials and social media resources. Developed online survey tool for the 2040 Long Range Transportation Plan.

### **Task 6 Activities for Fiscal Years 2021 and 2022**

Description of Planning Work	Resulting Products	Completion Date
Development, updates and implementation of the Public Involvement 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.	MPO Annual PIP Report including evaluation of the effectiveness of Title VI, LEP and DBE Plans*	Annually
	Public Involvement Plan Update and Approval*	As Needed
	Social Media outreach materials	On-going
	Production and updates to public information materials	As Needed
	MPO Transportation Summit and or Workshop	Annually
	Maintenance of MPO website/MPO Project websites/MPO social media platforms*	On-going
	MPO Planning Area Community Characteristics Inventory (CCI) Map*	Annually
	Metro-Quest online survey*	As Needed
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports and project documents.	As Needed

\* Consultant supported task. All other task responsibilities are by the Lake-Sumter MPO.

Task 6 Budget for Fiscal Years 2021 and 2022

Task 6.0 Public Involvement												
Estimated Budget Detail for FY 2021												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
<b>A. Personnel Services</b>												
	MPO Staff Salaries	5,311	0	7,500	938	938	0	0	0	0	0	14,687
	<b>Subtotal:</b>	<b>5,311</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,687</b>
<b>B. Consultant Services</b>												
	Contract Consulting Services	25,000	0	0	0	0	0	0	0	0	0	25,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>C. Travel</b>												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>												
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>												
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>30,311</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,687</b>

Task 6.0 Public Involvement												
Estimated Budget Detail for FY 2022												
Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local	Total
<b>A. Personnel Services</b>												
	MPO Staff Salaries	5,311	0	7,500	938	938	0	0	0	0	0	14,687
	<b>Subtotal:</b>	<b>5,311</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,687</b>
<b>B. Consultant Services</b>												
	Contract Consulting Services	25,000	0	0	0	0	0	0	0	0	0	25,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>C. Travel</b>												
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>												
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>												
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>30,311</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,687</b>

## 4. FUNDING SUMMARIES



### 4.1 FEDERAL METROPOLITAN PLANNING FUNDS AND SOFT MATCH

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

#### ***UPWP Soft Match to Federal Funds***

	FY 2020/21	FY 2021/22	Total
All FHWA Funds Soft Match	\$126,828	\$126,828	\$253,656

### 4.2 INDIRECT COST RATE

The MPO does not utilize an indirect cost rate Summary Budget Tables.



Summary Budget Tables

AGENCY PARTICIPATION BY TASK FY 2021															
TASK		FHWA		State Soft Match*	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local	Consultants
		(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind					
1.0	Administration	\$359,811	\$0	\$79,358	\$45,112	\$5,639	\$5,639	\$0	\$0	\$0	\$0	\$495,559	\$416,201	\$0	\$0
2.0	Multimodal Planning	\$44,000	\$0	\$9,705	\$28,500	\$3,563	\$3,563	\$0	\$0	\$0	\$0	\$89,331	\$79,626	\$229,000	\$209,000
	Transportation Improvement Program (TIP)	\$20,644	\$0	\$4,553	\$23,826	\$2,977	\$2,977	\$0	\$0	\$0	\$0	\$54,977	\$50,424	\$0	\$15,000
3.0	Long Range Transportation Plan (LRTP)	\$203,181	\$0	\$44,813	\$1,640	\$205	\$205	\$0	\$0	\$0	\$0	\$250,044	\$205,231	\$0	\$180,000
	Regional Planning	\$7,088	\$0	\$1,564	\$5,000	\$625	\$625	\$0	\$0	\$0	\$0	\$14,902	\$13,338	\$0	\$5,000
4.0	Public Involvement	\$30,311	\$0	\$6,685	\$7,500	\$938	\$938	\$0	\$0	\$0	\$0	\$46,372	\$39,687	\$0	\$25,000
TOTAL		\$665,035	\$0	\$146,678	\$111,578	\$13,947	\$13,947	\$0	\$0	\$0	\$0	\$951,185	\$804,507	\$229,000	\$434,000

AGENCY PARTICIPATION BY TASK FY 2022															
TASK		FHWA		State Soft Match*	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local	Consultants
		(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind					
1.0	Administration	\$359,811	\$0	\$79,358	\$45,112	\$5,639	\$5,639	\$0	\$0	\$0	\$0	\$495,559	\$416,201	\$0	\$0
2.0	Data Collection	\$74,000	\$0	\$16,321	\$28,500	\$3,563	\$3,563	\$0	\$0	\$0	\$48,029	\$173,976	\$157,655	\$229,000	\$239,000
3.0	Transportation Improvement Program (TIP)	\$30,644	\$0	\$6,759	\$23,826	\$2,977	\$2,977	\$0	\$0	\$0	\$0	\$67,183	\$60,424	\$0	\$25,000
4.0	Long Range Transportation Plan (LRTP)	\$73,181	\$0	\$16,141	\$1,640	\$205	\$205	\$0	\$0	\$0	\$0	\$91,372	\$75,231	\$0	\$50,000
5.0	Regional Planning	\$7,088	\$0	\$1,564	\$5,000	\$625	\$625	\$0	\$0	\$0	\$0	\$14,902	\$13,338	\$0	\$5,000
6.0	Public Involvement	\$30,311	\$0	\$6,685	\$7,500	\$938	\$938	\$0	\$0	\$0	\$0	\$46,372	\$39,687	\$0	\$25,000
TOTAL		\$575,035	\$0	\$126,828	\$111,578	\$13,947	\$13,947	\$0	\$0	\$0	\$48,029	\$889,364	\$762,536	\$229,000	\$344,000

FUNDING SOURCES BY TASK FY 2021														
TASK		FHWA		State Soft Match*	FTA Section 5305			FTA Prior Year Carryover			CTD	Local	Total Without Soft Match	Total With Soft Match
		(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind				
1.0	Administration	\$359,811	\$0	\$79,358	\$45,112	\$5,639	\$5,639	\$0	\$0	\$0	\$0	\$0	\$416,201	\$495,559
2.0	Multimodal Planning	\$44,000	\$0	\$9,705	\$28,500	\$3,563	\$3,563	\$0	\$0	\$0	\$48,029	\$229,000	\$356,655	\$366,360
3.0	Transportation Improvement Program (TIP)	\$20,644	\$0	\$4,553	\$23,826	\$2,977	\$2,977	\$0	\$0	\$0	\$0	\$0	\$50,424	\$54,977
4.0	Long Range Transportation Plan (LRTP)	\$203,181	\$0	\$44,813	\$1,640	\$205	\$205	\$0	\$0	\$0	\$0	\$0	\$205,231	\$250,044
5.0	Regional Planning	\$7,088	\$0	\$1,564	\$5,000	\$625	\$625	\$0	\$0	\$0	\$0	\$0	\$13,338	\$14,902
6.0	Public Involvement	\$30,311	\$0	\$6,685	\$7,500	\$938	\$938	\$0	\$0	\$0	\$0	\$0	\$39,687	\$46,372
TOTAL		\$665,035	\$0	\$146,678	\$111,578	\$13,947	\$13,947	\$0	\$0	\$0	\$48,029	\$229,000	\$1,081,536	\$1,228,214

FUNDING SOURCES BY TASK FY 2022														
TASK		FHWA		State Soft Match*	FTA Section 5305			FTA Prior Year Carryover			CTD	Local	Total Without Soft Match	Total With Soft Match
		(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind				
1.0	Administration	\$359,811	\$0	\$79,358	\$45,112	\$5,639	\$5,639	\$0	\$0	\$0	\$0	\$0	\$416,201	\$495,559
2.0	Multimodal Planning	\$74,000	\$0	\$16,321	\$28,500	\$3,563	\$3,563	\$0	\$0	\$0	\$48,029	\$229,000	\$386,655	\$402,976
3.0	Transportation Improvement Program (TIP)	\$30,644	\$0	\$6,759	\$23,826	\$2,977	\$2,977	\$0	\$0	\$0	\$0	\$0	\$60,424	\$67,183
4.0	Long Range Transportation Plan (LRTP)	\$73,181	\$0	\$16,141	\$1,640	\$205	\$205	\$0	\$0	\$0	\$0	\$0	\$75,231	\$91,372
5.0	Regional Planning	\$7,088	\$0	\$1,564	\$5,000	\$625	\$625	\$0	\$0	\$0	\$0	\$0	\$13,338	\$14,902
6.0	Public Involvement	\$30,311	\$0	\$6,685	\$7,500	\$938	\$938	\$0	\$0	\$0	\$0	\$0	\$39,687	\$46,372
TOTAL		\$575,035	\$0	\$126,828	\$111,578	\$13,947	\$13,947	\$0	\$0	\$0	\$48,029	\$229,000	\$991,536	\$1,118,364

# APPENDIX A. GLOSSARY OF ACRONYMS



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

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

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

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

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

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

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

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

**(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.

**(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.

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

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

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

**(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.

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

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

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

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

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

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

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

**(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.

**(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.

**(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.

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

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

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

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

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

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

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

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

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

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

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

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

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

**(USC) United States Code:** The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. Since 1926, the United States Code has been published every six years. In between editions, annual cumulative supplements are published in order to present the most current information.

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

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

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

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

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

## APPENDIX B. PLANNING CONSISTENCY



### Matrix for Consistency with 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
1.0 Administration	X	X	X	X	X	X	X	X	X	X
2.0 Multi-Modal Planning	X	X	X	X	X	X	X	X	X	X
3.0 Transportation Improvement Program				X		X	X		X	
4.0 Long Range Transportation Planning	X	X	X	X	X	X	X	X	X	X
5.0 Regional Planning	X			X		X			X	X
6.0 Public Involvement	X			X						X

UPWP TASK NUMBER	Safety	System Connectivity	Resilience	ACES (Automated/Connected/ Electric/Shared-use) Vehicles
1.0 Administration	X	X	X	X
2.0 Multi-Modal Planning	X	X		X
3.0 Transportation Improvement Program	X	X	X	X
4.0 Long Range Transportation Planning	X	X	X	X
5.0 Regional Planning		X	X	
6.0 Public Involvement	X	X	X	X



APPENDIX C.  
RESOLUTION 2020/ADOPTING  
THE UPWP

APPENDIX D.  
APPLICATION, CERTIFICATIONS  
AND ASSURANCES



### Application for Federal Assistance SF-424

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>* If Revision, select appropriate letter(s):</b> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> <b>* Other (Specify):</b> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																															
<b>* 3. Date Received:</b> <div style="background-color: yellow; border: 1px solid black; height: 15px; width: 100%;"></div>		<b>4. Applicant Identifier:</b> <div style="border: 1px solid black; padding: 2px;">Not Applicable</div>																																	
<b>5a. Federal Entity Identifier:</b> <div style="border: 1px solid black; padding: 2px;">Not Applicable</div>		<b>5b. Federal Award Identifier:</b> <div style="border: 1px solid black; padding: 2px;">FL-80-0009</div>																																	
<b>State Use Only:</b>																																			
<b>6. Date Received by State:</b> <div style="border: 1px solid black; width: 80px; height: 15px;"></div>		<b>7. State Application Identifier:</b> <div style="border: 1px solid black; padding: 2px;">1001</div>																																	
<b>8. APPLICANT INFORMATION:</b>																																			
<b>* a. Legal Name:</b> <div style="border: 1px solid black; padding: 2px;">Lake Sumter Metropolitan Planning Organization</div>																																			
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <div style="border: 1px solid black; padding: 2px;">37 1882383</div>		<b>* c. Organizational DUNS:</b> <div style="border: 1px solid black; padding: 2px;">3615618010000</div>																																	
<b>d. Address:</b>																																			
<table style="width: 100%;"><tr><td style="width: 15%;">* Street1:</td><td><div style="border: 1px solid black; padding: 2px;">PO Box 7800</div></td></tr><tr><td>Street2:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* City:</td><td><div style="border: 1px solid black; padding: 2px;">Tavares</div></td></tr><tr><td>County/Parish:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* State:</td><td><div style="border: 1px solid black; padding: 2px;">FL: Florida</div></td></tr><tr><td>Province:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* Country:</td><td><div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div></td></tr><tr><td>* Zip / Postal Code:</td><td><div style="border: 1px solid black; padding: 2px;">32778</div></td></tr></table>				* Street1:	<div style="border: 1px solid black; padding: 2px;">PO Box 7800</div>	Street2:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* City:	<div style="border: 1px solid black; padding: 2px;">Tavares</div>	County/Parish:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* State:	<div style="border: 1px solid black; padding: 2px;">FL: Florida</div>	Province:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* Country:	<div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>	* Zip / Postal Code:	<div style="border: 1px solid black; padding: 2px;">32778</div>																
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<b>e. Organizational Unit:</b>																																			
<b>Department Name:</b> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		<b>Division Name:</b> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																																	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>																																			
<table style="width: 100%;"><tr><td style="width: 30%;">Prefix:</td><td><div style="border: 1px solid black; padding: 2px;">Mr.</div></td><td style="width: 30%;">* First Name:</td><td><div style="border: 1px solid black; padding: 2px;">Michael</div></td></tr><tr><td>Middle Name:</td><td colspan="3"><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* Last Name:</td><td colspan="3"><div style="border: 1px solid black; padding: 2px;">Woods</div></td></tr><tr><td>Suffix:</td><td colspan="3"><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td colspan="4">Title: <div style="border: 1px solid black; padding: 2px;">Interim Executive Director</div></td></tr><tr><td colspan="4">Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td colspan="2">* Telephone Number: <div style="border: 1px solid black; padding: 2px;">352-315-0170</div></td><td colspan="2">Fax Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td colspan="4">* Email: <div style="border: 1px solid black; padding: 2px;">MWoods@LakeSumterMPO.com</div></td></tr></table>				Prefix:	<div style="border: 1px solid black; padding: 2px;">Mr.</div>	* First Name:	<div style="border: 1px solid black; padding: 2px;">Michael</div>	Middle Name:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			* Last Name:	<div style="border: 1px solid black; padding: 2px;">Woods</div>			Suffix:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			Title: <div style="border: 1px solid black; padding: 2px;">Interim Executive Director</div>				Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				* Telephone Number: <div style="border: 1px solid black; padding: 2px;">352-315-0170</div>		Fax Number: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		* Email: <div style="border: 1px solid black; padding: 2px;">MWoods@LakeSumterMPO.com</div>			
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Suffix:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>																																		
Title: <div style="border: 1px solid black; padding: 2px;">Interim Executive Director</div>																																			
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* Email: <div style="border: 1px solid black; padding: 2px;">MWoods@LakeSumterMPO.com</div>																																			

## Application for Federal Assistance SF-424

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

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

20.505

CFDA Title:

Section 5305 (d)

### \* 12. Funding Opportunity Number:

FL-80-0009

\* Title:

Metropolitan Transportation Planning

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Section 5305 (d) grant to support planning with MPO's FY 18/19 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

FL

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: 10/01/2018

\* b. End Date: 09/30/2019

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

* a. Federal	111,578.00
* b. Applicant	
* c. State	13,947.00
* d. Local	13,947.00
* e. Other	
* f. Program Income	
* g. TOTAL	139,472.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ \*\* I AGREE

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

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Michael

Middle Name:

\* Last Name:

Woods

Suffix:

\* Title:

Interim Executive Director

\* Telephone Number:

352-315-0170

Fax Number:

\* Email:

MWoods@LakeSumterMPO.com

\* Signature of Authorized Representative:

Michael Woods, Interim Executive Director

\* Date Signed:

8/27/18

## FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Lake Sumter MPO/Michael Woods, Interim Executive Director

The Applicant agrees to comply with applicable provisions of Categories 01 – 21.     X    

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
09.	Alcohol and Controlled Substances Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
11.	State of Good Repair Program.	_____
12.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
14.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Program.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences.	_____



## FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

#### AFFIRMATION OF APPLICANT

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

Name and Relationship of the Authorized Representative: Michael Woods Interim Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature  Date: 8/29/18

Name Michael Woods, Interim Executive Director

Authorized Representative of Applicant

#### AFFIRMATION OF APPLICANT'S ATTORNEY

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

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

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

Signature  Date: 8/22/18

Name Melanie Marsh  
Attorney for Applicant

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

Approved Project Budget for Fiscal Year  
(total dollars)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration	55,791
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	1395
44.23.02	Long Range Transportation Planning	1395
44.24.00	Short Range Transportation Planning	3487
44.25.00	Transportation Improvement Program	3487
44.26.12	Coordination of Non-Emergency Human Services Transportation	1952
44.26.13	Participation of Transit Operators in Metropolitan Planning	1952
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	1952
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	1952
44.26.16	Incorporating Safety & Security in Transportation Planning	1952
44.27.00	Other Activities	64157

TOTAL NET PROJECT COSTS \$ 139,472.00

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel	80894
44.30.02	Fringe Benefits ( _ %)	15396
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	43182
44.30.07	Other	
44.30.08	Indirect Charges ( _ %)	

TOTAL NET PROJECT COSTS \$ 139,472.00

**FUND ALLOCATIONS**

44.40.01	MPO Activities	111578
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	27894

TOTAL NET PROJECT COSTS \$ 139,472.00

Federal Share (80%) \$ 111,577.60

Local Share (20%) \$ 27,894.40

**ACCOUNTING**

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	139472

## GMIS Planning Line Item Codes

(FTA FUNDS ONLY)

## TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	45112
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	820
44.23.02	Long Range Transportation Planning	820
44.24.00	Short Range Transportation Planning	2693
44.25.00	Transportation Improvement Program	2693
44.26.12	Coordination of Non-Emergency Human Services Transportation	1700
44.26.13	Participation of Transit Operators in Metropolitan Planning	1700
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	1700
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	1700
44.26.16	Incorporating Safety & Security in Transportation Planning	1700
44.27.00	Other Activities	50940

TOTAL NET PROJECT COSTS \$ 111,578.00

## ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	45747
44.30.02	Fringe Benefits	(__%) 22649
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	43182
44.30.07	Other	
44.30.08	Indirect Charges	(__%)

TOTAL NET PROJECT COSTS \$ 111,578.00

## FUND ALLOCATIONS

44.40.01	MPO Activities	111,578
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	

TOTAL NET PROJECT COSTS \$ 111,578.00

# APPENDIX E. AGENCY COMMENTS





# APPENDIX F. CERTIFICATION PACKAGE

