

Unified Planning Work Program

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

Prepared by:

Lake~Sumter Metropolitan Planning Organization 1300 Citizens Blvd, Suite 175 Leesburg, FL 34748

AMENDMENT PACKET FOR REVIEW

FY 2022/23 through FY 2023/24

www.LakeSumterMPO.com

FM# 439329-4-14-01 FM# 431400-1-14-30 FAP# 0457-060-M

Code of Federal Domestic Assistance Numbers: 20.205 – Highway Planning and Construction

20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning)







Adopted: April 27, 2022 (Effective July 1, 2022)

Amended: November 7, 2022 Amended: March 15, 2023 Amended: April 21, 2023 Amended: April 21, 2023

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

ORIGINAL/PROPOSED

Task 6.0 MPO Regional Activities

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

TASK 1 ADMINISTRATION AND MANAGEMENT OF PLANNING PROCESS

Purpose

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

Previous Work

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

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

Description of Planning Work	Resulting Products	Completion Date
Perform financial tasks including the audit report, budget,	Budgets, contracts, and financial records, FDOT audits, invoices	On-going
financial record keeping, preparation of invoices, grant reconciliations, etc.	Audit Report	Annually
Administer MPO Governing Board and Advisory Committees	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings. Managing all communications: phone calls, texts, e-mails, and written correspondence.	Monthly
Monitor the two-year UPWP,	Progress Reports*	Monthly
process modifications and amendments, coordinate tasks with participating agencies,	Amendments and modifications*	As Needed
submit progress reports and invoices to FDOT, and adopt the FY23-24 UPWP	FY 25-26 UPWP*	Spring of 2024
Monitor, review and update the Continuity of Operations Plan (COOP). Review and coordinate plans for transportation services	Updated COOP*	As Needed

Description of Planning Work	Resulting Products	Completion Date
following natural or man-made emergencies.		
Participate in state certification review	Responses to certification questions and updates to the Board	Annually as directed by FDOT
Legal services	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
Select and Manage Consultant Support	Advertising, selection, and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status report.	As Needed
Management and Maintenance of the MPO Office Complex and Operations	Lease payment, office maintenance, safety, and security of personnel, MPO signage, cleaning of MPO utilized facilities. Purchase of office equipment and supplies, postage. Website hosting, Webmaster services, and updates.	On-going
Develop Transition Plan to prepare for anticipated Transportation Management Area (TMA) designation based on 2020 Census population updates	MPO Transition Plan with a framework and action plan for implementing identified organizational, staff, and programmatic changes*	June 2024 or after TMA designation
Travel and Training	Necessary travel to trainings and industry conferences and workshops to ensure that the MPO staff are current on state of the practice.	On-going

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

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

		Task 1 Adm	inistra	tion and Manage	mei	nt				
				2023						
Funding Source		FH	łWA			FFY 21 FT	A 53	805(d)		
Contract Number			2795				X23	(-,	FY 2	2023 Total
Source Level		PL		Total		Federal		Total		
Personnel (salary and benefits)					_					
MPO Staff Salaries	\$	197,510		-				-	\$	197,510
Personnel (salary and benefits)	\$	197,510	Ś	197,510	\$	-	\$	-	\$	197,510
Consultant		. ,								,
Consulting Services	\$	37,272		-	\$	1,734		-	\$	39,006
Accounting/Financial Analysis	\$	54,200		-	Ė	,		-	\$	54,200
Consultant Subtotal	\$	91,472	\$	91,472	\$	1,734	\$	1,734	\$	93,206
Travel	, .	•		•		•		•		· ·
Travel/Training	\$	4,250		-				-	\$	4,250
Travel Subtotal	\$	4,250	\$	4,250	\$	-	\$	-	\$	4,250
Direct Expenses				•						,
Annual Financial Audit	\$	15,000		-				-	\$	15,000
Telecommunications	\$	4,560		-				-	\$	4,560
Freight and Postage	\$	200			\$	100			\$	300
Office Lease	\$	33,500							\$	33,500
Insurance	\$	4,351		-				-	\$	4,351
Lake County Document Services	\$	1,000		-				-	\$	1,000
Support Services by Lake County	\$	29,000							\$	29,000
Legal Advertisements	\$	500							\$	500
Office Supplies	\$	3,000							\$	3,000
Info Tech Supplies	\$	8,751							\$	8,751
Janitorial Services	\$	3,500							\$	3,500
Direct Expenses Subtotal	\$	103,362	\$	103,362	\$	100	\$	100	\$	103,462
Total	\$	396,594	\$	396,594	\$	1,834	\$	1,834	\$	398,428
				2024						
Funding Source		FH	IWA							
Contract Number		G	2795						FY 2	2024 Total
Source		PL		Total				Total		
Personnel (salary and benefits)										
MPO Staff Salaries	\$	193,510		-				-	\$	193,510
Personnel (salary and benefits)	\$	193,510	\$	193,510	\$	-	\$	-	\$	193,510
Consultant										
Consulting Services	\$	41,522		-				-	\$	41,522
Accounting/Financial Analysis	\$	64,200		-				-	\$	64,200
Consultant Subtotal	\$	105,722	\$	105,722	\$	-	\$	-	\$	105,722
Travel										
Travel/Training	\$	4,250		-				-	\$	4,250
Travel Subtotal	\$	4,250	\$	4,250	\$	-	\$	-	\$	4,250
Direct Expenses										
Annual Financial Audit	\$	15,000		-				-	\$	15,000
Telecommunications	\$	3,060							\$	3,060
Freight and Postage	\$	200							\$	200
Office Lease	\$	34,500							\$	34,500
Insurance	\$	4,351							\$	4,351
Lake County Document Services	\$	3,000							\$	3,000
Support Services by Lake County	\$	29,000							\$	29,000
Legal Advertisements	\$	2,500							\$	2,500
Office Supplies	\$	5,000							\$	5,000
Info Tech Supplies	\$	7,200		-				-	\$	7,200
Janitorial Services	\$	3,500		-				-	\$	3,500
l	6	107,311	Ċ	107 211	\$		ć		\$	107,311
Direct Expenses Subtotal	\$	410,793		107,311 410,793	_	<u> </u>	\$ \$	-	\$ \$	410,793

Description of Planning Work	Resulting Products	Completion Date
following natural or man-made emergencies.		
Participate in state certification review	Responses to certification questions and updates to the Board	Annually as directed by FDOT
Legal services	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
Select and Manage Consultant Support	Advertising, selection, and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status report.	As Needed
Management and Maintenance of the MPO Office Complex and Operations	Lease payment, office maintenance, safety, and security of personnel, MPO signage, cleaning of MPO utilized facilities. Purchase of office equipment and supplies, postage. Website hosting, Webmaster services, and updates.	On-going
Develop Transition Plan to prepare for anticipated Transportation Management Area (TMA) designation based on 2020 Census population updates Develop and Update the Apportionment Plan, Metropolitan Planning Area, and Urbanized Area boundaries for the Lake~Sumter Metropolitan Planning Area (MPA) to reflect the 2020 Urbanized Area update. Development and coordination of unified planning documents and processes for shared urbanized areas within the Lake~Sumter MPO Planning Area Boundary.	MPO Transition Plan with a framework and action plan for implementing identified organizational, staff, and programmatic changes* MPO Apportionment Plan and Board Composition, GIS updates to MPA Boundaries and Urbanized Areas Maps. Unified Planning Documents*	June 2024 -or after TMA designation
Travel and Training	Necessary travel to trainings and industry conferences and workshops to ensure that the MPO staff are current on state of the practice.	On-going

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

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

		Task 1 Adm	inistra	ation and Manage	mei	nt				
				2023						
Funding Source		FI	łWA	2023	Т	FFY 21 FT	Δ 53	105(d)		
Contract Number			2795				X23	,00(u)	FY	2023 Total
Source Level		PL	175	Total		Federal	123	Total	1 ' '	2020 10101
Personnel (salary and benefits)		1.2		rotar		rederai		rotar		
MPO Staff Salaries	\$	197,510		-	П			-	\$	197,510
Personnel (salary and benefits)	\$	197,510	\$	197,510	\$	_	\$	_	\$	197,510
Consultant	1 +	1777010	1 4	1777010	1 +		Ψ		1 *	. , , , , , , ,
Consulting Services	\$	37,272		-	\$	1,734		-	\$	39,006
Accounting/Financial Analysis	\$	54,200		-				-	\$	54,200
				-				-	\$	-
				-				-	\$	-
				-				-	\$	-
				-				-	\$	-
Consultant Subtotal	\$	91,472	\$	91,472	\$	1,734	\$	1,734	\$	93,206
Travel										
Travel/Training	\$	4,250		-				-	\$	4,250
Travel Subtotal	\$	4,250	\$	4,250	\$	-	\$	-	\$	4,250
Direct Expenses	1 .								1 .	
Annual Financial Audit	\$	15,000		-	_			-	\$	15,000
Telecommunications	\$	4,560		-				-	\$	4,560
Freight and Postage	\$	200			\$	100	_		\$	300
Office Lease	\$	33,500			┡				\$	33,500
Insurance	\$	4,351		-	⊢			-	\$	4,351
Lake County Document Services	\$	1,000		-				-	\$	1,000
Support Services by Lake County	\$	29,000			┢				\$	29,000
Legal Advertisements	\$	500			⊢				\$	500
Office Supplies	\$	3,000 8,751			\vdash				\$	3,000 8,751
Con Cuppines	▼ \$	3,500			\vdash				\$	3,500
Janitorial Services Direct Expenses Subtotal	\$	103,362	\$	103,362	\$	100	\$	100	\$	103,462
Total	\$	396,594	\$	396,594	\$	1,834	_	1,834	\$	398,428
Total	ļΦ	370,374	Φ	2024	Φ	1,034	Φ	1,034	Φ	370,420
Funding Source	1	EL	łWA	2024	П				Π	
Contract Number			2795		\vdash				FV	2024 Total
Source		PL O.	2773	Total	\vdash			Total	┧''	2024 10(a)
Personnel (salary and benefits)		1.2	<u> </u>	rotar	_			rotar		
MPO Staff Salaries	\$	193,510			П			-	\$	193,510
Personnel (salary and benefits)	\$	193,510	\$	193,510	\$	_	\$	_	\$	193,510
Consultant	1 +	1,70,010	T +	1707010	1 +		Ψ		1 +	1707010
Consulting Services	\$	91,522		-				-	\$	91,522
Accounting/Financial Analysis	\$	64,200		-				-	\$	64,200
Consultant Subtotal	\$	155,722	\$	155,722	\$	-	\$	-	\$	155,722
Travel										
Travel/Training	\$	4,250		-				-	\$	4,250
Travel Subtotal	\$	4,250	\$	4,250	\$	-	\$	-	\$	4,250
Direct Expenses										
Annual Financial Audit	\$	15,000		-				-	\$	15,000
Telecommunications	\$	3,060							\$	3,060
Freight and Postage	\$	200			\perp				\$	200
Office Lease	\$	34,500							\$	34,500
Insurance	\$	4,351			_				\$	4,351
Lake County Document Services	\$	3,000			\vdash		_		\$	3,000
Support Services by Lake County	\$	29,000			\vdash				\$	29,000
Legal Advertisements	\$	2,500			_				\$	2,500
Office Supplies	\$	5,000			-				\$	5,000
Info Tech Supplies	\$	7,200		-	-		_	-	\$	7,200
Janitorial Services	\$	3,500		- 407.041	-		_	-	\$	3,500
Direct Expenses Subtotal	\$	107,311	\$	107,311	\$	-	\$	-	\$	107,311
Total	\$	460,793	\$	460,793	\$	-	\$	-	\$	460,793

ORIGINAL/PROPOSED

TASK 3 LONG RANGE PLANNING

Purpose

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

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

Previous Work

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

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

Description of Planning Work	Resulting Products	Completion Date
Planning Studies and Reports for the Development of the 2050 Long Range	Implement the LRTP Projects*	On-going
Transportation Plan; Develop and implement the update of the Public Participation Plan for the LRTP; Coordinate LRTP with local governments' comprehensive plans and	Performance Measures Report related to FAST Act, technical support for performance-based planning.*	June 2023 and June 2024
with plans from other agencies and take steps to achieve plan consistency; Develop, measure, and report LRTP	Planning activities for the Development 2050 LRTP*	June 2024
performance measures criteria based on FAST Act regulations and timelines annually; Integration of PTASP and transit targets into the LRTP; Develop, measure and analysis IIJA criteria and funding for the 2050 LRTP, and LOPP. Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Amend 2050 LRTP* IIJA Plan for the MPO Planning areas*	As Needed
Data Collection and Analysis supporting Long Range Planning Activities	Report, Updates, Analysis, Monitoring, Amendments and Systems Planning for the Federal Performance Measure Report, Congestion Management Process, LRTP, LOPP, TSMO, and other Long Range Planning Activities*	June 2023, and June 2024, and as needed

Description of Planning Work	Resulting Products	Completion Date
Collect, develop, maintain and analyze data to support the two-county area: including Socio-economic data such as	MPO Map Series and Updated GIS System Database*	On-going
low income, minority populations, auto ownership, limited English proficiency; Congestion Management Process (CMP); Multimodal systems data	Development and update of LOPP. Annual LOPP fiscal and programmatic effectiveness report.*	June 2023 and June 2024
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.	Updated 2050 SE Data and interim years*	As Needed
Provision, compilation, and analysis of traffic, safety, and other applicable data to be utilized to inform and support the planning decisions and project prioritization of the MPO and its partner local governments; Development of GIS-based maps, custom reports, online dashboards, and data visualizations to communicate the performance of, and trends on the MPO area's transportation network.	Reports on required federal performance measures, safety incidents, and Annual Average Daily Traffic (AADT)* Customized data sets* Dashboards, maps, visualizations, and charts*	June 2024
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As Needed

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

				Task	3 Lo	ong Range Planning									
						2023									
Funding Source	FHWA FFY 21 FTA 5305(d) FFY 21 FTA 5305(d)														
Contract Number		G	2795			G27	61			G1	X23		FY	2023 Total	
Source Level		PL		Total		Federal		Total		Federal		Total			
Personnel (salary and benefits)	\$	22,713	\$	22,713	\$	-	\$	-	\$	-	\$	-	\$	22,713	
Consultant Subtotal	\$	194,649	\$	194,649	\$	-	\$	-	\$	85,012	\$	85,012	\$	279,661	
Total	\$	217,361	\$	217,361	\$	-	\$	-	\$	85,012	\$	85,012	\$	302,373	
						2024									
Funding Source		F	HWA						П						
Contract Number		G	2795						Т				FY	2024 Total	
Source		PL		Total	П			Total			П	Total	1		
Personnel (salary and benefits)	\$	20,713	\$	20,713	\$	-	\$	-	\$	-	\$	-	\$	20,713	
Consultant Subtotal	\$	110,686	\$	110,686	\$	-	\$	-	\$	-	\$	-	\$	110,686	
Total	\$	131,398	\$	131,398	\$	-	\$	-	\$	-	\$	-	\$	131,398	

Description of Planning Work	Resulting Products	Completion Date
Collect, develop, maintain and analyze data to support the two-county area: including Socio-economic data such as	MPO Map Series and Updated GIS System Database*	On-going
low income, minority populations, auto ownership, limited English proficiency; Congestion Management Process (CMP); Multimodal systems data	Development and update of LOPP. Annual LOPP fiscal and programmatic effectiveness report.*	June 2023 and June 2024
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.	Updated 2050 SE Data and interim years*	As Needed
Provision, compilation, and analysis of traffic, safety, and other applicable data to be utilized to inform and support the planning decisions and	Reports on required federal performance measures, safety incidents, and Annual Average Daily Traffic (AADT)*	June 2024
project prioritization of the MPO and its partner local governments; Development of GIS-based maps,	Customized data sets*	
custom reports, online dashboards, and data visualizations to communicate the performance of, and trends on the MPO area's transportation network.	Dashboards, maps, visualizations, and charts*	
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As Needed

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

				Task	3 Lo	ong Range Planning									
						2023									
Funding Source	FHWA FFY 21 FTA 5305(d) FFY 21 FTA 5305(d)														
Contract Number		G	2795			G27	61			G1	X23		FY	2023 Total	
Source Level		PL		Total		Federal		Total		Federal		Total			
Personnel (salary and benefits)	\$	22,713	\$	22,713	\$	-	\$	-	1	-	\$	-	\$	22,713	
Consultant Subtotal	\$	194,649	\$	194,649	\$	-	\$	-	1	85,012	\$	85,012	\$	279,661	
Total	\$	217,361	\$	217,361	\$	-	\$	-	9	85,012	\$	85,012	\$	302,373	
						2024									
Funding Source		FI	HWA												
Contract Number		G	2795										FY	2024 Total	
Source		PL		Total				Total				Total			
Personnel (salary and benefits)	\$	20,713	\$	20,713	\$	-	\$	-	9	-	\$	-	\$	20,713	
Consultant Subtotal	\$	165,686	\$	165,686	\$	-	\$	-	9	-	\$	-	\$	165,686	
Total	\$	186,398	\$	186,398	\$	-	\$	-	9	-	\$	-	\$	186,398	

TASK 4 SPECIAL STUDIES

Purpose

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

Previous Work

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

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

Description of Planning Work	Resulting Products	Completion Date
 Public transportation planning, including fixed-route transit and para-transit planning Implementation of MPO multimodal programs and studies including Regional Trails, Sidewalds, Safe School Emphasis 	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies, TIA Reviews, Development Impact Reviews, Small Area Studies, CMAC, TAP studies*	On-going
Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems, Traffic Impact Analysis Reviews (TIA), Development	TAM, and PTASP Annual Updates*	June 2023 and June 2024
 Impact Reviews, Financial and Funding Studies Coordinate with agencies and local governments on safety initiatives 	Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies*	On-going
 Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates 	TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	June 2023 and June 2024
 Transit Asset Management (TAM) Coordination with Public Transportation Agency Safety Plan (PTASP) target- setting 	Annual review of Lake County and Sumter County CTCs*	June 30, 2023, and June 30, 2024
IIJA related Studies and PlansCMAQ, TAP program studies	Annual Federal Performance Measures Report*	June 2023 and June 2024
	Vision Zero Safety Plan*	
	IIJA Resiliency, Sustainability, Equity, and Climate Mitigation Planning Studies*	June 2023 and June 2024
The public transportation service in Lake County is LakeXpress, which Lake County Transit Division is responsible for. The following transit planning projects will be conducted, Major TDP Update, TAM Plan, Transit Transfer Center Feasibility Study, Transit ADMIN/Maintenance Facility Study,	 Major TDP Update (Estimated Cost: \$135,000-150,000) TAM Plan (Estimated Cost: \$18,000-22,000) Transit Transfer Center Feasibility Study (Estimated Cost: \$20,000-25,000) 	June 2023

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Description of Planning Work Resulting Products Completion Date Transit ADMIN/Maintenance Financial Planning and Budget Analysis, Bus Stop Facilities Guidebook, Fare Facility Study (Estimated Cost: Analysis, and Alternative Fuel Study. The \$35,000-50,000) transit planning projects will be funded Financial Planning and Budget with FTA 5307. Analysis (Estimated Cost: \$50,000) Bus Stop Facilities Guidebook (Estimated Cost: \$20,000-35,000) Fare Analysis (Estimated Cost: June 2024 \$30,000-35,000) Alternative Fuel Study (Estimated Cost: \$35,000-40,000) Manage consultant project teams; As Needed Manage Consultant Support review and approve consultant invoices, project reports, and project documents.

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

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

				Task	4 S	pecial Studies										
						2023										
Funding Source	F	HWA		FFY 21 FTA	1 53	305(d)		СТ	D		FFY 21 FTA 5305(d)					
Contract Number	G	2795		G27	61			G	3			G1	K23		FY	2023 Total
Source Level	PL		Total	Federal	П	Total		State	П	Total		Federal		Total		
Personnel (salary and benefits)	\$ 47,925	\$	47,925	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	47,925
Consultant Subtotal	\$ 88,915	\$	88,915	\$ 120,915	\$	120,915	\$	48,029	\$	48,029	\$	32,500	\$	32,500	\$	290,359
Total	\$ 136,840	\$	136,840	\$ 120,915	\$	120,915	\$	48,029	\$	48,029	\$	32,500	\$	32,500	\$	338,284
						2024										
Funding Source	F	HWA					CTD									
Contract Number	0	2795						G	3						FY	2024 Total
Source	PL		Total		Total			State	П	Total				Total	1	
Personnel (salary and benefits)	\$ 41,425	\$	41,425	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	41,425
Consultant Subtotal	\$ 94,780	\$	94,780	\$ -	\$	-	\$	48,029	\$	48,029	\$	-	\$	-	\$	142,809
Total	\$ 136,205	\$	136,205	\$ -	\$	-	\$	48,029	\$	48,029	\$	-	\$	-	\$	184,234

TASK 5 PUBLIC OUTREACH

Purpose

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

Previous Work

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

TASK 4 SPECIAL STUDIES

Purpose

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

Previous Work

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

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

Description of Planning Work	Resulting Products	Completion Date
 Public transportation planning, including fixed-route transit and para-transit planning Implementation of MPO multimodal programs and studies including Regional Trails, Sidewalks, Safe School Emphasis 	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies, TIA Reviews, Development Impact Reviews, Small Area Studies, CMAC, TAP studies*	On-going
Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems, Traffic Impact Analysis Reviews (TIA), Development Impact Reviews, Financial and Funding	TAM, and PTASP Annual Updates*	June 2023 and June 2024
Studies Coordinate with agencies and local governments on safety initiatives	Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies*	On-going
 Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates 	TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	June 2023 and June 2024
 Transit Asset Management (TAM) Coordination with Public Transportation Agency Safety Plan (PTASP) target- setting 	Annual review of Lake County and Sumter County CTCs*	June 30, 2023, and June 30, 2024
IIJA related Studies and PlansCMAQ, TAP program studies	Annual Federal Performance Measures Report*	June 2023 and June 2024
	Vision Zero Safety Plan*	
	IIJA Resiliency, Sustainability, Equity, and Climate Mitigation Planning Studies*	June 2023 and June 2024
	Assessment of projects in the TIP and LOPP for IIJA funding opportunities and other implementation strategies	June 2024
The public transportation service in Lake County is LakeXpress, which Lake County Transit Division is responsible for. The following transit planning projects will be	 Major TDP Update (Estimated Cost: \$135,000-150,000) TAM Plan (Estimated Cost: \$18,000-22,000) 	June 2023

Description of Planning Work

conducted, Major TDP Update, TAM Plan, Transit Transfer Center Feasibility Study, Transit ADMIN/Maintenance Facility Study, Financial Planning and Budget Analysis, Bus Stop Facilities Guidebook, Fare Analysis, and Alternative Fuel Study. The transit planning projects will be funded with FTA 5307.

Resulting Products

Completion Date

- Transit Transfer Center Feasibility Study (Estimated Cost: \$20,000-25,000)
- Transit ADMIN/Maintenance Facility Study (Estimated Cost: \$35,000-50,000)
- Financial Planning and Budget Analysis (Estimated Cost: \$50,000)
- Bus Stop Facilities Guidebook (Estimated Cost: \$20,000-35,000)
- Fare Analysis (Estimated Cost: \$30,000-35,000)

June 2024

 Alternative Fuel Study (Estimated Cost: \$35,000-40,000)

Manage Consultant Support

Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.

As Needed

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

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

					_		_				_				_			
	Task 4 Special Studies																	
								2023										
Funding Source		F	HWA			FFY 21 FTA	1 53	305(d)		СТ	D			FFY 21 FT	A 53	05(d)		
Contract Number		(G2795		G2761					G	3			G12	K23		FY	2023 Total
Source Level		PL	Tota	1		Federal		Total		State		Total		Federal		Total		
Personnel (salary and benefits)	\$	47,925	\$	47,925	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	47,925
Consultant Subtotal	\$	88,915	\$	88,915	\$	120,915	\$	120,915	\$	48,029	\$	48,029	\$	32,500	\$	32,500	\$	290,359
Travel																		
Total	\$	136,840	\$	136,840	\$	120,915	\$	120,915	\$	48,029	\$	48,029	\$	32,500	\$	32,500	\$	338,284
								2024										
Funding Source		F	HWA							CT	D							
Contract Number		(G2795							G	3						FY	2024 Total
Source		PL	Tota	3/				Total		State		Total				Total		
Personnel (salary and benefits)	\$	41,425	\$	41,425	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	41,425
Consultant Subtotal	\$	118,464	\$	118,464	\$	-	\$	-	\$	48,029	\$	48,029	\$	-	\$	-	\$	166,493
Total	\$	159,889	\$	159,889	\$		\$		\$	48,029	\$	48,029	\$	-	\$	-	\$	207,918

TASK 5 PUBLIC OUTREACH

Purpose

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

Previous Work

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

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

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

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

Task 5 Public Outreach Participation															
2023															
Funding Source	-														
Contract Number		C	2795			G1	FY	2023 Total							
Source Level		PL	Total			Federal		Total							
Personnel (salary and benefits)	\$	12,106	\$	12,106	\$	-	\$	-	\$	12,106					
Consulting Services	\$	45,654	-		\$	4,659		-	\$	50,313					
Total	\$	57,760	\$	57,760	\$	4,659	\$	4,659	\$	62,419					
			2024												
Funding Source		F	HWA												
Contract Number		(32795						FY	2024 Total					
Source		PL	Total					Total							
Personnel (salary and benefits)															
Personnel (salary and benefits)	\$	10,356	\$	10,356	\$	-	\$	-	\$	10,356					
Consultant Subtotal	\$	33,126	\$	33,126	\$	-	\$	-	\$	33,126					
Total	\$	43,482	\$	43,482	\$	-	\$	-	\$	43,482					

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

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

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

	Task 5 Public Outreach Participation														
				2023											
Funding Source		F	HWA				FFY 21 FT	A 53	805(d)						
Contract Number		G2795 G1X23													
Source Level	PL Total Federal Total														
Personnel (salary and benefits)	\$	12,106	\$	•	12,106	\$	-	\$	-	\$	12,106				
Total	\$	57,760	\$	Į.	57,760	\$	4,659	\$	4,659	\$	62,419				
				2024											
Funding Source		F	HWA												
Contract Number		(32795							FY	2024 Total				
Source		PL		Total					Total						
Personnel (salary and benefits)	\$	10,356	\$	•	10,356	\$	-	\$	-	\$	10,356				
Consultant Subtotal	\$	58,126	\$	Į	58,126	\$	-	\$	-	\$	58,126				
Total	\$	68,482	\$		68,482	\$	-	\$	-	\$	68,482				

															Fı	undi	ng Source
×	Funding Source	Source Level			,												
contract	indinis	we.						202	23 Funding Sou	rce				2024	4 Funding Sou	rce	
CO.	<i>ξη</i> ,	ζ,		2023	2024	S	Soft Match		Federal		State	5	Soft Match		Federal		State
G 3	CTD	State	\$	48,029	\$ 48,029	\$	-	\$	-	\$	48,029.00	\$	-	\$	-	\$	48,029.00
9	CID	CTD G3 TOTAL	\$	48,029	\$ 48,029	\$	-	\$	-	\$	48,029	\$	-	\$	-	\$	48,029
G1X23	FFY 21 FTA	Federal	\$	124,005	\$ -	\$	31,001.25	\$	124,005.00	\$	-	\$	-	\$	-	\$	-
<u>G1</u>	5305(d)	FFY 21 FTA 5305(d) G1X23 TOTAL	\$	124,005	\$ -	\$	31,001	\$	124,005	\$	-	\$	-	\$	-	\$	-
G2761	FFY 21 FTA	Federal	\$	120,915	\$ -	\$	30,228.75	\$	120,915.00	\$	-	\$	-	\$	-	\$	-
G2	5305(d)	FFY 21 FTA 5305(d) G2761 TOTAL	\$	120,915	\$ -	\$	30,229	\$	120,915	\$	-	\$	-	\$	-	\$	-
95		PL	\$	941,128	\$ 853,430	\$	207,569.75	\$	941,128.36	\$	-	\$	188,227.50	\$	853,429.96	\$	-
G2795	FHWA	SL	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	<u>-</u>	\$	-
<u> </u>		FHWA G2795 TOTAL	\$	941,128	\$ 853,430	\$	207,570	\$	941,128	\$	-	\$	188,228	\$	853,430	\$	_
		ТОТА	L \$	1,234,077	\$ 901,459	\$	268,800	\$	1,186,048	\$	48,029	\$	188,228	\$	853,430	\$	48,029

Figure 9. FY 2023 and FY 2024 – Funding Source

												Fu	ınd	ing Source
Funding Source	Sourcelevel			FV	202	3 Funding Sou	rce			FV	202	24 Funding Sou	rre	
FUNDI	Source	2023	2024	Soft Match		Federal		State	9	Soft Match		Federal		State
	State	\$ 48,029	\$ 48,029	\$ -	\$	-	\$	48,029.00	\$	-	\$	-	\$	48,029.00
CTD	CTD G3 TOTAL	\$ 48,029	\$ 48,029	\$ -	\$	-	\$	48,029	\$	-	\$	-	\$	48,029
FFY 21 FTA	Federal	\$ 124,005	\$ -	\$ 31,001.25	\$	124,005.00	\$	-	\$	-	\$	-	\$	-
5305(d)	FFY 21 FTA 5305(d) G1X23 TOTAL	\$ 124,005	\$ -	\$ 31,001	\$	124,005	\$	-	\$	-	\$	-	\$	-
FFY 21 FTA	Federal	\$ 120,915	\$ -	\$ 30,228.75	\$	120,915.00	\$	-	\$	-	\$	-	\$	-
5305(d)	FFY 21 FTA 5305(d) G2761 TOTAL	\$ 120,915	\$ -	\$ 30,229	\$	120,915	\$	-	\$	-	\$	-	\$	-
	PL	\$ 941,128	\$ 1,007,114	\$ 207,569.75	\$	941,128.36	\$	-	\$	222,123.14	\$	1,007,113.96	\$	-
FHWA	SL	\$ -	\$ -	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
	FHWA G2795 TOTAL	\$ 941,128	\$ 1,007,114	\$ 207,570	\$	941,128	\$	-	\$	222,123	\$	1,007,114	\$	-
	TOTAL	\$ 1,234,077	\$ 1,055,143	\$ 268,800	\$	1,186,048	\$	48,029	\$	222,123	\$	1,007,114	\$	48,029

Agency Participation													
Funding Source	СТ	ח			FFY 21 FT/	1 52	05(d)	FFY 21 FT	Λ <i>5</i> ′	205(d)	FL	IWA	
Contract	Gi				G1)		<i>03(u)</i>	G27		505(u)		2795	
Fiscal Year	2023	,	2024		2023	123	2024	2023	701	2024	2023	27 73	2024
Total Budget	\$ 48,029	\$	48,029	\$	124,005	\$	-	\$	\$	-	\$ 941,128	\$	853,430
Task 1 Administration and Management													
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 197,510	\$	193,510
Consultant	\$ -	\$	-	\$	1,734	\$	-	\$ -	\$	-	\$ 91,472	\$	105,722
Travel	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 4,250	\$	4,250
Direct Expenses	\$ -	\$	-	\$	100	\$	-	\$ -	\$	-	\$ 103,362	\$	107,311
Sub Total	\$ -	\$	-	\$	1,834	\$	-	\$ -	\$	-	\$ 396,594	\$	410,793
Task 2 Short Range Planning													
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 22,713	\$	20,713
Consultant	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 92,755	\$	95,484
Sub Total	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 115,467	\$	116,196
Task 3 Long Range Planning													
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 22,713	\$	20,713
Consultant	\$ -	\$	-	\$	85,012		-	\$ -	\$	-	\$ 194,649		110,686
Sub Total	\$ -	\$	-	\$	85,012	\$	-	\$ -	\$	-	\$ 217,361	\$	131,398
Task 4 Special Studies													
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 47,925		41,425
Consultant	\$ 48,029		48,029	\$	32,500		-	\$ 120,915		-	\$ 88,915		94,780
Sub Total	\$ 48,029	\$	48,029	\$	32,500	\$	-	\$ 120,915	\$	-	\$ 136,840	\$	136,205
Task 5 Public Outreach Participation													
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$	\$	-	\$ 12,106		10,356
Consultant	\$ -	\$	-	\$	4,659		-	\$	\$	-	\$ 45,654		33,126
Sub Total	\$ -	\$	-	\$	4,659	\$	-	\$ -	\$	-	\$ 57,760	\$	43,482
6 MPO Regional Activities		+		4							40.40:	4	400=1
Personnel (salary and benefits)	\$ -	\$	-	\$	-	\$	-	\$	\$	-	\$ 12,106		10,356
Consultant	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 5,000		5,000
Sub Total	\$ -	\$	-	\$	-	\$	-	\$ -	\$	-	\$ 17,106		15,356
TOTAL PROGRAMMED	\$ 48,029	\$	48,029	\$	124,005	\$	-	\$ 120,915	\$	-	\$ 941,128	\$	853,430

Agency Participation												
Funding Source	CT	D		FFY 21 FT	4 <i>53</i>	05(d)	FFY 21 FT	A 53	305(d)	FH	₩A	
Contract	G_{3}°	3		G1)	(23		G27	761		G	2795	
Fiscal Year	2023		2024	2023		2024	2023		2024	2023		2024
Total Budget	\$ 48,029	\$	48,029	\$ 124,005	\$	-	\$ 120,915	\$	-	\$ 941,128	\$	1,007,114
Task 1 Administration and Management												
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 197,510	\$	193,510
Consultant	\$ -	\$	-	\$ 1,734	\$	-	\$ -	\$	-	\$ 91,472	\$	155,722
Travel	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 4,250	\$	4,250
Direct Expenses	\$ -	\$	-	\$ 100	\$	-	\$ -	\$	-	\$ 103,362	\$	107,311
Sub Total	\$ -	\$	-	\$ 1,834	\$	-	\$ -	\$	-	\$ 396,594	\$	460,793
Task 2 Short Range Planning												
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 22,713	\$	20,713
Consultant	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 92,755	\$	95,484
Sub Total	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 115,467	\$	116,196
Task 3 Long Range Planning												
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 22,713	\$	20,713
Consultant	\$ -	\$	-	\$ 85,012	\$	-	\$ -	\$	-	\$ 194,649	\$	165,686
Sub Total	\$ -	\$	-	\$ 85,012	\$	-	\$ -	\$	-	\$ 217,361	\$	186,398
Task 4 Special Studies									_			
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 47,925	\$	41,425
Consultant	\$ 48,029	\$	48,029	\$ 32,500	\$	-	\$ 120,915	\$	-	\$ 88,915	\$	118,464
Sub Total	\$ 48,029	\$	48,029	\$ 32,500	\$	-	\$ 120,915	\$	-	\$ 136,840	\$	159,889
Task 5 Public Outreach Participation												
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 12,106	\$	10,356
Consultant	\$ -	\$	-	\$ 4,659	\$	-	\$ -	\$	-	\$ 45,654	\$	58,126
Sub Total	\$ -	\$	-	\$ 4,659	\$	-	\$ -	\$	-	\$ 57,760	\$	68,482
6 MPO Regional Activities												
Personnel (salary and benefits)	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 12,106	\$	10,356
Consultant	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 5,000	\$	5,000
Sub Total	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ 17,106	\$	15,356
TOTAL PROGRAMMED	\$ 48,029	\$	48,029	\$ 124,005	\$	-	\$ 120,915	\$	-	\$ 941,128	\$	1,007,114