



# Unified Planning Work Program

July 1, 2018 – June 30, 2019  
and  
July 1, 2019 – June 30, 2020

Prepared by:

Lake-Sumter Metropolitan Planning Organization  
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**FY 2018/19 through FY 2019/20**

**FM# 439329-2-14-01**

**FAP 0457 056 M**

**Code of Federal Domestic Assistance Numbers:**

**20.205 – Highway Planning and Construction**

Adopted April 25, 2018 (Effective July 1, 2018)

Amended August 29, 2018

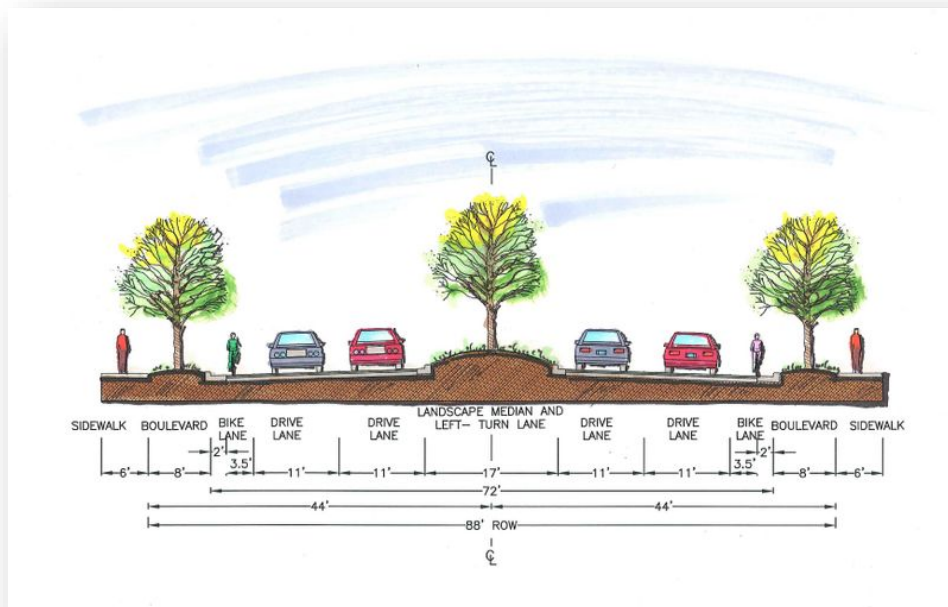
Modified February 26, 2019

Amended March 11, 2019

Modification June 27, 2019

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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The UPWP complies with the public involvement provisions of Title VI. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express their concerns relative to FDOT compliance with Title VI may do so by contacting Jennifer Smith, FDOT District Five Title VI Coordinator at [Jennifer.Smith2@dot.state.fl.us](mailto:Jennifer.Smith2@dot.state.fl.us).



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

MIKE DEW  
SECRETARY

**Cost Analysis Certification**

**Lake-Sumter MPO**

**Unified Planning Work Program - FY 2018/2019 – 2019/2020**

Adopted 4/25/2018

Revision Number: Initial Adoption


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

---

Name: Kayleen Hamilton

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MPO Liaison, District 5  
Title and District

  
Signature

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5/31/2018



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**Cost Analysis Certification**

**Lake-Sumter MPO**

**Unified Planning Work Program - FY 2018/2019 to 2019/2020**

Amended 8/29/2018

Revision Number: Revision 1

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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Name: Jamie Kersey

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MPO Liaison, District 5

Title and District

A handwritten signature in blue ink that reads "Jamie Kersey". The signature is written in a cursive style and is positioned above a horizontal line.

Signature

8/29/2018



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### Cost Analysis Certification

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Unified Planning Work Program - FY 2019/2020

Amended 2/26/2019

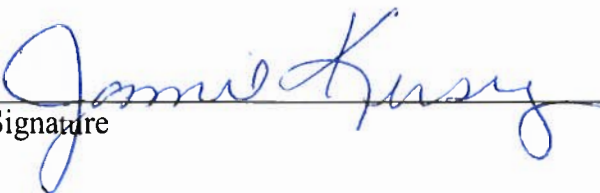
Revision Number: Revision 2

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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Name: Jamie Kersey

MPO Liaison – District Five  
Title and District

  
Signature

2/26/2019



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**Lake-Sumter MPO**

**Unified Planning Work Program - FY 2019/2020**

Amended 3/11/2019

Revision Number: Revision 3

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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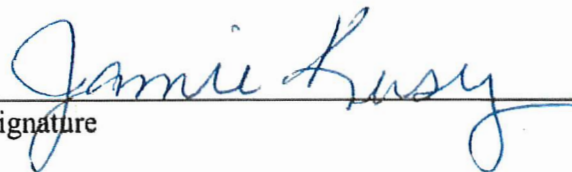
Name: Jamie Kersey

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MPO Liaison – District Five

Title and District

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Signature 

3/11/2019



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### Cost Analysis Certification

Lake-Sumter MPO

Unified Planning Work Program - FY 2019/2020

Amended 6/27/2019

Revision Number: Revision 4

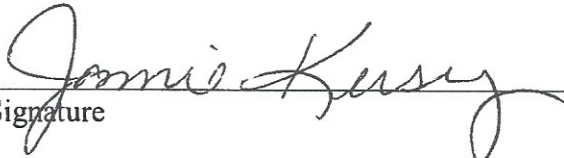
I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

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Name: Jamie Kersey

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MPO Liaison – District Five  
Title and District

  
Signature

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6/27/2019

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# Introduction

## 1. Definition of the Unified Planning Work Program

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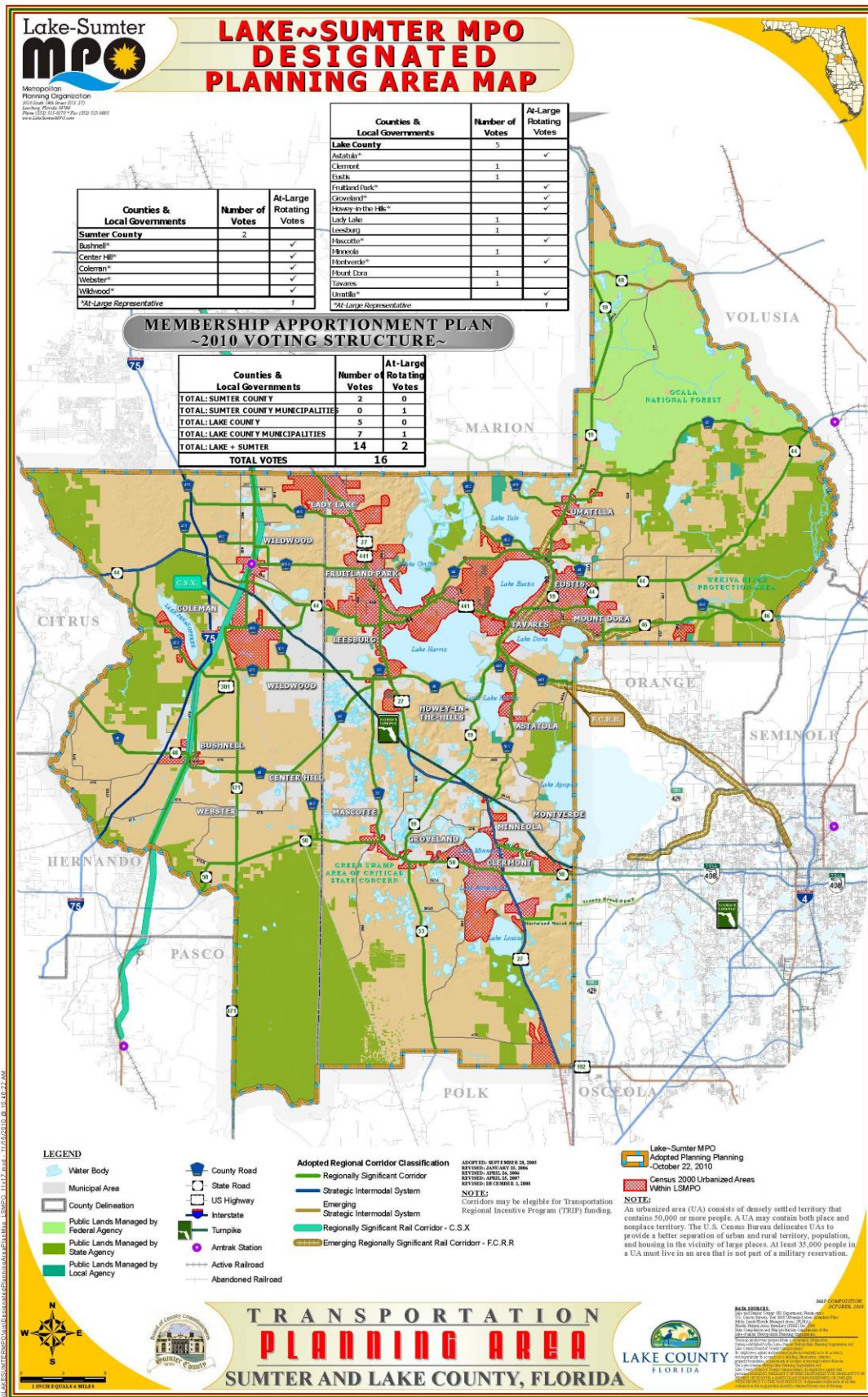
The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds. The Lake~Sumter MPO is tasked with effectively identifying the public's transportation needs. The extent of the MPOs metropolitan planning area is shown in Figure 1, page 2.

The Unified Planning Work Program (UPWP) provides a description of planning tasks and an estimated budget for each of the planning activities programmed within the FY 2018/19-2019/20 UPWP to meet the requirements of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). The FY 2018/19-2019/20 UPWP has been prepared to define the tasks and anticipated funding requirements as part of the two-year work program for the MPO. This document serves to define activities for all public officials and agencies that contribute resources to the transportation planning process. This document has been prepared according to the FDOT Metropolitan Planning Organization Program Management Handbook.

The state and federal governments provide funding support through the FDOT, the FHWA (PL 112, metropolitan planning funds), the FTA (Section 5305(d) transit planning funds) and the Florida Commission for the Transportation Disadvantaged (TD Grant).

The transportation planning projects contained in the UPWP 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 Federal Highway Administration/Federal Transit Administration responsibility.

Figure 1: Lake~Sumter MPO Planning Area Map



## 2. Overview of Comprehensive Transportation Planning Activities

### FDOT District Five General Planning Activities & Specific Tasks

The Florida Department of Transportation (FDOT) is a contributor to transportation planning and policy development in District Five. Generally, the specific recurring transportation planning activities accomplished by FDOT's District Five Planning Office can be placed in one of the following categories: Transportation Planning Activities, Data Collection Activities and Systems Planning Activities. For the entire FDOT District Five General Planning Activities and Specific Tasks please see Appendix A.

### FDOT District Five Planning Studies

Name and Study Description	Lead Agency	Fiscal Year	Cost	Source of Funds
North Lake Trail Feasibility Study	FDOT	2018/19 2019/20	250,000	To be determined by FDOT
Black Bear Scenic Trail Feasibility Study	FDOT	2018/19 2019/20	250,000	State
Tav-Dora Regional Trail Study	FDOT	2018/19 2019/20	235,000	To be determined by FDOT

### Other Local Government Planning Studies

Name and Study Description	Lead Agency	Fiscal Year	Cost	Source of Funds
Comprehensive Operational Analysis (COA) Transit Financial Planning and Budget Analysis and Service Planning	Lake County	2018/2019	230,000	
*N/A	Sumter County			

### Regional Planning Activities

#### Census 2010

The new Urbanized Area (UA) Maps based on the 2010 Census were released revealing that the population within the Lady Lake-The Villages UA has more than doubled expanding dramatically in Sumter County. Growth also occurred at a lesser rate in the northern Lake County urbanized area now named the Leesburg-Eustis-Tavares UA. In

addition, the MPO Area now includes a third urbanized area due to the expansion of the Orlando UA into southern Lake County to include Clermont, Minneola, Groveland, Mascotte and Montverde. This iteration of the UPWP includes tasks related to transportation planning in those Urbanized Areas and in the two-county MPO Area.

### Regional Transportation Planning Coordination

The Lake~Sumter MPO is party to an interlocal agreement among the six MPOs that are members of the Central Florida MPO Alliance (CFMPOA). The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The CFMPOA also executed the FDOT agreement with the Regional Intergovernmental Coordination and Review (ICAR) agencies serving the metropolitan area created under *Section 186.504, F.S.* The agreement describes the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. The MPO took the lead in introducing interlocal agreements to two neighboring MPOs with which the Lake~Sumter MPO shares urbanized areas. The proposed interlocal agreements would further reinforce the planning roles of each MPO. The agreement stipulates planning coordination on projects and on plans and programs such as the Transportation Improvement Program and the Long Range Transportation Plan.

### Central Florida Metropolitan Planning Organization Alliance

The Lake~Sumter MPO is a party to the Central Florida Metropolitan Planning Organization Alliance (CFMPOA). This alliance, which meets on a quarterly basis, has been created to identify regional opportunities and to resolve regional transportation issues. The staff of the MPOs and FDOT conduct the work effort required to support the transportation planning process. The CFMPOA now serves as a model to other regions on regional coordination and has an integral role in developing annual regional recommendations for project funding through the Transportation Regional Incentive Program (TRIP). Furthermore, the CFMPOA has emerged as the regional catalyst for multi-modal approaches to transportation, including commuter rail and other mass transit modes.

### Metropolitan Planning Organization Advisory Council

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.

### 3. Planning Priorities

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#### **Transportation 2040: 2040 Long Range Transportation Plan, 2045 Long Range Transportation Plan**

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. 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 will commence the Fall of 2019.

MPO Planning priorities in support of the MPO's Long Range Transportation Plan "TRANSPORTATION 2040"

- *Investing in Transportation 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.
- *Providing 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 managing 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
- *Improving 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

- *Making 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.

### 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

### Wekiva Parkway and Wekiva Trail

The 25-mile tolled expressway will provide travel alternatives and relieve traffic congestion on US 441, SR 46, and other area roads resulting from growth and travel between Orange, Lake and Seminole Counties.

The Central Florida Expressway Authority is now constructing all remaining segments in Orange County and the new SR 453 from Orange County into Lake County from SR 429 to SR 46. The FDOT has moved into the construction phase for segments of SR 46, SR 429, and CR 46A in Lake County.

The MPO managed the Wekiva Trail PD&E phase and will coordinate with Lake County on the Design and Right of Way phases for each segment of the Wekiva Trail.

### Central Florida Coast-to-Coast Trail – South Lake Trail and South Sumter Connector Trail

A major regional priority of the Central Florida MPO Alliance, the Central Florida Coast-to-Coast Trail is a concept of connecting existing trail facilities to create a continuous 275-mile showcase trail from Titusville to St. Petersburg. The largest gap preventing a coast-to-coast connection is in Lake and Sumter counties. The trail has been designed through Groveland to Mascotte but still requires design from Mascotte west to the Van Fleet Trail in Sumter County. The trail alignment requires a PD&E study from the Van Fleet Trail west through Sumter County into Hernando County to the Withlacoochee State Trail and the Good Neighbor Trail. FDOT is working closely with the MPO and other MPOs to accomplish the coast-to-coast connection.

MPO Planning Activities in support of the MPO's Long Range Transportation Plan "TRANSPORTATION 2040"

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

The Lake Sumter Metropolitan Planning Organization (MPO) developed 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 a 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 a MPO priority.

### Implementation of ETDM

The Lake~Sumter MPO will continue to work with FDOT in 2018/19-2019/20 to prioritize and screen projects as they come to the forefront in the funding process. MPO staff assists FDOT with the Sociocultural Effects comments and summary during the District Environmental Technical Advisory Team (ETAT) reviews for these projects.

### Complete Streets Projects

The MPO's first Complete Streets project, SR 44 (Dixie Avenue) in Leesburg, is moving into the construction phase. A study of US 27 in Leesburg is nearing completion (Spring 2018) and design funds are being requested. The MPO and Umatilla are coordinating with FDOT to study Complete Streets elements for a SR 19 resurfacing project and is anticipated to be complete by April 2018. Moving forward in 2018 are studies of East Avenue in Clermont and US 301 in downtown Wildwood.

### East Avenue/Grand Highway to Minnehaha Avenue Complete Streets

Scope: This project is a Complete Streets study for East Avenue from Grand Highway to Minnehaha Avenue in downtown Clermont, project length is 1.09 miles. East Avenue experiences heavy vehicular, pedestrian and bicycle traffic during school hours. Cars queue up on the road in the morning and the afternoon. School buses also enter and exit the schools via East Avenue. East Avenue is also a gateway to the City's Waterfront Park which is its premier recreational area, with a playground, sandy swimming beach, picnic areas, fishing piers, pavilion, observation dock, splash pad, restrooms, basketball, open fields, and bike and board rentals. The corridor also provides access to Clarence Bishop Memorial Park, a baseball field and batting cages, and Azalea Park. This study is intended to define the issues that currently limit multimodal travel and access, and to identify possible solutions to improve multimodal safety and enhance the aesthetics of the corridor. This planning study will help the City identify the purpose and need for the potential future roadway improvement.

Schedule: This project is scheduled to begin in January 2018 and is anticipated to be complete by March 2019.

Cost: \$110,000

## US 301/SR 35 Downtown Wildwood Complete Streets

Scope: This project is a Complete Streets planning study on US 301/SR 35 from Cleveland Avenue (CR 466A) to Huey Street (CR 44A) in the City of Wildwood. US 301 is an urban principal arterial that divides the City of Wildwood's downtown. This section of US 301 contains four travel lanes and a continuous two-way left-turn lane. There is a four-foot paved shoulder on either side of the roadway, but there are no marked bicycle facilities. There is continuous sidewalk on both sides of the roadway. While the City's downtown area contains ample parking on the east side of US 301, parking is limited on the west side due to the proximity of the CSX right-of-way. There is currently no marked crossing within the half mile study area, and pedestrians are often seen darting across the highway to access businesses. The City of Wildwood is requesting a study to assess the feasibility of improving multimodal safety and mobility as well as access management along the corridor. This study will include a review of existing and future conditions along the study corridor to identify needs and opportunities. Key stakeholders, including the City, County, and local residents and business owners, will need to be involved throughout the study process. Public involvement activities may include stakeholder interviews and a public workshop(s). Potential improvements to consider could include: access management strategies, traffic calming, pedestrian refuge medians, bike lanes, pedestrian scale lighting, cross section redesign to achieve a lower design speed, and landscaping along the corridor. Schedule: This project is scheduled to begin in early 2018 and is anticipated to be complete by March 2019. Cost: \$200,000

## 4. Air Quality

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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.

## 5. Planning Tasks Performed with Funds under Title 23, U.S.C. and 49 U.S.C. §53

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The purpose of Metropolitan Planning funds is to provide for a Continuing, Comprehensive, and Cooperative (3-C) metropolitan transportation planning process. The following provides a description of the MPO 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 eight major categories:

**1.0 Administration:** This section is composed of activities necessary to manage and support both the planning staff and the planning process. Tasks include staff management, financial management and payroll activities, partnering activities among all of the agencies involved in the MPO process, capital equipment purchases and replacements, public involvement and information, development of the UPWP and staff



budget, development and update of the Transportation Improvement Program (TIP), and printing and copy costs.

The MPO will provide staff support for approximately 60 meetings each year. In addition, the MPO staff is responsible for updating the Long-Range Transportation Plan (LRTP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the List of Priority Projects (LOPP), the Transit Development Plan (TDP) and the Lake and Sumter Counties Transportation Disadvantaged Service Plans (TDSP). The staff is also responsible for implementing the MPO's adopted Public Involvement Process and for updating it each year. Additionally, the MPO staff works closely with the MPO Governing Board in developing an annual operating budget.

**2.0 Data Collection:** This section includes those tasks necessary for the collection and maintenance of transportation data used for analysis and planning purposes by the local governments and used in developing transportation studies. These tasks include 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.

**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.

**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. This section also includes the utilization of FDOT's Efficient Transportation Decision Making (ETDM) planning screen process for projects identified in the new plan. 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 activities to assist local governments in the preparation of FDOT Project Applications in order to make local projects eligible for federal and state funding.

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

**6.0 Public Involvement:** This section contains three elements. The first is continued support of the MPO's Public Involvement Plan, Title VI Plan, Limited English Proficiency Plan (LEP), and the Disadvantaged Business Enterprise Plan (DBE) for the MPO outreach efforts. The second element covers the reporting, tracking, and documentation of performance measures and targets for the PIP, Title VI, LEP and DBE plans. Also included in this element is the annual MPO staff training in public involvement, Title VI, LEP, and DBE programs, reporting and compliance.

The third element of this task are the activities and costs associated with the development, printing and distribution of MPO plans, reports, and MPO publications. The MPO's website also serves as the major information portal for all planning efforts. All information including workshop videos, presentations and technical documents are made available to the public via the website. Advertisements for public meetings and workshops are posted online and placed in local newspapers.

The MPO's Public Involvement Plan (PIP) was prepared in accordance with Title 23 Code of Federal Regulations, Section 450.316(b)(1). The PIP provides a process that ensured opportunities for the public to be involved in all phases of the planning process. The updated PIP, Title VI, LEP and DBE Plans were adopted by the MPO at their April 2018 meeting.

**7.0 Systems Planning:** This task includes recurring planning studies and projects, including Complete Streets, TSMO, Safe Access to School, transit, paratransit, bike/pedestrian, Transportation Demand Management, Congestion Management, Transportation Disadvantaged Program, and supporting 2018 Florida Planning Emphasis Areas including Rural Transit Planning and Automated/Connected/Electric/Shared-use Vehicles (ACES).

**8.0 TMS and Locally Funded Programs:** This task includes specialized services for member local governments. The local funds activities currently includes three services: Transportation Management System, Pavement Management Services and non-transportation Geographic Information Services. The activities included in this task are funded through local government funds to cover the personnel costs and consultant costs associated with the staff time or consultant time to conduct the activities. The annual collection of traffic count data is included in this task and is accomplished using PL funds as an eligible expense.

- Non-transportation Geographical Information Services (GIS) are provided at an hourly rate per interlocal agreement between the MPO and the participating local government. Participating local governments are invoiced for the staff time and for the cost of materials or other expenses related to non-transportation GIS services. The funds collected for the staff time for this task are expended on a portion of the personnel costs for the GIS Manager position or on materials or other expenses.
- Pavement Management Services (PMS) are provided per interlocal agreement with participating member local governments. The interlocal agreement stipulates the local government will reimburse the MPO for the full consultant contract cost and

for the staff time to manage the consultant contract. Staff time for management of the pavement management contracts is minimal, typically less than 10 hours per contract. The funds collected for the staff time are expended to cover a portion of the personnel costs for the MPO Project Manager position performing the management of the pavement management contract.

- Transportation Management System (TMS). The local funds are also utilized to cover the personnel expenses for the TMS Project Manager and half of the GIS Manager position, which is responsible for a substantial portion of this task.

## 6. Federal Metropolitan Planning Funds and Soft Match

Federal funds authorized by Title 23 U.S.C. generally require a non-federal match at the ratio of 80 (federal) to 20 (local). However, this is subject to a sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100% to the extent credits are available. This soft match is not required to be programmed. It will not be shown in the budget tables throughout this UPWP; however, it should be known that the “soft match” amounts shown below are being utilized to match the FHWA funding in this UPWP.

	FY 2018/19	FY 2019/20	Total
<b>All FHWA Funds</b>	\$159,669	\$125,451	\$285,120

## 7. Indirect Cost Rate

The MPO does not utilize an indirect cost rate.

## 8. Public Involvement Plan

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 2018/19–2019/20 UPWP including but not limited to the following:

- 21-day comment period on the draft FY 2018/19-2019/20 UPWP
- Public meetings on specific transportation projects including the UPWP

- MPO Website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle & Advisory Committee (BPAC), Transportation Disadvantaged Coordinating Board (TDCB)
- UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting

The MPO mailing list includes civic associations, clubs, municipal governments, newspapers, concerned citizens and all attendees to any of the transportation related public meetings held in the MPO planning area.

## 9. Federal Planning Factors

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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.

FEDERAL PLANNING FACTORS - MATRIX										
	1	2	3	4	5	6	7	8	9	10
UPWP TASK NUMBER	Support Economic Vitality	Increase Safety	Increase Security	Increase Accessibility	Protect Environment	Enhance Conectivity	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 Data Collection	X	X			X			X	X	
3.0 Transportation Improvement Program	X	X	X	X	X	X	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	X		X	X
6.0 Public Involvement	X		X	X		X				X
7.0 Systems Planning	X	X		X	X	X		X	X	X

## 10. Florida 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.

### Rural Transportation Planning

MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

### Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and

reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

### 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.

# Organization and Management of the MPO

## 1. Identification of participants

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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. The designation couldn't have come quickly enough for the booming area. In 2010 Governor Crist approved the MPO's Re-designation Plan to include all of Sumter County creating the current MPO planning area. Transportation planning is at a critical time in the Lake and Sumter region. Due to growth, it is predicted that vehicle miles traveled daily on the Lake-Sumter road network will almost double during the next 20 years. Planning wisely can keep the transportation system working efficiently. 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.

### **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

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. The purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies. As the body, most directly responsible for the guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the federal government, the State of Florida, Lake County, Sumter County, the 19 municipalities, CFX and FCEN. The MPO functions include, but are not limited to, the preparation and accomplishment of the tasks required by state rule or by federal policy. The MPO's major annual responsibilities are to perform the tasks of preparing the UPWP, the Transportation Improvement Program (TIP), the List of Priority Projects (LOPP) and the annual MPO Audit Report. As with all transportation planning delegated by the federal and state laws,

the MPO is responsible for ensuring adequate representation and compatibility of state, county and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and disabled, as outlined in the "Americans with Disabilities Act".

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 are representatives from the 19 municipalities. Of the 14 municipalities of Lake County, seven have voting positions on the Governing Board: Clermont, Eustis, Lady Lake, Leesburg, Minneola, Mount Dora and Tavares. The seven that annually rotate an at-large voting position include: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. The five Sumter County municipalities of Bushnell, Center Hill, Coleman, Webster and Wildwood annually rotate an at-large voting position. Ex-officio members include Florida Central Railroad, added as ex-officio member in 2006, both counties' school districts, approved as ex-officio members in 2008, and the Central Florida Expressway Authority, added in 2015. All 19 municipalities within the MPO Area have a seat on the MPO Governing Board, with nine voting seats assigned to municipalities and seven assigned to county commissioners.

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

### The Executive Committee

The Lake~Sumter MPO Executive Committee (EC) is comprised of the following board members: Chairman, Chairman-Elect, 1st Vice Chairman/Treasurer, 2nd Vice Chairman, Immediate Past Chairman, the At-Large Representative for the Sumter County municipalities and the At-Large Representative of the smaller Lake County municipalities. The purpose of the Executive Committee is to efficiently address business issues and matters not feasible to be heard by the full MPO Governing Board in a timely fashion. The MPO Governing Board may refer items to the Executive Committee for action or recommendation. The Chairman may convene the Executive Committee for items deemed appropriate for Executive Committee review or action.

### The Technical Advisory Committee

The Technical Advisory Committee (TAC) is comprised of planners and engineers from the various local governments which make up the Lake~Sumter MPO partnership. Therefore, the input provided by the TAC is of a very technical nature. This may include local planning consistency, making design recommendations and verifying that all documents conform to the appropriate state and federal standards. Each member government may appoint at least one TAC member.



## The Community Advisory Committee

The Community Advisory Committee ensures the public has the opportunity to review and evaluate all proposed transportation plans and programs. About half the Community Advisory Committee members are appointed by local governments, and the other half by the MPO Governing Board. The Committee membership includes multi-modal transportation advocates, as well as representatives from under-served communities and business interests. This composition encourages diversity of many kinds, including geographic, demographic and modal. This Committee has a special advisory role to the Lake~Sumter MPO because it provides a necessary communication link between the MPO and the community it serves. The Committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

## The Transportation Disadvantaged Coordinating Boards

The Transportation Disadvantaged Coordinating Board (TDCB) is an advisory group to the Lake~Sumter MPO on para-transit issues. The MPO has two TDCBs under its purview, Lake County's TDCB and Sumter County's TDCB. The TDCB is comprised of various community groups as outlined in Florida Statutes and committee representatives are appointed by the Governing Board. The purpose of the TDCB is to develop local service needs and to provide information, advice and direction to the Governing Board regarding the coordination of services to be provided to the transportation disadvantaged. As such the TDCB provides a forum for the needs of the transportation disadvantaged to be heard.

## The East Lake Task Force

The East Lake Task Force was created to research alternatives to U.S. Highway 441 and to analyze the effects of connecting the Lake County network to the proposed Wekiva Parkway (SR 429 Orlando Beltway) and SR 46 projects. The group has recently been effective in focusing on transit and rail. Membership on this task force includes Lake County, Astatula, Eustis, Howey-in-the-Hills, Mount Dora, Tavares and Umatilla.

### The Northwest Lake Task Force

The Northwest Lake Task Force was created to research options for the US 441 and US 27 corridors and to guide trail and transit projects in the sub-region. Membership in the task force includes Lady Lake, Fruitland Park, Leesburg and Lake County. The group also coordinates with Sumter County on issues that may cross the counties' boundary.

### The South Lake Task Force

The South Lake Task Force was created to advance funding for the SR 50 six-lane widening project, which saw the final segment completed in 2013. The group remains focused on researching potential reliever corridors to alleviate SR 50 and to advance interconnectivity with the county road network. The group continues to focus on the incomplete county road network and on transit along the SR 50 corridor. Membership on this task force includes Lake County, Clermont, Minneola, Montverde, Groveland and Mascotte.

### The Public Transportation Task Force

The LakeXpress Task Force was created to monitor the progress of the LakeXpress fixed-route transit system, running along the US 441 corridor. This task force has evolved into the Public Transportation Task Force in order 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.

### The 470 Corridor Task Force

The 470 Corridor Task Force focuses on the development of the economic development corridor between US 27 in Leesburg and SR 44 in western Sumter County, a corridor that intersects with Florida's Turnpike (SR 91), US 301, I-75 and the CSX S-Line. Membership on this task force includes Sumter County, Lake County, Wildwood and Leesburg.

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).



# CITIZENS OF LAKE and SUMTER COUNTIES

## MPO BOARD

29 MEMBERS: 16 VOTING MEMBERS

### AT-LARGE (LAKE) 1 VOTE

Town of Astatula  
City of Fruitland Park  
City of Groveland  
Town of Howey-in-the-Hills  
City of Mascotte  
Town of Montverde  
City of Umatilla

### AT-LARGE (SUMTER) 1 VOTE

City of Bushnell  
City of Center Hill  
City of Coleman  
City of Webster  
City of Wildwood

### EX-OFFICIO

Central Florida Expressway Authority  
Florida Central Railroad  
Lake County School Board  
Sumter County School Board

Lake County – 5 votes  
Sumter County – 2 votes  
City of Clermont – 1 vote  
City of Eustis – 1 vote  
Town of Lady Lake – 1 vote  
City of Leesburg – 1 vote  
City of Minneola – 1 vote  
City of Mount Dora – 1 vote  
City of Tavares – 1 vote

### FEDERAL AGENCIES

Federal Transit Administration  
  
Federal Highway Administration  
  
Federal Aviation Administration  
  
Federal Railroad Administration

### STATE AGENCIES

Florida Department of Transportation and FDOT District 5  
  
Florida Commission for the Transportation Disadvantaged  
  
Florida's Turnpike Enterprise

Florida MPO Advisory Council

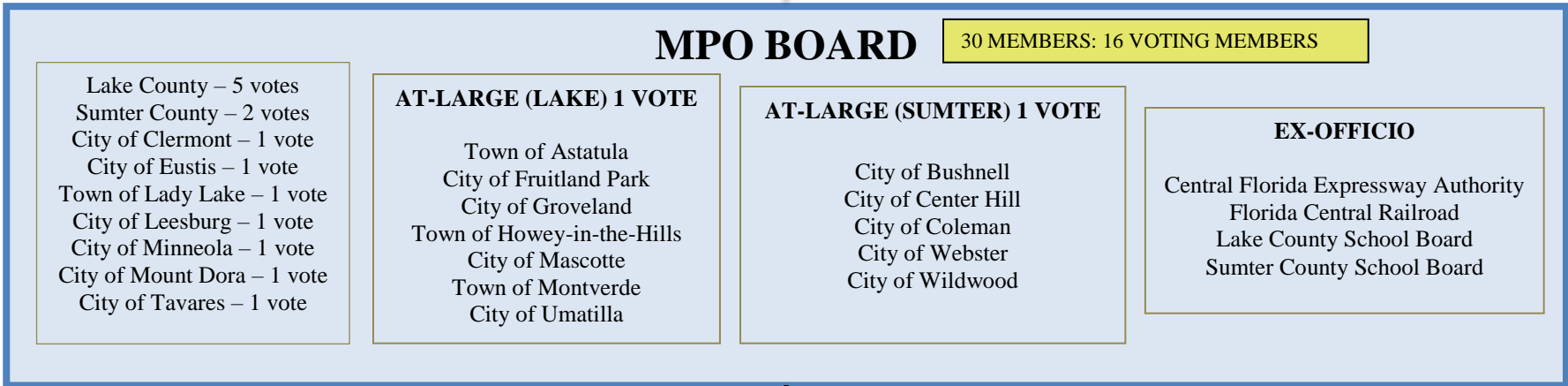
Central Florida MPO Alliance

State and federal agencies, as well as Florida MPO Advisory Council and the Central Florida MPO Alliance are agencies affiliated with Lake-Sumter MPO; however they are not components of Lake-Sumter MPO.



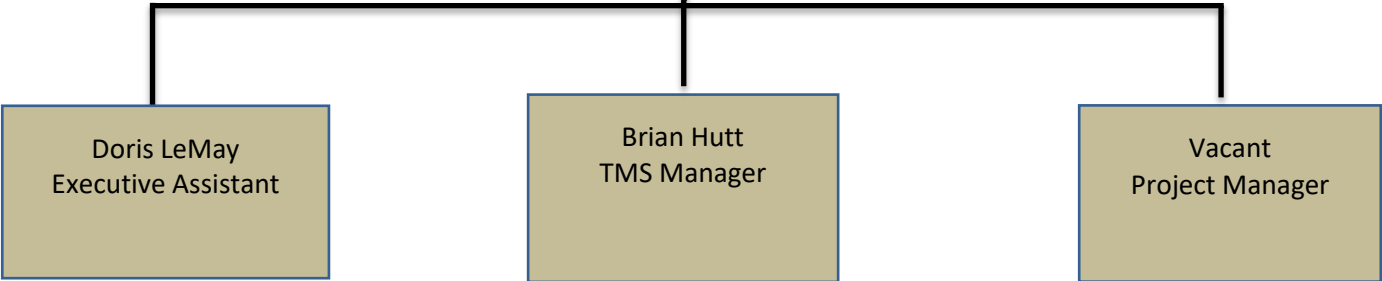
# ORGANIZATION CHART

## CITIZENS OF LAKE and SUMTER COUNTIES



Executive Committee

Michael Woods  
Executive Director



## 2. MPO Agreements

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

- **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 on 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.  
*Updated April 27, 2016 Renew by June 30, 2018*
- **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, 2018 thru June 30, 2019*
- **MPO Staff Services Agreement** provides staff for carrying out MPO activities  
*Renewed May 2018 - Effective August 2018 through August 2019*

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 Lake~Sumter MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the plan in April 2018.

### 3. Operational Procedures and Bylaws:

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The Metropolitan Planning Organization (MPO) will monitor the transportation planning process to ensure that it is conducted in a manner consistent with requirements of the applicable state and federal laws and regulations. The intent of the bylaws and operating procedures is to provide rules and procedures to assure the orderly function of the Urban Transportation Planning Process for the Lake and Sumter County Metropolitan planning area.

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

The Bylaws of the MPO serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake~Sumter MPO. The intent is to provide procedures and policies for the MPO Governing Board and MPO Committees for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis.

Full Text of the MPO Bylaws can be found at:

[http://www.lakesumtermo.com/pdfs/committee\\_bylaws.pdf](http://www.lakesumtermo.com/pdfs/committee_bylaws.pdf) on the MPO website.

#### MPO Staff Services Agreement

The MPO contracts with Lake County Government to obtain support services from Lake County to assist MPO staff in managing the continuing, cooperative and comprehensive transportation planning process mandated by state and federal law and is authorized by Section 339.175(5)h and 163.01, Florida Statutes. The agreement covers Fiscal Services, Employee Status, Risk Management and Benefits Participation, Provision of Staff Services, Information Technology Services, Human Resource Services, Procurement Services, Information Outreach Services. Full text of the MPO Staff Services Agreement can be provided by requesting the document from Clerk of the MPO at 225 West Guava St. Suite 211, Lady Lake, FL 32159 or by calling 352-315-0170.

#### MPO Standard Operating Procedures

The MPO conducts business operations as outlined in the Standard Operating Procedures (SOP) developed for each MPO Staff Position. The intent of the SOP is to provide rules and procedures to assure the orderly function of the Transportation Planning Process for the MPO Planning area. Further guidance is provided by the FDOT MPO Program Management Handbook developed by FDOT Office of Policy Planning.

### 4. Certification

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A certification review of the transportation planning process is conducted every four years by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted in November, 2017. No corrective actions were noted. During the intervening years between the Federal Certification Review, FDOT conducts the review. FDOT issues a joint certification statement based on the results of the Federal certification in those years when the Federal Certification Review is conducted. The most

current FDOT certification review was performed March, 2018. The Statements and Assurances included in this UPWP as Appendix B include: Debarment and Suspension Certification, Lobbying Certification for Grants, Loans, and Cooperative Agreements, Disadvantaged Business Enterprise Utilization, and Title VI/Nondiscrimination Assurance.

## 5. Matrix for State Planning Emphasis Areas

UPWP TASK NUMBER	1	2	3
	Rural Transportation Planning	Transportation Performance Measures	ACES (Automated/Connected/Electric/Shared-use) Vehicles
1.0 Administration			
2.0 Data Collection	X	X	X
3.0 Transportation Improvement Program	X	X	X
4.0 Long Range Planning	X	X	X
5.0 Regional Planning	X	X	X
6.0 Public Involvement	X	X	X
7.0 Systems Planning	X	X	X
8.0 TMS and Locally Funded Programs	X	X	X

# Work Program Task Sheets

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The Lake~Sumter MPO FYs 2018/19-2019/20 UPWP was developed by MPO staff, in cooperation with the FDOT and members of the MPO's TAC, CAC and BPAC; and most importantly, the MPO Governing Board.

This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2018/19-2019/20 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.



## Task 1.0 Administration

### Purpose:

Provide administrative support necessary to carry out MPO plans, programs and administration for the MPO Planning Area.

### Previous Work Completed:

Effective and efficient management of the local 3-C planning process, including active participation with federal, state and local public agencies and citizens. Administration of Governing Board meetings, committee meetings, task force meetings and required public meetings. Adoption of all required planning documents; Adoption of required agreements and policies. Attendance at public meetings, workshops and training sessions. Compliance with Lake County Office of Inspector General internal operational audit findings and FDOT quarterly process.

### Required Activities:

- Technical assistance and staff support to MPO Governing Board, committees and taskforces
- Prepare and distribute MPO materials, including agenda packages, meeting minutes, resolutions, plans and documents
- Coordinate with partner agencies, including FDOT, and provide staff support for joint meetings
- Review and update MPO agreements and MPO administrative documents
- Support Services by Lake County for Legal, Fiscal, IT, Human Resources, Procurement and Information Outreach Services
- Staffing to accomplish MPO plans, programs and administration
- Managing consultants and personnel functions including: managing and evaluating staff, and recruitment
- Maintain financial records and perform an annual single audit, calculate, analyze and maintain financial data, including records of receipts and expenditures for all MPO planning funds, prepare and submit progress reports and invoices for grant reimbursement
- Prepare and participate in annual Joint State MPO Certification with FDOT and Federal Certification Review
- 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
- MPO staff and Board member registration and travel costs related to transportation planning professional training, including Public Involvement, Administration, Land Use, Transit, intermodal Planning, Multimodal Planning seminars, meetings, workshops, conferences and events, general meetings, webinars and federal and state training meetings
- Implement, update, and report as needed the FY 2018/19-2019/20 Unified Planning Work Program detailing all tasks to be accomplished through the utilization of federal and state funds
- Incorporate new directives, planning areas and required tasks into the UPWP as required
- Develop the FY 2020/21-2021/22 UPWP
- Develop MPO Operational Procedure Manual (OPM) and employee Standard Operating Procedures (SOP)
- Update Continuity of Operations Plan (COOP)
- Select and manage consultant support
- Maintain and update the MPO Website, and required software license renewals

End Product:	Completion Date:	
MPO Board and committee meetings	Monthly	<b>Responsible Agency: MPO</b>
Joint State-MPO Certification, Federal Review Certification	Annually	
Invoices and Progress Reports	Monthly	
Annual Single Audit Maintenance of Financial Records	Annually Monthly	
Updated COOP	June 2020	
Develop UPWP	Bi-Annually	
Update & Implement UPWP	Ongoing	
OPM and SOP	June 2020	

**Task 1.0 Administration**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	157,745	0	63,312	7,914	7,914	63,312	7,914	7,914	0	0	0	0	316,025
	<b>Subtotal:</b>	<b>157,745</b>	<b>0</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,025</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	12,250	0	0	0	0	0	0	0	0	0	0	0	12,250
	Accounting/Financial Analysis Services	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000
	<b>Subtotal:</b>	<b>62,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62,250</b>
<b>C. Travel</b>														
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
	<b>Subtotal:</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>D. Other Direct Expenses</b>														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	0	0	3,060
	Freight and Postage	100	0	0	0	0	0	0	0	0	0	0	0	100
	Office Lease	49,000	0	0	0	0	0	0	0	0	0	0	0	49,000
	Insurance	4,351	0	0	0	0	0	0	0	0	0	0	0	4,351
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	0	0	0	29,000
	Advertisements	2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
	Office Supplies	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	0	0	7,200
	Training	2,750	0	0	0	0	0	0	0	0	0	0	0	2,750
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>117,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>117,961</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>339,956</b>	<b>0</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>498,236</b>

**Task 1.0 Administration**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	179,928	0	45,112	5,639	5,639	63,312	7,914	7,914	0	0	0	0	315,458
	<b>Subtotal:</b>	<b>179,928</b>	<b>0</b>	<b>45,112</b>	<b>5,639</b>	<b>5,639</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>315,458</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	106,522	0	0	0	0	0	0	0	0	0	0	0	106,522
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>106,522</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,522</b>
<b>C. Travel</b>														
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
	<b>Subtotal:</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>D. Other Direct Expenses</b>														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	0	0	3,060
	Freight and Postage	100	0	0	0	0	0	0	0	0	0	0	0	100
	Office Lease	30,000	0	0	0	0	0	0	0	0	0	0	0	30,000
	Insurance	4,351	0	0	0	0	0	0	0	0	0	0	0	4,351
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
	Support Services by Lake County	29,000	0	0	0	0	0	0	0	0	0	0	0	29,000
	Advertisements	2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
	Office Supplies	7,000	0	0	0	0	0	0	0	0	0	0	0	7,000
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	0	0	7,200
	Training	2,750	0	0	0	0	0	0	0	0	0	0	0	2,750
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>103,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103,961</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>392,411</b>	<b>0</b>	<b>45,112</b>	<b>5,639</b>	<b>5,639</b>	<b>63,312</b>	<b>7,914</b>	<b>7,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>527,941</b>

## Task 2.0 Data Collection

### Purpose:

Monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data, transportation system data, crash data, safety, traffic volumes, natural, physical and human environmental concern and issues.

### Previous Work Completed:

Develop, maintain and manage a two-county traffic count database, socioeconomic data, model validation, future population, crash statistic database, safety and comprehensive Geographic Information System (GIS). Update of all MPO Map Series and Tables.

### Required Activities:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Collect, analyze, and update socioeconomic data</li> <li>• Collect, analyze, and update data for the Congestion Management Process (CMP)</li> <li>• Collect and utilize multi-modal systems data including safety, transit and bicycle/pedestrian data</li> <li>• Management of the MPO's Geographic Information Systems (GIS) and data analysis</li> <li>• Staffing to manage data collection</li> <li>• Collect, maintain and manage crash data for the two county planning area</li> </ul> | <ul style="list-style-type: none"> <li>• Develop, manage and utilization of surveys to collect data</li> <li>• Manage a two-county traffic count database</li> <li>• Collect, maintain and analyze roadway characteristic data</li> <li>• Develop, update and analyze data for utilization in various MPO planning efforts</li> <li>• Develop, maintain, update and analyze transit data</li> <li>• Develop, collect, maintain and analyze data to support the two county Transportation Disadvantaged program</li> <li>• GIS mapping to support visualization efforts</li> <li>• Select and manage consultant support</li> </ul> |
|--|---|

### End Product:

### Completion Date:

Traffic count program, map and report	Annually
MPO Map Series	Ongoing
Updated GIS System Database	Ongoing
CFRPM v7 TAZ boundary and links shape boundary and zonal splits	As Needed
Updated 2045 SE Data and interim years	As Needed

**Responsible Agency:** MPO

**Task 2.0 Data Collection**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	3,138	0	480	60	60	480	60	60	0	0	0	0	4,338
	<b>Subtotal:</b>	<b>3,138</b>	<b>0</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,338</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	82,500	0	0	0	0	0	0	0	0	0	0	0	82,500
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>82,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82,500</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>85,638</b>	<b>0</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>86,838</b>

**Task 2.0 Data Collection**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	27,952	0	20,000	2,500	2,500	480	60	60	0	0	0	0	58,552
	<b>Subtotal:</b>	<b>27,952</b>	<b>0</b>	<b>20,000</b>	<b>2,500</b>	<b>2,500</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,552</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>27,952</b>	<b>0</b>	<b>20,000</b>	<b>2,500</b>	<b>2,500</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,552</b>

## Task 3.0 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.

### Previous Work Completed:

Development and management of the FY 2017/18-21/22 TIP and the FY 2018/19-22/23 TIP and all required amendments.

### Required Activities:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• 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</li> <li>• Perform amendments to the adopted TIP as necessary</li> <li>• Coordinate TIP development consistent with the FDOT Work Program and incorporation into the MPO's TIP</li> <li>• Approve STIP amendments as required</li> <li>• Analysis and report performance of the TIP Performance Measure targets annually and with all amendments</li> </ul> | <ul style="list-style-type: none"> <li>• Create GIS data and maps that support the TIP</li> <li>• Utilize and maintain an interactive TIP tool</li> <li>• Utilize and manage consultant through a maintenance agreement to provide data for the interactive TIP, TIP reports and TIP search functions</li> <li>• Develop and migrate interactive TIP to a new platform</li> <li>• Development, advertising and reporting of the Program of Projects (POP) for Transit Projects (FTA)</li> <li>• Select and manage consultant support</li> </ul> |
|---|---|

### End Product:

### Completion Date:

FY 2019/20-2023/24 TIP	June 2019
FY 2020/21-2024/25 TIP	June 2020
TIP Amendments	As Needed
Program of Projects	Annually
TIP Performance Measures Annual Report	Annually and as needed

**Responsible Agency:** MPO



**Task 3.0 Transportation Improvement Program (TIP)**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	4,046	0	3,298	412	412	3,298	412	412	0	0	0	0	12,290
	<b>Subtotal:</b>	<b>4,046</b>	<b>0</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,290</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	10,000	0	0	0	0	0	0	0	0	0	0	0	10,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>14,046</b>	<b>0</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,290</b>

**Task 3.0 Transportation Improvement Program (TIP)**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	9,317	0	23,826	2,977	2,977	3,298	412	412	0	0	0	0	43,219
	<b>Subtotal:</b>	<b>9,317</b>	<b>0</b>	<b>23,826</b>	<b>2,977</b>	<b>2,977</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,219</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>10,317</b>	<b>0</b>	<b>23,826</b>	<b>2,977</b>	<b>2,977</b>	<b>3,298</b>	<b>412</b>	<b>412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,219</b>

## Task 4.0 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 update the List of Priority Projects. Conduct other long-range transportation planning efforts consistent with the LRTP, including transportation studies and the Efficient Transportation Decision Making process.

### Previous Work Completed:

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

### Required Activities:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Implement and amend as needed the 2040 Long Range Transportation Plan, <i>Transportation 2040</i></li> <li>• Develop the 2045 Long Range Transportation Plan, <i>Transportation 2045</i></li> <li>• Develop and implement the update of the Public Involvement Plan for the LRTP</li> <li>• Coordinate LRTP with local governments' comprehensive plans and with plans from other agencies and take steps to achieve plan consistency</li> <li>• Develop, measure, and report LRTP performance measures criteria based on FAST Act regulations and time lines annually</li> <li>• Annually develop, update and publish the List of Priority Projects (LOPP)</li> <li>• Analyze socioeconomic data</li> <li>• Perform amendments to the adopted LOPP as necessary</li> <li>• Select and manage consultant support</li> </ul> | <ul style="list-style-type: none"> <li>• Conduct or coordinate with applicable agencies long-range planning efforts such as feasibility studies, corridor studies and project development and environment studies</li> <li>• Utilize and update as needed the Efficient Transportation Decision Making (ETDM) planning screen</li> <li>• Coordinate with FDOT on planning and implementation efforts for the SIS and SIS Work Program development</li> <li>• Engage in transportation modelling efforts as needed</li> <li>• Staffing to accomplish long-range transportation planning activities</li> <li>• Assist local governments in creating, updating and submitting Florida Department of Transportation Project Information Applications</li> <li>• Conduct annual call for local LAP projects</li> <li>• Maintain and manage the LOPP web portal</li> </ul> |
|--|--|

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency: MPO</b>
Implement the LRTP Projects	Ongoing	
Develop and implement Performance Measures related to FAST Act	Ongoing	
Amend 2040 LRTP	As Needed	
Develop 2045 LRTP	December 2020	
Adopt LOPP	Annually	

**Task 4.0 Long Range Transportation Plan (LRTP)**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	3,040	0	8,812	1,102	1,102	8,812	1,102	1,102	0	0	0	0	25,072
	<b>Subtotal:</b>	<b>3,040</b>	<b>0</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,072</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	229,350	0	0	0	0	0	0	0	0	0	0	0	229,350
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>229,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>229,350</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>232,390</b>	<b>0</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254,422</b>

**Task 4.0 Long Range Transportation Plan (LRTP)**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	39,181	0	1,640	205	205	8,812	1,102	1,102	0	0	0	0	52,247
	<b>Subtotal:</b>	<b>39,181</b>	<b>0</b>	<b>1,640</b>	<b>205</b>	<b>205</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,247</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	90,000	0	0	0	0	0	0	0	0	0	0	0	90,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>
<b>C. Travel 0</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>129,181</b>	<b>0</b>	<b>1,640</b>	<b>205</b>	<b>205</b>	<b>8,812</b>	<b>1,102</b>	<b>1,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>142,247</b>

## Task 5.0 Regional Planning

### Purpose:

This task includes the regional visioning and planning initiatives occurring in Central Florida. 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 Completed:

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).

### Required Activities:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Participation in the Florida MPO Advisory Council</li> <li>• Participation in the Central Florida MPO Alliance including providing funding for a shared staff position for the CFMPOA</li> <li>• Participate in regional visioning initiatives</li> <li>• Participate in regional groups such as the West Orange South Lake Transportation and Economic Development Task Force and the Northwest Orange East Lake Regional Group</li> <li>• Participation at the national level in the AMPO and NARC activities and initiatives</li> <li>• Select and manage consultant support</li> </ul> | <ul style="list-style-type: none"> <li>• Coordination with various agencies regarding regional plans and projects, including with the FDOT, Florida’s Turnpike Enterprise, the Central Florida Expressway Authority, the East Central Florida Regional Planning Council, LYNX, SunTran, Sumter County Transit, and other transit agencies</li> <li>• Monitor state and federal legislative issues and annually develop board policies, positions and priorities</li> <li>• Coordination with other MPOs on planning initiatives</li> </ul> |
|---|--|

### End Product:

### Completion Date:

CFMPOA List of Board Priorities	Annually
CFMPOA Regional Priority List	Annually
Florida MPO Advisory Council meetings	At least quarterly
MPOAC Legislative Positions	Annually

**Responsible Agency: MPO**

**Task 5.0 Regional Planning**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	134	0	3,344	418	418	3,344	418	418	0	0	0	0	8,494
	<b>Subtotal:</b>	<b>134</b>	<b>0</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,494</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	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
	<b>Subtotal:</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>5,134</b>	<b>0</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,494</b>

**Task 5.0 Regional Planning**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	15,588	0	5,000	625	625	3,344	418	418	0	0	0	0	26,018
	<b>Subtotal:</b>	<b>15,588</b>	<b>0</b>	<b>5,000</b>	<b>625</b>	<b>625</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,018</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	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
	<b>Subtotal:</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>20,588</b>	<b>0</b>	<b>5,000</b>	<b>625</b>	<b>625</b>	<b>3,344</b>	<b>418</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,018</b>



## Task 6.0 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 Completed:

Monitor and improve the website and all printed outreach materials describing agency plans and programs. Provide active outreach to local communities through presentations and workshops such as on the Long-Range Transportation Plan. Hosted informational events such as the Summit on Sidewalks and Safe Access to Schools.

### Required Activities:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Development, updates and implementation of the Public Involvement Plan, Title VI, LEP, and DBE Plans</li> <li>• Utilize MPO Board, committee and subcommittee and taskforce meetings to gain input from the public</li> <li>• Utilize the CAC to assist in public involvement activities</li> <li>• Develop, update, produce and distribute outreach materials, including documents and maps, informational literature and graphics</li> <li>• Provide MPO staff training for Public Involvement , Title VI, LEP, and DBE Plans</li> <li>• Host or participate in public educational events</li> </ul> | <ul style="list-style-type: none"> <li>• Utilize electronic media and social media to promote MPO's activities, current events, plans and programs, and expand network of communications</li> <li>• Schedule, participate in and travel to public speaking engagements of civic and community organizations</li> <li>• Update and maintain all MPO web-based applications</li> <li>• Develop and migrate website and respective applications to a new platform</li> <li>• Staffing to accomplish public involvement, Title VI, LEP and DBE outreach efforts, tracking, documentation, and scoring</li> <li>• Analysis Socio-Economic (SE) data for underserved outreach efforts</li> <li>• Select and manage consultant support</li> </ul> |
|---|--|

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency: MPO</b>
MPO Annual PIP Report including performance of Title VI, LEP and DBE Plans	Annually	
Public Involvement Plan Update and Approval	As needed	
Social Media outreach materials	Ongoing	
Production and updates to public information materials	As needed	
MPO Transportation Summit	Annually	
Maintenance of MPO website/MPO Project websites/MPO social media platforms	Ongoing	



**Task 6.0 Public Involvement**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	2,414	0	7,200	900	900	7,200	900	900	0	0	0	0	20,414
	<b>Subtotal:</b>	<b>2,414</b>	<b>0</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,414</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	Info Tech Supplies	500	0	0	0	0	0	0	0	0	0	0	0	500
	<b>Subtotal:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>2,914</b>	<b>0</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,914</b>

**Task 6.0 Public Involvement**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	25,811	0	7,500	938	938	7,200	900	900	0	0	0	0	44,187
	<b>Subtotal:</b>	<b>25,811</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,187</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	12,000	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
	<b>Subtotal:</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	Info Tech Supplies	500	0	0	0	0	0	0	0	0	0	0	0	500
	<b>Subtotal:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>38,311</b>	<b>0</b>	<b>7,500</b>	<b>938</b>	<b>938</b>	<b>7,200</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56,687</b>

## Task 7.0 Systems Planning

### Purpose:

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

### Previous Work Completed:

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 and Complete Streets Studies.

### Required Activities:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Public transportation planning including fixed-route transit and para-transit</li> <li>• Planning Grant quarterly invoices and progress reports</li> <li>• Assist Sumter County and Lake County in monitoring and evaluating para-transit services</li> <li>• Assist Lake County in monitoring and evaluating fixed-route transit services</li> <li>• Implementation of MPO multimodal programs detailed in the LRTP: Regional Trails, Sidewalks, Safe School Emphasis Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems</li> <li>• Coordinate with agencies and local governments on safety initiatives</li> <li>• Coordinate with local governments and management entities on scenic byways</li> <li>• Collect, maintain and analyze data to support the Transportation Disadvantaged Program</li> <li>• Participate in CTD Conference &amp; Training and business meetings</li> <li>• Coordinate process for new 5 year TDSPs for Lake County and Sumter County</li> </ul> | <ul style="list-style-type: none"> <li>• Manage multimodal studies including East Ave. Complete Streets Project and the US 301 Complete Streets Project</li> <li>• Coordinate with the FDOT and local governments on the implementation of multimodal projects and Local Agency Program (LAP) projects</li> <li>• Staffing to support multimodal planning and the 2018 Florida Planning Emphasis Areas</li> <li>• Planning support for Major TDP update</li> <li>• Update and implement local Bicycle/Pedestrian Master Plans</li> <li>• Implement the Safe School Access Study projects</li> <li>• Provide technical assistance to local governments</li> <li>• Conduct or coordinate long and short-range strategic planning studies and efforts</li> <li>• Identify congested roadways and areas of safety concerns for future study</li> <li>• Select and manage consultant support</li> </ul> |
|--|--|

### End Product:

### Completion Date:

East Avenue and US 301 Complete Streets Studies

December 2019

Multimodal Studies

Ongoing

TDSP 5 Year Documents Lake and Sumter

December 2018

Annual review of Lake and Sumter CTCs

June 30, 2020

Lake and Sumter TDCB meetings

Quarterly

**Responsible Agency:** MPO

**Task 7.0 Systems Planning**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	871	0	23,710	2,964	2,964	23,710	2,964	2,964	48,029	0	0	0	108,176
	<b>Subtotal:</b>	<b>871</b>	<b>0</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>48,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108,176</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	0	280,000	0	0	0	0	0	0	0	0	0	0	280,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>280,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TA 0</b>		<b>871</b>	<b>280,000</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>48,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>388,176</b>

**Task 7.0 Systems Planning**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	23,557	0	8,500	1,063	1,063	23,710	2,964	2,964	48,029	0	0	0	111,850
	<b>Subtotal:</b>	<b>23,557</b>	<b>0</b>	<b>8,500</b>	<b>1,063</b>	<b>1,063</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>48,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,850</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>23,557</b>	<b>0</b>	<b>8,500</b>	<b>1,063</b>	<b>1,063</b>	<b>23,710</b>	<b>2,964</b>	<b>2,964</b>	<b>48,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,850</b>

## Task 8.0 TMS and Locally Funded Programs

### Purpose:

This task includes specialized services for member local governments. The local funds activities currently includes three services: Transportation Management System, Pavement Management Services and non-transportation Geographic Information Services. The activities included in this task are funded through local government funds to cover the personnel costs and consultant costs associated with the staff time or consultant time to conduct the activities. The annual collection of traffic count data is included in this task and is accomplished using PL funds as an eligible expense.

### Previous Work Completed:

A two-county traffic count database, crash statistic database, comprehensive Geographic Information System (GIS), Transportation Management System (TMS), review and comments on land use changes. Non-Transportation Geographical Information Services (GIS) are provided per interlocal agreement between the MPO and the participating local government. Pavement Management Services (PMS) are provided per interlocal agreement with participating member local governments.

### Required Activities:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Compile data and assist local governments in compiling data inventories related to the Transportation Management System (TMS), Congestion Management Process (CMP) and Crash Data</li> <li>• Manage consultants in the collection of traffic count data and Traffic Impact analysis as needed</li> <li>• Collect and utilize multi-modal systems data including transit and bicycle/pedestrian data for the TMS</li> <li>• Management of the MPO's Geographic Information Systems (GIS) and analysis of data for the TMS</li> <li>• Providing review of transportation impacts of land use decisions including comprehensive planning as part of TMS</li> </ul> | <ul style="list-style-type: none"> <li>• Utilization of surveys to collect data for the TMS</li> <li>• Manage a two-county traffic count database</li> <li>• Collect, maintain and analyze roadway characteristic data for the TMS</li> <li>• Update and analyze data for utilization in various MPO efforts</li> <li>• Maintain, update and analyze transit data for the TMS</li> <li>• GIS mapping to support visualization efforts for the TMS</li> <li>• Staffing to manage data collection for TMS and Pavement Management</li> <li>• Funding GIS License for TMS</li> <li>• Traffic count database, tables and maps for TMS</li> <li>• Traffic impact analysis and recommendations regarding land use changes and development for the TMS program</li> </ul> |
|--|--|

### End Product:

### Completion Date:

TMS Annual Report and Map	Annually
Traffic Impact Analysis Reports (TIA)	Ongoing
TMS database	Ongoing
Traffic Count Report	Annually

**Responsible Agency: MPO**



**Task 8.0 TMS and Locally Funded Projects**  
**Estimated Budget detail for FY 2018/19**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,441</b>	<b>8,000</b>	<b>0</b>	<b>149,441</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	33,000	0	0	0	0	0	0	0	0	20,000	0	0	53,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>33,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>53,000</b>
<b>C. Travel</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	<b>5,200</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>33,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>166,641</b>	<b>8,000</b>	<b>0</b>	<b>207,641</b>

**Task 8.0 TMS and Locally Funded Projects**  
**Estimated Budget detail for FY 2019/20**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
<b>A. Personnel Services</b>														
	MPO Staff Salaries	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,441</b>	<b>8,000</b>	<b>0</b>	<b>149,441</b>
<b>B. Consultant Services</b>														
	Contract Consulting Services	33,000	0	0	0	0	0	0	0	0	20,000	0	0	53,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>33,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>53,000</b>
<b>C. Travel 0</b>														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Other Direct Expenses</b>														
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	<b>5,200</b>
<b>E. Indirect Rate</b>														
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TASK BUDGET</b>		<b>33,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>166,641</b>	<b>8,000</b>	<b>0</b>	<b>207,641</b>

AGENCY PARTICIPATION BY TASK FY 2018/19 - TABLE 1

TASK	FHWA		State Soft Match*	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultants
	(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind				TMS	GIS	PM	
1.0 Administration	\$339,956	\$0	\$82,113	\$63,312	\$7,914	\$7,914	\$63,312	\$7,914	\$7,914	\$0	\$580,349	\$498,236	\$0	\$0	\$0	\$74,600
2.0 Data Collection	85,638	\$0	\$18,888	\$480	\$60	\$60	\$480	\$60	\$60	\$0	\$105,726	\$86,838	\$0	\$0	\$0	\$20,000
3.0 Transportation Improvement Program (TIP)	\$14,046	\$0	3,098	\$3,298	\$412	\$412	\$3,298	\$412	\$412	\$0	\$25,388	\$22,290	\$0	\$0	\$0	\$10,000
4.0 Long Range Transportation Plan (LRTP)	\$232,390	\$0	\$51,254	\$8,812	\$1,102	\$1,102	\$8,812	\$1,102	\$1,102	\$0	\$305,676	\$254,422	\$0	\$0	\$0	\$145,000
5.0 Regional Planning	\$5,134	\$0	1,133	\$3,344	\$418	\$418	\$3,344	\$418	\$418	\$0	\$14,627	\$13,494	\$0	\$0	\$0	\$5,000
6.0 Public Involvement	\$2,914	\$0	\$642	\$7,200	\$900	\$900	\$7,200	\$900	\$900	\$0	\$21,556	\$20,914	\$0	\$0	\$0	\$21,000
7.0 Systems Planning	\$871	\$280,000	\$192	\$23,710	\$2,964	\$2,964	\$23,710	\$2,964	\$2,964	\$48,029	\$388,368	\$388,176	\$0	\$0	\$0	\$280,000
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,278	\$33,000	\$166,641	\$8,000	\$0	\$53,000
<b>TOTAL</b>	<b>\$713,949</b>	<b>\$280,000</b>	<b>\$164,598</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$48,029</b>	<b>\$1,481,968</b>	<b>\$1,317,370</b>	<b>\$166,641</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$608,600</b>

\* Soft match is a non-cash match.

FUNDING SOURCES BY TASK FY 2018/19 - TABLE 2

TASK	FHWA		State Soft Match*	FTA Section 5305 FY 18			FTA Prior Year Carryover			CTD	Local Funds			Total Without Soft Match	Total With Soft Match
	(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind		TMS	GIS	PM		
1.0 Administration	\$339,956	\$0	\$82,113	\$63,312	\$7,914	\$7,914	\$63,312	\$7,914	\$7,914	\$0	\$0	\$0	\$0	\$498,236	\$580,349
2.0 Data Collection	\$85,638	\$0	\$5,985	\$480	\$60	\$60	\$480	\$60	\$60	\$0	\$0	\$0	\$0	\$86,638	\$92,823
3.0 Transportation Improvement Program (TIP)	\$14,046	\$0	\$3,098	\$3,298	\$412	\$412	\$3,298	\$412	\$412	\$0	\$0	\$0	\$0	\$22,290	\$25,388
4.0 Long Range Transportation Plan (LRTP)	\$232,390	\$0	\$51,254	\$8,812	\$1,102	\$1,102	\$8,812	\$1,102	\$1,102	\$0	\$0	\$0	\$0	\$254,422	\$305,676
5.0 Regional Planning	\$5,134	\$0	\$1,133	\$3,344	\$418	\$418	\$3,344	\$418	\$418	\$0	\$0	\$0	\$0	\$13,494	\$14,627
6.0 Public Involvement	\$2,914	\$0	\$642	\$7,200	\$900	\$900	\$7,200	\$900	\$900	\$0	\$0	\$0	\$0	\$20,914	\$21,556
7.0 Systems Planning	\$871	\$280,000	\$192	\$23,710	\$2,964	\$2,964	\$23,710	\$2,964	\$2,964	\$48,029	\$0	\$0	\$0	\$388,176	\$388,368
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,641	\$8,000	\$0	\$207,641	\$214,919
<b>TOTAL</b>	<b>\$713,949</b>	<b>\$280,000</b>	<b>\$151,695</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$48,029</b>	<b>\$166,641</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$1492,011</b>	<b>\$1,643,706</b>

\* Soft match is a non-cash match.

# AGENCY PARTICIPATION TABLE 1 FY 2019/20

AGENCY PARTICIPATION BY TASK FY 2019/20 - TABLE 1

TASK	FHWA		State	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultants
	(PL 112)	SL	Soft Match*	Federal	State	Local/In Kind	Federal	State	Local/In Kind				TMS	GIS	PM	
1.0 Administration	\$392,411	\$0	\$63,053	\$45,112	\$5,639	\$5,639	\$63,312	\$7,914	\$7,914	\$0	\$590,994	\$527,941	\$0	\$0	\$0	\$106,522
2.0 Data Collection	\$27,952	\$0	\$6,165	\$20,000	\$2,500	\$2,500	\$480	\$60	\$60	\$0	\$59,717	\$53,552	\$0	\$0	\$0	\$0
3.0 Transportation Improvement Program (TIP)	\$10,317	\$0	\$2,276	\$23,826	\$2,977	\$2,977	\$3,298	\$412	\$412	\$0	\$46,495	\$44,219	\$0	\$0	\$0	\$1,000
4.0 Long Range Transportation Plan (LRTP)	\$129,181	\$0	\$28,492	\$1,640	\$205	\$205	\$8,812	\$1,102	\$1,102	\$0	\$170,739	\$142,247	\$0	\$0	\$0	\$90,000
5.0 Regional Planning	\$20,588	\$0	\$4,541	\$5,000	\$625	\$625	\$3,344	\$418	\$418	\$0	\$35,559	\$31,018	\$0	\$0	\$0	\$5,000
6.0 Public Involvement	\$38,311	\$0	\$8,450	\$7,500	\$938	\$938	\$7,200	\$900	\$900	\$0	\$65,137	\$56,687	\$0	\$0	\$0	\$12,000
7.0 Systems Planning	\$23,557	\$0	\$5,196	\$8,500	\$1,063	\$1,063	\$23,710	\$2,964	\$2,964	\$48,029	\$117,046	\$111,850	\$0	\$0	\$0	\$0
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,278	\$33,000	\$166,641	\$8,000	\$0	\$53,000
<b>TOTAL</b>	<b>\$675,317</b>	<b>\$0</b>	<b>\$125,451</b>	<b>\$111,578</b>	<b>\$13,947</b>	<b>\$13,947</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$48,029</b>	<b>\$1,125,965</b>	<b>\$1,000,514</b>	<b>\$166,641</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$267,522</b>

\* Soft match is a non-cash match.

## FUNDING SOURCE TABLE 2 FY 2019/20

FUNDING SOURCES BY TASK FY 2019/20 - TABLE 2															
TASK	FHWA		State Soft Match*	FTA Section 5305 FY19			FTA Prior Year Carryover			CTD	Local Funds			Total Without Soft Match	Total With Soft Match
	(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind		TMS	GIS	PM		
1.0 Administration	\$392,411	\$0	\$63,053	\$45,112	\$5,639	\$5,639	\$63,312	\$7,914	\$7,914	\$0	\$0	\$0	\$0	\$527,941	\$590,994
2.0 Data Collection	\$27,952	\$0	\$6,165	\$20,000	\$2,500	\$2,500	\$480	\$60	\$60	\$0	\$0	\$0	\$0	\$53,552	\$59,717
3.0 Transportation Improvement Program (TIP)	\$10,317	\$0	\$2,276	\$23,826	\$2,977	\$2,977	\$3,298	\$412	\$412	\$0	\$0	\$0	\$0	\$44,219	\$46,495
4.0 Long Range Transportation Plan (LRTP)	\$129,181	\$0	\$28,492	\$1,640	\$205	\$205	\$8,812	\$1,102	\$1,102	\$0	\$0	\$0	\$0	\$142,247	\$170,739
5.0 Regional Planning	\$20,588	\$0	\$4,541	\$5,000	\$625	\$625	\$3,344	\$418	\$418	\$0	\$0	\$0	\$0	\$31,018	\$35,559
6.0 Public Involvement	\$38,311	\$0	\$8,450	\$7,500	\$938	\$938	\$7,200	\$900	\$900	\$0	\$0	\$0	\$0	\$56,687	\$65,137
7.0 Systems Planning	\$23,557	\$0	\$5,196	\$8,500	\$1,063	\$1,063	\$23,710	\$2,964	\$2,964	\$48,029	\$0	\$0	\$0	\$111,850	\$117,046
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,641	\$8,000	\$0	\$207,641	\$214,919
<b>TOTAL</b>	<b>\$675,317</b>	<b>\$0</b>	<b>\$125,451</b>	<b>\$111,578</b>	<b>\$13,947</b>	<b>\$13,947</b>	<b>\$110,156</b>	<b>\$13,770</b>	<b>\$13,770</b>	<b>\$48,029</b>	<b>\$166,641</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$1,175,155</b>	<b>\$1,300,606</b>

\* Soft match is a non-cash match.

# Appendix A

## District Planning Activities

FY 2018/2019 & FY 2019/2020

# **FDOT District Five General Planning Activities & Specific Tasks**

## **Fiscal Year 2018/2019 & Fiscal Year 2019/2020 Unified Planning Work Program**

### **GENERAL PLANNING ACTIVITIES**

The Florida Department of Transportation (FDOT) is a contributor to transportation planning and policy development in District Five. Generally, the specific recurring transportation planning activities accomplished by FDOT's District Five Planning Office can be placed in one of the following categories: Transportation Planning Activities, Data Collection Activities and Systems Planning Activities.

#### **Transportation Planning Activities:**

##### ➤ MPO/TPO Support

Provide a MPO/TPO Liaison between the Department and each MPO/TPO; Provide supporting information and documentation to support MPO/TPO planning; Review and take appropriate action on Transportation Improvement Program(TIP) and TIP Amendments; Review and take appropriate action on Unified Planning Work Program (UPWP) and UPWP Amendments; Review and take appropriate action on Long Range Transportation Plan; Review and take appropriate action on Public Involvement Plan; Prepare and conduct Federal and State Certification reviews; Assist MPOs/TPOs in attending various committee meetings and Community Awareness Planning Meetings; Assist MPOs/TPOs with Work Program System issues and reports; Assist MPOs/TPOs in State and Federal Grant Programs; and Support and assist with Transit issues and initiatives. Review and update MPO/TPO contract agreements (Interlocal Agreement for the Creation of Metropolitan Planning Organization, Intergovernmental Coordination and Review (ICAR), Transportation Planning Funds Joint Participation Agreement and the Metropolitan Planning Organization Agreement.

Assist with providing revenue forecasts to the MPOs/TPOs to develop their Long Range Transportation Plans; Provide support and assistance to assure that the MPOs/TPOs comply with the state and federal policies, procedures and federal code of regulation; comply with Title VI in the planning process (UPWP, TIP, Model Validation, etc.) and comply with other certification requirements; Provide supporting information and documentation to support MPO/TPO planning; Assist MPO/TPO with boundary and membership issues for merging and emerging MPOs/TPOs.

##### ➤ Transit Support

Provide a Transit Analyst between the Department and each MPO/TPO; Assist MPOs/TPOs with transit related issues and initiatives; Review and recommend appropriate action on TIP and TIP Amendments and UPWP and UPWP Amendments for transit projects. Assist MPOs/TPOs in attending the Transportation Disadvantaged Local Coordinating Board (TDLCB) Meetings; Provides technical assistance to the TDLCB;



Review and update MPO/TPO transit grant agreements for Section 5303 grants and transit programs; Assist MPOs/TPOs with Work Program and execution of all related system issues and reports.

➤ Intergovernmental Support and Review

Review and submit recommendations on Local Government Comprehensive Plans (LGCP) amendments, both proposed and adopted, and Evaluation and Appraisal Reports, Capital Improvement Elements (CIEs), and Capital Improvement Plan (CIPs) and TCEAs for appropriate land uses and transportation related impacts on those facilities of state concern. Assist MPOs/TPOs with feasibility studies and implementation planning.

➤ Strategic Intermodal System Plan (SIS Strategic Plan)

Process requests for designation changes; coordinate regional and local facilities with the SIS; coordinate the Department's transit initiative with the SIS; manage policy level public and partner involvement efforts related to the SIS; Assist in technical level public and partner involvement efforts related to the SIS; Assist in providing revenue forecasts.

➤ Public Involvement

Conduct Public Involvement activities related to Planning and Concept Development studies, Efficient Transportation Decision Making (ETDM), Project Development and Environmental (PD&E) studies, and Work Program Public Hearings; Provide tools for developing and reviewing projects at the Planning Screen Phase (used in the development of MPO/TPO long range transportation plans and FIHS cost-feasible plan.

➤ Bicycle/Pedestrian Support

Support and assist with bicycle, pedestrian and transit related issues and initiatives. Provide interagency coordination and technical support in the area of multimodal transportation planning and development. Review and provide feedback on local roadway and site plans for the inclusion of alternative transportation facilities. Review and provide feedback on alternative transportation planning documents and studies. Act as District Five steward for regional trail initiatives and projects. Coordinate multimodal transportation network infrastructure inventory and needs assessment for all facilities in District Five.

➤ Safety

The District Five Intermodal System Development Safety efforts will support the following: Florida's Pedestrian and Bicycle Focused Initiative, Corridor Planning Studies for MPOs/TPOs projects for Completed Streets, Multimodal Corridors, Context Sensitive Solutions and Transportation Design for Livable Communities, and Improvements to accommodate transit accessibility, pedestrians and accessibility for persons with disabilities.

➤ Transportation Systems Management and Operations (TSM&O) Program

Develop a District Five Transportation Systems Management and Operations (TSM&O) Program within a team of champions made up of MPOs/TPOs, transit agencies and District staff.

**Data Collection Activities:**

➤ Systems Inventory

Provide for the efficient transfer of road jurisdiction by the Department and local governments based on mutual agreement; functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.

➤ Mapping

Maintain and provide mapping information related to the SIS; Maintain and update functional classification maps.

**Systems Planning Activities:**

➤ Development of Regional Impact (DRI) Review

Conduct large scale development review through the DRI process or as requested by Regional Planning Councils. These reviews offer technical comments and may result in the development and coordination of transportation projects and funding partnerships, including agreements with developers. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming. In addition, provide review and comments for the review of master plans, sectors plans and sub-DRI developments for impacts to the state highway system.

➤ Systems Management

Provide assistance for determining the need for, and feasibility of, new access points (IJRs) and modifications (IMRs) to existing access points on the FIHS and other SIS facilities; Conduct Level-of-Service analysis that will determine current and future conditions of the State Highway System; Project Design Traffic and 18 KIP Equivalent Single Axle Loadings (ESALs) preparations.

➤ Modeling

The District will continue to support regional transportation modeling activities and gather information on how to make improvements through improved policies, procedures

and guidelines for transportation demand forecasting for the Florida Standard Model; Assist in validation of models and conduct planning studies requested by local governments and MPOs/TPOs.

➤ FIHS/SIS

Conduct Traffic/Travel Demand Assignment Studies; Develop traffic projections; Develop and maintain a SIS Needs Plan and SIS Cost Feasible Plan; Provide input for FIHS modifications and refinements; Develop, coordinate and distribute FIHS corridor plans.

### **FDOT DISTRICT FIVE SPECIFIC ACTIVITIES**

This section provides a listing, with a short description of some of the more prominent FDOT District Five activities and projects anticipated during Fiscal Year 2018/2019 and Fiscal Year 2019/2020.

➤ ETDM/SCE

To assist and collaborate with Space Coast TPO, Lake-Sumter MPO, Ocala/Marion County TPO, METROPLAN ORLANDO and Volusia County TPO with the Efficient Transportation Decision Making (ETDM) Process. District Five is coordinating with each of the MPOs/TPOs to determine which projects should be sent out for an ETDM review.

The District will continue assisting the MPOs/TPOs with their ETDM/SCE (Sociocultural Effects) tasks by helping to coordinate schedules, provide guidance, and assist in sending projects for Planning Screen reviews, including providing guidance with summary reports for those projects. The District will continue to run Programming Screens on projects prior to PD&E, as required by FHWA, FDOT will provide ETDM technical assistance and training to MPO/TPO staff as needed or requested.

➤ Modeling

The Department will continue to support the District Five MPOs/TPOs (Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO, METROPLAN ORLANDO, and Volusia TPO) with ongoing modeling activities applications, enhancements and technical support.

➤ FDOT District Five Tentative Five-Year Work Program Public Hearings

To develop and conduct the Department's Tentative Five Year Work Program and consider making any changes to the Program that is necessary to balance the Five Year Work Program. The Work Program Public Hearing(s) is being developed and conducted pursuant to Section 339.135(4)(C), Florida Statutes, as amended. The Public Hearing(s) will include information for Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole,

Sumter and Volusia Counties. The Public Hearing(s) will include consideration of proposed projects for the Florida’s Turnpike Enterprise. The Public Hearing(s) and Public Information Meetings are conducted annually. The Department continuously coordinates with the MPOs/TPOs in their project priority development and project selection in the Department’s Tentative Five Year Work Program. The Department will hold a Public Hearing(s) for the tentative work program in the fall of 2019 and 2020 Calendar year. The Department will continuously coordinate with the MPOs/TPOs to provide video tapings of each Public Hearing to be broadcasted on public television. The Department will continue to provide a website for the Work Program Public Hearing. The website will include a link to a webinar option for the MPOs/TPOs and citizen’s to access to join into the District’s Work Program Public Hearing. The website will continue to have information and maps on the Department’s Tentative Five Year Work Program.

➤ District Five GIS Initiative/CFGIS

District Five continues to utilize the resources of the Central Florida GIS (CFGIS) initiative. The availability of the Data Clearinghouse allows members of the general public, while providing a Users Group forum for GIS users within the Central Florida region, to facilitate data sharing and information exchange.

The Department is continuing to upkeep their GIS interactive tools up-to-date developing and available utilizing the CFGIS information portal. Some tools currently available on this portal include: TransMap, which serves transit data; the Strategic Intermodal System Implemental & Management (SISIM) tool which allows partners throughout the district to share information concerning the implementation of operational improvements for SIS facilities; etc. Additionally, District Five maintains a non-GIS specific information Traffic Data web page on this website. This would make transportation data currently begin maintained by the Department more publicly available as an interactive tool to be housed on the CFGIS server.

**FUNDING SOURCES**

		<b>FY 2018/2019</b>	<b>FY 2019/2020</b>
FDOT General Planning Activities and Specific Task	Consultant Funding	\$5,583,482.00	\$5,583,482.00
	Grant Funding	\$350,000.00	\$350,000.00
	<b>TOTAL</b>	<b>\$5,933,482.00</b>	<b>\$5,933,482.00</b>

# Appendix B

Statements & Assurances

FY 2018

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

525-010-08  
POLICY PLANNING  
02/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: \_\_\_\_\_  
Title: MPO Chairman (or designee)

4/27/18  
Date: \_\_\_\_\_


FLORIDA DEPARTMENT OF TRANSPORTATION  
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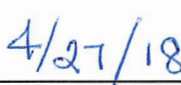
**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

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

  
Name: \_\_\_\_\_

Title: MPO Chairman (or designee)

  
Date: \_\_\_\_\_

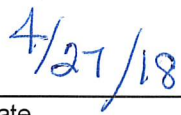
### **DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO, in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

  
\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

  
\_\_\_\_\_  
Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
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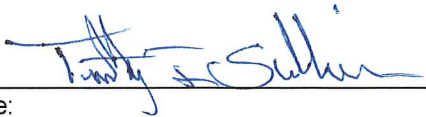
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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



Name:

Title: MPO Chairman (or designee)

4/27/18

Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**APPENDICES A and E**

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

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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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525-010-08  
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

# Appendix C

Resolution 2018-(4) Adopting the UPWP

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2018 - 4**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2019/20**

**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 2018/19 through FY 2019/20 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 2018/19 through FY 2019/20.

**DULY PASSED AND ADOPTED** this 25 day of April, 2018.

Lake~Sumter Metropolitan Planning Organization

  
\_\_\_\_\_  
Timothy I. Sullivan, Chair

Approved as to Form and Legality:

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

# Appendix D

## Glossary of Abbreviations and Acronyms

2018

Lake-Sumter



Metropolitan  
Planning Organization

# TRANSPORTATION ACRONYMS AND GLOSSARY OF ABBREVIATIONS

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225 W. GUAVA STREET, SUITE 211

LADY LAKE, FL 32159

352.315.0170

LAKE SUMTER MPO.COM

# Transportation Acronyms and Glossary of Abbreviations

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**3C**      **3C Planning Process:** *Comprehensive, coordinated and continuous transportation planning for the safe and efficient movement of people and goods consistent with the region's overall economic, social and environmental goals.*

**4P's**      **Prioritized Projects Programming Process:** *The process used for MPO projects to be included in the FDOT Work Program.*

**AA**      **Alternatives Analysis:** *An Alternatives Analysis is the evaluation of all reasonable modal and multimodal alternatives and general alignment options for identified transportation needs in a particular, broadly defined travel corridor.*

**AADT**      **Annual Average Daily Traffic:** *The total volume of traffic on a highway segment for one year, divided by the number of days in the year. Both directions of traffic volumes are reported as well as total two-way volumes.*

**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.*

**ADT**      **Average Daily Traffic:** *The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.*

**AE**      **Annual Element:** *The first fiscal year of the Transportation Improvement Plan.*

**AFV**      **Alternative Fuel Vehicle:** *A vehicle that runs on a fuel other than "traditional" petroleum fuels.*

**AICP**      **American Institute of Certified Planners:** *AICP is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice.*

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

**APA**      **American Planning Association:** *The American Planning Association brings together thousands of people – practicing planners, citizens, elected officials – committed to making great communities happen.*

**APTA**      **American Public Transportation Association:** *An organization that works to ensure that public transportation is available and accessible for all Americans.*

**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.*

**ARRA**      **American Recovery and Reinvestment Act:** *An Act making supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization, for the fiscal year ending September 30, 2009, and for other purposes.*

**ASCE**      **American Society of Civil Engineers:** *Founded in 1852, the American Society of Civil Engineers (ASCE) represents more*



than 133,000 members of the civil engineering profession worldwide, and is America's oldest national engineering society. ASCE's vision is to position engineers as global leaders building a better quality of life.

**AVO** **Average Vehicle Occupancy:** *The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.*

**AVR** **Average Vehicle Ridership:** *The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.*

**BCC** **Board of County Commissioners:** *The State constitution gives the Board of County Commissioners the power to adopt ordinances (local laws), approve the County budget and set mileages, and establish the requirements for the departments under its control. The Board governs all unincorporated areas of the county directly; municipalities may call upon the County for specialized services.*

**BMS** **Bridges Management Systems:** *Process for analyzing existing conditions and identifying future needs with respect to bridges; required for the National Highway System (NHS) as a part of ISTEA; and the extent to which the remaining public bridges are included in the process is left to the discretion of state and local officials.*

**BOA** **Board of Adjustments:** *The Board of Adjustment reviews applications submitted for a variance to the Land Development Regulations. The Board then approves or denies the applications based on staff reports and evidence submitted during the hearing, taking into consideration the applicant's and other testimony in favor or against the request.*

**BPAC** **Bicycle/Pedestrian Advisory Committee:** *Advisory Committee that examines alternatives and makes recommendations*

*to the Lake~Sumter MPO on bicycle and pedestrian issues.*

**BRP** **State Bridge Rehabilitation:** *Funds for replacement or repair of bridges on the State Primary System based on statewide priority.*

**BRRP** **State Bridge Repair and Rehabilitation:** *Funds for the repair and rehabilitation of bridges.*

**BRT** **Federal Bridge Replacement:** *Funds for bridge replacement on Federal National Highway and Surface Transportation Program systems; used for critical bridges based on a statewide priority as approved by the FHWA.*

**CAAA** **Clean Air Act Amendments of 1990:** *Amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.*

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

**CBD** **Central Business District:** *The area of a community with the most intense commercial and business development.*

**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.*

**CE** **Categorical Exclusion:** *A technical exclusion for projects that do not result in significant environmental impacts. Such projects are not required to prepare environmental reviews.*

<b>CEI</b>	<b>Construction Engineering Inspection:</b> <i>FDOT highway project phase following construction.</i>		<i>schedule for construction; specific content for the CIE is found in Rule 9J-5.016 of the Florida Administrative Code and Chapter 163.3177(3), Florida Statutes.</i>
<b>CEMO</b>	<b>Central Environmental Management Office:</b> <i>Represents FDOT in protecting and enhancing a sustainable human and natural environment while developing safe, cost effective and efficient transportation systems.</i>	<b>CLC</b>	<b>Community Liaison Coordinator:</b> <i>The FDOT district person responsible for implementing effective public involvement to identify potential sociocultural effects for transportation projects; responsible for public involvement and assessment of sociocultural effects in the non-MPO areas of the state.</i>
<b>CFMPOA</b>	<b>Central Florida MPO Alliance:</b> <i>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.</i>	<b>CMAQ</b>	<b>Congestion Mitigation and Air Quality Improvement Program:</b> <i>A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.</i>
<b>CFR</b>	<b>Code of Federal Regulations:</b> <i>The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.</i>	<b>CMS</b>	<b>Congestion Management System:</b> <i>A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance 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.</i>
<b>Chap. 339, 175 FS.</b>	<i>The state legislation pertaining to the designation, roles, and responsibilities of the MPOs</i>	<b>CMS</b>	<b>Concurrency Management System:</b> <i>A systematic process utilized by local governments to ensure that new development does not occur unless adequate infrastructure (such as public facilities) is in place to support growth; requirements for the CMS are found in Rule 9J-5.0055, Florida Administrative Code.</i>
<b>Chap. 427,</b>	<b>Rule 41-2.</b> <i>The state legislation requiring, and providing the guidelines for, the coordination of transportation services for transportation disadvantaged persons within a county or urban area.</i>	<b>CNU</b>	<b>Congress for the New Urbanism:</b> <i>CNU advocates the restructuring of public policy and development practices to support the restoration of existing urban centers and towns within coherent metropolitan regions. We stand for the reconfiguration of sprawling suburbs into communities of</i>
<b>CIGP</b>	<b>County Incentive Grant Program:</b> <i>This program provides grants to counties to improve a transportation facility which is located on the State Highway System or which relieves traffic congestion on the State Highway System.</i>		
<b>CIE</b>	<b>Capital Improvements Element:</b> <i>A required element of local comprehensive plans which evaluates the need for public facilities, their cost and funding and/or</i>		

*real neighborhoods and diverse districts, the conservation of natural environments, and the preservation of our built legacy.*

**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.*

**CTST**      **Community Traffic Safety Team:** *Partnership represented by various public and private entities that focus on reducing the number and severity of traffic crashes within their community.*

**CUTR**      **Center for Urban Transportation Research:** *A legislatively created research center, located at the University of South Florida, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Florida.*

**DCA**      **Department of Community Affairs:** *State and land planning agency responsible for a number of local and regional planning of programs, established in Chapter 163 and 380 of the Florida Statutes.*

**DEIS**      **Draft Environmental Impact Statement:** *As indicated in title this is an analysis report describing the impacts of a major transportation improvement project upon the environment, both physical (built) and natural. It is proposed in both draft and final forms, which are reviewed by the local agencies and the general public and approved by the appropriate federal agencies. (FHWA or FTA)*

**DIS**      **District Intermodal System:** *State funds code for projects on Strategic Intermodal System.*

**DOT**      **Department of Transportation:** *Agency responsible for transportation at the local, state, or federal level.*

**DRI**      **Development of Regional Impact:** *A large-scale development which is required to undergo an extra-local review process; the appropriate regional planning council coordinates the review; the appropriate local government makes the approval decision, with the Florida Department of Community Affairs (DCA) retaining appeal authority; Rule 28-24, F.A.C. identified types of development subject to DRI review.*

**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.*

**EAR**      **Evaluation and Appraisal Report:** *Periodic review and evaluation of a local government comprehensive plan; generally due every five years; requirements for contents are identified in Rule 9J-5.0053, Florida Administrative Code and Chapter 163.3191, Florida Statutes.*

**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.*

<b>EPA</b>	<b>Environmental Protection Agency:</b> <i>Protects human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. EPA is led by the Administrator, who is appointed by the President of the United States.</i>	<b>FDOT</b>	<b>Florida Department of Transportation:</b> <i>State agency responsible for transportation issues in Florida.</i>
<b>ETDM</b>	<b>Efficient Transportation Decision Making:</b> <i>Creates a linkage between land use, transportation and environmental resource planning initiatives through early, interactive agency and public involvement.</i>	<b>FEIS</b>	<b>Final Environmental Impact Statement:</b> <i>A document that evaluates the potential environmental impacts of the proposed action.</i>
<b>FAA</b>	<b>Federal Aviation Administration:</b> <i>Provides a safe and efficient aerospace system.</i>	<b>FGDL</b>	<b>Florida Geographical Data Library (FGDL):</b> <i>Housed at the GeoPlan Center at the University of Florida, contains GIS data from federal, state and local agencies.</i>
<b>FAPA</b>	<b>Florida Chapter of the APA:</b> <i>The Florida Chapter of APA provides statewide leadership in the development of sustainable communities by advocating excellence in planning, providing professional development for its members, and working to protect and enhance the natural and built environments.</i>	<b>FHPP</b>	<b>Federal High Priority Projects:</b> <i>Projects earmarked by Congress in TEA-21 as high priorities at the federal level. These amount to roughly 5% of the total transportation budget.</i>
<b>FAST Act</b>	<b>Fixing America's Surface Transportation Act:</b> <i>Provides long-term funding certainty for surface transportation infrastructure planning and investment.</i>	<b>FHWA</b>	<b>Federal Highway Administration:</b> <i>Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs.</i>
<b>FBT</b>	<b>Floridians for Better Transportation:</b> <i>Statewide business and transportation association dedicated to making transportation safer and more efficient in Florida; created in 1988 by the Florida Chamber of Commerce and the Florida Council of 100.</i>	<b>FIHS</b>	<b>Florida Intrastate Highway System (FIHS):</b> <i>A statewide network of limited and controlled access highways whose primary function is for high speed and high volume traffic movements; built and maintained by FDOT.</i>
<b>FDCA</b>	<b>Florida Department of Community Affairs:</b> <i>State agency responsible for assisting Florida communities in meeting the challenges of growth, reducing the effects of disasters and investing in community revitalization.</i>	<b>FLHSR</b>	<b>Florida High Speed Rail:</b> <i>Express rail service between Tampa and Orlando with future plans to extend service to Miami. Trains are projected to reach speeds of at least 168 mph.</i>
<b>FDEP</b>	<b>Florida Department of Environmental Protection:</b> <i>The lead agency in state government for environmental management and stewardship.</i>	<b>FLUAM</b>	<b>Future Land Use Allocation Model:</b> <i>A land use forecasting model that projects the land use parameters used in the Florida Standard Urban Transportation Models.</i>
		<b>FONSI</b>	<b>Finding of No Significant Impact:</b> <i>A statement indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental impact statement will therefore not be prepared.</i>

<b>FRA</b>	<b>Federal Railroad Administration:</b> <i>The purpose of FRA is to promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development to improve railroad safety.</i>	<b>GPS</b>	<b>Global Positioning System:</b> <i>A satellite based navigation system providing accuracy usable for side scan sonar surveys on a worldwide basis. GPS has become a universal, reliable positioning system.</i>
<b>F.S.</b>	<b>Florida Statutes:</b> <i>Documents in which Florida's laws are founds.</i>	<b>HCM</b>	<b>Highway Capacity Manual:</b> <i>A collection of state-of-the-art techniques for estimating capacity and determining level of service for many transportation facilities and modes.</i>
<b>FSUTMS</b>	<b>Florida Standard Urban Transportation Modeling Structure:</b> <i>Computer model used in Florida for transportation planning and traffic forecasting process.</i>	<b>HOT</b>	<b>High Occupancy Toll Lanes:</b> <i>Lanes that take advantage of available unused capacity in the HOV lane by allowing vehicles that do not meet the minimum occupancy requirement to pay a toll for access to the lane(s).</i>
<b>FTA</b>	<b>Federal Transit Administration:</b> <i>Federal entity responsible for transit planning and programs.</i>	<b>HOV</b>	<b>High Occupancy Vehicle Lanes:</b> <i>In Florida, vehicles carrying two (2) or more people; freeways, expressways and other large volume roads may have lanes designated for HOV use by carpoolers, vanpools, and buses.</i>
<b>FTC</b>	<b>Florida Transportation Commission:</b> <i>Provides leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and maintaining public accountability for the DOT.</i>	<b>ICE</b>	<b>Intergovernment Coordination Element:</b> <i>Required element of a local government comprehensive plan addressing coordination between adjacent local governments, and regional and state agencies; requirements for content are found in rule 9J-5.015, F.A.C. 163.3177(b)(h), F.S.</i>
<b>FTE</b>	<b>Florida's Turnpike Enterprise:</b> <i>Responsible for the operation and expansion of toll roads on the Turnpike system.</i>	<b>ISTEA</b>	<b>Intermodal Surface Transportation Efficiency Act of 1991:</b> <i>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.</i>
<b>FTP</b>	<b>Florida Transportation Plan:</b> <i>A statewide, comprehensive transportation plan, which establishes long-range goals to be accomplished over a 20-25 year time frame; developed by Florida Department of Transportation; updated on an annual basis.</i>	<b>ITE</b>	<b>Institute of Transportation Engineers:</b> <i>An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).</i>
<b>FY</b>	<b>Fiscal Year:</b> <i>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.</i>		
<b>GIS</b>	<b>Geographic Information Systems:</b> <i>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.</i>		

<b>ITS</b>	<b>Intelligent Transportation System:</b> <i>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 information kiosks".</i>	<b>LU</b>	<b>Land Use:</b> <i>Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.</i>
<b>JPA</b>	<b>Joint Participation Agreement:</b> <i>Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.</i>	<b>MAP-21</b>	<b>Moving Ahead for Progress in the 21<sup>st</sup> Century Act</b> – <i>Signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.</i>
<b>LAP</b>	<b>Local Agency Program:</b> <i>Contracts between FDOT and other governmental agencies to develop, design, acquire right-of-way, and construct transportation facilities and to reimburse these governmental agencies for services provided to the traveling public.</i>	<b>MG</b>	<b>Minimum Guarantee:</b> <i>A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.</i>
<b>LGCP</b>	<b>Local Government Comprehensive Plan:</b> <i>As required by Chapter 163, Florida Statutes, requires local governments to develop local comprehensive plans; also contains capital improvements, consistency and concurrency requirements, and provides for Rule Chapter 9J-5, F.A.C.</i>	<b>MMTD</b>	<b>Multimodal Transportation District:</b> <i>Jointly administered by FDOT and DCA, this planning framework was established by statute based on recommendations by the Transportation and Land Use Study Committee (1999), which sought to reconcile transportation programs and land use practices. Its goal is to expand the use of multiple modes by coordinating transportation improvements (such as improved transit service and pedestrian facilities) and land use measures that enable multimodal transportation to succeed.</i>
<b>LOS</b>	<b>Level of Service:</b> <i>A qualitative assessment of a road's operating condition, generally described using a scale of "A" (little congestion) to "E/F" (severe congestion).</i>	<b>MOA</b>	<b>Memorandum of Agreement:</b> <i>A document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.</i>
<b>LRT</b>	<b>Light Rail Transit:</b> <i>An electric rail system which has single cars or short trains, and passenger's board at track or car floor level.</i>	<b>MOU</b>	<b>Memorandum of Understanding:</b> <i>A document describing a bilateral or multi-lateral agreement between two or more part. It expresses a convergence of will between the parties, indicating an intended common line of action.</i>
<b>L RTP</b>	<b>Long Range Transportation Plan:</b> <i>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.</i>	<b>MPO</b>	<b>Metropolitan Planning Organization:</b> <i>The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.</i>

<b>MPOAC</b>	<b>Metropolitan Planning Organization Advisory Council:</b> <i>A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.</i>		<i>state agencies and the public must identify means to mitigate the harm.</i>
<b>MSTU</b>	<b>Municipal Services Tax Unit:</b> <i>A Taxing District authorized by State Constitution, Article VII and Florida Statute 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. A MSTU may levy ad valorem taxes to provide funds for the improvements.</i>	<b>OPM</b>	<b>Operating Procedure Manual:</b> <i>A standard operating procedure manual is a written document that lists the instructions, step-by-step, on how to complete a job task or how to handle a specific when it arises in the workplace.</i>
<b>NAAQS</b>	<b>National Ambient Air Quality Standards (NAAQS):</b> <i>Establishes maximum concentrations for criteria air pollutants in specified geographical areas. These pollutants include carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO<sub>2</sub>), particulate matter (PM-10), ozone (O<sub>3</sub>), and sulfur dioxide (SO<sub>2</sub>). To prevent established concentrations from being exceeded, State and local governments may require air pollution controls on existing, new, and modified industrial facilities; tighter standards on emissions from motor vehicles; and the use of alternative fuels.</i>	<b>PD&amp;E</b>	<b>Project Development and Environment Study (PD&amp;E):</b> <i>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.</i>
<b>NEPA</b>	<b>National Environmental Policy Act of 1969:</b> <i>An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.</i>	<b>PE</b>	<b>Preliminary Engineering (design):</b> <i>Highway project phase.</i>
<b>NHS</b>	<b>National Highway System:</b> <i>Specific major roads to be designated by September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.</i>	<b>PEA</b>	<b>Planning Emphasis Area:</b> <i>Planning for the appropriate use of land within communities.</i>
<b>NHPA</b>	<b>National Historic Preservation Act (NHPA):</b> <i>Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and</i>	<b>PHF</b>	<b>Peak Hour Factor:</b> <i>Traffic engineers focus on the peak-hour traffic volume in evaluating capacity and other parameters because it represents the most critical time period. The analysis of level of service is based on peak rates of flow occurring within the peak hour because substantial short-term fluctuations typically occur during an hour. Common practice is to use a peak 15-minute rate of flow. Flow rates are usually expressed in vehicles per hour, not vehicles per 15 minutes.</i>
		<b>PIO</b>	<b>Public Information Officer:</b> <i>The individual in an agency or district responsible for disseminating information and responding to inquiries from the media.</i>
		<b>PI</b>	<b>Public Involvement:</b> <i>The process by which public concerns, needs, and values are solicited and incorporated into decision-making.</i>

<b>PL</b>	<b>Planning Funds:</b> <i>Federal Highway Administration planning funds, also called Section 112 funds.</i>	<b>RFP</b>	<b>Request for Proposals:</b> <i>A document advertising opportunities to submit bids for a particular purchase or service contract.</i>
<b>PIP</b>	<b>Public Involvement Plan (PIP):</b> <i>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.</i>	<b>ROW</b>	<b>Right-of-Way:</b> <i>Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.</i>
<b>PMS</b>	<b>Pavement Management System:</b> <i>A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective payment construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; this criteria is found in 23 CFR 500.021-209.</i>	<b>RPC</b>	<b>Regional Planning Council:</b> <i>A multi-purpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope; currently there are 11 regional planning councils in Florida. In some area of Florida the Regional Planning Council is under contract to provide staff services to MPOs.</i>
<b>PTMS</b>	<b>Public Transportation Facilities and Equipment Management System:</b> <i>A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the 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.</i>	<b>SAFETEA</b>	<b>Safe, Accountable, Flexible, Efficient Transportation Equity Act.</b>
<b>PUD</b>	<b>Planned Unit Development:</b> <i>A zoning category that allows innovation in development by the suspension of standard zoning to be replaced by negotiated agreements. A PUD requires a comprehensive development plan for the entire area, usually including residences, roads, schools, recreational facilities and service areas, plus commercial, office and industrial areas.</i>	<b>LU:</b>	<b>Legacy for Users:</b> <i>Reauthorization of the Federal Transportation Bill authorizing the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period, 2005-2009.</i>
		<b>SCE</b>	<b>Sociocultural Effects:</b> <i>The effects a transportation action has on social, economic, aesthetic and livability, relocation and displacement, civil rights and land use issues.</i>
		<b>SCOP</b>	<b>Small County Outreach Program:</b> <i>Assists small county governments (population of 150,000 or less) in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads.</i>
		<b>SIB</b>	<b>State Infrastructure Bank:</b> <i>Method of financing large capital projects by taking advantage of borrowing against future state revenues.</i>
		<b>SIS</b>	<b>Strategic Intermodal System:</b> <i>A transportation system comprised of facilities and</i>



services for statewide and interregional significance, including appropriate components of all modes.

infill, urban redevelopment, and/or downtown revitalization.

**SOV** **Single Occupant Vehicle:** Privately-operated vehicle whose only occupant is the driver.

**TD** **Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

**SOP** **Standard Operating Procedures:** A document consisting of step-by-step information on how to execute a task.

**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.

**SRPP** **Strategic Regional Policy Plan:** A plan, developed by each regional planning council (RPC), which contains goals and policies addressing affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation issues; must be consistent with the state comprehensive plan.

**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.

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

**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.

**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 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.

**TCEA** **Transportation Concurrency Exception Area:** Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques may be prescribed. Usually implemented in support of urban infill, urban redevelopment, and/or downtown revitalization.

**TE** **Transportation Enhancements:** Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation and/or operation of historic transportation structures, railway corridor preservation, con-

**TCMA** **Transportation Concurrency Management Area:** Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques may be prescribed. Usually implemented in support of urban

*trol/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.*

*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).*

<b>TEA-21</b>	<b>Transportation Equity Act for the 21<sup>st</sup> Century:</b> Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority-setting process, TEA-21 emphasizes simplicity, fairness, and higher funding levels for transportation.	<b>TMA</b>	<b>Transportation Management Association:</b> 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).
<b>TIGER</b>	<b>Transportation Investment Generating Economic Recovery:</b> Funding for supplemental discretionary grants for capital investments in surface transportation infrastructure under the American Recovery and Reinvestment Act.	<b>TMA</b>	<b>Transportation Management Area:</b> A federal term for an urban area of over 200,000 population.
<b>TIP</b>	<b>Transportation Improvement Program:</b> 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.	<b>TMS</b>	<b>Transportation Management System:</b> 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.
<b>Title 23</b>	<b>CFR - Federal regulations pertaining to statewide and metropolitan transportation Part 450 planning:</b> (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	<b>TMS</b>	<b>Transportation Management System:</b> The LSMPO TMS includes traffic counts, tracking of approved developments and crash data resulting in a comprehensive database.
		<b>TOP</b>	<b>Transit Operations Plan:</b> An operational and cost feasibility analysis performed prior to implementation of transit services.
		<b>TPO</b>	<b>Transportation Planning Organization:</b> A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.
		<b>TRB</b>	<b>Transportation Research Board:</b> A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.
		<b>TRIP</b>	<b>Transportation Regional Incentive Program:</b> TRIP was created to improve

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.

**TSCP**      **Transportation and Community and Systems Preservation Pilot Program:** A federal discretionary grant program created in TEA-21 that is designed to provide funding for revitalizing and rehabilitating transportation corridors.

**TSM**      **Transportation Systems Management:** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

**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.

**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.

**VHT**      **Vehicle Hours Traveled:** On highways, a measurement of the total hours traveled in a given area for a specified time period. It is calculated 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.

**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.

- 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.*
- WRPC**      **Withlacoochee Regional Planning Council:** *Provides regional planning services for Citrus, Hernando, Levy, Marion, and Sumter Counties.*
- XU**      **Urban Attributable Funds:** *Urban Attributable funds are Federal funds allocated to MPOs that have an urban area with a population over 200,000. MPOs that receive XU funds maintain full authority over the programming and distribution of XU funds.*

# Appendix E

## Federal Transit Administration Application, Certifications and Assurances

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="Not Applicable"/>	
5a. Federal Entity Identifier: <input type="text" value="Not Applicable"/>	5b. Federal Award Identifier: <input type="text" value="FL-80-0009"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Lake County BCC dba Lake~Sumter MPO"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59 6000695"/>	* c. Organizational DUNS: <input type="text" value="0792141360000"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="PO Box 7800"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Tavares"/>	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: <input type="text" value="FL: Florida"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="32778"/>	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Terry 'T.J.'"/>	
Middle Name: <input type="text" value="J."/>	<input type="text"/>	
* Last Name: <input type="text" value="Fish"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Executive Director"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="(352) 315-0170"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="TJFish@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 5305(d)

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

FL-80-0009

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Section 5305(d) grant to support planning with MPO's FY 17/18 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="110,156.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="13,770.00"/>
* d. Local	<input type="text" value="13,770.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="137,696.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

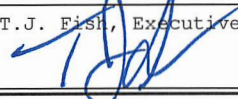
**Authorized Representative:**

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

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:   


\* Date Signed:



**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

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

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

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

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

**OR**

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

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

**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

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

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

**AFFIRMATION OF APPLICANT**

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

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

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

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

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

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

Signature  Date: 2-26-18

Name Michael Woods, Interim Executive Director  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Lake Sumter 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: 2/26/18

Name Melanie Marsh  
Attorney for Applicant

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

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

FY 2018/19 Lake~Sumter Metropolitan Planning Organization

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration	99140
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	5507
44.23.02	Long Range Transportation Planning	5507
44.24.00	Short Range Transportation Planning	2061
44.25.00	Transportation Improvement Program	2061
44.26.12	Coordination of Non-Emergency Human Services Transportation	1928
44.26.13	Participation of Transit Operators in Metropolitan Planning	1928
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	1928
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	1928
44.26.16	Incorporating Safety & Security in Transportation Planning	1928
44.27.00	Other Activities	13780

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel	79863
44.30.02	Fringe Benefits ( _%)	30293
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	27540
44.30.07	Other	
44.30.08	Indirect Charges ( _%)	

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**FUND ALLOCATIONS**

44.40.01	MPO Activities	110156
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	27540

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**Federal Share (80%)** \$ 110,156.80

**Local Share (20%)** \$ 27,540.00

**ACCOUNTING**

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	137696

**GMS Planning Line Item Codes**

(FTA FUNDS ONLY)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration		79312
44.22.00	General Development and Comprehensive Planning		
44.23.00	Long Range Transportation Planning: System Level		4400
44.23.02	Long Range Transportation Planning		4400
44.24.00	Short Range Transportation Planning		1659
44.25.00	Transportation Improvement Program		1659
44.26.12	Coordination of Non-Emergency Human Services Transportation		1543
44.26.13	Participation of Transit Operators in Metropolitan Planning		1543
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		1543
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		1543
44.26.16	Incorporating Safety & Security in Transportation Planning		1543
44.27.00	Other Activities		11011

**TOTAL NET PROJECT COSTS \$ 110,156.00**

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel		79863
44.30.02	Fringe Benefits	( )%	30293
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other		
44.30.08	Indirect Charges	( )%	

**TOTAL NET PROJECT COSTS \$ 110,156.00**

**FUND ALLOCATIONS**

44.40.01	MPO Activities		110156
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

**TOTAL NET PROJECT COSTS \$ 110,156.00**

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

FY 2019/20 Lake~Sumter Metropolitan Planning Organization

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration	99140
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	5507
44.23.02	Long Range Transportation Planning	5507
44.24.00	Short Range Transportation Planning	2061
44.25.00	Transportation Improvement Program	2061
44.26.12	Coordination of Non-Emergency Human Services Transportation	1928
44.26.13	Participation of Transit Operators in Metropolitan Planning	1928
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	1928
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	1928
44.26.16	Incorporating Safety & Security in Transportation Planning	1928
44.27.00	Other Activities	13780

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel	79863
44.30.02	Fringe Benefits ( _%)	30293
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	27540
44.30.07	Other	
44.30.08	Indirect Charges ( _%)	

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**FUND ALLOCATIONS**

44.40.01	MPO Activities	110156
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	27540

**TOTAL NET PROJECT COSTS** \$ 137,696.00

**Federal Share (80%)** \$ 110,156.80

**Local Share (20%)** \$ 27,540.00

**ACCOUNTING**

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	137696

**GMS Planning Line Item Codes**

(FTA FUNDS ONLY)

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration		79312
44.22.00	General Development and Comprehensive Planning		
44.23.00	Long Range Transportation Planning: System Level		4400
44.23.02	Long Range Transportation Planning		4400
44.24.00	Short Range Transportation Planning		1659
44.25.00	Transportation Improvement Program		1659
44.26.12	Coordination of Non-Emergency Human Services Transportation		1543
44.26.13	Participation of Transit Operators in Metropolitan Planning		1543
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		1543
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44.26.16	Incorporating Safety & Security in Transportation Planning		1543
44.27.00	Other Activities		11011

**TOTAL NET PROJECT COSTS \$ 110,156.00**

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel		79863
44.30.02	Fringe Benefits	(__%)	30293
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other		
44.30.08	Indirect Charges	(__%)	

**TOTAL NET PROJECT COSTS \$ 110,156.00**

**FUND ALLOCATIONS**

44.40.01	MPO Activities		110156
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

**TOTAL NET PROJECT COSTS \$ 110,156.00**

# Appendix F

## Agency Comments



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

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

Planning Comments

Document Name: UPWP Draft

MPO: Lake-Sumter

Date of Document: March

Date Received: 2/26/2018

Date Reviewed:  
4/2/2018

District:  
5

Reviewed by: Teresa Parker and Elizabeth Parris Orr

**COMMENTS:** *Lake-Sumter MPO Response are in red.*

**April 4, 2018.**

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
11	General	UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting?
	<i>MPO Response</i>	<i>The Lake-Sumter MPO FY 2018/19-2019/20 UPWP is on the agenda for final approval at the April 25, 2018 MPO Governing Board meeting. The Board will take final public comments and close the required public comment period.</i>
12	Critical	Add the 10 Federal Planning factors 23 CFR 450.306 (b)
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the document.</i>
	General	Is the MPO Planning to include a Matrix that identifies how each UPWP task relates to the Federal Planning Factors
	<i>MPO Response</i>	<i>The Federal Planning Factors Matrix has been added on page 16 of the document.</i>
20	General	Bottom page states Lake-Sumter MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the plan in April 2018?
	<i>MPO Response</i>	<i>The MPO Title VI Plan Update is scheduled for adoption at the MPO Governing Board meeting scheduled for April 25, 2018 at 2:00pm. The Board will take final public comments and close the Public Comment period prior to the vote for adoption.</i>
26	Critical	Can you please detail what is covered in the Accounting/Financial Analysis Services?
	<i>MPO Response</i>	<i>The contracted firm provides financial analysis and grant compliance services for the MPO including audit of monthly PL invoices, audit of 5305d invoices, monthly financial reporting to the Governing Board and development of financial administration tools to aid in internal grant compliance functions.</i>
26	Critical	Can you please detail what are Lake County Document Services and how is this different from Support Services by Lake County?
	<i>MPO Response</i>	<i>Lake County Document Services provides reprographic services for the MPO including, coping, printing and some toner supplies. The Lake County Staff Services agreement includes, Financial services, (including the use of pooled cash), Procurement services, Legal services, Human Resource services and Information Technology services.</i>
	General	Is staff planning to include the comments received by various agencies in the appendix of this plan?
	<i>MPO Response</i>	<i>The MPO comments will be handled outside of the UPWP as appropriate. For example, lease details and supporting documentation aren't required to be in the UPWP; responses/supporting information will be provided directly to the person commenting/asking the question. The Federal Planning Factors comments from FHWA and FTA will be addressed in the final version of the UPWP. Agency comments and MPO responses will be included in the UPWP agenda packet prior for public and Governing Board review prior to approval.</i>



	General	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval.
	<i>MPO Response</i>	<i>The MPO always requests prior approval for purchases exceeding \$5000 and will continue this practice moving forward.</i>
26-27	Critical	Office Lease 1 <sup>st</sup> year \$48,000 but the 2 <sup>nd</sup> year is \$30,000 please explain
	<i>MPO Response</i>	<i>The office lease for the first year (\$48,000) includes a monthly fee of \$1500 per month to cover the build out expenses to create the MPO office space from a previously unfinished space on the second floor of the Lady Lake Library. The second year lease of \$30,000 does not include this monthly fee.</i>
	General	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.
	<i>MPO Response</i>	<i>All MPO Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements will be signed and dated, and included in the final copy of the UPWP document</i>
	General	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 TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
	<i>MPO Response</i>	<i>All Tasks involving consultant participation are in the UPWP, project scopes are detailed in the Planning Activities narrative of the UPWP, project costs and completion dates are detailed in the Task pages and Task Financial pages.</i>
	General	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
	<i>MPO Response</i>	<i>The Updates Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are correct and on the draft and final versions of the UPWP</i>
	FTA Comments	Federal Planning Factors should be included in UPWP.
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the UPWP document. The Federal Planning Factors Matrix has been added on page 16 of the UPWP document.</i>
	FTA Comments	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and

		<p>programmed in the UPWP. <i>(FTA Circular 9030.1E, p. IV-1)</i></p> <p><b>NOTE:</b> If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.</p>
	<i>MPO Response</i>	<i>All planning activities programmed using FTA program funds are listed in the UPWP.</i>

March 28, 2018

Michael Woods  
Lake-Sumter MPO  
225 West Guava Street  
Lady Lake, Florida

**RE: Draft comments on the Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization**

*MPO Comments are in RED*

Dear Mr. Woods:

The reason for this letter is to provide comments from the review of the Lake-Sumter Metropolitan Planning Organization's (MPO) Draft Unified Planning Work Program (UPWP) for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. Please note below the comments made by the Florida Department of Transportation, Office of Policy Planning, District Five Planning Office, and Modal Development Office.

In order to meet the schedule contained in the FDOT MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2018/2019 Planning Funds, beginning on July 1, 2018, the MPO needs to revise and adopt the Final UPWP and submit it to my office, Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies no later than May 15, 2018.

As always, I would like to extend my appreciation to the Lake-Sumter MPO for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or provide guidance to help with the development of the UPWP, please do not hesitate to contact me.

**Comments of Draft UPWP:**

1. Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP. This form is available at the following link:  
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788>  
*MPO Response: The revised Cost Analysis Certification is included in the final version of the UPWP.*

2. An interactive table of contents, or section index would be very helpful to navigate the UPWP.

*MPO Response: MPO staff has made the required edits to make the Table of contents interactive in the final version of the UPWP.*

Sincerely,

Kayleen Hamilton  
FDOT MPO Liaison

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# Appendix G

## FDOT MPO Joint Certification Package



Lake-Sumter MPO



Joint Certification – 2018

March 1, 2018

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## 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 a justification for each answer is to be inserted. The justification given must be in adequate detail to explain the question. Determining “adequate detail” is at the discretion of the MPO Liaison conducting the Certification. **Please add a justification for every answer where a box exists.**

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.

**Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.**

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.

**If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.**

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Section 12: 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.

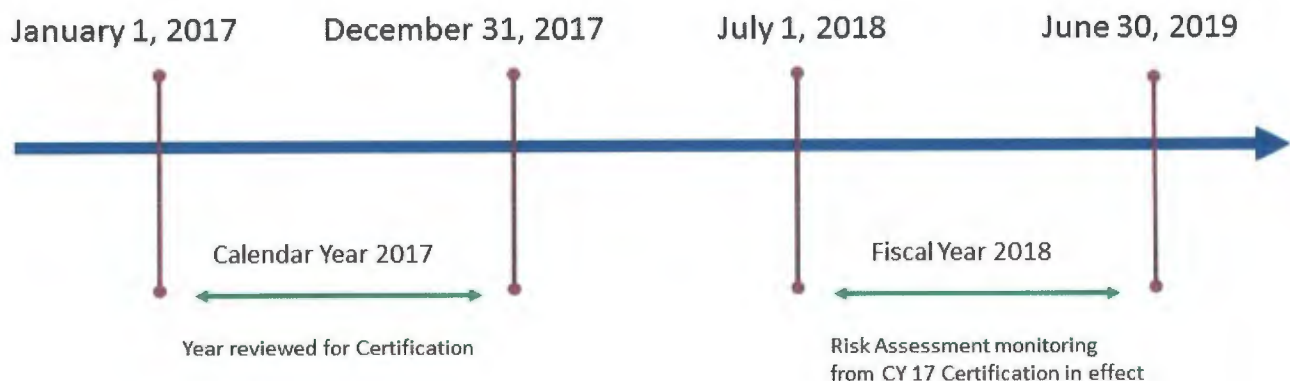
**Please use the electronic form fields to fill out the Statements and Assurances document, and then print it. Once all of the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed Certification in Section 12: Attachments.**

## Risk Assessment Process

Section 5: Finances and Invoicing is intended to satisfy the Risk Assessment requirements described in [2 CFR §200.331](#). These questions will be quantified using a point scale to assign a level of risk for each MPO, which will be updated annually during the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

### Risk Assessment: Certification Year vs. Monitoring



## 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.

[\[23 C.F.R. 450.314 \(a\) and \(e\)\]](#)

**Please Check:** Yes  No

The MPO Agreement was adopted on April 27, 2016, most recently amended on October 24, 2017, and will need to be readopted by June 30, 2018. 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 JPA was adopted on October 25, 2016, and will need to be renewed in 2021. The Long Range Transportation Plan was adopted on December 9, 2015, and will be readopted in 2020.

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

[\[23 C.F.R. 450.314\(e\)\]](#)

**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 eight times in 2017. The MPO also coordinates with neighboring MPOs such as MetroPlan Orlando and Ocala/Marion County TPO on locally and regionally significant projects.

3. Does the MPO planning process provide for consideration of the 10 Planning Factors?

[\[23 U.S.C. 134\(h\); 23 C.F.R. 450.306\(a\)\]](#)

**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. The UPWP is online at <http://www.lakesumtermpo.com/documents/upwp.aspx>

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

[\[23 C.F.R. 450.300 \(a\)\]](#)

**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 nontransportation 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. Does the MPO have an up-to-date congestion management process?

[\[339.175 \(6\)\(c\)\(1\) F.S.\]](#)

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

The Congestion Management Process (CMP) in the Lake~Sumter MPO Planning Area was achieved in coordination with FDOT and a Development Team comprised of local government and agency staff members. To date, the analysis of the Lake~Sumter Roadway network is based solely on the roadways volume to capacity ratio (v/c). The MPO monitors the roadway network v/c ratio annually. The 2045 LRTP will further enhance the analysis of roadways by evaluating other mobility based measures to assess the roadway's congestion level.

6. Does the MPO have a documented Public Participation Plan that defines a process in sufficient detail for members of the public to have reasonable opportunity to participate in the planning process?

[\[23 C.F.R. 450.316 \(a\)\]](#)

Please Check: Yes  No

The MPO's Public Involvement Plan (PIP) was adopted in April 2012 and amended in January 2015. Opportunities for participation are addressed on page 28. The MPO is currently updating the PIP. The PIP is available online at [http://www.lakesumtermo.com/documents/index.aspx#doc\\_pip](http://www.lakesumtermo.com/documents/index.aspx#doc_pip)

7. Has the MPO recently reviewed its Public Participation Plan? If so, when?

[\[23 C.F.R. 450.316 \(a\)\(1\)\(x\)\]](#)

Please Check: Yes  No

The PIP is currently under review. The Public Hearing for the PIP, Title VI, and LEP Plans will open at the February 28, 2018, MPO Governing Board meeting and close at the April 25, 2018 MPO Governing Board meeting.

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

[\[23 C.F.R. 450.316\(a\)\(3\)\]](#)

Please Check: Yes  No

The MPO is responsible for actively involving all affected parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions. The Public Involvement Plan is a guiding document to the MPO's public outreach. The document provides a framework for general public involvement. December 10, 2014, the MPO Governing Board supported the recommendations for a draft update to the current Public Involvement Plan. The board also opened a 45-day public comment period on the draft document. The Public hearing for the Public Involvement Plan was closed on January 28, 2015. The most substantive changes involve: (1) the differentiation between an amendment (substantive) and a revision (minor) and (2) a requirement for all major documents to be subject to a 21-day public comment period (PIP is still 45 days) that begins when agenda items are posted seven days prior to the committee meetings. Therefore a minimum of seven days of public notice is provided for committee meetings and 21 days of opportunity for public review will be provided for all documents coming before the Governing Board.

9. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

[\[2 C.F.R. 200.320\]](#)

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.

10. 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.

[\[2 C.F.R. 200.318 \(i\)\]](#)

**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.

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

[\[2 C.F.R. 200.318 \(e\)\]](#)

**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 2016 and will expire in 2018. The 2018 Staff Services agreement will be on the April 25, 2018 MPO Governing Board agenda for approval.

12. Does the MPO have methods 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?

[\[2 C.F.R. 200.318 \(b\)\]](#)

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 subconsultants per the selected Firm's Letter of Interest;
- Closing-out contracts or purchase orders; and
- Retaining supporting programmatic and contract records

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

1. When developing the LRTP, did the MPO provide the required individuals and entities a reasonable opportunity to comment on the proposed plan and program?

[\[23 C.F.R. 450.316 \(a\)\]](#)

**Please Check:** Yes  No

The LRTP was adopted on December 9, 2015 (page 12). The public review period for the LRTP was opened at the October 28, 2015 MPO Governing Board meeting and closed at the December 9, 2015, MPO Governing Board meeting. The document was made available online and hard copy as requested.

2. Is the LRTP published or otherwise readily available for public review?

[\[23 C.F.R. 450.324 \(k\), 23 C.F.R 450.326 \(b\)\]](#)

**Please Check:** Yes  No

The LRTP is available on the MPO website at <http://www.lakesumtermpo.com/documents/lrtp.aspx>

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

**Please Check:** Yes  No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to this certification report



## 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 attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report

## 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 attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to this certification report

## Section 5: Finances and Invoicing

1. Are Federal-aid funds 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 the Division Administrator of FHWA?

**Please Check:** Yes  No (+1)

The MPO had an incident in which purchases were made beyond the UPWP approved budget, incorrect timesheet documentation, and insufficient backup documentation. 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.

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

Quarterly from January through June 2017 and monthly beginning in July 2017

3. Timeliness of Invoicing

Has the MPO submitted invoices to the District for reimbursement more than 90 days after the end of the invoicing period?

**Please Check:** Yes (+1 for each late invoice)  No

The quarterly invoice for July-September 2016 and the quarterly invoice for October-December 2016 were not submitted until March 2017 and June 2017 respectively.

4. Since the last Joint Certification, have any incurred costs by the MPO been deemed unallowable, not necessary or not reasonable by the District based on invoice or supporting documentation review?

**Please Check:** Yes  No

The MPO has had some costs deemed unallowable prior to invoice processing due to lack of proper documentation.

5. If the answer to question 4 was **yes**, how many incurred costs since the last Joint Certification have been deemed unallowable, not necessary or not reasonable?

**+1 for each incurred cost deemed unallowable, not necessary or not reasonable**

Job advertisement - lack of proper documentation

6. Has the MPO/TPO shown mismanagement of the UPWP budget, the PL fund balance, or incurred expenses, resulting in emergency payments outside of the contract, or other situations of financial concern?

**Please Check: Yes (+1)  No**

Due to findings in a CY 2016 audit showing that the MPO was not in compliance with PL funding, the Department for CY 2017 has been meeting quarterly with the MPO to ensure proper management of federal funding.

7. Does the MPO's financial management system comply with the requirements set forth in [2 C.F.R. §200.302](#)?

**Please Check: Yes  No (+1)**

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 200.328
3. 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.

- 8. Are 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?

Please Check: Yes  No (+1)

The MPO maintains appropriate records to provide to FDOT upon request.

- 9. Is supporting documentation submitted by the MPO to FDOT in detail sufficient for proper pre-audit and post-audit monitoring?

Please Check: Yes  No (+1)

The MPO has had instances of inaccurate and insufficient documentation of expenditures.

- 10. 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?

Please Check: Yes  No (+1)

The Consultant Contract contains an article that 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.

Risk Assessment Point Total: 5

Level of Risk: Elevated

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

## Section 6: Title VI and ADA

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination?

[\[23 C.F.R. 200.9 \(a\)\(1\)\]](#)

**Please Check:** Yes  No

The signed Title VI policy statement is included in the MPO's Title VI Program, which is posted on its website at [http://www.lakesumtermpo.com/about/title\\_vi\\_dbe.aspx](http://www.lakesumtermpo.com/about/title_vi_dbe.aspx)

2. Does the MPO take action to correct any deficiencies found by FDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance?

[\[23 C.F.R. 200.9 \(a\)\(3\)\]](#)

**Please Check:** Yes  No

Page 17 of the MPO's Title VI Nondiscrimination Plan states that: If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed (90) calendar days.

3. Does the MPO have a staff person assigned to handle Title VI and ADA-related issues?

[\[23 C.F.R. 200.9 \(b\)\(1\); 49 C.F.R. 27.13\]](#)

**Please Check:** Yes  No

Mike Woods is the designated Title VI Specialist and ADA contact  
[http://www.lakesumtermpo.com/about/title\\_vi\\_dbe.aspx](http://www.lakesumtermpo.com/about/title_vi_dbe.aspx)

4. 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?

[\[23 C.F.R. 200.9 \(b\)\(3\)\]](#)

**Please Check:** Yes  No

The MPO's Title VI Program was adopted in 2007 and documents the responsibilities and procedure for addressing discrimination complaints in a timely manner. Processing of complaints is addressed in Addendum II (page 13-14). The program can be found on the MPO's website at [http://www.lakesumtermpo.com/about/title\\_vi\\_dbe.aspx](http://www.lakesumtermpo.com/about/title_vi_dbe.aspx)

The MPO is currently updating the Title VI Plan, the MPO Governing Board opened the Public review period at their February 28, 2018, meeting.

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the MPO's programs and activities?

[23 C.F.R. 200.9 (b)(4)]

Please Check: Yes  No

A review of the 2015 U.S. Census data, specifically the American Community Survey results, for the Lake~Sumter 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 starting on page 10 through page 16.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI?

[23 C.F.R. 200.9 (b)(6)]

Please Check: Yes  No

The Lake~Sumter Metropolitan Planning Organization annually updates and coordinates the MPO's future transportation improvement plans and programs. A comprehensive transportation planning process is used which incorporates input from the public in coordination with the various jurisdictions affected. Planning includes the monitoring and collection of data. Title VI responsibilities include but are not limited to:

1. Ensure that all aspects of the planning process operation comply with Title VI of the Civil Rights Act of 1964;
2. Ensure that various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic/gender related organizations and participating in roundtable meetings in predominantly minority communities;
3. Assist the Title VI Specialist in gathering and organizing the Planning section of the Annual Title VI Update Report;
4. Review the department's work program and other directives to ensure compliance with Title VI and other nondiscrimination program requirements; and
5. Attend public meetings to verify the level of participation of Title VI protected group members when offered in predominantly ethnic minority communities.

7. 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 year?

Please Check: Yes  No

Nothing in the past year July 2016 through June 2017. The MPO has participated in Title VI training prior to July 2016. The MPO has implemented staff and committee member annual Title VI training. MPO staff will participate in future Title VI training offered by FDOT and FHWA.



8. Does the MPO have a signed [Nondiscrimination Agreement](#), including Title VI Assurances, with the State?

Please Check: Yes  No

The MPO signs the Title VI/Nondiscrimination Assurance annually, and it is appended into the UPWP (page 91). The last assurance was signed on April 26, 2017.

9. 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

The consultant contract contains an article that states:

During the term of this agreement Consultant assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that Consultant does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against consultant employees or applicants for employment. Consultant understands and agrees that this agreement is conditioned upon the veracity of the state of assurance.

The consultant contract also contains an article that states: Consultant shall at all times comply with all Federal, State and local laws, rules and regulations.

10. Does the MPO hold its meetings in locations that are ADA accessible?

[\[49 C.F.R. 27.7 \(5\)\]](#)

Please Check: Yes  No

The MPO holds its meetings at its offices in the Lake County Public Library building in Lady Lake, and the facility - including access to the second floor where the MPO is located - is ADA accessible.

11. Does the MPO take appropriate steps to ensure its communications are available to persons with impaired vision and hearing?

[\[49 C.F.R. 27.7 \(6\)\(c\)\]](#)

Please Check: Yes  No

The MPO's Public Involvement Plan states that "reasonable attempt will be made to notify organizations representing minority and disabled people" regarding public meetings and that such "will be held at locations accessible to and at times convenient to minority and disabled residents." In addition, special arrangements to accommodate persons with disabilities, LEP persons, and low income persons will be made. The MPO also maintains information online at its website, which provides accessibility options to users.

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

[\[49 C.F.R. 27.121\]](#)

**Please Check:** Yes  No

Page 20 of the MPO's Title VI Plan - Lake~Sumter MPO Title VI Complaint Procedure outlines the Title VI complaint procedures and documentation requirements for the MPO.

## Section 7: Disadvantaged Business Enterprises

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

Please Check: Yes  No

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. The DBE Plan can be viewed at this link:  
[http://www.lakesumtermpo.com/about/title\\_vi\\_dbe.aspx](http://www.lakesumtermpo.com/about/title_vi_dbe.aspx)

2. Does the MPO track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?

Please Check: Yes  No

The Lake~Sumter MPO shall keep and maintain such records as are necessary to determine the MPO's compliance with its DBE Affirmative Action Plan. The Lake~Sumter MPO will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Lake~Sumter MPO, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all Lake~Sumter MPO projects;
4. The Lake~Sumter MPO shall comply with Florida Department of Transportation's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.

The Lake~Sumter MPO will utilize 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 report actual payments to DBEs through the Equal Opportunity Compliance (EOC) system?

Please Check: Yes  No

The MPO reports semi-annually the actual payments to DBEs through the Equal Opportunity Compliance system.

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

Please Check: Yes  No

Articles of the MPO consultant contract address nondiscrimination within the contract. MPO attorney is currently amending all MPO contracts to include specific DBE policy language.

## Section 8: District Specific Questions

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

1. In response to the 2017 Certification recommendation, did the MPO identify an Efficient Transportation Decision Making (ETDM) Coordinator and Community Liaison Coordinator?

Michael Woods, Interim Executive Director serves as the ETDM Coordinator and the Community Liaison Coordinator. The MPO currently has 4 projects in the ETDM Public Access Site: US 441 Widening, SR 19 Alternatives, Rolling Acres Rd/ US 27 Reliever, and the Orange Blossom Express AA.

2. Has the MPO initiated the process to renew the Staff Services Agreement with Lake County? The agreement expires in May 2018.

The MPO's staff services agreement expires May 2018. The new Staff Services agreement is being reviewed by the MPO attorney for inclusion on the April 2018 MPO Governing Board agenda for approval.

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

## Section 9: 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.

## Section 10: 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.

1. Completed the first Complete Streets Study in the MPO Planning Area: SR 44/Dixie Ave.
2. Developed our first interactive UPWP Spreadsheet for internal tracking of funds and fund balances; the MPO also improved its invoice process to become more timely with submittals
3. MPO Safety Initiatives: Top 25 Signalized Intersections
4. The MPO produced the Central Florida MPO Alliance Long Range Transportation Plan Executive Summary, a regional summary of the six (6) LRTPs in District 5
5. The MPO experienced a number of significant changes in 2017, including relocating its offices and planning for changes to its staff leadership. MPO staff is commended for its work to accomplish these changes with minimal disruption to its business activities.

## Section 11: Recommendations and Corrective Actions

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

The MPO has identified its ETDM Coordinator and Community Liaison Coordinator and is utilizing the ETDM tool for screening projects.

The 2017 Joint Certification noted that the ETDM Project Diary link on the MPO website was not active and should be removed. The link is still present and inactive on the website.

The MPO has worked diligently to bring its progress reporting and invoicing current.

The MPO has expanded its time tracking documentation and improved its accuracy.

### Recommendations

1. Review plans and programs, including Title VI, at a minimum every other year to ensure that language is current
2. Reduce the number of UPWP revisions
3. Engage in statistical data collection such as visual surveys of meeting attendees to gauge engagement in programs
4. Add full DBE statement language to contracts
5. Remember to get prior approval for equipment purchases; guidance for purchases can be found in CFR, FS, FDOT's Disbursement Handbook, the State Reference Guide, periodically published supplements, and assistance from the MPO liaison
6. Attend at a minimum one Title VI training annually

### Corrective Actions

PLEASE EXPLAIN



## Section 12: Attachments

Please attach any documents required from the sections above, or other certification related documents here. (Link to [MPO Joint Certification Statements and Assurances](#))

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


525-010-05  
POLICY PLANNING  
02/18

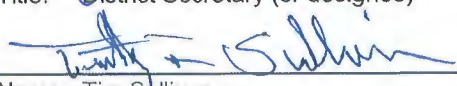
Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Lake-Sumter MPO with respect to the requirements of:

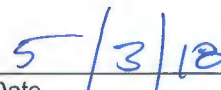
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b)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

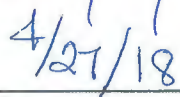
Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 1, 2018.

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.

  
Name: Mike Shannon  
Title: District Secretary (or designee)

  
Name: Tim Sullivan  
Title: MPO Chairman (or designee)

  
Date

  
Date

# CHECKLIST FOR TIP

## Public Involvement

- Pg 9 1. Did the MPO/TPO hold a formal public meeting during the TIP development (YES or NO) (YES or NO)  
(Y = Yes and N = NO)

- Pg 90 78 ✓ Did the MPO/TPO provide adequate and timely notice about public participation activities;  
Pg 90 78 ✓ Did the MPO/TPO provide opportunity to comment at key decision points;  
\_\_\_ Did the MPO/TPO provide reasonable access to information about transportation issues and processes;  
\_\_\_ Did the MPO/TPO use visualization techniques to describe the TIP;  
Pg 90 78 ✓ Did the MPO/TPO make public information available in electronic formats such as the World Wide Web;  
\_\_\_ Did the MPO/TPO hold public meetings at convenient times and locations;  
\_\_\_ Did the MPO/ TPO demonstrate explicit consideration and response to public input;  
\_\_\_ Did the MPO/TPO seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households;  
\_\_\_ Did the MPO/TPO provide additional opportunity for public comment if the Final TIP differs significantly from the Draft TIP;  
\_\_\_ Did the MPO/TPO provide a summary, analysis, and report on the comments received on the TIP if there were a significant number of comments received;  
\_\_\_ Did the MPO/TPO consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations, and freight movements);  
\_\_\_ When the MPA includes Federal public lands, did the MPO/TPO involve the Federal land management agencies.

## TIP Document

MISSING Existing + Committed projects

- \_\_\_ 1. Cover Page/Title Page  
\_\_\_ ✓ a. Official MPO/TPO Name  
\_\_\_ ✓ b. State Fiscal Years Covered  
\_\_\_ ✓ c. MPO/TPO Board Approval Date
- Pg 2 2. Table of Content, title of each section and beginning page number
- Pg 90 78 3. Endorsement stating the date of official MPO/TPO approval and that the TIP has been developed consistent with federal and state requirements. This may be a copy of the MPO/TPO resolution approving the TIP or a signature block on the document cover page signed by the Chairperson.
- Pg 100 78 4. List of definitions, abbreviations of acronyms and phase codes
- Pg 60 78 5. Statement that purpose of the TIP is to provide a prioritized listing of transportation projects covering a period of four years that is consistent with the metropolitan long-range transportation plan (LRTP).

## Hamilton, Kayleen

---

**From:** Scott, Carol <Carol.Scott@dot.state.fl.us>  
**Sent:** Thursday, April 27, 2017 6:39 PM  
**To:** Franco, Francis  
**Subject:** LS MPO TIP  
**Attachments:** FTE in Lake-Sumter.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hey Francis!

I'm attaching an excel spreadsheet. There are four tabs you will use...roadway capacity, resurfacing, guardrail and signing. I entered in all the FTE projects for the 18-22 TIP and it's roughly in the format that you already have. So it should be a copy and paste exercise unless you have some formulas or something...

The changes were:

- The \$ amounts changed a little on a couple.
- I put just "Florida's Turnpike" in the designation column and added the mileposts to the segment column.
- I moved 437167-2 from capacity to resurfacing. They mistakenly labeled it as "construct new road" but it's really a fancy resurfacing.
- I also didn't include 435785-2 and 437988-2. These were a couple of thermoplastics that you had. But they are no longer in the upcoming 5-year.

Let me know if you need anything else. I'll be in training all week next week with very limited email. But I'll try to hop on at night and help if I can.

Thanks,

**Carol Scott**  
**MPO Liaison for Central and West Florida**  
**Turnpike Facilities in Districts 1, 5 and 7**

-----  
Florida's Turnpike Enterprise  
Milepost 263, Bldg 5315 | Ocoee, FL 34761  
Office: 407-264-3494 | Mobile: 407-961-9219  
[carol.scott@dot.state.fl.us](mailto:carol.scott@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Wednesday, May 17, 2017 9:52 AM  
**To:** Franco, Francis  
**Subject:** DRAFT TIP

**Importance:** High

Francis,

It looks like the TIP only shows DAFT on your version and not the DOT version that I use, is this correct? if so please add draft to the DOT version.

Thank you

*Vickie H. Wyche*

FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Monday, June 26, 2017 7:14 AM  
**To:** Franco, Francis  
**Subject:** Reviewed DRAFT TIP FY 2018-2022  
**Attachments:** Draft TIP FY2018-2022 Reviewed.pdf

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Francis,

Please see attached, call if you have questions.

Thank you

*Vickie H. Wyche*

FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Monday, June 26, 2017 5:01 PM  
**To:** Franco, Francis  
**Subject:** TIP information corrections

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Please let me know if you have any other questions. Thank you

Pg. 19 of 78  
FM# 240418-2 – you are correct, disregard my changes

Pg. 39 of 78  
FM#437604-1  
Prior Year Cost \$155,502  
FY 2019 \$569,207 = \$735,709

*Vickie H. Wyche*

FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Tuesday, June 27, 2017 1:21 PM  
**To:** Franco, Francis  
**Subject:** RE: TIP information corrections

See below, let me know if you have additional questions.

Description:  
431622-1 Lake-Umatilla EA for RW I-19 Extension

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

From: Franco, Francis [mailto:ffranco@lakesumtermpo.com]  
Sent: Tuesday, June 27, 2017 12:16 PM  
To: Wyche, Vickie  
Subject: Re: TIP information corrections

Thanks for the information Vickie.

Also, following are some additional questions and/or uncertainties;

Referencing the screen captures below, my yellow highlights;

1) where LRTP is blank and perhaps not applicable, as you wanting some value-note in its place.  
if there is no LRTP page number: N/A

2) same uncertainty for projects where length does not apply-exist; are you looking for at minimum a "00.00 mi " for each of those projects? yes to be consistence.... Length: 0.00

3) on "Description" unfortunately the full matching description of the project may exceed the number of characters allowed in this form.

What is an acceptable under these few instances? \*is an abbreviated desc or reference to pg. numbers in FDOT's work program acceptable? Abbreviations will be acceptable

Please advise,

Thank you.



[cid:8eeab307-88e7-457d-8818-e351b488e7b9]

[cid:a95b304b-76e2-4103-a90c-7be789c60051][cid:82fc5903-b207-45c9-96f2-bb094da1c329]

~Francis Franco, GISP~

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7Cf67ae12bf9f24a3cd79e08d4bd80e773%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636341808717618822&sdata=K3n1vRIEUvyKuxclhunylotkyIFm%2FUismw2C63rQl0w%3D&reserved=0>  
<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7Cf67ae12bf9f24a3cd79e08d4bd80e773%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636341808717618822&sdata=3Z7SpgJwynKMHhRsR5Mx3VOKVgn5ylTKcJOxUUXWBK0%3D&reserved=0>  
352-315-0170Ext.4

---

From: Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
Sent: Monday, June 26, 2017 5:00 PM  
To: Franco, Francis  
Subject: TIP information corrections

Please let me know if you have any other questions. Thank you

Pg. 19 of 78  
FM# 240418-2 - you are correct, disregard my changes

Pg. 39 of 78  
FM#437604-1  
Prior Year Cost \$155,502  
FY 2019 \$569,207 = \$735,709

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us<mailto:Vickie.Wyche@dot.state.fl.us>

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Tuesday, June 27, 2017 1:05 PM  
**To:** Franco, Francis  
**Subject:** Project to be added to TIP  
**Attachments:** FM# 436360-1 SR 40 Trail Black Bear Senic Trail.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Please add the attached project to the TIP.

*Vickie H. Wyche*

FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Wednesday, July 12, 2017 2:01 PM  
**To:** Franco, Francis  
**Subject:** List  
**Attachments:** EXISTING + COMMITTED PROJECTS FISCAL YEAR 2016-17 THROUGH FISCAL YEAR 20....pdf

**Importance:** High

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

In a meeting, attached is the last list that was submitted by Pam. If you can send me your question or I will call you as soon as I'm done. Thank you

*Vickie H. Wyche*

FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us)

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Monday, July 17, 2017 4:29 PM  
**To:** Franco, Francis  
**Subject:** RE: Adopted TIP [Posted]

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

I have to posted it to the site today, so we can make that changes after my final review, and I will posted as "Adopted"

Thank you

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

**From:** Franco, Francis [mailto:f franco@lakesumterm po.com]  
**Sent:** Monday, July 17, 2017 4:22 PM  
**To:** Wyche, Vickie  
**Subject:** Re: Adopted TIP [Posted]

Will do; the revision will show by tomorrow morning, if not later this evening.

~Sent from my Samsung Galaxy S7 edge~  
Francis Franco, GISP  
GIS Manager  
352-315-0170<tel:352-315-0170> ext.4

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumterm po.com%7Ce40ddefda8424999acf108d4cd526ba6%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359201262396481&sdata=%2FmJZ7aOypDL3TX%2BznD6s%2F%2F85aT2ePBmqIjqggpIRc1E%3D&reserved=0>  
<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lake sumterm po.com%7Ce40ddefda8424999acf108d4cd526ba6%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359201262396481&sdata=JRiFq%2BDoxLt9F4kGLuvzIdQovgy6bV3DreVgEITXIE%3D&reserved=0>

----- Original message -----

**From:** "Wyche, Vickie" <Vickie.Wyche@dot.state.fl.us>  
**Date:** 7/17/17 3:42 PM (GMT-05:00)  
**To:** "Franco, Francis" <ffranco@lakesumterm po.com>  
**Subject:** RE: Adopted TIP [Posted]

Francis,

Can you please change the cover to state "Adopted" and not "Approved" and let me know when you have.

Thank you

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

From: Franco, Francis [mailto:f franco@lakesumtermpo.com]  
Sent: Thursday, July 13, 2017 11:13 PM  
To: Wyche, Vickie  
Cc: Fish, TJ; Michael Woods; Valenzano, Nancy; LeMay, Doris; Hutt, Brian  
Subject: Re: Adopted TIP [Posted]  
Importance: High

Hello Vickie,

The edits to the adopted TIP, per your review, are complete and final document is published to serve as submittal, via the following link:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flakesumter.dtstiptool.com%2FDocument%2FShow%2F1371&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C307d75e0102b489d74be08d4cd4be471%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359173221914037&sdata=8GuOJUGNijh%2BOUzqg2SpClj dj%2BhiyGRwlvlpND%2Fu29s%3D&reserved=0>

Thanks again for your review-input and continued support.

~Francis Franco, GISP | GIS Manager~

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C307d75e0102b489d74be08d4cd4be471%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359173221914037&sdata=0jJvq6lKncanNdohi50tS4ngSP1AQ8hQzFMSVpWenpo%3D&reserved=0>  
direct call# 352-315-0170Ext.4

---

From: Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
Sent: Wednesday, July 12, 2017 2:19 PM  
To: Franco, Francis  
Subject: RE: Adopted TIP

The list of E+C projects goes into the LRTP, we notice there was no list there while reviewing the TIP. Just hoping you don't think the list goes in the TIP. Sorry for the confusion if that's your question.

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation

719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

From: Franco, Francis [mailto:f franco@lakesumtermpo.com]  
Sent: Wednesday, July 12, 2017 1:16 PM  
To: Wyche, Vickie; Fish, TJ; Michael Woods  
Subject: Re: Adopted TIP

Vickie,

I do have a few details to tend to prior to final submittal but expect to have it ready by then, however. I need further clarification on the "Existing and Committed projects list" you mentioned in your comments. Other than the projects already listed in document and LOPP references, I'm not clear which other lists are required.

I'll call you in a few minutes to further discuss.

~Sent from my Samsung Galaxy S7 edge~

Francis Franco, GISP

GIS Manager

352-315-0170<tel:352-315-0170> ext.4

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cf franco%40lakesumtermpo.com%7Cafc6c4425e554dfd244608d4c9527b52%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636354803481952891&sdata=FiN%2FoJBNjdXRCszHt7nxWpH66IsLvMARG0pqkLYMKAU%3D&reserved=0><<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.LakeSumterMPO.com&data=02%7C01%7Cf franco%40lakesumtermpo.com%7Cafc6c4425e554dfd244608d4c9527b52%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636354803481952891&sdata=QofDJVvNBGMBvAtirKXr7tvdxKr1DXHff%2BrN11CnmHE%3D&reserved=0>>

----- Original message -----

From: "Wyche, Vickie" <Vickie.Wyche@dot.state.fl.us>  
Date: 7/12/17 1:04 PM (GMT-05:00)  
To: "Fish, TJ" <tjfish@lakesumtermpo.com>, "Franco, Francis" <f franco@lakesumtermpo.com>, "Woods, Michael" <mwoods@lakesumtermpo.com>  
Subject: Adopted TIP

This is just a reminder that your Adopted TIP has to be submitted to the Department by COB this Friday, July 14. Please let me know if you have any questions.

Thank you

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us<mailto:Vickie.Wyche@dot.state.fl.us>

## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Monday, July 17, 2017 3:47 PM  
**To:** Franco, Francis  
**Subject:** RE: Adopted TIP [Posted]

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Also add a statement for the following;

Statement that TIP is consistent with Port and Aviation plans and transit development plans (or if it's there what page is it on)?

Statement identifying the MPO/TPO process for prioritizing projects

Date for next Certification: February 2018

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455  
Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

**From:** Wyche, Vickie  
**Sent:** Monday, July 17, 2017 3:42 PM  
**To:** 'Franco, Francis'  
**Subject:** RE: Adopted TIP [Posted]  
**Importance:** High

Francis,

Can you please change the cover to state "Adopted" and not "Approved" and let me know when you have.

Thank you

Vickie H. Wyche  
FDOT Liaison  
Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
Cell: (386) 279-5455

Email: Vickie.Wyche@dot.state.fl.us

-----Original Message-----

From: Franco, Francis [mailto:f franco@lakesumtermpo.com]  
Sent: Thursday, July 13, 2017 11:13 PM  
To: Wyche, Vickie  
Cc: Fish, TJ; Michael Woods; Valenzano, Nancy; LeMay, Doris; Hutt, Brian  
Subject: Re: Adopted TIP [Posted]  
Importance: High

Hello Vickie,

The edits to the adopted TIP, per your review, are complete and final document is published to serve as submittal, via the following link:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flakesumter.dtstiptool.com%2FDocument%2FShow%2F1371&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C02d874477991494307aa08d4cd4ca397%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359176434031621&sdata=DbDLERhCPT58EoFsFMUnApNYp9T9dg2nMfEoLT3H258%3D&reserved=0>

Thanks again for your review-input and continued support.

~Francis Franco, GISP | GIS Manager~

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C02d874477991494307aa08d4cd4ca397%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359176434031621&sdata=Mk1q%2BT04YdUHEF5s3szSGyBNUwJ5pItMbEyU1pHI1gQ%3D&reserved=0>  
direct call# 352-315-0170Ext.4

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To: "Fish, TJ" <tjfish@lakesumtermo.com>, "Franco, Francis" <ffranco@lakesumtermo.com>, "Woods, Michael" <mwoods@lakesumtermo.com>

Subject: Adopted TIP

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## Hamilton, Kayleen

---

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**Sent:** Monday, July 17, 2017 3:42 PM  
**To:** Franco, Francis  
**Subject:** RE: Adopted TIP [Posted]

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Francis,

Can you please change the cover to state "Adopted" and not "Approved" and let me know when you have.

Thank you

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I'll call you in a few minutes to further discuss.  
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Date: 7/12/17 1:04 PM (GMT-05:00)  
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Thank you

Vickie H. Wyche

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## Hamilton, Kayleen

---

**From:** Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>  
**Sent:** Tuesday, July 18, 2017 8:40 AM  
**To:** Franco, Francis  
**Subject:** RE: Adopted TIP [Posted]  
**Attachments:** TIP-CHECKLIST.docx

**Importance:** High

Francis,

See attached the TIP Review Checklist just for information. Let me know if you have questions.

Vickie H. Wyche  
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Florida Department of Transportation  
719 South Woodland Boulevard  
Deland, Florida 32720  
Phone: (386) 943-5185  
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-----Original Message-----

**From:** Franco, Francis [mailto:ffranco@lakesumtermpo.com]  
**Sent:** Monday, July 17, 2017 4:29 PM  
**To:** Wyche, Vickie  
**Subject:** Re: Adopted TIP [Posted]  
**Importance:** High

Vickie,  
See highlight response below:

~Sent from my Samsung Galaxy S7 edge~  
Francis Franco, GISP  
GIS Manager  
352-315-0170<tel:352-315-0170> ext.4

<https://na01.safelinks.protection.outlook.com/?url=www.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C3092e4eb52204c48d39908d4cdda1ec8%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359784586103440&sdata=4pXwRL1qp3wsTNuiRYtPT9a%2BKfn8gQmvLX7pjM3djWw%3D&reserved=0<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.LakeSumterMPO.com&data=02%7C01%7Cffranco%40lakesumtermpo.com%7C3092e4eb52204c48d39908d4cdda1ec8%7C8499232ea71a45edaeca64041089512e%7C0%7C0%7C636359784586103440&sdata=%2BPyPXX%2BFZ5RHXZVqvmvNMowHaQ2ZUI8k8J41Kv9k%2Fjk%3D&reserved=0>

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**From:** "Wyche, Vickie" <Vickie.Wyche@dot.state.fl.us>  
**Date:** 7/17/17 3:47 PM (GMT-05:00)  
**To:** "Franco, Francis" <ffranco@lakesumtermpo.com>  
**Subject:** RE: Adopted TIP [Posted]

Also add a statement for the following;

Statement that TIP is consistent with Port and Aviation plans and transit development plans (or if it's there what page is it on)?

In which section is this statement required?

Statement identifying the MPO/TPO process for prioritizing projects See pages 8 & 9; "Project Selection" section

Date for next Certification: February 2018 will add in pg. 9 "Certification Section"

Vickie H. Wyche  
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direct call# 352-315-0170Ext.4

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## Hamilton, Kayleen

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**Sent:** Wednesday, July 12, 2017 2:29 PM  
**To:** Franco, Francis  
**Subject:** RE: Adopted TIP  
**Attachments:** Roll Forward Report LAKE-SUMTER\_MPO.pdf

**Importance:** High

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

Francis,

Please see attached the MPO's Roll Forward Report, call if you have questions.

Thank you

Vickie H. Wyche  
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# Lake-Sumter



Metropolitan  
Planning Organization

**225 West Guava Street, Suite 211**  
**Lady Lake, FL 32159**  
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**[www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)**