Unified Planning Work Program

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

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

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Unified Planning Work Program - FY 2020/2021

Adopted 6/24/2020

Revision Number: Select

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Revision Number: Revision 1

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Revision Number: Revision 2

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Modified 1/28/2021

Revision Number: Revision 3

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Amended 4/28/2021

Revision Number: Revision 5

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Unified Planning Work Program - FY 2020/2021

Modified 4/28/2021

Revision Number: Revision 6

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

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Unified Planning Work Program - FY 2021/2022

Modified 7/1/2021

Revision Number: Revision 7

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Unified Planning Work Program - FY 2021/2022

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Revision Number: Revision 8

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Modified 7/2/2021

Revision Number: Revision 9

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Unified Planning Work Program - FY 2021/2022

Modified 9/24/2021

Revision Number: Revision 10

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Unified Planning Work Program - FY 2021/2022

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Revision Number: Revision 11

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Unified Planning Work Program - FY 2021/2022

Modified 2/3/2022

Revision Number: Revision 12

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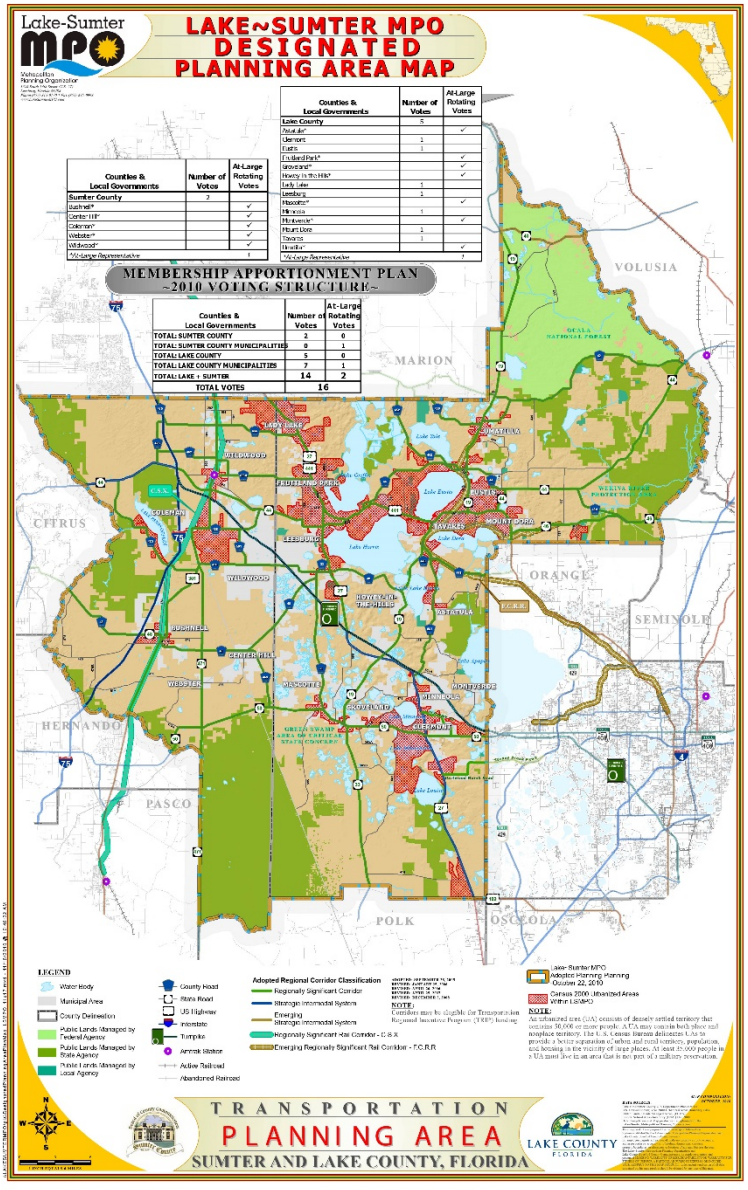
1. INTRODUCTION

1.1 DEFINITION OF THE UNIFIED PLANNING WORK PROGRAM

The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds. The MPO is tasked with effectively identifying the public's transportation needs. The extent of the MPO's metropolitan planning area is shown in **Figure 1.** Development in the MPO area has been strong, and Sumter County is one of the fastest growing counties in the U.S. Along with this growing population comes an increased demand on the transportation infrastructure. However, funding for transportation improvements continues to fall short of the needs.

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)

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

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

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
Wekiva Trail Alternate Corridor Study – Tremain Street to CR 437	MPO	2019-2020	$199,500	Local Funds
US 301 Complete Streets Study in Downtown Wildwood – US 301 from Lion Street to Kentucky Street	MPO	2019-2020	$199,500	State
Fixed Route Fare Study, Local Economic Impact of Public Transportation, Park & Ride Transfer Center Study, Lake County Transit Title VI Policy Update, Lake County Transit DBE Program Update *Carryover funding from prior year UPWP	MPO/Lake County Transit	2020-2021	$226,418*	FTA 5305d

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

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
SR 50 Complete Street Study in Clermont – SR 50 from Bloxam Ave to 12th Street	FDOT	2018/19-2019/20	$250,000	State
Tav-Dora Regional Trail Study – from Wooten Park to Tremain Street	FDOT	2018/19-2019/20	$235,000	State
SR 19 Corridor Study, Umatilla – from SR 19/CR 450 to CR 450a	FDOT	2018-2019	$644,362	State
SR 50 PD&E Study - US 301 in Hernando County to CR 33 in Lake County	FDOT	2019-2020	$2,614,403	State
S. Sumter Connector Trail Project Development and Environmental (PD&E) Study – from Van Fleet State Trail to Withlacoochee State Trail	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	$56,000	Lake County
Villa City Road Safety Study	Lake County	2019-20 On-going	$79,000	Lake County
Fixed Route Fare Study	Office of Transit Services	Planned between 2020-2022	TBD	Lake County and/or FTA 5303d
Local Economic Impact of Public Transportation	Office of Transit Services	Planned between 2020-2022	TBD	Lake County and/or FTA 5303d
Park and Ride Transfer Center	Office of Transit Services	Planned between 2020-2022	TBD	Lake County and/or FTA 5303d
Updating Title VI Policy	Office of Transit Services	Planned between 2020-2022	TBD	Lake County and/or FTA 5303d
Updating DBE Program	Office of Transit Services	Planned between 2020-2022	TBD	Lake County and/or FTA 5303d

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.

Additionally, FDOT District 5 planning activities for the next two years includes the following:

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

1.3.3 Performance-Based Planning

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

1.3.4 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.

1.3.5 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 1.0: *Administration and Management of Planning Process*
Task 2.0: *Multimodal Planning*
Task 3.0: *Transportation Improvement Program*
Task 4.0: *Long Range Transportation Planning*
Task 5.0: *Regional Planning*
Task 6.0: *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 in Section 4.1 are being utilized to match the FHWA funding in this UPWP.

1.4.2 Indirect Cost Rate

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

1.5 DOES AIR QUALITY IMPACT THE MPO'S PLANNING?

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

1.6 WHAT IS THE PUBLIC REVIEW PROCESS FOR THE UPWP?

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

The MPO public participation plan provides the public with many opportunities to comment on the FY 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 where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (Technical Advisory Committee (TAC), Community Advisory Committee (CAC), Transportation Disadvantaged Coordinating Board (TDCB)
- Approved Draft UPWP on February 12, 2020, at the TAC and CAC meetings
- Approved Draft UPWP on February 26, 2020, at the Governing Board meeting, and opened Public Review period

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

2. ORGANIZATION AND MANAGEMENT OF THE MPO

2.1 IDENTIFICATION OF PARTICIPANTS

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

2.1.1 Lake~Sumter MPO Mission Statement

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

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

2.1.2 Lake~Sumter MPO Board Membership

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities in Sumter County, the Lake County School Board, the Sumter County School Board, Florida Central Railroad (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 form the following cities: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. There is one additional at-large voting member from the following cities: Bushnell, Center Hill, Coleman, Webster and Wildwood that is determined by interlocal agreement between the cities.

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

2.1.3 Advisory Committees and Task Forces

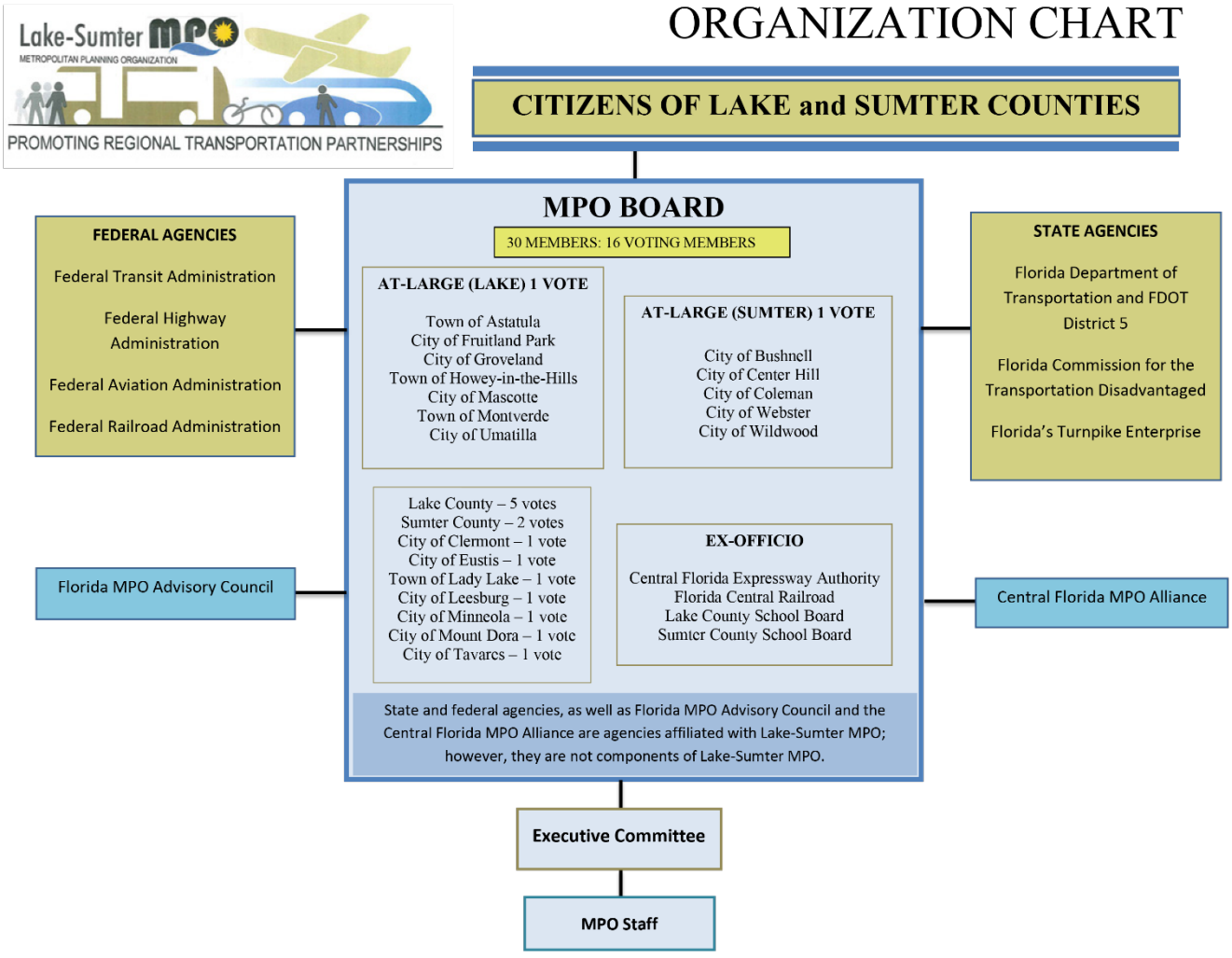
The Lake~Sumter MPO Governing Board receives recommendations from four advisory committees. Four task forces have been created to allow opportunity to address specific areas or issues.

Advisory Committees	Task Forces
Executive Committee The purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Board in a timely fashion. The MPO Board may refer items to the Executive Committee for action or recommendation.	**East Lake Task Force** The Lake-Sumter MPO East Lake Task Force meets quarterly to promote transportation solutions for the East Lake area relevant to the regional vision.
Technical Advisory Committee (TAC) The Technical Advisory Committee (TAC) is comprised of planners and engineers from the various local governments comprising the MPO. The input provided by the TAC is of a very technical nature and may include making technical design recommendations and verifying that all documents conform to the appropriate standards.	**The Northwest Lake Task Force** The Lake-Sumter MPO Northwest Lake Task Force meets quarterly to promote transportation solutions for the Northwest Lake area relevant to the regional vision.
Community Advisory Committee (CAC) The CAC ensures the public has the opportunity to review and evaluate proposed transportation plans and programs. The committee membership includes multimodal transportation advocates, as well as representatives from under-served communities and business interests. This composition encourages geographic, demographic and modal diversity.	**The South Lake Task Force** The Lake-Sumter MPO South Lake Task Force meets quarterly to promote transportation solutions for the South Lake area relevant to the regional vision.
Transportation Disadvantaged Coordinating Board (TDCB) There are two TDCBs in the MPO Area; one for Lake and one for Sumter County. The primary purpose of each TDCB is to assist the MPO in identifying local service needs and in providing information, advice and direction to the Community Transportation Coordinators (CTCs) in Lake and Sumter Counties.	**The Public Transportation Task Force** Previously known as the LakeXpress Task Force, the Public Transportation Task Force monitors the progress of the LakeXpress along the US 441 corridor.

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***



2.2 MPO AGREEMENTS

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

- The Lake~Sumter MPO is party to an interlocal agreement among the six MPOs that are members of the Central Florida Metropolitan Planning Organization Alliance (CFMPOA). The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The CFMPO also executed the FDOT agreement with the Regional Intergovernmental Coordination and Review (ICAR) agencies serving the metropolitan area created under Section 186.504, F.S. The agreement describes the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. The MPO took the lead in introducing

interlocal agreements to two neighboring MPOs with which the Lake~Sumter MPO shares urbanized areas. The proposed interlocal agreements would further reinforce the planning roles of each MPO. The agreement stipulates planning coordination on projects and on plans and programs such as the Transportation Improvement Program and the Long-Range Transportation Plan.

- In addition, the Lake~Sumter MPO is a party to the Metropolitan Planning Organization Advisory Council (MPOAC). The Florida MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The organization is made up of a Governing Board (27 members) consisting of local elected officials from each MPO and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC also includes a Policy and Technical Subcommittee, a Freight Committee, and other committees as assigned by the Governing Board. The Policy and Technical Subcommittee annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the National Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues. Current initiatives include the Complete Streets Working Group and the Best Practices Working Group tasked with developing guidance documents detailing best practices for MPO planning activities.

- Interlocal Agreement for the Creation of Metropolitan Planning Organization between Florida Department of Transportation (FDOT), the County of Lake, the County of Sumter, Town of Astatula, City of Bushnell, City of Center Hill, City of Clermont, City of Coleman, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares, City of Umatilla, City of Webster, City of Wildwood, Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority.
  Updated October 28, 2015, 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 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

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 and Management of Planning Process

Provide the staff and necessary resources to conduct a successful Continuing, Comprehensive and Cooperative (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 Multimodal Planning

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 MPOs 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, comprehensive and cooperative) 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 1.0: Administration and Management of Planning Process - 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
Legal services	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
Select and Manage Consultant Support	Advertising, selection and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status reports.	As Needed
Janitorial Services for LSMPO	Cleaning of LSMPO utilized facilities.	On-going
Develop Transition Plan to prepare for anticipated Transportation Management Area (TMA) designation based on 2020 Census population updates	LSMPO Transition Plan with framework and action plan for implementing identified organizational, staff and programmatic changes	June 2022

* Consultant supported activities. All other task responsibilities are by the Lake~Sumter MPO. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

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

Figure 9. ***Administrative and Management of Planning Activities – Estimated Budget Detail for FY 2021***

Task 1.0: Administration and Management of Planning Activities Estimated Budget Detail for FY 2021														
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (FY20/21)**	**FTA State/ Soft Match**	**FTA 5305 Prior Year Carryover (FY18/19)**	**FTA State Prior Year Carryover (FY18/19)**	**FTA Local Prior Year Carryover (FY18/19)**	**FTA 5305 Prior Year Carryover (FY19/20)**	**FTA State Prior Year Carryover (FY19/20)**	**FTA Local Prior Year Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services														
	MPO Staff Salaries	143,328	0	124,005	31,002	45,112	5,639	5,639	40,000	5,000	5,000	0	0	**404,725**
	Subtotal:	**143,328**	**0**	**124,005**	**31,002**	**45,112**	**5,639**	**5,639**	**40,000**	**5,000**	**5,000**	**0**	**0**	404,725
B. Consultant Services														
	Contract Consulting Services	17,272	0	0	0	0	0	0	16,000	2,000	2,000	0	0	**37,272**
	Accounting/Financial Analysis Services	52,750	0	0	0	0	0	0	14,400	1,800	1,800	0	0	**70,750**
	Subtotal:	**70,022**	**0**	**0**	**0**	**0**	**0**	**0**	**30,400**	**3,800**	**3,800**	**0**	**0**	108,022
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
D. Other Direct Expenses														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	**15,000**
	Telecommunications	4,560	0	0	0	0	0	0	0	0	0	0	0	**4,560**
	Freight and Postage	100	0	0	0	0	0	0	80	10	10	0	0	**200**
	Office Lease	32,500	0	0	0	0	0	0	0	0	0	0	0	**32,500**
	Insurance	4,351	0	0	0	0	0	0	0	0	0	0	0	**4,351**
	Lake County Document Services	1,000	0	0	0	0	0	0	0	0	0	0	0	**1,000**
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	0	0	0	**29,000**
	Legal Advertisements	500	0	0	0	0	0	0	0	0	0	0	0	**500**
	Office Supplies	3,000	0	0	0	0	0	0	0	0	0	0	0	**3,000**
	Info Tech Supplies	2,200	0	0	0	0	0	0	0	0	0	0	0	**2,200**
	Training	250	0	0	0	0	0	0	0	0	0	0	0	**250**
	Moving Expenses	5,500	0	0	0	0	0	0	0	0	0	0	0	**5,500**
	Janitorial Services	3,500	0	0	0	0	0	0	0	0	0	0	0	**3,500**
	Subtotal:	**101,461**	**0**	**0**	**0**	**0**	**0**	**0**	**80**	**10**	**10**	**0**	**0**	101,561
E. Indirect Rate														
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL TASK BUDGET		**314,811**	**0**	**124,005**	**31,002**	**45,112**	**5,639**	**5,639**	**70,480**	**8,810**	**8,810**	**0**	**0**	**614,308**

* All Federal funds, including fund transfers, apply the required non-federal match.

Figure 10. ***Administrative and Management of Planning Activities – Estimated Budget Detail for FY 2022***

Task 1.0: Administration and Management of Planning Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	164,828	0	120,915	124,005	41,000	5,125	5,125	0	0	**460,998**
	Subtotal:	**164,828**	**0**	**120,915**	**124,005**	**41,000**	**5,125**	**5,125**	**0**	**0**	**460,998**
B. Consultant Services											
	Contract Consulting Services*	37,522	0	0	0	3,000	375	375	0	0	**41,272**
	Accounting/Financial Analysis Services	55,000	0	0	0	8,400	1,050	1,050	0	0	**65,500**
	Subtotal:	**92,522**	**0**	**0**	**0**	**11,400**	**1,425**	**1,425**	**0**	**0**	**106,772**
C. Travel											
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	**2,000**
	Subtotal:	**2,000**	**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	**15,000**
	Telecommunications	3,060	0	0	0	0	0	0	0	0	**3,060**
	Freight and Postage	100	0	0	0	80	10	10	0	0	**200**
	Office Lease	37,000	0	0	0	0	0	0	0	0	**37,000**
	Insurance	4,351	0	0	0	0	0	0	0	0	**4,351**
	Lake County Document Services	2,000	0	0	0	0	0	0	0	0	**2000**
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	**29,000**
	Legal Advertisements	500	0	0	0	0	0	0	0	0	**500**
	Office Supplies	3,500	0	0	0	0	0	0	0	0	**3,500**
	Info Tech Supplies	11,700	0	0	0	0	0	0	0	0	**11,700**
	Training	1,250	0	0	0	0	0	0	0	0	**1,250**
	Janitorial Services	3,000	0	0	0	0	0	0	0	0	**3,000**
		0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**110,461**	**0**	**0**	**0**	**80**	**10**	**10**	**0**	**0**	**110,561**
E. Indirect Rate											
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL TASK BUDGET		**369,811**	**0**	**120,915**	**124,005**	**52,480**	**6,560**	**6,560**	**0**	**0**	**680,331**

**All Federal funds, including fund transfers, apply the required non-federal match.

TASK 2 MULTIMODAL 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 2.0: Multimodal Planning Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
▪ Public transportation planning including fixed-route transit and para-transit planning ▪ 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, Traffic Impact Analysis Reviews (TIA), Development Impact Reviews ▪ Coordinate with agencies and local governments on safety initiatives ▪ Participate in CTD Conference & Training and business meetings ▪ Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates ▪ Transit Asset Management (TAM) ▪ Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies, TIA Reviews, Development Impact Reviews	On-going
	City of Webster, SR 471 Complete Streets Study; City of Leesburg, West Main Street Improvements Study; City of Leesburg, East Main Street Improvements Study	June 30, 2021
	Maintenance of MPO website/MPO Project websites/MPO social media platforms	Ongoing
	TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	September 30, 2020, and September 30, 2021
	Annual review of Lake County and Sumter County CTCs*	June 30, 2020, and June 30, 2021
	Establishment of safety performance targets	December 31, 2020** and annual updates to PTASP
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. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

** Deadline was extended to December 31, 2020, in light of the extraordinary circumstances due to COVID-19.

Task 2 Budgets for Fiscal Years 2021 and 2022

Multimodal Planning Activities – Estimated Budget Detail for FY 2021

Task 2.0: Multimodal Planning Activities Estimated Budget Detail for FY 2021														
Budget Category	**Budget Category Description**	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Soft Match	FTA 5305 Prior Year Carryover (FY18/19)	FTA State Prior Year Carryover (FY18/19)	FTA Local Prior Year Carryover (FY18/19)	FTA 5305 Prior Year Carryover (FY19/20)	FTA State Prior Year Carryover (FY19/20)	FTA Local Prior Year Carryover (FY19/20)	Trans. Disad.	Local	**Total**
A. Personnel Services														
	MPO Staff Salaries	22,000	0	0	0	28,500	3,563	3,563	6,560	820	820	48,029	30,000	**143,855**
	Subtotal:	**22,000**	**0**	**0**	**0**	**28,500**	**3,563**	**3,563**	**6,560**	**820**	**820**	**48,029**	**30,000**	**143,855**
B. Consultant Services														
	Contract Consulting Services	42,500	343,964	0	0	0	0	0	8,000	1,000	1,000	0	199,000	**595,464**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**42,500**	**343,964**	**0**	**0**	**0**	**0**	**0**	**8,000**	**1,000**	**1,000**	**0**	**199,000**	**595,464**
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**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**	**0**	**0**
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**64,500**	**343,964**	**0**	**0**	**28,500**	**3,563**	**3,563**	**14,560**	**1,820**	**1,820**	**48,029**	**229,000**	**739,319**

*All Federal funds, including fund transfers, apply the required non-federal match.

Multimodal Planning Activities – Estimated Budget for FY 2022

Task 2.0: Multimodal Planning Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	34,000	0	0	0	6,560	820	820	48,029	0	**90,229**
	Subtotal:	**34,000**	**0**	**0**	**0**	**6,560**	**820**	**820**	**48,029**	**0**	90,229
B. Consultant Services											
	Contract Consulting Services*	40,000	0	0	0	8,000	1,000	1,000	0	0	**50,000**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**40,000**	**0**	**0**	**0**	**8,000**	**1,000**	**1,000**	**0**	**0**	50,000
C. Travel											
	Travel Expenses	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**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**
E. Indirect Rate											
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL TASK BUDGET		**74,000**	**0**	**0**	**0**	**14,560**	**1,820**	**1,820**	**48,029**	**0**	**140,229**

*All Federal funds, including fund transfers, apply the required non-federal match.

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: Transportation Improvement Program 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, Develop web-based GIS TIP Tool, TIP Administration and GIS Mapping	FY 2020/21-2024/25 TIP and FY 2021/22- 2025/26* Mapping of TIP Projects, web-based GIS TIP Tool	May 2020 May 2021 May 2022
Coordinate TIP development consistent with the FDOT Work Program and incorporation into the MPO's TIP **Approve STIP amendments as required** **Analysis and report performance of the TIP Performance Measure targets annually and with all amendments**	Approve TIP and STIP Amendments	As Needed
	Program of Projects	Annually
	TIP Performance Measures Annual Report	Annually and as needed
Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization	TIP Performance-Based project prioritization	Annual update June 2021 & June 2022
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. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

Figure 11. ***Transportation Improvement Program Activities – Estimated Budget Detail for FY 2021***

Task 3.0: Transportation Improvement Program Activities Estimated Budget Detail for FY 2021														
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D)**	**FTA State Soft Match**	**FTA 5305 Prior Year Carryover (FY18/19)**	**FTA State Prior Year Carryover (FY18/19)**	**FTA Local Prior Year Carryover (FY18/19)**	**FTA 5305 Prior Year Carryover (FY19/20)**	**FTA State Prior Year Carryover (FY19/20)**	**FTA Local Prior Year Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services														
	MPO Staff Salaries	8,144	0	0	0	23,826	2,978	2,978	2,400	300	300	0	0	**40,926**
	Subtotal:	**8,144**	**0**	**0**	**0**	**23,826**	**2,978**	**2,978**	**2,400**	**300**	**300**	**0**	**0**	40,926
B. Consultant Services														
	Contract Consulting Services	38,000	0	0	0	0	0	0	2,800	350	350	0	0	**41,500**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**38,000**	**0**	**0**	**0**	**0**	**0**	**0**	**2,800**	**350**	**350**	**0**	**0**	41,500
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**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**	**0**	**0**
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**46,144**	**0**	**0**	**0**	**23,826**	**2,978**	**2,978**				**0**	**0**	**82,426**

* All Federal funds, including fund transfers, apply the required non-federal match.

Figure 12. ***Transportation Improvement Program Activities – Estimated Budget Detail for FY 2022***

Task 3.0: Transportation Improvement Program Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	15,644	0	0	0	2,400	300	300	0	0	**18,644**
	Subtotal:	**15,644**	**0**	**0**	**0**	**2,400**	**300**	**300**	**0**	**0**	18,644
B. Consultant Services											
	Contract Consulting Services*	100,000	0	0	0	7,600	950	950	0	0	**109,500**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**100,000**	**0**	**0**	**0**	**7,600**	**950**	**950**	**0**	**0**	109,500
C. Travel											
	Travel Expenses	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**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
E. Indirect Rate											
	Subtotal:	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**116,644**	**0**	**0**	**0**	**10,000**	**1,250**	**1,250**	**0**	**0**	**128,144**

* All Federal funds, including fund transfers, apply the required non-federal match.

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

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: Long Range Transportation Planning 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; Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Implement the LRTP Projects	On-going
	Develop and implement Performance Measures related to FAST Act, technical support for performance-based planning	On-going
	Develop 2045 LRTP*	December 2020
	Amend 2045 LRTP*	As Needed
Data Collection	Travel Time, Safety, Pavement, Bridge and Transit Assists data for annual performance report. *	June 2021, and June 2022
	Traffic counts, crash statistics, air quality, facility inventories, bicycle and pedestrian data and other data that describes the operation of the existing transportation system and can be used to develop the annual performance monitoring report and the Long Range Transportation Plan. *	Ongoing
Collect, develop, maintain and analyze data to support the two-county area: including Socioeconomic data such as 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. Develop, update and publish the List of Priority Projects. Annual LOPP fiscal and programmatic effectiveness analysis.	MPO Map Series and Updated GIS System Database	On-going
	Development and update of LOPP. Annual LOPP fiscal and programmatic effectiveness report. *	Annually, June 2021 and 2022
	CFRPM v7 TAZ boundary and links shape boundary and zonal splits	As Needed
	Updated 2045 SE Data and interim years	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. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

Task 4 Budget for Fiscal Years 2021 and 2022

Figure 13. ***Long Range Transportation Planning Activities – Estimated Budget Detail for FY 2021***

Task 4.0: Long Range Transportation Planning Activities Estimated Budget Detail for FY 2021														
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D)**	**FTA State Soft Match**	**FTA 5305 Prior Year Carryover (FY18/19)**	**FTA State Prior Year Carryover (FY18/19)**	**FTA Local Prior Year Carryover (FY18/19)**	**FTA 5305 Prior Year Carryover (FY19/20)**	**FTA State Prior Year Carryover (FY19/20)**	**FTA Local Prior Year Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services														
	MPO Staff Salaries	22,681	0	0	0	1,640	205	205	4,800	600	600	0	0	**30,731**
	Subtotal:	**22,681**	**0**	**0**	**0**	**1,640**	**205**	**205**	**4,800**	**600**	**600**	**0**	**0**	30,731
B. Consultant Services														
	Contract Consulting Services	189,000	0	0	0	0	0	0	15,000	1,874	1,874	0	0	**207,748**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**189,000**	**0**	**0**	**0**	**0**	**0**	**0**	**15,000**	**1,874**	**1,874**	**0**	**0**	207,748
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**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**	**0**	**0**
E. Indirect Rate														
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL TASK BUDGET		**211,681**	**0**	**0**	**0**	**1,640**	**205**	**205**	**19,800**	**2,474**	**2,474**	**0**	**0**	**238,479**

* All Federal funds, including fund transfers, apply the required non-federal match.

Figure 14. ***Long Range Transportation Planning Activities – Estimated Budget Detail for FY 2022***

Task 4.0: Long Range Transportation Planning Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	23,181	0	0	0	7,800	975	975	0	0	**32,931**
	Subtotal:	**23,181**	**0**	**0**	**0**	**7,800**	**975**	**975**	**0**	**0**	32,931
B. Consultant Services											
	Contract Consulting Services*	153,226	0	0	0	20,000	2,499	2,499	0	0	**178,224**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**153,226**	**0**	**0**	**0**	**20,000**	**2,499**	**2,499**	**0**	**0**	178,224
C. Travel											
	Travel Expenses	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**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**
E. Indirect Rate											
	Subtotal:	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**176,407**	**0**	**0**	**0**	**27,800**	**3,474**	**3,474**	**0**	**0**	**211,155**

* All Federal funds, including fund transfers, apply the required non-federal match.

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: Regional Planning 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. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

Task 5 Budget for Fiscal Years 2021 and 2022

Figure 15. ***Regional Planning Activities Estimated Budget Detail for FY 2021***

Task 5.0: Regional Planning Activities Estimated Budget Detail for FY 2021														
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D)**	**FTA State Soft Match**	**FTA 5305 Prior Year Carryover (FY18/19)**	**FTA State Prior Year Carryover (FY18/19)**	**FTA Local Prior Year Carryover (FY18/19)**	**FTA 5305 Prior Year Carryover (FY19/20)**	**FTA State Prior Year Carryover (FY19/20)**	**FTA Local Prior Year Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services														
	MPO Staff Salaries	6,088	0	0	0	5,000	625	625	2,400	300	300	0	0	**15,338**
	Subtotal:	**6,088**	**0**	**0**	**0**	**5,000**	**625**	**625**	**2,400**	**300**	**300**	**0**	**0**	15,338
B. Consultant Services														
	Annual Allocation for CFMPO Alliance (funds to MetroPlan) *	5,000	0	0	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	0	**0**
	Subtotal:	**5,000**	**0**	**0**	**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	0	**0**
	Subtotal:	**0**	**0**	**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**	**0**	0
E. Indirect Rate														
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
TOTAL TASK BUDGET		**11,088**	**0**	**0**	**0**	**5,000**	**625**	**625**	**2,400**	**300**	**300**	**0**	**0**	20,338

* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.
**All Federal funds, including fund transfers, apply the required non-federal match.

Figure 16. ***Regional Planning Activities – Estimated Budget Detail for FY 2022***

Task 5.0: Regional Planning Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	7,088	0	0	0	2,400	300	300	0	0	**10,088**
	Subtotal:	**7,088**	**0**	**0**	**0**	**2,400**	**300**	**300**	**0**	**0**	10,088
B. Consultant Services											
	Annual Allocation for CFMPO Alliance (funds to MetroPlan) *	5,000	0	0	0	0	0	0	0	0	**5,000**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**5,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	5,000
C. Travel											
	Travel Expenses	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**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**
E. Indirect Rate											
	Subtotal:	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**12,088**	**0**	**0**	**0**	**2,400**	**300**	**300**	**0**	**0**	**15,088**

* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.
**All Federal funds, including fund transfers, apply the required non-federal match.

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: Public Involvement 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. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

Task 6 Budget for Fiscal Years 2021 and 2022

Figure 17. ***Public Involvement Activities – Estimated Budget Detail for FY 2021***

Task 6.0: Public Involvement Activities 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 (FY18/19)**	**FTA State Prior Year Carryover (FY18/19)**	**FTA Local Prior Year Carryover (FY18/19)**	**FTA 5305 Prior Year Carryover (FY19/20)**	**FTA State Prior Year Carryover (FY19/20)**	**FTA Local Prior Year Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services															
	MPO Staff Salaries	4,811	0	0	0	0	7,500	938	938	2,400	300	300	0	0	**17,187**
	Subtotal:	**4,811**	**0**	**0**	**0**	**0**	**7,500**	**938**	**938**	**2,400**	**300**	**300**	**0**	**0**	**17,187**
B. Consultant Services															
	Contract Consulting Services	12,000	0	0	0	0	0	0	0	0	0	0	0	0	**12,000**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**12,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12,000**
C. Travel															
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
D. Other Direct Expenses															
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**0**	**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**	**0**	0	**0**
TOTAL TASK BUDGET		**16,811**	**0**	**0**	**0**	**0**	**7,500**	**938**	**938**	**2,400**	**300**	**300**	**0**	**0**	**29,187**

* All Federal funds, including fund transfers, apply the required non-federal match.

Figure 18. ***Public Involvement Activities – Estimated Budget Detail for FY 2022***

Task 6.0: Public Involvement Activities Estimated Budget Detail for FY 2022											
Budget Category	**Budget Category Description**	**FHWA (PL)**	**SA/SL**	**FTA 5305 (D) (FY21/22)**	**FTA 5305 (D) Carryover (FY20/21)**	**FTA 5305 (D) Carryover (FY19/20)**	**FTA State Match Carryover (FY19/20)**	**FTA Local Match Carryover (FY19/20)**	**Trans. Disad.**	**Local**	**Total**
A. Personnel Services											
	MPO Staff Salaries	5,311	0	0	0	2,400	300	300	0	0	**8,311**
	Subtotal:	**5,311**	**0**	**0**	**0**	**2,400**	**300**	**300**	**0**	**0**	8,311
B. Consultant Services											
	Contract Consulting Services*	25,000	0	0	0	5,200	650	650	0	0	**31,500**
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**25,000**	**0**	**0**	**0**	**5,200**	**650**	**650**	**0**	**0**	31,500
C. Travel											
	Travel Expenses	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
D. Other Direct Expenses											
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	**0**
	Subtotal:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
E. Indirect Rate											
	Subtotal:	0	0	0	0	0	0	0	0	0	**0**
TOTAL TASK BUDGET		**30,311**	**0**	**0**	**0**	**7,600**	**950**	**950**	**0**	**0**	**39,811**

* All Federal funds, including fund transfers, apply the required non-federal match.

4. FUNDING SUMMARIES

4.1 FEDERAL METROPOLITAN PLANNING FUNDS AND SOFT MATCH

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

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.

4.3 SUMMARY BUDGET TABLES

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

- Agency Participation by Task FY 2021 – page 40
- Agency Participation by Task FY 2022 – page 41
- Funding Sources by Task FY 2021 – page 42
- Funding Sources by Task FY 2022 – page 43

Figure 19. ***Agency Participation by Task FY 2020/2021***

AGENCY PARTICIPATION BY TASK FY 2021																		
TASK		FHWA		State Soft Match*	FTA Section 5305		FTA Prior Year Carryover (FY18/19)			FTA Prior Year Carryover (FY19/20)			Florida CTD	Local	Total	Total Minus Soft Match	Local	Consultants
		(PL 112)	SL		Federal	State Soft	Federal	State	Local/In Kind	Federal	State	Local/In Kind						
1.0	Administration	$314,811	$0	$69,433	$124,005	$31,002	$45,112	$5,639	$5,639	$70,480	$8,810	$8,810	$0	$0	$683,741	$614,308	$0	$0
2.0	Multimodal Planning	$64,500	$343,964	$14,226	$0	$0	$28,500	$3,563	$3,563	$14,560	$1,820	$1,820	$48,029	$229,000	$753,545	$739,319	$229,000	$595,464
3.0	Transportation Improvement Program (TIP)	$46,144	$0	$10,177	$0	$0	$23,826	$2,978	$2,978	$5,200	$650	$650	$0	$0	$92,603	$82,426	$0	$41,500
4.0	Long Range Transportation Plan (LRTP)	$211,681	$0	$46,687	$0	$0	$1,640	$205	$205	$19,800	$2,474	$2,474	$0	$0	$285,166	$238,479	$0	$207,748
5.0	Regional Planning	$6,088	$0	$1,343	$0	$0	$5,000	$625	$625	$2,400	$300	$300	$0	$0	$16,681	$15,338	$0	$0
5.0 B	Consultant Services – Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando) *	$5,000	$0	$1,103	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,103	$5,000	$0	$5,000
6.0	Public Involvement	$16,811	$0	$3,708	$0	$0	$7,500	$938	$938	$2,400	$300	$300	$0	$0	$32,895	$29,187	$0	$12,000
	TOTAL	$665,035	$343,964	$146,677	$124,005	$31,002	$111,578	$13,948	$13,948	$114,840	$14,354	$14,354	$48,029	$229,000	$1,870,734	$1,724,057	$229,000	$861,712

* All Federal funds, including fund transfers, apply the required non-federal match.
** Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

Figure 20. ***Agency Participation by Task FY 2021/2022***

AGENCY PARTICIPATION BY TASK FY 2022																
TASK		FHWA		State Soft Match*	FTA Section 5305		FTA Prior Year Carryover (FY20/21)		FTA Prior Year Carryover (FY19/20)			Florida CTD	Local	Total	Total Minus Soft Match	Consultants
		(PL 112)	SL		Federal	State Soft	Federal	State Soft	Federal	State Soft Match	Local/In Kind					
1.0	Administration	$369,811	$0	$81,563	$120,915	$30,229	$124,005	$31,002	$52,480	$6,560	$6,560	$0	$0	$823,125	$680,331	$0
2.0	Multimodal Planning	$74,000	$0	$16,321	$0	$0	$0	$0	$14,560	$1,820	$1,820	$48,029	$0	$156,550	$140,229	$50,000
3.0	Transportation Improvement Program (TIP)	$115,644	$0	$25,505	$0	$0	$0	$0	$10,000	$1,250	$1,250	$0	$0	$153,649	$128,144	$109,500
4.0	Long Range Transportation Plan (LRTP)	$176,407	$0	$38,908	$0	$0	$0	$0	$27,800	$3,474	$3,474	$0	$0	$250,063	$211,155	$178,224
5.0	Regional Planning	$7,088	$0	$1,563	$0	$0	$0	$0	$2,400	$300	$300	$0	$0	$11,651	$10,088	$0
5.0 B	Consultant Services – Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando)**	$5,000	$0	$1,103	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,103	$5,000	$5,000
6.0	Public Involvement	$30,311	$0	$6,685	$0	$0	$0	$0	$7,600	$950	$950	$0	$0	$46,496	$39,811	$31,500
TOTAL		$778,261	$0	$171,648	$120,915	$30,229	$124,005	$31,002	$114,840	$14,354	$14,354	$48,029	$0	$1,447,637	$1,214,758	$374,224

* All Federal funds, including fund transfers, apply the required non-federal match.
** Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

Figure 21. ***Funding Sources by Task FY20/21***

FUNDING SOURCES BY TASK FY 2021															
TASK		FHWA		State Soft Match*	FTA Section 5305		FTA Prior Year Carryover (FY18/19)			FTA Prior Year Carryover (FY19/20)			CTD	Local	Total Without Soft Match	Total With Soft Match
		(PL 112)	SL		Federal	State Soft	Federal	State	Local/In Kind	Federal	State	Local/In Kind				
1.0	Administration	$314,811	$0	$69,433	$124,005	$31,002	$45,112	$5,639	$5,639	$70,480	$8,810	$8,810	$0	$0	$614,308	$683,741
2.0	Multimodal Planning	$64,500	$343,964	$14,226	$0	$0	$28,500	$3,563	$3,563	$14,560	$1,820	$1,820	$48,029	$229,000	$739,319	$753,545
3.0	Transportation Improvement Program (TIP)	$46,144	$0	$10,177	$0	$0	$23,826	$2,978	$2,978	$5,200	$650	$650	$0	$0	$82,426	$92,603
4.0	Long Range Transportation Plan (LRTP)	$211,681	$0	$46,687	$0	$0	$1,640	$205	$205	$19,800	$2,474	$2,474	$0	$0	$238,479	$285,166
5.0	Regional Planning	$6,088	$0	$1,343	$0	$0	$5,000	$625	$625	$2,400	$300	$300	$0	$0	$15,338	$16,681
5.0 B	Consultant Services – Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando) *	$5,000	$0	$1,103	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,000	$6,103
6.0	Public Involvement	$16,811	$0	$3,708	$0	$0	$7,500	$938	$938	$2,400	$300	$300	$0	$0	$29,187	$32,895
TOTAL		$665,035	$343,964	$146,677	$124,005	$31,002	$111,578	$13,948	$13,948	$114,840	$14,354	$14,354	$48,029	$229,000	$1,724,057	$1,870,734

* All Federal funds, including fund transfers, apply the required non-federal match.
** Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

Figure 22. ***Funding Sources by Task FY21/22***

FUNDING SOURCES BY TASK FY 2022															
TASK		FHWA		State Soft Match*	FTA Section 5305		FTA Prior Year Carryover (FY20/21)		FTA Prior Year Carryover (FY19/20)			CTD	Local	Total Without Soft Match	Total With Soft Match
		(PL 112)	SL		Federal	State Soft	Federal	State Soft	Federal	State	Local/In Kind				
1.0	Administration	$369,811	$0	$81,563	$120,915	30,229	124,005	31,002	$52,480	$6,560	$6,560	$0	$0	$680,331	$823,125
2.0	Multimodal Planning	$74,000	$0	$16,321	$0	$0	$0	$0	$14,560	$1,820	$1,820	$48,029	$0	$140,229	$156,550
3.0	Transportation Improvement Program (TIP)	$115,644	$0	$25,505	$0	$0	$0	$0	$10,000	$1,250	$1,250	$0	$0	$128,144	$153,649
4.0	Long Range Transportation Plan (LRTP)	$176,407	$0	$38,908	$0	$0	$0	$0	$27,800	$3,474	$3,474	$0	$0	$211,155	$250,063
5.0	Regional Planning	$7,088	$0	$1,563	$0	$0	$0	$0	$2,400	$300	$300	$0	$0	$10,088	$11,651
5.0 B	Consultant Services – Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando)**	$5,000	$0	$1,103	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,000	$6,103
6.0	Public Involvement	$30,311	$0	$6,685	$0	$0	$0	$0	$7,600	$950	$950	$0	$0	$39,811	$46,496
TOTAL		$778,261	$0	$171,648	$120,915	$30,229	$124,005	$31,002	$114,840	$14,354	$14,354	$48,029	$0	$1,214,758	$1,447,637

* All Federal funds, including fund transfers, apply the required non-federal match.
** Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

APPENDIX A.

GLOSSARY OF ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(VMS) Variable Message Sign: An electronic traffic sign often used on roadways to give travelers information about special events. Such signs warn of traffic congestion, accidents, incidents, roadwork zones, or speed limits on a

specific highway segment. They may also ask vehicles to take alternative routes, limit travel speed, warn of duration and location of the incidents or just inform of the traffic conditions. 2018 Unified Planning Work Program 86.

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

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

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

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

APPENDIX B.

PLANNING CONSISTENCY

Matrix 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 ADOPTING THE UPWP

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2020 - 5

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2020/21 THROUGH FISCAL YEAR 2021/22

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

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

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

WHEREAS, the Lake~Sumter Metropolitan Planning Organization's FY 2020/21 through FY 2021/22 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure and complies with applicable state and federal law.

NOW, THEREFORE BE IT RESOLVED that the Lake~Sumter Metropolitan Planning Organization hereby adopts the Unified Planning Work Program for FY 2020/21 through FY 2021/22.

DULY PASSED AND ADOPTED this 13 day of May, 2020.

Lake~Sumter Metropolitan Planning Organization

Leslie Campione

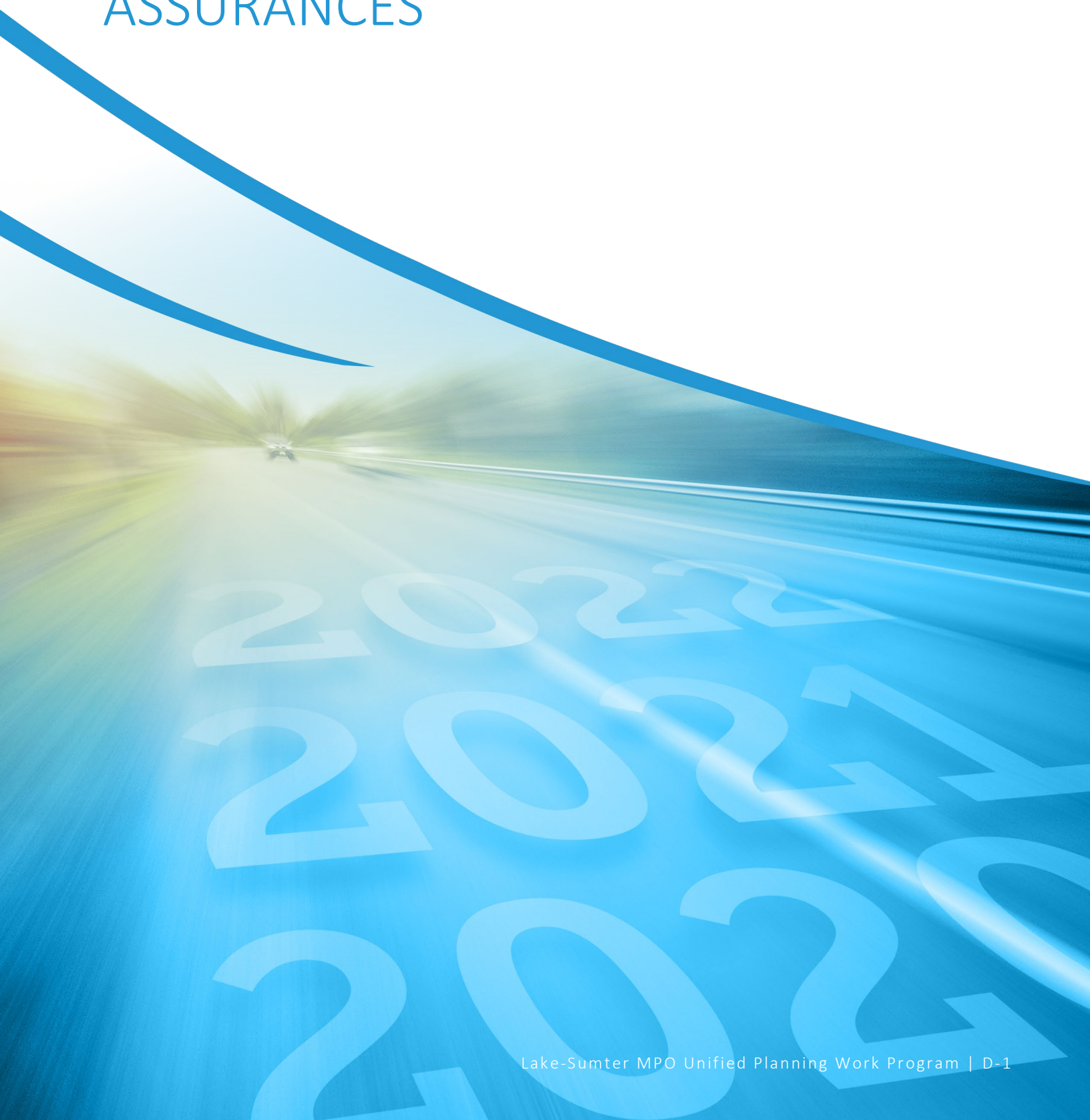
Leslie Campione, Chair

Approved as to Form and Legality:

Diana Johnson, MPO Attorney

APPENDIX D.

FEDERAL TRANSIT ADMINISTRATION APPLICATION, CERTIFICATIONS AND ASSURANCES



FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

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

The Applicant certifies to the applicable provisions of categories 01–20. x

Or,

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

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

12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13	State of Good Repair Grants	_____
14	Infrastructure Finance Programs	_____
15	Alcohol and Controlled Substances Testing	_____
16	Rail Safety Training and Oversight	_____
17	Demand Responsive Service	_____
18	Interest and Financing Costs	_____
19	Construction Hiring Preferences	_____
20	Cybersecurity Certification for Rail Rolling Stock and Operations	_____

FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

AFFIRMATION OF APPLICANT

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

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, 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 2020.

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 M Woods Date: 04/30/2020

Name Michael Woods, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

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

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

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

Signature Date: 04/30/2020

Name Diana M. Johnson 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.

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	Not Applicable

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
Not Applicable	FL-80-0009

State Use Only:

6. Date Received by State:	7. State Application Identifier:
	1001

8. APPLICANT INFORMATION:

* a. Legal Name: Lake Sumter Metropolitan Planning Organization

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
F371882383	3615618010000

d. Address:

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

e. Organizational Unit:

Department Name:	Division Name:

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

Prefix:	Mr.	* First Name:	Michael
Middle Name:			
* Last Name:	Woods		
Suffix:			

Title: Executive Director

Organizational Affiliation:

* Telephone Number:	352-315-0170	Fax Number:	

* Email: Mwoods@lakesumtermpo.com

Application for Federal Assistance SF-424

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

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5303(d)

*** 12. Funding Opportunity Number:**

FL-80-[0009

* Title:

Metropolitan Transportation Planning

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment | Delete Attachment | View Attachment

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

Section 5305 (d) grant to support planning with MPO's FY 19/20 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: 10/01/2020

* b. End Date: 09/30/2021

18. Estimated Funding ($):

* a. Federal	114,840.00
* b. Applicant	
* c. State	14,354.00
* d. Local	14,354.00
* e. Other	
* f. Program Income	
* g. TOTAL	143,548.00

*** 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: Executive Director

* Telephone Number: 352-315-0170 Fax Number:

* Email: MWoods@lakesumtermpo.com

* Signature of Authorized Representative: MWoods * Date Signed: 4/30/2020

Section 5305(d)
Approved Project Budget for FFY20
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	$ 57,425
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	1,426
44.23.02	Long Range Transportation Planning: Project Level	1,426
44.24.00	Short Range Transportation Planning	3,582
44.25.00	Transportation Improvement Program	3,582
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,024
44.26.13	Participation of Transit Operators in Metropolitan Planning	2,024
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	2,024
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	2,024
44.26.16	Incorporating Safety & Security in Transportation Planning	2,024
44.27.00	Other Activities	65,987
	Total Net Project Cost	$ 143,548

Accounting Classifications

44.30.01	Personnel	$ 81,490
44.30.02	Fringe Benefits	15,396
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	46,662
44.30.07	Other	
44.30.08	Indirect Charges	
	Total Net Project Cost	$ 143,548

Fund Allocations

44.40.01	MPO Activities	$ 114,840
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	28,708
	Total Net Project Cost	$ 143,548
	Federal Share (80%)	$ 114,840
	Local Share (20%)	$ 28,708

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	$ 143,548

Section 5305(d)
GMIS Planning Line Item Codes FFY20
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	$ 46,628
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	851
44.23.02	Long Range Transportation Planning: Project Level	851
44.24.00	Short Range Transportation Planning	2,788
44.25.00	Transportation Improvement Program	2,788
44.26.12	Coordination of Non-Emergency Human Service Transportation	1,772
44.26.13	Participation of Transit Operators in Metropolitan Planning	1,772
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	1,772
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	1,772
44.26.16	Incorporating Safety & Security in Transportation Planning	1,772
44.27.00	Other Activities	52,074
	Total Net Project Cost	$ 114,840

Accounting Classifications

44.30.01	Personnel	$ 46,225
44.30.02	Fringe Benefits	22,649
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	45,966
44.30.07	Other	
44.30.08	Indirect Charges	
	Total Net Project Cost	$ 114,840

Fund Allocations

44.40.01	MPO Activities	$ 114,840
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
	Total Net Project Cost	$ 114,840

APPENDIX E.

AGENCY COMMENTS

Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAULT, P.E.
SECRETARY

April 15, 2020

Michael Woods, Executive Director
Lake-Sumter MPO
225 W. Guava Street
Lady Lake, FL 32159

RE: Comments on the Draft Fiscal Year 2020/2021 and Fiscal Year 2021/2022 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization

Dear Mr. Woods:

Thank you for providing a draft copy of the Lake-Sumter Metropolitan Planning Organization's (MPO/TPO) Unified Planning Work Program (UPWP) for Fiscal Year 2020/2021 and Fiscal Year 2021/2022. The Florida Department of Transportation (FDOT) has reviewed the draft UPWP and offers the following comments.

In order to meet the schedule contained in the Florida Department of Transportation's MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2020/2021 Planning Funds beginning on July 1, 2020, the Lake-Sumter MPO must revise and adopt the Final UPWP and submit it to the Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720 or via E-mail at Jamie.kersey@dot.state.fl.us and other appropriate agencies as specified in the MPO Program Management Handbook, no later than May 15, 2020.

Comments and/or Recommendations to the Draft UPWP:

- Cover Page: Financial Management Number is incorrect. The correct FM# should be 439339-**3**-14-01.
- Cover Page: The Draft UPWP has an Adoption date, this should be removed as the document has not been adopted yet.
- Content Page: Section 3 "Tasks Overview for FY 2020/21 – 2021/2022" needs to include the table titles and page numbers per instructions.
- Content Page: Section 4 should have a "4.3" to include the table titles and page numbers per instructions.

- On Pages 6 and 7: Section 1.2.2 Efficient Transportation Decision Making (ETDM) on page 7 is the same paragraph for Section 1.2.1 Long Range Transportation Plan on page 6 and does not discuss the ETDM process.

- On Page 9: Section 1.2.7, please add project limits on FDOT District Five Planning Studies. Upon looking in Work Program the fiscal years in Work Program are not the same as the fiscal years in the MPOs Table Figure 6. SR 50 PD&E shows completed in Work Program; we need to see what project the MPO is looking at.

- On Page 16: Section 1.3.4 Task 1 should have the entire Task name added; "Task 1: Administration & Management of Planning Process"

- On Page 16: Section 1.4.1, FDOT Soft Match, last sentence in paragraph states "soft match amounts *shown below* are being utilized to match the FHWA funds in the UPWP", but there are no amounts being shown. May want to say, "soft match amounts shown in Section 4.1 are being utilized to match the FHWA funds in the UPWP."

- On Page 24: Section 3, Task 1 should have the entire Task name added.

- Add page number In Section 3: Each Task does not show who will be performing the task at the MPO, they only show who is responsible.

- Appendix A: Glossary of Acronyms, there are acronyms in the document that are not listed, example CR, COA, MAP-21, NHS, PE, and RPC.

As always, I would like to extend my appreciation to the Lake-Sumter Metropolitan Planning Organization for their collaboration with FDOT to accomplish the transportation goals for the Lake-Sumter MPO area. If the Department can do anything to assist with the development of the UPWP, please do not hesitate to contact me at 386-943-5338.

Sincerely,

Jamie Kersey
FDOT MPO Liaison

cc: Jim Martin, FHWA Planning
Erika Thompson, FDOT CO Policy Planning
Scott Philips, FDOT CO Policy Planning
Gabrielle Matthews, FDOT CO Transit Planning
Jo Santiago, FDOT District 5 Transit Office
Keith Melton, Federal Transit Administration
Kellie Smith, FDOT District 5 Planning Office
Anna Taylor, FDOT District 5 Planning Office
Heather Kay, FDOT CO FDOT Transit Planning

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Atlanta, Georgia 30303
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Planning Comments

Document Name:	Draft FY20/21 & FY21/22 UPWP	MPO:	Lake-Sumter MPO	
Date of Document:	Date Received	Date Reviewed		District:
	03 | 13 |2021	03 | 26 |2021		5

Reviewed by: Jim Martin

COMMENTS

Page #	Comment Type	Comment Description
26	Other	Please note that any equipment purchases equal to or greater than $5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.
	Other	Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.
	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
	Critical	The total PL funding for this Draft does not match the amounts provided by FDOT-CO on 2/20/2020. The approval of the UPWP will require that only the PL balance provided by FDOT-CO. Anticipated PL funds cannot be included in the first or second year.
	Other	ADA requires than any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.

	Critical	Please ensure the correct Federal Aid Project (FAP) number is used for the final UPWP.
37	Critical	Task 5.0 If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products, those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. This includes the Central Florida MPO Alliance. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOU) for these types of activities.
	Enhancement	Section 2.1.3 An expanded detailing of the various committees and task force would be useful to the public who may be reading this plan.
28 and 29	Critical	Task 1.0 Administrative, Other Direct Expenses, Moving Expenses. Provide an explanation for this expense and why it appears in both year one and year two.
31	Other	Task 2.0 Multimodal Planning, Provide an explanation for the significant increase in funding for this item over previous years.
33	Other	Task 3.0 TIP, Provide an explanation for the increase in funding in year two over year one.
42	Edit	FY 21/22 Summary Table, Task 2.0, correct task title to "Multimodal Planning"
	Other	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
	Other	A mention of the community challenges facing the MPO should be included in the introduction.
	Critical	Include the planning work the provided by FDOT to support the MPO. This should include districtwide and Florida's Turnpike studies if they are specific to the MPO's location or corridor specific, such as the M-Core projects.
	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
	Other	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.
	Other	If FTA grant funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
	Other	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.

	Other	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.
	Select One	

APPENDIX E - AGENCY COMMENTS

Lake-Sumter MPO Responses to Agency Comments on Draft UPWP UPWP				
Agency	**Page**	**Comment Type**	**Comment**	**MPO Response**
FDOT	Cover Page	n/a	Financial Management Number is incorrect. The correct FM# should be 439339-3-14-01.	Revised cover page.
FDOT	Cover Page	n/a	The Draft UPWP has an Adoption date, this should be removed as the document has not been adopted yet.	Document was adopted 5/13. Correct date added.
FDOT	Content Page: Section 3	n/a	"Tasks Overview for FY 2020/21 – 2021/2022" - Needs to include the table titles and page numbers per instructions.	Added table titles. Page numbers already in document.
FDOT	Content Page: Section 4	n/a	Section 4 should have a "4.3" to include the table titles and page numbers per instructions.	Added Section 4.3. Page 39.
FDOT	Pages 6 and 7; Section 1.2.2	n/a	Section 1.2.2 ETDM on page 7 is the same paragraphs for Section 1.2.1 LRTP on page 6, and does not discuss the ETDM process.	Revised. Page 3.
FDOT	Page 9; Section 1.2.7	n/a	On Page 9: Section 1.2.7, please add project limits on FDOT District Five Planning Studies. Upon looking in Work Program the fiscal years in Work Program are not the same as the fiscal years in the MPOs Table Figure 6. SR 50 PD&E shows completed in Work Program; we need to see what project the MPO is looking at.	Added. Page 5.
FDOT	Page 16; Section 1.3.4	n/a	Task 1 should read: Task 1: Administration & Management of Planning Process"	Revised. Page 11.
FDOT	Page 16; Section 1.4.1	n/a	FDOT Soft Match, last sentence in paragraph states "soft match amounts shown below are being utilized to match the FHWA funds in the UPWP", but there are no amounts being shown. May want to say, "soft match amounts shown in Section 4.1 are being utilized to match the FHWA funds in the UPWP."	Revised. Page 11.
FDOT	Page 24; Section 3	n/a	Section 3, Task 1 should have the entire Task name added.	Revised. Page 19.
FDOT	Section 3	n/a	Add page number In Section 3: Each Task does not show who will be performing the task at the MPO, they only show who is responsible.	Page numbers included in Section 3. Per FDOT follow-up, task responsibilities are
FDOT	Appendix A	n/a	Glossary of Acronyms, there are acronyms in the document that are not listed, example CR, COA, MAP-21, NHS, PE and RPC.	Added all missing acronyms in Appendix A.
FHWA/FTA	Page 26	Other	Please note that any equipment purchases equal to or greater than $5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	Noted, the MPO adheres to this policy. Also added text to page 21.
FHWA/FTA	-	Other	Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.	Noted.
FHWA/FTA	-	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	The MPO addresses this when a Task Order is issued, providing exact details of how the funds will be spent and submitting to FDOT/FHWA for review. Added comment on pages 21, 24, 26, 30, 33 and 36.
FHWA/FTA	Misc tables	Other	The total PL funding for this Draft does not match the amounts provided by FDOT-CO on 2/20/2020. The approval of the UPWP will require that only the PL balance provided by FDOT-CO. Anticipated PL funds cannot be included in the first or second year.	Revised all tables.
FHWA/FTA	-	Other	ADA requires than any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.	ADA accessible version will be posted to website.
FHWA/FTA	Cover Page	Critical	Please ensure the correct Federal Aid Project (FAP) number is used for the final UPWP.	Revised cover page.
FHWA/FTA	37	Critical	Task 5.0 If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products, those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. This includes the Central Florida MPO Alliance. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOU) for these types of activities.	Noted. Added footnote to Task 5 Summary Tables.
FHWA/FTA	19	Enhancement	Section 2.1.3 An expanded detailing of the various committees and task force would be useful to the public who may be reading this plan.	Added detail. Page 14.
FHWA/FTA	28 and 29	Critical	Task 1.0 Administrative, Other Direct Expenses, Moving Expenses. Provide an explanation for this expense and why it appears in both year one and year two.	The year of the move was uncertain until recently. Revised Task 1 to reflect only one
FHWA/FTA	31	Other	Task 2.0 Multimodal Planning, Provide an explanation for the significant increase in funding for this item over previous years.	Combined Tasks from previous UPWP into one Task.
FHWA/FTA	33	Other	Task 3.0 TIP, Provide an explanation for the increase in funding in year two over year one.	The MPO plans on a redevelopment of the TIP document narrative using its consultants in the second year.
FHWA/FTA	42	Edit	FY 21/22 Summary Table, Task 2.0, correct task title to "Multimodal Planning"	Revised.
FHWA/FTA	Appendices	Other	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	Noted.
FHWA/FTA		Other	A mention of the community challenges facing the MPO should be included in the introduction.	Added text to page 1.
FHWA/FTA	17	Critical	Include the planning work the provided by FDOT to support the MPO. This should include districtwide and Florida's Turnpike studies if they are specific to the MPO's location or corridor specific, such as the M-Core projects.	Added. Page 9.
FHWA/FTA	-	Other	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	Noted. The MPO will address this at the time of developing a specific Task Order.
FHWA/FTA		Other	If FTA grant funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	Updated tables and added work elements to page 5.
FHWA/FTA		Other	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted.
FHWA/FTA		Other	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Added text to page 10. Activities are identified and included in Tasks 2, 3, 4 and 6.

APPENDIX F.

FDOT MPO JOINT CERTIFICATION PACKAGE

MPO JOINT CERTIFICATION STATEMENT

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 24, 2020.

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

For

Name:
Title: District Secretary (or designee)

3-13-2020
Date

Name:
Title: MPO Chairman (or designee)

3/10/2020
Date

Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAULT, P.E.
SECRETARY

MEMORANDUM

DATE: January 22, 2019

TO: Whom It May Concern

FROM: Loreen Bobo, P.E., Director of Transportation Development, District 5

COPIES: Michael Shannon, P.E., D5 Department Heads

SUBJECT: **Delegation of Signature Authority for Loreen Bobo**

In my absence from my office at the District Office located at 719 South Woodland Boulevard, DeLand, Florida, I hereby appoint Alan E. Hyman, Director of Transportation Operations, Mario Bizzio, District Design Engineer, Brian Stanger, District Modal Development Administrator, Jack Adkins, District Right of Way Manager, Katherine Alexander, District Program Management Administrator, and Alison Stettner, District Planning and Environmental Management Administrator as my designees to act in my stead and to sign documents on my behalf as the District Director of Transportation Development of the Department's District Five.

This authority is effective immediately and will stay in effect until modified or rescinded by me. Any previous delegations are hereby rescinded and replaced by this document.

LB:n

Lake-Sumter MPO

Joint Certification – 1/1/2019 – 12/31/2019

February 24, 2020

Part 1 – FDOT District

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Part 1 Section 3: Transportation Improvement Program (TIP) 15

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Part 1 Section 7: District Questions 19

Part 1 Section 8: Recommendations and Corrective Actions 20

Part 1 Section 9: Attachments 21

Purpose

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

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

Certification Process

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 1 Section 9: Attachments allows you to embed any attachments to the certification, including the MPO Joint Certification Statements and Assurances document that must accompany the completed certification report. Once all the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed certification in Part 1 Section 9: Attachments.

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

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

Risk Assessment Process

Part 1 Section 1: Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

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

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

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

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

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

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.

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

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

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

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

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

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

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

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

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

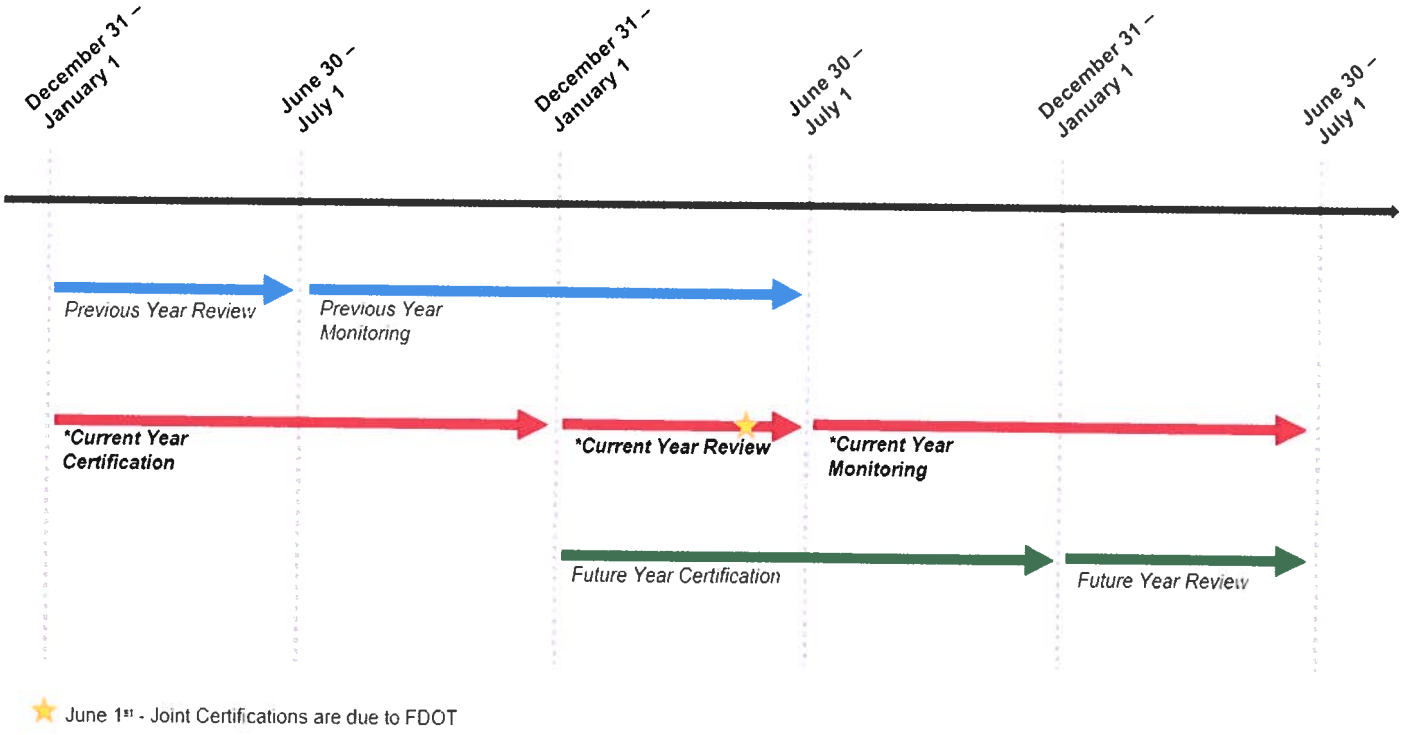
The questions in Part 1 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for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

Table 1. Risk Assessment Scoring

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

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

Figure 1. Risk Assessment: Certification Year vs. Monitoring



Part 1

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

Part 1 Section 1: Risk Assessment

MPO Invoice Submittal

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

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G0W41-7	7/1/2018 – 1/31/2019	3/8/2019	No
G0W41-8	7/1/2018 – 2/28/2019	4/24/2019	No
G0W41-9	7/1/2018 – 3/31/2019	5/1/2019	No
G0W41-10	7/1/2018 – 4/30/2019	6/4/2019	No
G0W41-11	7/1/2018 – 5/31/2019	7/3/2019	No
G0W41-12	3/30/2019 – 6/30/2019	8/5/2019	No
G0W41-13	7/1/2019 – 7/31/2019	9/23/2019	No
G0W41-14	7/21/2019 – 8/31/2019	10/22/2019	No

G0W41-15	7/1/2019 – 7/31/2019	10/22/2019	No
G0W41-16	7/1/2019 – 9/30/2019	11/15/2019	No
G0W41-17	7/2/2019 – 9/30/2019	11/15/2019	No
G0W41-18	9/29/2019 – 10/31/2019	12/2/2019	No
G0W41-19	7/2/2019 – 9/30/2019	12/2/2019	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			**13**
Total Number of Invoices Submitted			**13**

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

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

- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

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

- Typos.
- Incorrect budgeted amount because an amendment was not recorded.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
Invoice G0W41-7 Review Date: 3/11/19	7
Invoice G0W41-8 Review Date: 4/5/19	7
Invoice G0W41-9 Review Date: 5/2/19	7
Invoice G0W41-10 Review Date: 6/5/19	7
Invoice G0W41-11 Review Date: 7/3/19	7
Invoice G0W41-12 Review Date: 8/8/19	7
Invoice G0W41-13 Review Date: 9/23/19	7
Invoice G0W41-14 Review Date: 10/24/19	7
Invoice G0W41-15 Review Date: 10/24/19	7
Invoice G0W41-16 Review Date: 11/15/19	7
Invoice G0W41-17 Review Date: 11/18/19	7
Invoice G0W41-18 Review Date: 12/2/19	7

Invoice G0W41-19 Review Date: 12/2/19	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	**91**

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

MPO Supporting Documentation Review Checklist

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

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

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
Invoice #: G0W41-12 Review Date: 1/15/2020	23

MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	**23**

**Note: There are 24 materially significant questions per MPO Supporting Documentation Review Checklist.*

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?

Please Check: Yes ☒ No ☐

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

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

Please Check: Yes ☒ No ☐

Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?

Please Check: Yes ☒ No ☐

Risk Assessment Score

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

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual

52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 100%

Level of Risk: **LOW**

Part 1 Section 2: Long-Range Transportation Plan (LRTP)

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

   Please Check: Yes ☐ **No** ☒

   If yes, please ensure any correspondence or comments related to the draft or final LRTP and the LRTP checklist used by Central Office and the District are in the MPO Document Portal or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

Part 1 Section 3: Transportation Improvement Program (TIP)

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

   Please Check: Yes ☒ **No** ☐

   If yes, please ensure any correspondence or comments related to the draft or final TIP and the TIP checklist used by Central Office and the District are in the MPO Document Portal or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

   - FDOT Draft Checklist Review: Uploaded to MPO Portal on 7/5/19
   - FHWA Comments to Draft TIP: Attached to Final TIP

Part 1 Section 4: Unified Planning Work Program (UPWP)

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

   Please Check: Yes ☐ **No** ☒

   If yes, please ensure any correspondence or comments related to the draft or final UPWP and the UPWP checklist used by Central Office and the District are in the MPO Document Portal or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

Part 1 Section 5: Clean Air Act

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

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

Title(s) of Attachment(s)

Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding

Did the MPO program all FHWA Planning Funds (PL and non-PL) into the TIP?

Please Check: Yes ☒ **No** ☐

Part 1 Section 7: District Questions

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

1. How does the MPO educate their new board and committee members on their roles and responsibilities?

PLEASE EXPLAIN

2. Question

PLEASE EXPLAIN

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Part 1 Section 8: Recommendations and Corrective Actions

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

Status of Recommendations and/or Corrective Actions from Prior Certifications

- Recommendation was made in the 2019 Joint Certification for the LSMPO to develop a Congestion Management Process (CMP) and to add this language into their TIP and LRTP. LSMPO adopted their CMP at their December 2019 Board Meeting.

Recommendations

A recommendation was made in the previous certification to update the MPO's website. LSMPO has updated their website, however, there are still missing documents that are required to be visible per the MPO's own Public Participation Plan. Any amendments that are made to the LRTP and TIP, once the amendments are "final", those documents are to be uploaded to the MPO's website. The MPO's UPWP is the only document that has all amendments and/or modifications posted to their website.

It is recommended that the Lake-Sumter MPO follow their own Public Participation Plan and update their website with any and all amendments. This will also put them in compliance with State and Federal Regulations by making public information available to the maximum extent practicable.

Corrective Actions

PLEASE EXPLAIN

Part 1 Section 9: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the MPO Document Portal. Link to MPO Joint Certification Statements and Assurances (year 1) or MPO Joint Certification Statement (year 2).

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

Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet

The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the FDOT MPO Liaisons for the upcoming year. **Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.**

Table 1. Risk Assessment Score

Question	Question Description	Example	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	**Number Correct Column:** Enter the number of invoices that were submitted on time. **Subtotal Column:** Enter the total number of invoices that were submitted.	13	13	30%	30%
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	**Number Correct Column:** Enter the number of correct materially significant questions. **Subtotal Column:** Enter the total number of materially significant questions.	91	91	25%	25%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 72 opportunities for materially significant findings, 70 of the materially significant finding questions were answered correctly.	**Number Correct Column:** Enter the number of correct materially significant questions. **Subtotal Column:** Enter the total number of materially significant questions.	23	23	30%	30%
Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements	Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?	Car allowances or mileage was recorded appropriately.	**Number Correct Column:** Enter a 1 if car allowance or mileage was recorded appropriately. Enter a 0 if car allowance or mileage was not recorded appropriately.	1	1	5%	5%
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	**Number Correct Column:** Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.	1	1	5%	5%
Technical Memorandum 19-05Rev: Director's Timesheets and Expenses	Were the Directors' timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	The Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate.	**Number Correct Column:** Enter a 1 if the Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate. Enter a 0 if the Director's timesheets were not reviewed at least quarterly by someone other than the Director's subordinate.	1	1	5%	5%
						Risk Assessment Score	***100%***

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: *below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**03/11/2019**	Review #:	**1**
Invoice No.:	**G0W41-7**	Invoice Period:	**07/01/2018-01/31/2019**	Reviewed By:	**J Graeff/J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐
Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**04/05/2019**	Review #:	**1**
Invoice No.:	**G0W41-8**	Invoice Period:	**07/01/2018-01/31/2019**	Reviewed By:	**J Graeff/J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount?**	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision,** and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐
Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**05/02/2019**	Review #:	**1**
Invoice No.:	**9**	Invoice Period:	**07/01/2018-03/31/2019**	Reviewed By:	**Graeff/J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐
Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**06/05/2019**	Review #:	**1**
Invoice No.:	**10**	Invoice Period:	**07/01/2019-04/30/2019**	Reviewed By:	**Graeff/J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐
Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**07/03/2019**	Review #:	**1**
Invoice No.:	**11**	Invoice Period:	**07/01/2018-05/31/2019**	Reviewed By:	**Jamie Kersey/Mary Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

None

General Findings

None

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**08/08/2019**	Review #:	**1**
Invoice No.:	**12**	Invoice Period:	**03/30/2019-06/30/2019**	Reviewed By:	**Jamie Kersey/Joel Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

None

General Findings

None

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**09/23/2019**	Review #:	**2**
Invoice No.:	**13**	Invoice Period:	**07/01/2019-07/31/2019**	Reviewed By:	**Jamie Kersey/Joel Graeff**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

TPO was reminded to number their FY19/20 invoices sequentially starting with G0W41-13.

General Findings

Initially the invoice period was listed at June 30,2019 to July 31, 2019. The TPO was asked to re-label to July1, 2019 to July 31, 2019.

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**10/24/2019**	Review #:	**1**
Invoice No.:	**14**	Invoice Period:	**07/21/2019-08/31/2019**	Reviewed By:	**Jamie Kersey/Joel Graeff**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

General Findings

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

***Please note:** below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**10/24/2019**	Review #:	**1**
Invoice No.:	**15**	Invoice Period:	**07/01/2019-07/31/2019**	Reviewed By:	**Jamie Kersey/Joel Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

None

General Findings

None

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

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MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**11/15/2019**	Review #:	**1**
Invoice No.:	**16**	Invoice Period:	**07/1/2019-09/30/2019**	Reviewed By:	**Jamie Kersey/Joel Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

General Findings

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: *below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**11/18/2019**	Review #:	**1**
Invoice No.:	**17**	Invoice Period:	**07/2/2019-09/30/2019**	Reviewed By:	**Jamie Kersey**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

General Findings

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: *below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO: **Lake~Sumter MPO**

Contract: **G0W41** Date of Review: **12/2/2019** Review #: **1**

Invoice No.: **18** Invoice Period: **09/29/2019-10/31/2019** Reviewed By: **Jamie Kersey**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

General Findings

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: *below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO:	**Lake~Sumter MPO**				
Contract:	**G0W41**	Date of Review:	**12/2/2019**	Review #:	**1**
Invoice No.:	**19**	Invoice Period:	**07/2/2019-09/30/2019**	Reviewed By:	**Jamie Kersey**

Invoice Package

Did invoice package include: **Invoice Summary**, **Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**?	Yes ☒	No ☐
Is the **Invoice Summary** signed by an authorized MPO official?	Yes ☒	No ☐
Is the invoice able to be processed for reimbursement as initially submitted?	Yes ☒	No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**?	Yes ☒	No ☐
Are the amounts shown in the **Total FHWA Previous Payments** column accurate?	Yes ☒	No ☐
Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**?	Yes ☒	No ☐
Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**?	Yes ☒	No ☐

Itemized Expenditure Detail

Is the correct **FPN**, **Invoice Number**, **UPWP Revision**, and **Invoice Period** shown on all **Itemized Expenditure Detail Report** pages?	Yes ☒	No ☐
Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary?	Yes ☒	No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice?	Yes ☒	No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA?	Yes ☒	No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes ☒	No ☐
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes ☒	No ☐

General Comments and Recommendations

General Findings

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

The MPO's Supporting Documentation Review is to be completed at the frequency required by the MPO's Risk Assessment, as a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

***Please note:** Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.*

MPO:	**Lake~Sumter Metropolitan Planning Organization**				
Contract:	**G0W41**	Date of Review:	**01/15/2020**	Review #:	**1**
Invoice No.:	**G0W41-12**	Invoice Period:	**03/30/2019-06/30/2019**	Reviewed By:	**Jamie Kersey/Mary Schoelzel**

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Employee's time sheet selected for review? **Doris LeMay/Executive Assistant – For PL Funding**		
Does the payroll register fall within the dates match **Invoice Period**?	Yes ☒	No ☐
(1) Do the hours shown on the payroll register match hours match hours requested?	Yes ☒	No ☐
(2) Does the employee's timesheet match the expenses being requested for reimbursement?	Yes ☒	No ☐
(3) Are amounts shown on payroll register and task charges accurately recorded on **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Are fringe charges equitably distributed to all grants? **PL/FTA**	Yes ☒	No ☐
Is the timesheet signed by an authorized MPO official?	Yes ☒	No ☐

Comments and Recommendations on Personnel Services Expenses

The MPO is hosted by Lake County, so Lake County's Journal Ledgers (aka County's Personal Services by Employee Ledger) were used for proof of payment.

Findings on Personnel Services Expenses

No Findings

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Consultant invoice selected for review? **Kimley-Horne and Associates Inc./ Invoice #0103507**		
(4) Are charges shown on invoice accurately recorded on **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Are the consultant services invoice dates of service within the **Invoice Period**?	Yes ☒	No ☐
(5) Are the task services documented in the progress report?	Yes ☒	No ☐
(6) Is there documentation to show that invoice was paid?	Yes ☒	No ☐

Comments and Recommendations on Consultant Services Expenses

No Comments

Findings on Consultant Services Expenses

No Findings

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

Were travel expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Employee's travel reimbursement selected for review? **Mike Woods**		
(7) Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**? Director has contract in lieu of mileage with MPO Board so no forms are produced. The question is answered yes due to the director having a contract that was approved by Board.	Yes ☒	No ☐
Has the MPO established its own travel policy?	Yes ☒	No ☐
Does the travel reimbursement comply with MPO or State travel policies and regulations?	Yes ☒	No ☐
Are charges recorded on FDOT Contractor Travel Form (300-000-06)?	Yes ☐	No ☒
Is travel request signed by an MPO authorized official?	Yes ☒	No ☐
(8) Are travel charges supported by documentation as required by travel policy?	Yes ☒	No ☐

Comments and Recommendations on Travel Reimbursement Expenses

MPO Executive Director has a contract with the MPO Board for a monthly $450 stipend in lieu of mileage. Contract was reviewed as well as showing proof of payment to Director from payroll records. The MPO also showed a car log tracking form used to track mileage. This was also noted in the MPO's procedures.

Findings on Travel Reimbursement Expenses

No Findings

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
#1 Direct expense selected for review	**Telephone Service – Ring Central – Ref #9905829008 & #9932561008**	
Was the cost incurred within the **Invoice Period**?	Yes ☒	No ☐
Is the expense for purchase of equipment over $5,000? (indicate prior approval in findings/recommendation below)	Yes ☐	No ☒
(9) Is the expense allowable?	Yes ☒	No ☐
(10) Is there documentation to show that invoice was paid?	Yes ☒	No ☐
(11) Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
#2 Direct expense selected for review	**Postage Machine – Pitney Bowes – Invoice #3103175983**	
Was the cost incurred within the **Invoice Period**?	Yes ☒	No ☐
Is the expense for purchase of equipment over $5,000? (indicate prior proper approval in findings/recommendation below)	Yes ☐	No ☒
(12) Is the expense allowable?	Yes ☒	No ☐
(13) Is there documentation to show that invoice was paid?	Yes ☒	No ☐
(14) Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
#3 Direct expense selected for review	**Copier Lease – Brevard County – Cost Center #95-95-115 handled by Journal Entry.**	
Was the cost incurred within the **Invoice Period**?	Yes ☒	No ☐
Is the expense for purchase of equipment over $5,000? (indicate prior approval in findings/recommendation below)	Yes ☐	No ☒
(15) Is the expense allowable?	Yes ☒	No ☐
(16) Is there documentation to show that invoice was paid?	Yes ☒	No ☐
(17) Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
#4 Direct expense selected for review	**Staff Services Agreement to Lake County for Administrative help.**	
Was the cost incurred within the **Invoice Period**?	Yes ☒	No ☐
Is the expense for purchase of equipment over $5,000? (indicate prior approval in findings/recommendation below)	Yes ☐	No ☒
(18) Is the expense allowable?	Yes ☒	No ☐
(19) Is there documentation to show that invoice was paid?	Yes ☒	No ☐
(20) Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐

#5 Direct expense selected for review	**Advertisements – Daily Commercial – Order #10087692/10088400**	
Was the cost incurred within the **Invoice Period**?	Yes ☒	No ☐
Is the expense for purchase of equipment over $5,000? (indicate prior approval in findings/recommendation below)	Yes ☐	No ☒
(21) Is the expense allowable?	Yes ☒	No ☐
(22) Is there documentation to show that invoice was paid?	Yes ☒	No ☐
(23) Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐

Comments and Recommendations on Direct Expenses

No Comments

Findings on Direct Expenses

No Findings

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?	Yes ☐	No ☒
If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP?	Yes ☐	No ☐

Comments and Recommendations on Indirect Rate Charges

NO COMMENTS

Findings on Indirect Rate Charges

NO FINDINGS

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?	Yes ☒	No ☐
Was there evidence that a quality control process or procedure is in place?	Yes ☒	No ☐

General Comments and Recommendations

FDOT has conducted our monitoring review in accordance with 2 CFR §200.331. The purpose of this monitor review is to determine the minimum frequency of which the MPO's supporting documentation for their invoices are reviewed by FDOT District Liaisons each year. This review uses a point scale to assign a level of risk for the MPO, which will be updated annually through the Joint Certification process. The results of this monitoring review show a Low risk level for the Lake~Sumter Metropolitan Transportation Planning Organization. The Department has determined that the invoice reviewed is in compliance with the Federal Highway Administration and FDOT's purchasing policies and invoice requirements as well as the MPO's invoice policy and procedures.

General Findings

FDOT finds that the Lake~Sumter MPO has a well-established process for invoicing the Department for their federal funding. During the review, we found that the MPO had sufficient control over their records and accounting processes. We found no noted deficiencies in policies or procedures or proof of backup documentation. Records were well organized and easy to reference. We found The MPO to be in compliance with their Unified Planning Work Program agreement terms with processing invoices.

Lake-Sumter MPO

Metropolitan Planning Organization

EXECUTIVE COMMITTEE

AGENDA

August 26, 2019

2 p.m.

LOCATION:
Lake~Sumter MPO
225 W. Guava Street
Suite 217
Lady Lake, Florida 32159

Executive Committee Members
Chair Nick Girone, City of Mount Dora
Chair-Elect Leslie Campione, Lake County
1st Vice-Chair Don Burgess, Sumter County
2nd Vice-Chair Jim Richards, Town of Lady Lake
Immediate Past Chair Tim Sullivan, Lake County
Lake County At-Large Representative Mitchell Mack, Town of Astatula
Sumter County At-Large Representative Bil Spaude, City of Bushnell

"Promoting Regional Transportation Partnerships"
www.LakeSumterMPO.com
1616 South 14th Street, Leesburg, Florida 34748
Phone (352) 315-0170 – Fax (352) 315-0993

ITEMIZED AGENDA

OPENING

A. Call to Order
B. Proper Noticing
C. Determination of Quorum

I. AGENDA UPDATE

Proposed revisions to today's Agenda.

II. PUBLIC COMMENTS

III. RECOMMENDATION OF CONSENT AGENDA

A. April 22, 2019, Executive Committee Meeting Minutes

IV. ACTION ITEM

A. Executive Director's Quarterly Time Sheet and Mileage Report – New Guidance from FHWA and FDOT require MPO Board oversight on the Executive Director's Quarterly Time Sheet and Mileage Reports.

V. REVIEW OF ITEMS FOR THE OCTOBER 23, 2019 GOVERNING BOARD MEETING

A. Milestone Financial Report
B. Amend FY 20 Budget to recognize carry over funds
C. Lake~Sumter MPO Public Involvement Plan (PIP) Amendment – Open the 45 day Public Review Period - Action Item
D. Lake~Sumter MPO Continuity of Operations Plan (COOP) – Action Item
E. Draft Congestion Management Process (CMP) - Policy and Procedure Manual – Action Item
F. TRANSPORTATION 2040 Amendment – Draft LRTP Compliance Document – Action item
G. 2045 LRTP Major Update – Process and Schedule Review - Discussion
H. Lake~Sumter MPO List of Priority Projects (LOPP) call for projects for 2020 – Discussion
I. Lake~Sumter MPO New Website Preview – Discussion
J. Wekiva Parkway – Construction Update Presentation

VI. EXECUTIVE COMMITTEE DISCUSSION ITEMS

A. Executive Committee (EC) Structure, Function and Meeting Schedule
Chair Girone would like to discuss the structure, function, and meeting schedule for the Executive Committee.
B. Executive Director's Annual Evaluation – The MPO Board is required to perform an annual evaluation for the Executive Director.
C. Transportation Management System (TMS) Funding and Management - Discussion

VII. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS

VIII. ADJOURNMENT NEXT MEETING: OCTOBER 21, 2019 @ 2:00 PM **at the Lake~Sumter MPO offices.**

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above-named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315-0170, 48 hours in advance of the meeting.

Lake-Sumter MPO

Metropolitan Planning Organization

EXECUTIVE COMMITTEE

AGENDA

October 21, 2019

2 p.m.

LOCATION:
Lake~Sumter MPO
225 W. Guava Street
Suite 217
Lady Lake, Florida 32159

Executive Committee Members
Chair Nick Girone, City of Mount Dora
Chair-Elect Leslie Campione, Lake County
1st Vice-Chair Don Burgess, Sumter County
2nd Vice-Chair Jim Richards, Town of Lady Lake
Immediate Past Chair Tim Sullivan, Lake County
Lake County At-Large Representative Mitchell Mack, Town of Astatula
Sumter County At-Large Representative Bil Spaude, City of Bushnell

"Promoting Regional Transportation Partnerships"
www.LakeSumterMPO.com
1616 South 14th Street, Leesburg, Florida 34748
Phone (352) 315-0170 – Fax (352) 315-0993

ITEMIZED AGENDA

OPENING

A. Call to Order
B. Proper Noticing
C. Determination of Quorum

I. AGENDA UPDATE

Proposed revisions to today's Agenda.

II. PUBLIC COMMENTS

III. RECOMMENDATION OF CONSENT AGENDA

Recommendation for approval is requested for Items A and B, items C through E to be placed on the Governing Board Consent Agenda:

Tab 1

A. August 26, 2019 Executive Committee Meeting Minutes
B. Review of Executive Directors time sheets, expensive report, and monthly mileage reports.
C. Consideration of Acceptance of the Financial Report as Presented By Milestone Professional Services. End of Year Report for FY 2018/19.
D. Consideration of Acceptance of the recommended changes to the bylaws as presented.
E. Approval of Interlocal Agreement with the City of Mount Dora for the Wekiva Trail Alignment Study

IV. ACTION ITEMS TO RECOMMEND TO GOVERNING BOARD

Tab 3

Transportation Improvement Program (TIP) Amendment to add $7.5 million in Right-of-Way in funding to the SR 50 Realignment project in Groveland and to add $226,064 in Railroad Construction funding to FM# 446772-1, Mansfield Rd. at Crossing #625193E. Railroad and Safety Project. Project sponsor FDOT and to add to add the MPO Roll Forward Report to the Appendix of the Fiscal Year 2019-20 – 2023/24 TIP.

Tab 5

MPOAC/FDOT Consensus Document Approval: This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas. The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management

requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR).

Tab 6 **New MPO Office Space** – (1) Approval to initiate termination of current office space lease with the Town of Lady Lake and enter into lease agreement with "NC Leesburg, L.L.C." for the property located at 1300 Citizen's Boulevard, Suite 175 (1st Floor) Leesburg, FL 34748. (2) Approval for Chair to sign the lease agreement with NC Leesburg, LLC.

Tab 7 **Congestion Management Process** - The MPO is proposing to replace the current Transportation Management System (TMS) with the Congestion Management Process (CMP) currently being developed. This will be a major upgrade to the database, methodology and traffic impact review capabilities for our region. The MPO can continue to provide Traffic Impact Analysis review services to any local government requesting these service on a fee for service basis moving forward.
Approval to initiate termination of interlocal agreement for the Transportation Management Services (TMS) with the 14 cities and Lake County.
William Roll with Kimley-Horn, Inc. will provide an overview of the Congestion Management Process (CMP).

V. DISCUSSION ITEMS

Tab 8

A. Milestone Agreement Renewal or RFP process
B. TRANSPORTATION 2040 LRTP Amendment – Draft LRTP FAST-ACT
C. 2045 Long Range Transportation Plan (LRTP) Major Update
D. Lake~Sumter MPO List of Priority Projects (LOPP) Call for projects for 2020
E. Lake~Sumter MPO New Website Preview
F. Executive Director Annual Evaluation

VI. PRESENTATIONS

Tab 9

A. Wekiva Parkway – Construction Update
B. FDOT - Tentative Five-Year Work Program for Fiscal Years 2020/2021 through 2024/2025
C. Florida Turnpike Enterprise (FTE) - Tentative Five-Year Work Program for Fiscal Years 2020/2021 through 2024/2025
D. FDOT 2045 Long Range Transportation Plan Update

VII. WRITTEN REPORTS

A. Sumter County Public Works Report
B. Lake County Transit Report
C. FDOT Roadway Status Report
D. Florida Turnpike Enterprise (FTE) Report
E. Central Florida Expressway (CFX) Report

VIII. INFORMATIONAL ITEMS

A. MCORES website: www.FloridaMCORES.com

IX. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS

X. ADJOURNMENT NEXT MEETING: December 9, 2019 @ 2 p.m. Lake~Sumter MPO

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315-0170, 48 hours in advance of the meeting.

Lake-Sumter MPO
Metropolitan Planning Organization

EXECUTIVE COMMITTEE

AGENDA

December 9, 2019

2 p.m.

LOCATION:
Lake~Sumter MPO
225 W. Guava Street
Suite 217
Lady Lake, Florida 32159

Executive Committee Members
Chair Vacant
Chair-Elect Leslie Campione, Lake County
1st Vice-Chair Don Burgess, Sumter County
2nd Vice-Chair Jim Richards, Town of Lady Lake
Immediate Past Chair Tim Sullivan, Lake County
Lake County At-Large Representative Mitchell Mack, Town of Astatula
Sumter County At-Large Representative Bil Spaude, City of Bushnell

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ITEMIZED AGENDA

OPENING

A. Call to Order
B. Proper Noticing
C. Determination of Quorum

I. AGENDA UPDATE

Proposed revisions to today's Agenda.

II. PUBLIC COMMENTS

III. RECOMMENDATION OF CONSENT AGENDA

Recommendation for approval is requested for Items A, B, and C. Items D through G to be placed on the Governing Board Consent Agenda:

Tab 1

A. October 21, 2019 Executive Committee Meeting Minutes
B. Review of Executive Directors time sheets, expensive report, and monthly mileage reports.
C. Consideration of 2020 Executive Committee Meeting Schedule
D. Consideration of Resolution 2019-11 amending the FY 2019/20 Budget in order to account for unanticipated revenues to be received in the total of $199,972 and unanticipated expenses of the same amount in accordance with the interlocal agreement with the City of Mount Dora for trail alignment study. Amending the Unified Planning Work Program (UPWP) and the Funding Agreement with FDOT.
E. FDOT/FHWA – Performance Measure Safety Targets (PM1) – Annual Approval
F. Congestion Management Process (CMP) - Policy and Procedures Manual Approval
G. Transportation Disadvantaged Coordinating Board (TDCB) appointment of Chantel Buck, Director of New Vision. Ms. Buck is requesting appointment to both the Lake County and Sumter County TDCB.

IV. ACTION ITEMS TO RECOMMEND TO GOVERNING BOARD

Tab 2 **Consideration of Financial Report as Presented by Milestone Professional Services**

Tab 3 **Consideration of Slate for Election of Officers and MPO Appointments Effective January 2020**

Tab 4 **TRANSPORTATON 2040 Long Range Transportation Plan Amendment – Draft FAST – ACT Compliance**

Tab 5 **2045 Long Range Transportation Plan (LRTP) Major Update**

Tab 6 **Executive Director Employment Contract Renewal**

V. DISCUSSION ITEMS

Tab 7

A. Lake~Sumter MPO List of Priority Projects (LOPP) Call for projects for 2020

VI. PRESENTATIONS

Tab 8

A. Florida Department of Transportation – Florida Transportation Plan 2045

VII. WRITTEN REPORTS

A. Sumter County Public Works Report
B. Lake County Transit Report
C. FDOT Roadway Status Report
D. Florida Turnpike Enterprise (FTE) Report
E. Central Florida Expressway (CFX) Report

VIII. INFORMATIONAL ITEMS

IX. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS

X. ADJOURNMENT NEXT MEETING: TBD @ 2 p.m. Lake~Sumter MPO

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Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAULT, P.E.
SECRETARY

July 15, 2019

Michael Woods
Executive Director
Lake~Sumter Metropolitan Planning Organization
225 Guava Street, Suite 211
Lady Lake, FL 32159

Dear Mr. Woods:

RE: Lake~Sumter Metropolitan Planning Organization Final Transportation Improvement Program Fiscal Years 2019/2020 to Fiscal Years 2019/2024

The purpose for this letter is to request the Lake~Sumter Metropolitan Planning Organization (MPO) amend their adopted Transportation Improvement Program (TIP) for Fiscal Years 2019/2020 to Fiscal Year 2023/2024. This amendment is a routine, annual process to reconcile the differences between the MPO's TIP and the Florida Department of Transportation's (FDOT) Adopted Five Year Work Program. The appropriate pages from the FDOT Adopted Five Year Work Program are included indicating the changes.

Please note the Federal Highway Administration and Federal Transit Administration do not recognize the Fiscal Year 2019/2020 to Fiscal Year 2023/2024 TIP effective until October 1, 2019 since the federal fiscal year does not start until October 1, 2019. Please contact me if you have any questions at (386-943-5338).

TIP PAGE #	FM #	AMEND TO ADD, DELETE, OR CHANGE AMOUNT
All		Non-capacity project descriptions (e.g., TSMO, bike/pedestrian, trail, sidewalks aviation, bridge, etc.) should reference the specific Long Range Transportation Plan (LRTP) Goals and Objectives detailed on Page 12 in the most recent LRTP per F.S. 339.175 (8) (c) (5); 23 CFR 450.326 (i); and, MPO Handbook Chapter 4, Sections 4.1, 4.4 and 4.5 and Chapter 5, Section 5.7.3.
122	429556-1	Add additional Right-of-Way and Construction funding as shown on Page 24 of the Work Program Report for District-wide projects.
140	425458-1	The TIP page indicates the project name as MOA W/ Tavares, however, the Work Program TIP Download data dump lists the project name as MOA W/ Fruitland Park as shown on Page 7 of the Work Program Report.
162	435893-1	Review the TIP data dump previously given to the MPO to develop TIP funding amounts because there are discrepancies between the fiscal year dollar figures indicated on the TIP page and the current Work Program.

163	422570-3	The project limits do not match the Work Program on Page 6.

Sincerely,

Jamie Kersey
MPO Liaison

CC: Kellie Smith, FDOT
Anna Taylor, FDOT

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVIEW CHECKLIST

The following TIP Review Checklist is provided to assist in the review of the TIP. This checklist should be completed and included in the TIP submittal package to OPP. Comments should be categorized as:

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

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

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

MPO:	**Lake~Sumter MPO**	Fiscal Years included:	**2019/20-2023/24**
Review #:	**Draft 1**	Date of Review: **6/2019**	Reviewed by: **Joel Graeff**

TIP Format & Content

Does the cover include MPO name, correct fiscal years covered, MPO adoption date? Yes ☒ No ☐

Choose an item. *Click here to enter comments*

Does the Table of Contents show the title of each section with correct page number? Yes ☒ No ☐

Choose an item. *Click here to enter comments*

Does TIP include an endorsement that it was developed following state and federal requirements and include date of official MPO approval? This would be an MPO resolution or signed signature block on cover. Yes ☐ No ☒

Editorial *Document is a draft, but P. 4 indicates location of where MPO TIP Adoption Resolution would be located.*

Does TIP include a list of definitions, abbreviations, funding and phase codes and acronyms? Yes ☒ No ☐

Choose an item. *Click here to enter comments*

TIP Narrative

Does the TIP begin with a statement of purpose (provide a prioritization of projects covering a five-year period that is consistent with LRTP, contains all transportation projects MPA funded with FHWA & FTA funds and regionally significant projects regardless of funding source)? [23 C.F.R. 450.326(a)]; [49 U.S.C. Chapter 53] Yes ☒ No ☐

Editorial *Page 3*

Was the TIP developed by MPO in cooperation with the state and public transit operator, who provided the MPO with estimates of available Federal and State funds for the MPO to develop the financial plan? [s. 339.175(8) F.S.]; [23 C.F.R. 450.326(a)] Yes ☒ No ☐

Editorial *Page 7*

Does the TIP demonstrate that there are sufficient funds (federal, state, local and private) to implement proposed transportation system improvements, identifies any innovative financing techniques through comparison of revenues and costs for each year? It is recommended that the TIP include a table(s) that compares the funding sources and amounts, by year to the total project costs. [23 C.F.R. 450.326(k)]; [23 C.F.R. 450.326(j)]; [s. 339.175(8)(c)(3) F.S].	Yes ☒	No ☐
Editorial *Page 44*		
Does the TIP describe project selection process and state that it is consistent with the federal requirements in 23 C.F.R 450.322(b) and for non-TMA MPOs 23 C.F.R. 450.322(c)?	Yes ☒	No ☐
Editorial Page 6		
Does the TIP identify the MPO's criteria and process for prioritizing implementation of the transportation plan elements (including multimodal tradeoffs) for inclusion in the TIP and explain any changes in priorities from the previous TIP? The MPO's TIP project priorities must be consistent with the LRTP. [23 C.F.R 450.326(n)(1)]	Yes ☒	No ☐
Editorial *Page 6*		
Does the TIP describe how projects are consistent with MPO's LRTP and to the extent feasible, with port and aviation masterplans, public transit development plans, and approved local government comprehensive plans for those local governments located within the MPO area? [s. 339.175(8)(a) F.S.]	Yes ☒	No ☐
Choose an item. *Page 6*		
Does the TIP cross reference projects with corresponding LRTP projects, when appropriate? [s. 339.175(8)(c)(7) F.S.]	Yes ☒	No ☐
Choose an item. *Page 6*		
Does the TIP include the FDOT Annual List of Obligated Projects of projects or a link? The annual listing is located for download HERE. [23 C.F.R. 450.334]; [s.339.175(8)(h), F.S.]	Yes ☒	No ☐
Choose an item. *Page 7*		
Was the TIP developed with input from the public that is consistent with the MPO's PPP? [23 C.F.R. 450.316]; [23 C.F.R. 450.326(b)]; The document should outline techniques used to reach citizens (flyers, websites, meeting notices, billboards, etc.)	Yes ☒	No ☐
Choose an item. *Page 7*		
Does the TIP discuss the MPO's current FDOT annual certification and past FHWA/FTA quadrennial certification? MPO should include anticipated date of next FHWA/FTA quadrennial certification.	Yes ☐	No ☒
Critical *There is no discussion in the document.*		
Does the TIP discuss of the congestion management process? All MPOs are required to have a congestion management process that provides for the effective management process that provides for the effective management and operation of new and existing facilities using travel demand reduction and operational management strategies. S 339.175(6)(c)(1), F.S.	Yes ☒	No ☐
Choose an item. *Page 8*		
Does the TIP discuss Transportation Disadvantaged (TD) services developed and a description of costs and revenues from TD services, as well as a list of improvements funded with TD funds? [s.427.015(1) F.S. AND 41-2.009(2) F.A.C.	Yes ☒	No ☐
Choose an item. *Page 7*		
Does the TIP discuss how, once implemented, will make progress toward achieving the performance targets for: ✓ Safety performance measures	Yes ☒	No ☐

- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
  - Including risk to off-system facilities during emergency events (if applicable)
- ✓ State freight plan

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(c)]

Choose an item. *Click here to enter comments*

Does the TIP discuss anticipated effect of achieving the performance targets identified in the LRTP, linking investment priorities to those performance targets for:

- ✓ Safety performance measures
- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
- ✓ State freight plan

Yes ☒ No ☐

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(d)]

Choose an item. *Click here to enter comments*

Detail Project Listing for the Five Fiscal Years

Does each project in the TIP document shall include the following information?

- ✓ Sufficient description of project (type of work, termini, and length)
- ✓ Financial Project Number (FPN)
- ✓ Estimated total project cost and year anticipated funding
- ✓ **Page number or identification number where project can be found in LRTP (spot check)**
- ✓ Category of Federal Funds and source(s) of non-Federal Funds
- ✓ FTA section number included in project title or description
- ✓ Responsible agency

Yes ☐ No ☒

Critical *The TIP pages either do not have the appropriate LRTP page either for non-capacity project (LRTP Goals and Objectives) or capacity projects (Cost Feasible Project page).*

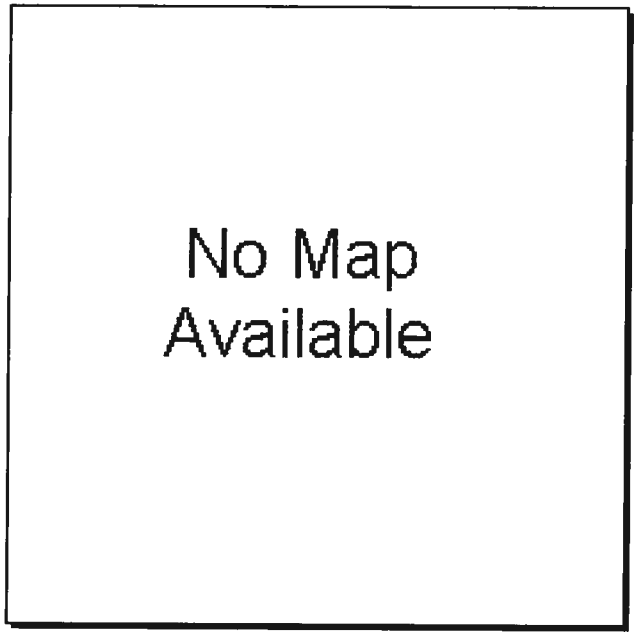
TIP Review

Did the MPO upload the document into the MPO Document Portal for review by District staff, Office of Policy Planning, Florida Commission for the Transportation Disadvantaged, Bureau of Community Planning, FTA, & FHWA?

Yes ☐ No ☒

Choose an item. *Document is a draft.*

4393292 **LAKE SUMTER URBAN AREA FY 2018/2019-2019/2020 UPWP** **Non-SIS**



Project Description:

Work Summary: TRANSPORTATION PLANNING

From:

To:

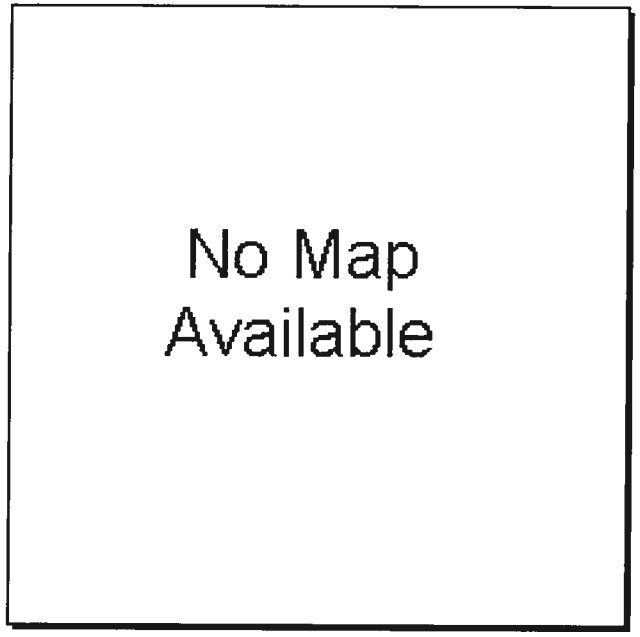
Lead Agency: Responsible Agency Not Available

Length: 0.000 mi

Phase	Fund Source	2019/20	2020/21	2021/22	2022/23	2023/24	Total
PLN	PL	568,795	0	0	0	0	**568,795**
Total		**568,795**	**0**	**0**	**0**	**0**	**568,795**

Prior Year Cost: 993,949
Future Year Cost: 0
Total Project Cost: 1,562,744
LRTP: N/A

4393293 **LAKE SUMTER URBAN AREA FY 2020/2021-2021/2022 UPWP** **Non-SIS**



Project Description:

Work Summary: TRANSPORTATION PLANNING **From:**

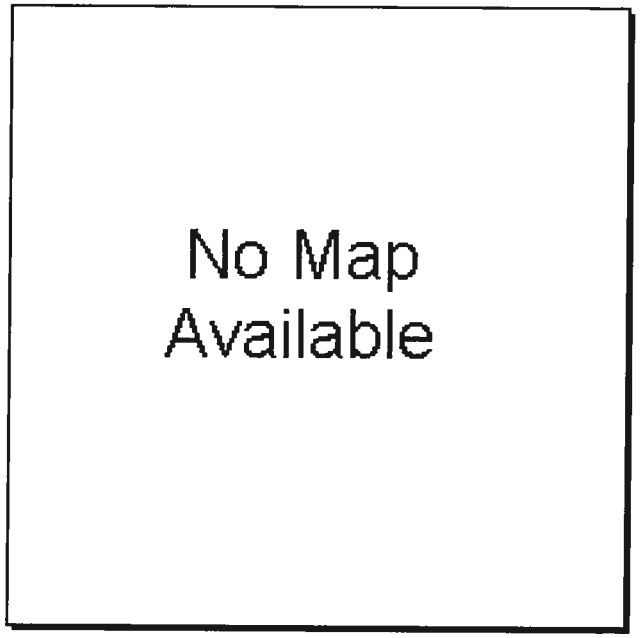
To:

Lead Agency: Responsible Agency Not Available **Length:** 0.000 mi

Phase	Fund Source	2019/20	2020/21	2021/22	2022/23	2023/24	Total
PLN	PL	0	568,795	568,795	0	0	**1,137,590**
Total		**0**	**568,795**	**568,795**	**0**	**0**	**1,137,590**

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 1,137,590
LRTP: N/A

4393294 **LAKE SUMTER URBAN AREA FY 2022/2023-2023/2024 UPWP** **Non-SIS**



Project Description:

Work Summary: TRANSPORTATION PLANNING **From:**

To:

Lead Agency: Responsible Agency Not Available **Length:** .000

Phase	Fund Source	2019/20	2020/21	2021/22	2022/23	2023/24	Total
PLN	PL	0	0	0	568,795	0	**568,795**
Total		**0**	**0**	**0**	**568,795**	**0**	**568,795**

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 568,795

Lake-Sumter MPO

Joint Certification – 1/1/2019-12/31/2019

February 24, 2020

Contents

Purpose 1
Certification Process 2
Part 2 Section 1: MPO Overview 4
Part 2 Section 2: Finances and Invoicing 8
Part 2 Section 3: Title VI and ADA 10
Part 2 Section 4: Disadvantaged Business Enterprises 12
Part 2 Section 5: Noteworthy Practices & Achievements 14
Part 2 Section 6: MPO Comments 15

Purpose

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

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

Certification Process

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

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

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

Part 2

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

Part 2 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

   Please Check: Yes ☒ No ☐

   The MPO Agreement was adopted on May 29, 2018, amended on August 30, 2018 and July 15, 2019, and will need to be readopted by June 30, 2020. The Interlocal Agreement for the Creation of the MPO was updated and readopted on October 28, 2015, and will be due for review in 2020. The ICAR was adopted on August 26, 2015, and will need readopted in 2020. The Public Transportation Grant Agreement was adopted on July 31, 2019, and will need to be renewed in 2021. The Long Range Transportation Plan was adopted on December 9, 2015, and the 2045 LRTP will be adopted on Dec. 9, 2020.

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

   Please Check: Yes ☒ No ☐

   The MPO participates in regional planning as a member of the Central Florida MPO Alliance, which meets quarterly. They are also involved in the MPO Advisory Council, which met four times in 2019. The MPO also coordinates with neighboring MPOs such as MetroPlan Orlando and Ocala/Marion County TPO on locally and regionally significant projects.

3. How does the MPOs planning process consider the 10 Planning Factors?

   Please Check: Yes ☒ No ☐

   The MPO's UPWP contains the 10 Planning Factors (page 4), and the tasks in the UPWP address the planning factors.

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

   Please Check: Yes ☒ No ☐

   The transportation planning projects developed by the MPO respond to the metropolitan planning requirements in the Federal reauthorization act entitled: Fixing America's Surface Transportation (FAST Act). The FAST Act continues the Metropolitan Planning program that establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint FDOT/Federal Highway Administration/Federal Transit Administration responsibility. Decisions about how to spend transportation funds in the Lake~Sumter metropolitan planning area are guided by information and ideas from a broad group of people, including elected officials, county and municipal planners and engineers, transportation

advocates, other advocates, and other interested persons. The 3C transportation-planning process in the Lake~Sumter MPO Planning area has established the following objectives for the process:• Identify transportation problems and develop possible solutions• Balance short- and long-range considerations so that beneficial, incremental actions adequately reflect an understanding of probable future consequences and possible future options• Represent both regional and local considerations as well as both transportation and non-transportation objectives and impacts when analyzing project issues.• Assist agencies responsible for implementing projects in effecting timely policy and project decisions with adequate consideration of environmental, land-use, social, fiscal, and economic impacts, and with adequate opportunity for participation by other agencies, local governments, and members of the public.• Help implementing agencies to prioritize transportation activities in a manner consistent with the region's needs and resources• Comply with the requirements of Fixing America's Surface Transportation Act (FAST Act); Americans with Disabilities Act (ADA); Clean Air Act; Title VI of the Civil Rights Act of 1964; Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; Executive Order 13330: Human Services Transportation Coordination; and 1 1-2 Transportation Improvement Program Executive Order 13166: Improving Access to Services for Persons With Limited English Proficiency. All of the MPO documents address the 3C planning process in the narrative of the document.

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

Please Check: Yes ☒ No ☐ N/A ☐

The Congestion Management Process (CMP) in the Lake~Sumter MPO Planning Area is currently being developed to meet required statutory requirements. The final approval for the CMP will occur at the June 2020 MPO Governing Board meeting.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan? If so, when?

Please Check: Yes ☒ No ☐

The PIP is currently under review. The PIP was last updated in april 2018. The Public Hearing fo the PIP, Title VI, LEPand DBE Plans will open at the April 2020 MPO Governing Board meeting and close at the June 2020 MPO Governing Board meeting.

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

Please Check: Yes ☒ No ☐

The Lake~Sumter MPO's Public Involvement Plan (PIP) was last reviewed and adopted on April 25, 2018. The draft PIP was presented for draft approval and opening of the public review period at the February 28, 2018 MPO Governing Board meeting

8. Does the MPO utilize one of the methods of procurement identified in 2 C.F.R. 200.320 (a-f)?

Please Check: Yes ☒ No ☐

Yes. The MPO utilizes Procurement by competitive proposals. The technique of competitive proposals is conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Lake County Procurement handles all of the MPO's procurement.

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

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes ☒ No ☐

Yes the MPO maintains all records pertaining to the procurement process. The Lake~Sumter MPO contracts with the Lake County Procurement Department for all procurement activities. Basic Procurement Policy Statements: 1. The County procurement process shall provide for equal access and opportunity to all vendors without regard to factors unrelated to quality, cost, and availability of goods and services, or previous vendor performance. Arbitrary action under any purchase in any regard by any party subject to this procedure is specifically prohibited. 2. That procurement actions are conducted on the basis of full and open competition to the greatest degree possible, with award being made to: a. The low responsive responsible bidder under Invitations to Bid. b. The best value proposer under Requests for Proposals that involve pricing as a competitive selection factor. c. The highest ranked technical proposer(s) with which a fair and reasonable price was subsequently negotiated under solicitations that do not involve pricing as an initial competitive selection factor. 3. That all specifications or statements of work included in County procurement actions accurately describe the essential needs of the County, and contain no artificial or arbitrary requirements that limit competition or increase cost. 4. That each procurement action is conducted in accordance with the best interests of the County, and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle. 5. That all County procurement operations be conducted in full compliance with all established state and local statutes and regulations regarding ethical standards to be maintained within the purchasing function.

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

Please Check: Yes ☒ No ☐

The MPO's Staff Services Agreement with Lake County includes procurement services by the County (page 4). The Agreement was executed in May 2018 and will expire in 2020. The 2020 Staff Services agreement will be on the February 26, 2020 MPO Governing Board agenda for review and approval.

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

Please Check: Yes ☒ No ☐

The MPO ensures that adequate staffing is available to serve in responsible charge of projects to monitor and administer consultant service contracts. The MPO is responsible for managing, and administering professional and specialized services in accordance with applicable federal and state laws, regulations, and approved policies and procedures. Oversight responsibilities include but are not limited to: • Preparing and reviewing scopes of work; • Preparing the in-house cost estimate; • Establishing elements of contract costs; • Ensuring consultant costs billed are allowable in accordance with federal cost principles and consistent with the contract terms including the acceptability and progress of the consultant's work; • Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract; • Evaluating and participating in decisions for contract modifications; • Being familiar with the qualifications and responsibilities of the consultant's staff and evaluating any requested changes in key personnel; • Ensuring the correct usage of proposed sub consultants per the selected Firm's Letter of Interest; • Closing-out contracts or purchase orders; and• Retaining supporting programmatic and contract records

Part 2 Section 2: Finances and Invoicing

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

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

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

The MPO submits invoices to the District for review and reimbursement monthly.

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

The MPO is a recipient of federal funds through the State DOT. The MPO is not subject to an annual single audit for 2019. The MPO 2019 financial annual audit will be presented to the MPO Governing Board at the February 26, 2020 meeting.

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

The MPO's financial management system complies with the requirements set forth in 2 CFR 200.302.1. The MPO identifies in all of its accounts, of all Federal awards received and expended and the Federal programs under which they were received.2. The MPO provides accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 200.326 and 200.3283. The MPO maintains records that identify adequately the source and application of funds for federally-funded activities.4. The MPO maintains effective control over and accountability for all funds, property and other assets. 5. The MPO

completes comparisons of expenditures with budget amounts for each award. 6. The MPO has written procedures within our consultant contracts to implement the requirements of 200.305. 7. The MPO has language with our consultant contracts to address allowability of costs in accordance with Subpart E.

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

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

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

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

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

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

Part 2 Section 3: Title VI and ADA

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

   Please Check: Yes ☒ No ☐

   Yes, the MPO has all Policy and Plan documents hosted on the MPO website. Michael Woods is identified as the Title VI/ADA specialist responsible for plan oversight. The FDOT Title VI/Nondiscrimination Assurance is signed and part of the Title VI Plan.

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

   Please Check: Yes ☒ No ☐

   Yes all contracts and bids include the appropriate language as shown in the appendices of the Nondiscrimination Agreement with the State. FDOT and FHWA review all contracts and bids prior to advertising and provide the MPO with comments.

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

   Please Check: Yes ☒ No ☐

   Yes, The Title VI Complaint Procedure is located in APPENDIX C: of the Title VI Nondiscrimination Plan adopted April 25, 2018. The Plan complies with FDOT procedures and was reviewed prior to adoption by FDOT D5 staff and FHWA.

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

   Please Check: Yes ☒ No ☐

   Yes. A review of the 2015 U.S. Census data, specifically the American Community Survey results, for the Lake~Sumter area was conducted to evaluate the distribution of minority populations and low income households throughout the region. The representation for each of these groups is summarized in the Title VI Nondiscrimination Plan pages 13 through 20. The data collection was completed during the update to the Title VI Nondiscrimination plan developed in 2018 and approved by the MPO Governing Board April 2018. The Title VI Non–discrimination Plan is currently under review and will be presented for approval at the April 22, 2020 Governing Board meeting.

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

   Please Check: Yes ☒ No ☐

   The Executive Assistant attended a 2 day ADA training in Orlando in February 2019. Executive Director and the Executive Assistant attended a half day ADA website compliance training hosted by the Public Information Officers Alliance of Lake County.

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

   Please Check: Yes ☒ No ☐

   Yes. The documentation retention procedure is in place and ready to implement. At this time the MPO has not received any ADA noncompliance complaints. The MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information: a. Name of Complainant. Name of Respondent. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation). Date verbal or non-written complaint was received by the MPO. Date the MPO notified the FDOT's District Five Title VI Coordinator of the verbal or on-written complaint. Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint. Consistent with the organization's Title VI Nondiscrimination Policy and Complaint Processing and Procedure, LSMPO accepts written or verbal discrimination complaints related to Title VI and other nondiscrimination authorities. A standard form, titled LSMPO Title VI Discrimination Complaint Form, is available in English and Spanish, online or by request. A copy of the form is available in the appendix of the plan. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: (1) standard written notification transmitted to the FDOT District Five Title VI Coordinator and (2) documentation filed in the official LSMPO log of Title VI complaints.

Part 2 Section 4: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

   Please Check: Yes ☒ No ☐

   Yes. The MPO's Disadvantaged Business Enterprises Plan was adopted on April 25, 2018. Policy Statement It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MP contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program. The Lake-Sumter MPO, and its consultants, shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment. The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin, and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code. Plan is currently under review and will be presented for approval at the April 22, 2020 MPO Governing Board meeting.

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

   Please Check: Yes ☒ No ☐

   The Lake~Sumter MPO utilizes the DBE Directory published by the Florida Department of Transportation. A list of certified UCP DBEs is maintained by the Department's Equal Opportunity Office at https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory.

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

   Please Check: Yes ☒ No ☐

   Yes. This Policy Statement is as follows in APPENDIX A: DBE POLICY STATEMENT Disadvantaged Business Enterprise Utilization It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a

nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards , help remove barriers to participation , create a level playing field, assist in development of a firm so it can compete successfully outside of the program , provide flexibility , and ensure narrow tailoring of the program. The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment. The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code. Link: ftp://ftp.co.lake.fl.us/MPO/Procurement/LSMPO_DBE_Adopted_20180425.pdf

Part 2 Section 5: Noteworthy Practices & Achievements

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

!. During the 2019 update to the MPO List of Priority Projects, a TOP 5 and TOP 20 list of projects, from our Priorities Projects Tables was developed to better communicate with FDOT as to the MPO's top funding priorities for the next funding cycle. 2. The MPO developed its first true Congestion Management Process during 2019 due for final adoption June 2020. The MPO continues to improve its financial management and report process and procedures to comply with all Federal and State guidelines.

Part 2 Section 6: MPO Comments

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

The Lake~Sumter MPO enjoys an open and honest relationship with our District Five Staff. The MPO staff appreciates the assistance and support we receive on a daily basis working through compliance and regulatory issues as needed.