



# Unified Planning Work Program

July 1, 2016 – June 30, 2017  
and  
July 1, 2017 – June 30, 2018

Prepared by:

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The MPO Liaison shall perform a cost analysis on each Estimated Budget Detail, ensuring that the costs are “allowable, reasonable, and necessary” for the completion of the tasks in the UPWP. Specific line items in each budget category on the Estimated Budget Detail must be detailed enough to allow the MPO Liaison to perform the cost analysis.

<b>COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:</b>	
I 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.	
District MPO Liaison (Grant Manager) Name	
<i>Victor A. Wong</i>	
Signature	Date
	<i>6-27-2016</i>

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## Introduction

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The FY 2016/17-2017/18 Unified Planning Work Program (UPWP) has been prepared to define the tasks and anticipated funding requirements as part of the two-year work program for the Lake~Sumter Metropolitan Planning Organization (MPO). This document serves to define activities for all public officials and agencies that contribute resources to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each. Planning activities programmed within this FY 2016/17–2017/18 UPWP meet the requirements of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). 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). The planning requirements of the FAST Act call for the development and maintenance of a viable transportation planning process.

## Florida Planning Emphasis Areas - 2015

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### **Advancing Multi-Modal Transportation Planning**

Over the past decade, transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level. Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements.

### **Freight Planning**

Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities, including throughput and trade, moves Florida's economy. All freight transportation modes can be considered and include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a Freight and Mobility and Trade Plan. The plan defines policies and investments that will enhance Florida's economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future

transportation investments. In addition, FHWA has many resources on their Freight Planning website.

### **Transit Planning**

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's Public Transit Office webpage for more information.

### **Complete Streets**

The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment. One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, community needs, and context sensitive solutions in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: FDOT Complete Streets - Workshops and Multi-Modal Corridor Planning Guidebook.

## Bicycle/Pedestrian

Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and support from all planning partners to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. In 2011 FDOT implemented a Bicycle and Pedestrian Focused Initiative that targets the reduction of fatalities and serious injuries of pedestrian and bicyclists on Florida roadways through a comprehensive approach that includes engineering, enforcement, education, and emergency response countermeasures. In 2013 FDOT finalized its first Pedestrian and Bicycle Strategic Safety Plan and implemented Florida's Pedestrian and Bicycle Safety Coalition to assist with implementation of the plan.

<b>FLORIDA PLANNING EMPHASIS AREAS</b>				
<b>UPWP TASK NUMBER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Freight Planning</b>	<b>Transit Planning</b>	<b>Complete Streets</b>	<b>Bicycle/ Pedestrian</b>
<b>1.0 Administration</b>	X	X	X	X
<b>2.0 Data Collection</b>		X	X	X
<b>3.0 Long Range Planning</b>	X	X	X	X
<b>4.0 Short Range Planning</b>		X	X	X
<b>5.0 Multimodal Systems Planning</b>	X	X	X	X
<b>6.0 Public Involvement</b>		X	X	X
<b>7.0 Special Projects/Regional Planning</b>	X	X		X

## Federal Planning Emphasis Areas - 2015

In 2015 the Federal Highway Administration and Federal Transit Administration issued a joint Planning Emphasis Areas letter to all MPOs encouraging them to place emphasis on the following areas as they develop their Unified Planning Work Programs. FDOT supports the MPOs consideration of the federal planning emphasis areas in the development of the UPWP. The Federal Planning Emphasis Areas are posted on the

Office of Policy Planning website @ <http://www.dot.state.fl.us/planning/policy/>. The emphasis areas include:

**FAST Act Implementation**  
**Regional Models of Cooperation**  
**Ladders of Opportunity**

**FAST Act Implementation**

- (a) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (b) increase the safety of transportation system for motorized and non-motorized users;
- (c) increase the security of the transportation system for motorized and non-motorized users;
- (d) increase the accessibility and mobility of people and for freight;
- (e) 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;
- (f) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (g) promote efficient system management and operation;
- (h) emphasize the preservation of the existing transportation system;
- (I) improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- (J) enhance travel and tourism.

Each task included in this UPWP addresses one or more of these ten planning factors and supports the goals and objectives of the Lake~Sumter Metropolitan Planning Organization's 2040 Long Range Transportation Plan.

FEDERAL PLANNING EMPHASIS AREAS			
UPWP TASK NUMBER	1	2	3
	FAST Act Implementation	Regional Models of Cooperation	Ladders of Opportunity
1.0 Administration	X	X	X
2.0 Data Collection	X	X	X
3.0 Long Range Planning	X	X	X
4.0 Short Range Planning	X	X	X
5.0 Multimodal Systems Planning	X	X	X
6.0 Public Involvement	X	X	X
7.0 Special Projects/Regional Planning	X	X	X

FEDERAL PLANNING EMPHASIS AREA - FAST ACT IMPLEMENTATION										
UPWP TASK NUMBER	1	2	3	4	5	6	7	8	9	10
	Support Economic Vitality	Increase Safety	Increase Security	Increase Accessibility	Protect Environment	Enhance Connectivity	Promote Efficient Operation	Emphasize System Preservation	Improve Resiliency/Reliability	Enhance Travel Tourism
1.0 Administration	X	X	X	X	X	X	X	X	X	X
2.0 Data Collection	X	X							X	
3.0 Long Range Planning	X	X	X	X	X	X	X	X	X	X
4.0 Short Range Planning				X		X	X		X	
5.0 Multimodal Systems Planning	X	X		X	X	X			X	
6.0 Public Involvement	X			X						
7.0 Special Projects/Regional Planning	X			X		X				X

## Organization and Management of the MPO

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.



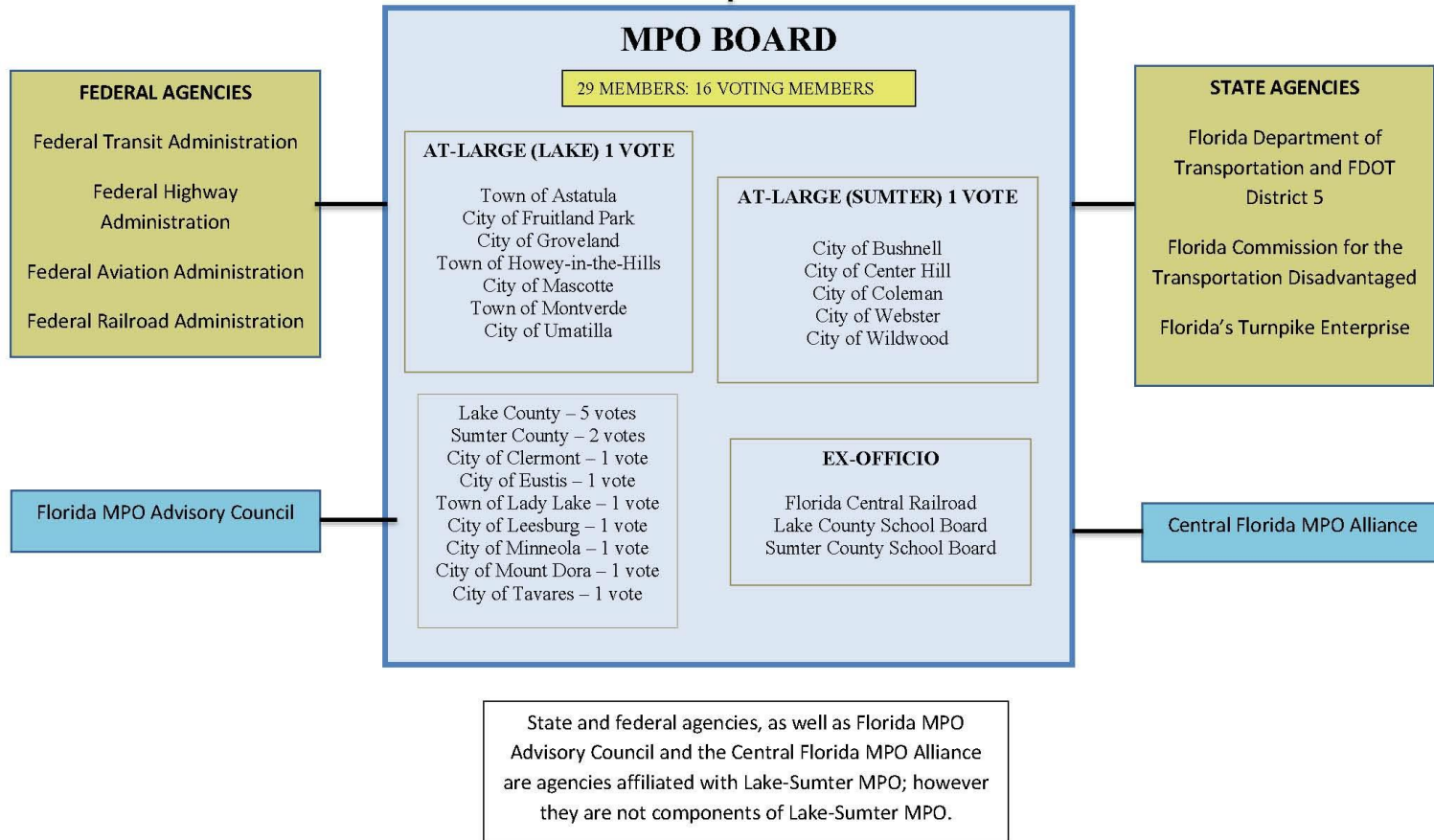
The MPO functions include, but are not limited to, the preparation and accomplishment of the tasks required by state rule or by federal policy. The MPO's major annual responsibilities are to perform the tasks of preparing the UPWP, the Transportation Improvement Program (TIP), the List of Priority Projects (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".

Lake~Sumter MPO Organizational Charts



# ORGANIZATIONAL CHART

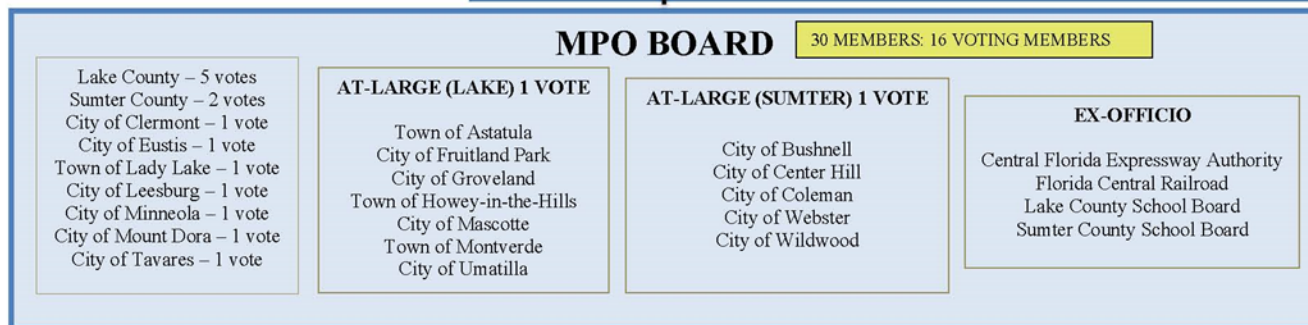
**CITIZENS OF LAKE and SUMTER COUNTIES**





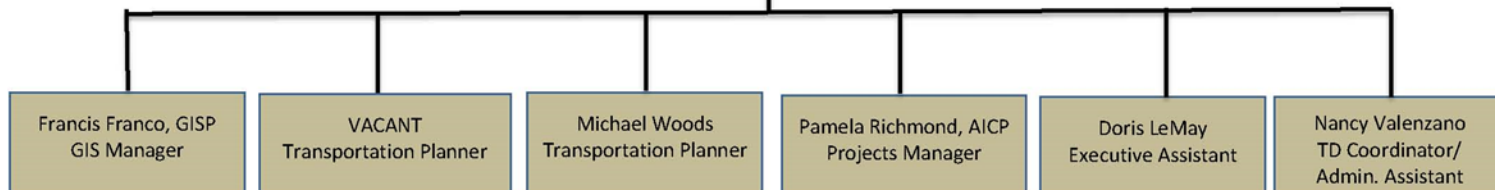
# ORGANIZATION CHART

**CITIZENS OF LAKE and SUMTER COUNTIES**



Executive Committee

T.J. Fish, AICP  
Executive Director



## Lake~Sumter MPO Governing Board – 2016 Members List

<u>NAME</u>	<u>REPRESENTING</u>
Tim Sullivan/ <b>2<sup>nd</sup> Vice-Chairman</b>	Lake County
Sean Parks	Lake County
Jimmy Conner	Lake County
Leslie Campione / <b>Chairman</b>	Lake County
Welton Cadwell	Lake County
Don Burgess / <b>1st Vice-Chairman</b>	Sumter County (1)
Doug Gilpin	Sumter County (2)
Al Butler (alternate)	
Don Hahnfeldt (alternate)	
Ray Goodgame / <b>Immediate Past Chairman</b>	City of Clermont
Diane Travis (alternate)	
Linda Bob	City of Eustis
Jim Richards	Town of Lady Lake
Dan Vincent (alternate)	
Jay Hurley	City of Leesburg
Bob Bone (alternate)	
Pat Kelley / <b>Chairman Elect</b>	City of Minneola
Lisa Jones (alternate)	
Nick Girone	City of Mount Dora
Marc Crail (alternate)	
Robert Wolfe	City of Tavares
Kirby Smith (alternate)	
Mitchell Mack	Town of Astatula
Raymond Lewis	City of Fruitland Park
John Gunter (alternate)	
Tim Loucks	City of Groveland
Dina Sweatt (alternate)	
Scott Kearney	Town of Howey-in-the-Hills
Ed Conroy (alternate)	
Sally Rayman / <b>Lake County At-Large Representative</b>	City of Mascotte
Barbara Krull	
Joe Wynkoop	Town of Montverde
Glenn Burns (alternate)	
Peter Tarby	City of Umatilla
Katherine Adams (alternate)	
Bil Spaude	City of Bushnell
Richard Huff/ <b>Sumter County At-Large Representative</b>	City of Coleman
(Vacant)	City of Webster
Kelly Williams (alternate)	
Ed Wolf	City of Wildwood
Julian Green (alternate)	
Pete Petree	Florida Central Railroad / Ex-officio
Matt Schwerin (alternate)	
Marc Dodd	Lake County School Board / Ex-officio
Bill Mathias (alternate)	
Christine Norris	Sumter County School Board / Ex-officio

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) composed of engineers, planners, and other related transportation professionals, reviews plans, programs and projects, and recommends solutions to the MPO based on technical expertise. Each member government may appoint at least one TAC member.

#### **The Citizens' Advisory Committee**

The Citizens' Advisory Committee (CAC) is comprised of members of the general public who represent the general welfare of the community. Each municipality may appoint at least one citizen representative and each county commissioner on the MPO Governing Board may appoint a citizen representative.

### **The Bicycle & Pedestrian Advisory Committee**

The Bicycle & Pedestrian Advisory Committee (BPAC) focuses on bicycle and pedestrian transportation issues including facilities, community design, Safe Routes to Schools and regional trail master planning. Each member government may appoint at least one representative, and the BPAC itself may appoint representatives of advocacy groups. Membership in the BPAC includes elected officials, county and city technical staff, and residents/advocates.

### **The Transportation Disadvantaged Coordinating Boards**

Both Lake County and Sumter County have Transportation Disadvantaged Coordinating Boards (TDCBs) that identify the local needs of the transportation disadvantaged population and investigate alternatives to meet those needs. The TDCBs assist in planning, monitoring and evaluating the Community Transportation Coordinators (CTCs) for each county, which happen to be the boards of county commissioners in each. Additional public input is provided through public meetings, public hearings and civic meetings. The TDCB from each county comprises a diverse group of citizens representing many facets of the population and the TD clientele.

### **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 Offices (St. John's River WMD and Southwest Florida WMD).

The genesis of the MPO was facilitated by Lake County through the Public Works Department, which provided staffing for the first year following the creation of the agency. As of March 1, 2005, with the hiring of the first executive director, the new agency physically moved to an independent location in Leesburg, central to the MPO area. With these actions, the MPO began an agreement with the Lake County Board of County Commissioners (LCBCC) for the LCBCC's provision of support services to the MPO, including payroll, benefits, insurance, procurement, legal assistance, information technologies, human resources, risk management, facilities management and finance.

The February 2004 Joint Participation Agreement (JPA) with FDOT established the MPO as the official planning agency for the Lake~Sumter MPO Area. On May 26, 2004, the MPO Governing Board approved an assignment agreement and time extension among the MPO, Lake County, and FDOT for the Long Range Transportation Plan (JPA Amendment 2). On December 20, 2004, the MPO executed the Public Transportation JPA. Additional JPAs are being executed periodically for maintaining continued federal PL funds and state FTA match funding. The agreement for Federal Highway Administration Planning Funds was update July 2010 and again in November 2015. Based on new requirements by the State of Florida, a new funding agreement was approved April 27, 2016, to become effective July 1, 2016, coinciding with the terms of the UPWP.

On December 14, 2005, the MPO Governing Board executed an interlocal agreement with the Sumter County BCC creating a regional partnership between entities for regional transportation planning and TRIP funding. This agreement applies to all of Sumter

County, including the non-urbanized portion. The need for that agreement was superseded by Governor Crist's 2010 approval of the MPO's Re-designation Plan to include all of Sumter County.

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, 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 policy covering Title VI issues in July 2007.

## Status of Local and Regional Planning Activities

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### *Census 2010*

The new Urbanized Area Maps based on the 2010 Census were released revealing that the population within the Lady Lake-The Village 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 will also execute the FDOT agreement with the Regional Intergovernmental Coordination and Review (ICAR) agencies serving the metropolitan area, typically the East Central Florida Regional Planning Council (ECFRPC) created under *section 186.504, F.S.* The agreement shall describe 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. [*Subsection 339.175(9) (a) 2. F.S.*]

Through the CFMPOA and through regional initiatives like *How Shall We Grow*, and in conjunction with regional entities such as the East Central Florida Regional Planning Council (ECFRPC) and FDOT District 5, the Lake~Sumter MPO is achieving a high level of regional planning coordination. Most notably, the MPO is conducting regional planning encompassing the complete two-county region of Lake and Sumter counties. Furthermore, the MPO is engaged in regional planning activities including projects between the Lake~Sumter MPO and neighboring MPOs like MetroPlan Orlando, the Ocala/Marion TPO, the River to Sea TPO (formerly the Volusia TPO), and the Polk County TPO, and with other regional entities such as LYNX, the regional transit authority for Orange, Seminole and Osceola counties.



#### *Central Florida MPO Alliance (CFMPOA)*

The Lake~Sumter MPO is a party to the CFMPOA. In addition to the Lake~Sumter MPO, five other Central Florida MPOs are members of the organization: the Ocala/Marion County Transportation Planning Organization (TPO); the River to Sea TPO (Volusia, Flagler); the Space Coast TPO (Brevard); the Polk County TPO; and MetroPlan Orlando (Orange, Seminole, Osceola). This effort was pursued in recognition of the fact that there are many transportation issues that are shared with, and impact, the Central Florida Region. Thus, the Central Florida MPO Alliance was created as a natural extension of the existing cooperation among the six MPOs and nine counties of Central Florida. This alliance, which meets on a quarterly basis, has been created to identify regional opportunities and to resolve regional transportation issues. The staffs 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. The CFMPOA now 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. The greatest accomplishment of the CFMPOA occurred in 2013 when the group took unprecedented steps to create a Regional List of Priority Projects that includes Florida Strategic Intermodal System projects, regional transit projects and regional trail projects, including the Central Florida Coast-to-Coast Connector Trail.

#### *2013 Transit Development Plan (TDP) Major Update*

The Lake~Sumter MPO completed development of the Lake County 2008 Transit Development Plan (TDP) in 2007/08, the first TDP for Lake County and the Lake~Sumter MPO. The first major update of the TDP was approved in October 2013, with the new plan addressing the three urbanized areas within the two-county MPO Area. Just as the original TDP was incorporated into the multi-modal *Transportation 2035*, adopted in December 2010, the new TDP resulting from the major update was incorporated into *Transportation 2040*, adopted December 9, 2015. The MPO managed and developed the 2014 and 2015 TDP Annual updates as required by FDOT.

#### *Transportation 2040: 2040 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 December 9, 2015. The multi-modal plan incorporates transit and six programs that address multiple modes of transportation: Complete Streets, Regional Trails, Safe Schools Emphasis Areas, Sidewalks, Intelligent Transportation Systems and Management and Operations.

#### *Efficient Transportation Decision Making (ETDM)*

MPO staff continues to train on the implementation of the Efficient Transportation Decision-Making (ETDM) process. The primary concept behind ETDM is to create linkages between transportation, land use and the environment by facilitating early involvement in the planning process of regulatory agencies and the public. This involvement will allow for identification, as early as feasible, of potential "fatal-flaws" or other issues that could hinder or halt development of a particular transportation project. 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 2035* and will continue to be a vital tool for the implementation of *Transportation 2040*.

#### *Bicycle/Pedestrian Initiatives*

The MPO completed in 2013 a three-year study of safety issues around schools. That study has resulted in a major safety initiative to focus on the two-mile zone around each school. In addition, the Lake~Sumter MPO is working closely with Lake County and all the municipalities on implementation of the countywide Master Trails Plan, adopted by Lake County on July 15, 2008 and the MPO on July 23, 2008. The South Lake Trail (Clermont to Groveland) continues as a top MPO priority due to its inclusion as part of the Central Florida Coast-to-Coast Trail. The MPO's newest trail priority is a connection from Tavares and Mount Dora to Orange and Seminole counties via the Wekiva Trail. Meanwhile, the City of Leesburg continues to be a tremendous catalyst for trails projects within that community.

#### *Wekiva Parkway and Wekiva Trail*

FDOT and the Orlando-Orange County Expressway Authority (OOCEA) conducted a PD&E study for the Wekiva Parkway and SR 46 projects. The project would complete the Orlando beltway and provide a six-lane connector into Mount Dora via SR 46 and a newly-aligned CR 46A in Lake County. Preferred alignments have been determined for the various segments of the project. One segment of SR 429 in Lake and Orange counties is currently under construction as a design-build project. The other segments of the \$1.6 billion project are under design with right-of-way acquisition and construction to continue through FY 2020/21.

At the request of the government agencies and stakeholders following the Assessment of Multi-Use Trail Accommodation and under the direction of the FDOT D5 Secretary, a Wekiva Trail Feasibility Study was completed in 2011. The MPO managed the PD&E phase and will coordinate with FDOT on the PE phase for each segment of the Wekiva Trail planning and design with the Wekiva Parkway design-build project.

#### *Transportation Management System (TMS)*

The Lake~Sumter MPO entered in 2007 into an interlocal agreement with Lake County, Sumter County, all 14 municipalities in Lake County and the City of Wildwood to manage their transportation management systems, which included state-mandated transportation concurrency requirements. The original agreement was effective January 1, 2008, and was replaced in 2012 with a restated agreement that further defined the services provided under TMS and that added all municipalities of the MPO Area. The TMS now includes data and transportation planning services for local governments. The data includes the collection and analysis of traffic counts data and crash data. The TMS also tracks the reserved trips of approved development that have not yet occurred. The MPO will assist local governments in any review of proposed projects that result in level of service adjustments or proportionate fair share agreements. The TMS data drives the MPO's Congestion Management Process will assist in addressing means through which to preserve capacity while managing congestion and addressing projects to be funded through specified mechanisms, such as development-based fees and proportionate share payments. The TMS data enables the MPO to better address Levels of Service (LOS) and to better plan for future conditions. The TMS is funded through both federal and local

funds. The local funds paid each year by member local governments is to provide additional staff capacity to allow the MPO to provide additional services. Without the additional local funds, the MPO would not have sufficient staff to provide the level of transportation planning activities included in the TMS.

#### *Crash Data Management System*

The Crash Data Management System is a web-based tool that helps address engineering and safety issues through the analysis of crash data. The MPO is now utilizing Signal Four as a cost-effective (free) tool. Previously the MPO was annually expending approximately \$10,000 for a consultant-created WebCDMS tool. With the Signal Four tool and the MPO's safety program, the MPO is able to target safety concerns through the 4E approach (engineering, enforcement, education and emergency management), as well as integrating the State of Florida's Strategic Highway Safety Plan Emphasis Areas. The significant aspects of the CDMS are that it is regional in scope, focuses on incidents and incident types and addresses potential countermeasures to correct safety deficiencies. The CDMS tools include query based thematic mapping, collision diagramming, multi-selection comparison charts, SQL query building tools, and data sharing functionality. It can be used to easily identify high crash frequency locations and be utilized to communicate findings using detailed, user-defined reports. A key aspect of the CDMS is the ability to cross-reference county and state data sources to assess both regional and local crash related issues.

### **Status of Area Highway Projects**

#### *US 27*

As a Strategic Intermodal System (SIS) facility from Florida's Turnpike in the southern Leesburg area south into Polk County, US 27 is a north-south spine for the Florida peninsula. Construction to six lanes is complete in Minneola and Clermont from CR 561 (west) to Lake Louisa Road and is complete in the Four Corners area of southeast Lake County from Boggy Marsh Road to US 192 and Polk County. Construction of the final segment between Lake Louisa Road and Boggy Marsh Road is an MPO priority for SIS funding. Also requested for study is a portion of US 27 in Minneola and Groveland from CR 561 (west) to Florida's Turnpike.

#### *US 301 and I-75/CR 514 Interchange*

Providing north-south mobility in Sumter County, the arterial is a major spine for Sumter County, Bushnell, Coleman, Wildwood and The Villages. US 301 in northern Sumter County is a successful public-private partnership thanks to the completion of the four-lane facility from Wildwood to Marion County by The Villages, a developer of a DRI. A Planning Development and Environment (PD&E) will begin in 2014/15 for the corridor south of Wildwood and SR 44. Also the subject of PD&E is the CR 514 Interchange with I-75. The proposed interchange is just west of US 301 near Coleman and the two studies will be coordinated due to the interrelationship of the facilities.

#### *US 441*

US 441 has been a top priority of the MPO since the creation of the agency. The Planning Development and Environment (PD&E) Study for US 441 was completed in the spring of 2003 calling for a six-lane facility throughout the MPO Area. US 441 is a regionally significant corridor due primarily to the urban activity along the corridor from Marion County to Orange County. The corridor was improved in the center of Lake County

expanding to the north and to the south. Improvements are complete from Dixie Avenue (SR 44) in Leesburg to SR 44 in Mount Dora. Construction of the intersection of US 441 and US 27 (Perkins Street to north of Griffin Road) is complete. Right-of-way acquisition has been accomplished in Leesburg from Mills Street to Perkins Street, making that segment shovel-ready. From Leesburg north, US 441 is joined by US 27. Construction is complete from Martin Luther King, Jr. Boulevard to Lake Ella Road in Fruitland Park. The final segment north, which is programmed for construction in 2019/20, is from Lake Ella Road to Avenida Central in Lady Lake. The segment in Sumter County from Buenos Aires to the Marion County line has recently been improved by adding continuous right turn lanes for a total of six lanes. The southern segment of US 441 from SR 44 to SR 46 in Mount Dora is under design and will eventually link to the Wekiva Parkway project.

#### *SR 46 – Wekiva Parkway SR 429*

The Wekiva Parkway project is a multi-faceted project involving completion of the Orlando Beltway (SR 429) connecting from US 441 in Orange County into Lake County and to Interstate 4 in Seminole County. The project will result in a four-to-six-lane arterial facility. SR 429 will also be connected from Orange County to SR 46 in Lake County by a new toll connector, SR 451. SR 46 will be improved west into Mount Dora connecting to US 441. East into Seminole County, SR 46 will parallel SR 429 as a toll-free two-lane service road from a point east at an interchange with the new alignment of CR 46A in Lake County, into Seminole County. A portion of the existing SR 46 two-lane facility in the communities of Sorrento and Mount Plymouth would be turned over to Lake County for maintenance as a county road.

#### *SR 50*

SR 50 has been a major priority of the MPO since the agency's inception. Construction is complete in Lake County from US 27 to Florida's Turnpike in Orange County, with the final segment completed in 2013 – the interchange of SR 50 and US 27. The facility is policy constrained to four lanes west of US 27 in Clermont to Groveland, where design of a realignment of the facility is to be completed in 2014. The realignment in Groveland will correct conflicts at SR 33 and SR 19, which are major two-lane trucking corridors.

#### *SR 19*

The two-lane facility between CR 561 in Tavares and CR 48 in Howey-in-the-Hills was the subject of a PD&E study completed in 2013. Design funds will be completed FY 2014/15. The study resulted in federal funds for the replacement of a 3,300-foot-long bridge that was built circa 1950.

#### *CR 466A*

The CR 466A corridor connects US 301, in Wildwood, to US 441/27, in Fruitland Park. This regionally significant corridor has been designed in Lake County from the Sumter County line to US 441/27 as a four-lane roadway. A state grant has been provided to accomplish one of three phases in Fruitland Park. Another grant request is pending to accomplish Phase 3. The Villages has completed construction to four lanes within Sumter County, from Powell Road/C-462 to Lake County. At the request of Wildwood, Sumter County is widening to three lanes the remaining portion in Wildwood, from Powell Road/C-462 west to US 301.

#### *CR 470 Corridor*

A corridor connecting four Strategic Intermodal System facilities (SR 44, I-75, CSX S-Line and Florida's Turnpike) as well as US 301 and US 27, the 470 Corridor has been studied for widening to four lanes and has been targeted by both counties and Wildwood and Leesburg as an economic development corridor. Lake County has designed a portion from the Sumter County Line to just east of US 27. Wildwood and Sumter County executed in 2010 a DRI Proportionate Share Agreement that obligates the Landstone DRI to building a portion of C-470 from CR 501 to the western ramps of Florida's Turnpike. The corridor is a priority for a state grant award for a new bridge over Florida's Turnpike to accommodate the two additional needed lanes. Discussions are also underway to potentially transfer the county corridor to the state system due to its effective connectivity among the SIS facilities and the economic development potential.

#### *Minneola Interchange and Network*

Florida's Turnpike Enterprise (FTE) is constructing the interchange in Minneola at Milepost 279 as a design-build project. Lake County is extending North Hancock Road from CR Old 50 to north of Fosgate Road. From that point north to the interchange, the roadway is included in FTE's design-build interchange project. The final portion of the roadway, the extension of the roadway north from the interchange to CR 561A, will be constructed by the Hills of Minneola landowner. Lake County is also committed to constructing a four-lane Citrus Grove Road west of the interchange to US 27.

### **Status of Transit and Bicycle & Pedestrian Projects**

#### *Public Transportation Coordination*

Lake~Sumter MPO provides planning assistance for the Public Transportation Program for Lake County and Sumter County. Lake~Sumter MPO staff coordinated the planning effort for the Transit Development Plan/Transportation Disadvantaged Service Plan update for the Lake and Sumter County Board of County Commissioners serving as the Community Transportation Coordinators (CTC). A primary purpose of this effort is to develop goals and objectives that will help establish short-term and long-term plans for transit system development in the planning area. These goals and objectives will also maintain consistency with the goals, objectives, and policies developed previously for the Transportation Elements of the Lake and Sumter County Comprehensive Plans.

#### *2008 & 2013 Transit Development Plan Major Updates*

The MPO took the lead in developing the Lake County 2008 Transit Development Plan; and the 2013 Transit Development Plan which serves as the planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. The TDP lays out our strategy as to how the transit system will grow. The 2013 Transit Development Plan included the entire Lady Lake/Villages urbanized area covering Lake, Sumter and Marion Counties. The MPO managed the development of the three (3) annual updates for the 2008 Transit Development Plan that were used in developing the FDOT's five-year Work Program, the Transportation Improvement Program, and FDOT's Program and Resource Plan. The TDP process required a great deal of public participation and the MPO followed the adopted Public Participation Plan that has been reviewed by the Federal Transit Administration and the Federal Highway Administration. The 2013 Transit Development Plan was approved by the Lake County BCC and the MPO Governing Board at their October 2013 meetings. The MPO managed and developed the 2014 and 2015 TDP

annual updates for Lake County and works closely with Lake County Transit department in the long range planning and outreach efforts for the fixed route services in the MPO planning area.

#### *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. From Orange County and the West Orange Trail west into Lake County, the South Lake is built through Minneola and Clermont to east Groveland. 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.

#### *Wekiva Trail*

Lake County, the City of Leesburg, the Town of Lady Lake, the City of Fruitland Park and FDOT have worked in partnership on a PD&E study for the north-south Gardenia Trail. Completion was summer 2009, and now each municipality is pursuing design, right-of-way and construction funding. Leesburg is taking the lead of expanding the regional trail network in the community by leading efforts to construct a trail from downtown Leesburg west to the Sumter County Line. The facility would enable a potential future connection to Wildwood in Sumter County possibly along SR 44.

#### *Complete Streets Projects*

SR 44 (Dixie Avenue) and US 27 in Leesburg are two corridors under study to define complete streets improvements within these urban corridors.

## FDOT Planning Efforts

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#### *SR 50 Planning Development and Environment Study (PD&E)*

This corridor planning study is being conducted by FDOT District Five to evaluate the existing concerns and generate potential concepts along the approximately 20 mile section of State Road (SR) 50 from U.S. 301 in Hernando County to CR 33 in Lake County. This section of SR 50 is the last segment of SR 50 within the region that is 2-lanes and serves as a primary east-west route for local trucking companies, as well as patrons traveling from the gulf coast to Orlando. The corridor is located within multiple jurisdictions: (a) U.S. 301 to Sumter/Hernando County line is located with Hernando County within FDOT District 7 (b) Sumter/Hernando County line to CR 33 is located with Sumter and Lake County, within FDOT District 5. This project seeks to address the safety needs of the community (particularly for vehicle and trucking), evaluate the existing conditions, identify existing and future corridor needs, and identify the conceptual alternatives. Based on the input received by the public, as well as the local agency partners, the study will provide direction to the agency stakeholders to program next phases of project analysis/design and begin to identify possible funding. The next phase of this project, PD&E, is funded in FY 2016/17 and design is funded in FY 2019/20.

### *South Sumter Connector Trail Planning Study*

FDOT District Five is conducting this study to evaluate potential alignments for a proposed multi-use trail facility, known as the South Sumter Connector Trail. Regional connectivity, livability, and economic development are the three primary issues that define the need for this study. This trail will link the Withlacoochee State Trail to the west and General James A. Van Fleet State Trail to the east and is being developed as part of the Coast-to-Coast Connector Trail – Close the Gap Initiative. It will complete the approximately 20 mile gap from the Good Neighbor Trail in Hernando County to the South Lake Trail in Lake County. The study will assess the feasibility of two conceptual trail alignments through Sumter, Hernando, and Pasco counties and analyze the potential environmental impacts for the proposed trail alignments and will examine ways to avoid or minimize those impacts. The next phase of this project, PD&E, is funded in FY 2016/17 and design is funded in FY 2018/19.

### *US 301 PD&E Study*

FDOT District Five is conducting this PD&E Study to evaluate the need to widen US 301 from a two-lane roadway to a four-lane roadway. The study limits extend from CR 470 West to SR 44, a distance of approximately eight miles. The need to create a truck route around the City of Coleman to lessen the movement of heavy truck traffic through that community will be evaluated. Traffic volumes are projected to increase due to planned residential, commercial and industrial developments near the study corridor. The objective of the study is to develop design alternatives that will safely and efficiently accommodate the projected increase in traffic. There is also a lack of pedestrian and bicycle facilities throughout the study corridor; so, the need to provide facilities to improve pedestrian and bicyclist safety along the roadway will also be evaluated. The next phase of this project, design, is funded in FY 2017/18.

### *C-470 PD&E Study*

FDOT District Five is conducting this study to consider improvements to C-470 from C-527 to the Florida Turnpike (SR-91), a distance of approximately 10.5 miles in Sumter and Lake Counties. This includes a possible realignment of C-470 East/ C-470 West at SR-35 (US 301) and necessary improvements to SR-471 in the community of Sumterville. The purpose of this study is to investigate opportunities to enhance local and regional mobility through improving corridor operations, enhancing access and safety characteristics, and providing direct connectivity between I-75 and Florida's Turnpike. Enhancing this regionally significant corridor is necessary to provide for the long-term transportation needs created by projected future population growth and future roadway capacity needs and to enhance system continuity. The next phase of this project, design, is funded in FY 2019/20.

### *I-75/CR 514 Interchange PD&E Study*

FDOT District Five will conduct this PD&E study to evaluate impacts of this the proposed new interchange on I-75 at CR 514 in Sumter County. This proposed interchange is located approximately 3.4 miles north of the existing CR 470 interchange and 4.1 miles south of the existing system interchange of I-75 and Florida's Turnpike. It will provide additional access to I-75, which is the main north/south interstate highway connecting southwest Florida to northwest Florida in a location that has experienced significant traffic volume increases over the past decade. The growth in traffic is due to the high population

growth Sumter County has experienced over the last decade along with the growing seasonal influx of part time residents who travel to and from to this area of Florida every year. An Interchange Justification Report has been submitted to FDOT for approval through the programmatic agreement process. The PD&E for this project is funded in FY 2016/17. Design phase will be funded locally.

## MPO Planning Efforts

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### *Intelligent Transportation System Master Plan for Lake County*

Scope: The Lake Sumter Metropolitan Planning Organization (MPO) will develop an Intelligent Transportation System (ITS) Master Plan for the Lake County area. This master plan will evaluate the current systems in the Lake County Area, determine future needs and formulate an implementation strategy for the future development and maintenance of the ITS. The Master Plan will incorporate various methodologies accounting for emerging technologies in vehicles and devices used in the transportation infrastructure and communication system in conformance with the national, statewide, and regional architectures. Work will include: 1. Development of ITS vision, goals and objectives; 2. Documentation of existing conditions and infrastructure; 3. Identification of transportation ITS needs; 4. Identification of applicable ITS strategies; 5. Recommendations for improvements to the FDOT District 5 Regional ITS Architecture; 6. Development of a Concept of Operations; and 7. Development of a prioritized ITS Master Plan.

Schedule: The project is anticipated to begin June 2016 and take 18 months to complete.

Cost Estimate: The project is anticipated to cost \$280,000

### *US 27 Complete Streets*

Scope: A Complete Streets feasibility study will be conducted to assess options for improving multimodal safety and mobility on US 27 from Middlesex Road to US 441/North Boulevard in the City of Leesburg. This project investigating a combination of access management strategies and improvements, landscaped median / pedestrian refuge islands and shoulder sections along the route at locations selected based on their ability to reduce conflict points, improve multimodal safety, provide traffic calming, establish pedestrian refuge areas and visually improve the business corridor. Work will include: 1. Data collection and base map plan sheet development; 2. Crash data analysis; 3. Site visit and walking audits; 4. Existing traffic conditions analysis; 5. Development of an access management plan; 6. Development of a roadway and landscape concept design with renderings; and 7. Public involvement.

Schedule: The project began in January 2016 and will be completed no later than December 2016.

Cost: \$200,000

### *SR 44/Dixie Avenue Complete Streets Improvement Concept Study*

Scope: This scope of services is intended to supplement work previously completed on SR 44/Dixie Avenue Complete Streets Improvement Concept Study from 12th Street to US 441 in the City of Leesburg. Revisions to the proposed typical section and median island locations based on discussions with FDOT regarding the forthcoming resurfacing project on SR 44, as well as to provide support services related to City of Leesburg City Commissioner and stakeholder outreach and engagement will be completed. Work will include: 1. Concept design refinements; 2. Coordination meetings with FDOT, Leesburg



City Commissioners, and stakeholders; and 3. Assist and provide support to FDOT at the Public Hearing to be held later for this project in conjunction with FDOT's resurfacing project along this same corridor.

Schedule: This project began in January 2016 and is anticipated to be complete following the FDOT Public Hearing scheduled for August 4, 2016.

Cost: \$36,000

#### *Planning Support for List of Priority Projects*

Scope: Consultant planning assistance is being provided to the MPO and its member governments for work related to updating the List of Priority Projects. This includes consultant assistance with completing or updating the FDOT Project Information Application Form required for each project on the MPOs List of Priority Projects and support related to an online interface and database to complete and store the applications. Work will include: 1. An assessment of the existing MPO project website tool and identification of opportunities to improve the process for obtaining the needed information to complete the FDOT Project Information Applications, as well as, the organization and storage of the project forms and supporting information that is readily accessible and updatable by stakeholders; and 2. Support in preparing project information applications.

Schedule: All work is expected to be completed by June 2016

Cost: \$100,000

## Planning Priorities

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#### *MPO Staffing Process*

As stated in a previous section, Governor Jeb Bush designated Lake~Sumter MPO on December 9, 2003. As of FY 2016/17, the MPO has a contracted executive director who manages a staff consisting of: an MPO project manager, two transportation planners, a geographic information systems (GIS) manager, an executive staff assistant and an administrative office associate who now serves as the a coordinator of the Transportation Disadvantaged program. The Governing Board authorized in 2011 the creation of a part-time transportation planning associate position as the budget allows; the position has not been filled to date. Since 2005, the MPO has been fully operational in an independent office location in Leesburg, Florida. This portion addresses the additional Lake~Sumter MPO needs as follows:

1. Regional partnerships will be enhanced among Lake, Sumter and Marion counties, as well as Orange, Seminole and Osceola counties, Polk County and Volusia County.
2. Fixed-route transit has quickly become a major priority of the MPO and is a linkage among the governmental jurisdictions. South Lake communities continue to work toward a commencement of fixed-route transit services.
3. With a BPAC under the MPO's umbrella, bicycle and pedestrian needs are now at the forefront of the MPO's purview.
4. The MPO through its independent role as transportation resource and research outlet will take the lead in helping the local municipalities and incorporated areas to plan for the desired character and feel of their community.

### *MPO Re-designation*

The MPO took the initiative to submit a Re-designation Plan to include all of Sumter County in 2010 in anticipation of the results of the US Census. The plan was approved by Gov. Crist in December 2010. When requested in 2013 by FDOT as to whether the MPO would be engaging in re-designation or reapportionment, the MPO responded that the Governing Board determined no additional changes were needed. Population trends will be monitored leading up to the next decennial census.

### *Transit and Para-Transit Planning*

The Transit Operations Plan (TOP) is adopted for Lake County, resulting in fixed-route transit, the LakeXpress, along the US 441 corridor. A Transit Development Plan for Lake County, the 2008 TDP, was adopted August 2008 and the 2013 major update was adopted in October 2013. The entire Lady Lake/Villages urbanized area and the South Lake County portion of the Orlando urbanized area was included in the 2013 TDP making Sumter County eligible as a direct recipient of FTA 5307 funds and South Lake County eligible for an expansion of the LakeXpress service area. South Lake transit service Rt. 50 was started in FY2016 along SR 50. Lake County continues to fund LYNX service in South Lake County Link 55 in the Four Corners area of South Lake, but discontinued funding for Link 204 Express Bus service to downtown Orlando.

### *Transportation Improvement Program*

Lake~Sumter MPO staff will work with the Technical and the Citizens' Advisory Committees and the BPAC to achieve consensus on all adopted documents. By July 15 of each year, the MPO Governing Board will develop and adopt the annual Lake~Sumter MPO TIP. The TIP will be based upon the adopted priorities established each year by September 1st and by the funding priorities of partnering agencies such as FDOT and the two counties, as well as private development funds.

### *List of Priority Projects*

An annual process is established by the MPO to prioritize unfunded transportation needs. Typically by August of each year, the MPO adopts the List of Priority Projects via a series of tables based on various funding sources ranked in terms of funding priority. The MPO has adopted a criteria matrix to provide data to support the process. The MPO also basis prioritization on production versus planning and on matching funds from local sources or private sources.

### *Implementation of ETDM*

The Lake~Sumter MPO will continue to work with FDOT in 2016/17-2017/18 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.

### *Air Quality*

On October 26, 2015, the US Environmental Protection Agency published the final rule on the National Ambient Air Quality Standards (NAAQS) for ground-level ozone to 70 parts per billion. At this level, the MPO is in maintenance and expects to maintain attainment status. The MPO understands the harmful effects ozone can have on public health and welfare and so even though the MPO is in attainment, we will continue to

address transportation issues with policies that once implemented will help reduce the man-made pollutants most responsible for forming ozone.

#### *Sustainable Community Planning*

The Lake~Sumter MPO will strive to advance programs that support the national Sustainable Communities initiative. In June 2009 the Partnership for Sustainable Communities was formed by the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA). These three agencies have pledged to ensure that housing and transportation goals are met while simultaneously protecting the environment, promoting equitable development and helping to address the challenges of climate change. The following Livability Principles are guiding their work:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Support existing communities
- Coordinate and leverage federal policies and investment
- Value communities and neighborhoods

## Public Involvement Plan

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Substantial changes or amendments to the UPWP will be done after the public has been notified of intent to modify the plan, and only after the public has had 45 days to review and comment on the proposed substantial changes.

The MPO public participation plan provides the public with many opportunities to comment on 2016-2018 UPWP including but not limited to the following:

- 45-day comment period on the draft 2016/17-2017/18 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 (TAC, CAC, BPAC, TDCB) in February and April 2016
- Public Hearing held at the April 2016 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.

## 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 2016/17	FY 2017/18	Total
All FHWA Funds	\$124,941	\$114,133	\$239,074

## Work Program Task Sheets

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The Lake~Sumter MPO fiscal year 2016/17-2017/18 UPWP, covering the fiscal year from July 1, 2016, to June 30, 2018, 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, 2016/17-2017/18 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 seven major categories of activity. The final section of the UPWP contains the appropriate tables, including a task element index, summary of estimated expenditures for the previous UPWP, and a summary of proposed expenditures by responsible and participating agencies and funding sources.

## 1.0 Administration

This section includes those tasks necessary to manage and support both the planning staff and the planning process. Tasks include staff management, financial management and payroll activities, technical support from FDOT, 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.

Positions contributing to the task of Administration includes the following MPO personnel: Executive Director, Project Manager, two (2) Transportation Planners, GIS Manager, Executive Staff Assistant and an Administrative Office Associate who is also the Transportation Disadvantaged Coordinator.

<b>Task 1.0 Administration</b>							
Purpose:							
Provide administrative support necessary to carry out MPO plans and programs.							
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.							
Required Activities:							
<ul style="list-style-type: none"> <li>• Provide technical assistance and staff support to MPO Governing Board and committees</li> <li>• Prepare and distribute MPO materials, including agenda packages, meeting minutes, resolutions, plans and documents</li> <li>• Implement and update as needed the FY 2016/17-2017/18 Unified Planning Work Program detailing all tasks to be accomplished through the utilization of federal and state funds</li> <li>• Draft the FY 2018/19-2019/20 UPWP</li> <li>• Calculate, analyze and maintain financial data, including records of receipts and expenditures for all MPO planning funds</li> <li>• Review and update agreements and MPO administrative documents</li> </ul>				<ul style="list-style-type: none"> <li>• Staffing to accomplish plans, programs and administration</li> <li>• Support Services by Lake County for Legal, Fiscal, IT, Human Resource, Procurement and Information Outreach Services</li> <li>• Maintain financial records and perform an annual single audit</li> <li>• Prepare and participate in annual Joint State MPO Certification</li> <li>• Prepare and submit progress reports and invoices for grant reimbursement</li> <li>• Registration and travel costs related to professional training, seminars, meetings, workshops, and conferences</li> <li>• Purchase and maintenance of office equipment and purchase of office supplies and postage</li> </ul>			
<b>End Product:</b>		<b>Completion Date:</b>		<b>Responsible Agency: MPO</b>			
MPO Board and committee meetings		Monthly					
Joint State-MPO Certification		Feb. 2016/Feb. 2017					
PL Invoices and Progress Reports		Monthly					
Single Audit		Annually					
MPOAC & General Meetings		As scheduled					
Two county coordination		Ongoing					
Implement Unified Planning Work Program		Ongoing					
<b>Year 1 – FY 2016/17</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	344,901	0	58,595.46	7,324	7,324	33,301	451,445.46
<b>Total Cost to MPO</b>	344,901	0	58,595.46	7,324	7,324	33,301	451,445.46
<b>Year 2 – FY 2017/18</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	312,274	0	23,996.00	2,999.50	2,999.50	33,301	375,570
<b>Total Cost to MPO</b>	312,274	0	23,996.00	2,999.50	2,999.50	33,301	375,570
<b>Grand Total:</b>							827,015.46

**Task 1.0 Administration**  
**Estimated Budget Detail for FY 2016-2017**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305(D)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	193,097	0	58,595.46	7,324	7,324	33,301	299,641.46
	<b>Subtotal:</b>	<b>193,097</b>	<b>0</b>	<b>58,595.46</b>	<b>7,324</b>	<b>7,324</b>	<b>33,301</b>	<b>299,641.46</b>
<b>B. Consultant Services</b>								
	contract/consultant services	-	-	-	-	-	-	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>C. Travel</b>								
	Travel Expenses	4,295	-	-	-	-	-	4,295
	<b>Subtotal:</b>	<b>4,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,295</b>
<b>D. Other Direct Expenses</b>								
	Annual Financial Audit	17,000						17,000
	Telecommunications	7,000						7,000
	Freight and Postage	2,400						2,400
	Office and Copier Leases	66,000						66,000
	Insurance	4,251						4,251
	GIS Licensing	3,700						3,700
	Reprographic Charges	6,500						6,500
	Support Services by Lake County	28,285						28,285
	Legal Advertisements	2,000						2,000
	Office Supplies	5,000						5,000
	Info Tech Supplies	3,373						3,373
	Training	2,000						2,000
	<b>Subtotal:</b>	<b>147,509</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>147,509</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>Total:</b>	<b>344,901</b>	<b>0</b>	<b>58,595.46</b>	<b>7,324</b>	<b>7,324</b>	<b>33,301</b>	<b>451,445.46</b>

**Task 1.0 Administration**  
**Estimated Budget Detail for FY 2017-2018**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305(D)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	164,881	0	23,996	2,999.50	2,999.50	33,301	228,177
	<b>Subtotal:</b>	<b>164,881</b>	<b>0</b>	<b>23,996</b>	<b>2,999.50</b>	<b>2,999.50</b>	<b>33,301</b>	<b>228,177</b>
<b>B. Consultant Services</b>								
	Contract/consultant services	-	-	-	-	-	-	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>C. Travel</b>								
	Travel Expenses	4,295	-	-	-	-	-	4,295
	<b>Subtotal:</b>	<b>4,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,295</b>
<b>D. Other Direct Expenses</b>								
	Annual Financial Audit	17,000						17,000
	Telecommunications	7,000						7,000
	Freight and Postage	2,400						2,400
	Office and Copier Leases	66,000						66,000
	Insurance	4,251						4,251
	GIS License	3,700						3,700
	Reprographic Charges	4,500						4,500
	Support Services Lake Co.	25,874						25,874
	Legal Advertisements	2,000						2,000
	Office Supplies	5,000						5,000
	Info Tech Supplies	3,373						3,373
	Training	2,000						2,000
	<b>Subtotal:</b>	<b>143,098</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143,098</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>Total:</b>	<b>312,274</b>	<b>0</b>	<b>23,996</b>	<b>2,999.50</b>	<b>2,999.50</b>	<b>33,301</b>	<b>375,570</b>



## 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.

Reflected in the budget summary for Task 2.0, Data Collection, are local funds received from member local governments for the MPO's Transportation Management System. The local funds are utilized for this task to cover a substantial portion of the expenses for the MPO's traffic counts consultant contract (\$40,000 in FY 2016/17); a lesser portion of the traffic counts contract is covered by FHWA funds (\$20,000 in FY 2016/17). The local funds are also utilized to cover half the personnel expenses for the GIS Manager position, which is responsible for a substantial portion of this task. Local funds for the TMS are shown as being utilized for Task 2.0, Data Collection, and Task 5.0, Multimodal Systems Planning.

<b>Task 2.0 Data Collection</b>								
<b>Purpose:</b>								
To monitor changes in traffic-related characteristics within the MPO planning boundary. To gather, analyze and utilize crash data to address safety in the planning process. To compare existing characteristics with projections to anticipate planning needs and activities. To build a data repository of information to support regional transportation efforts.								
<b>Previous Work Completed:</b>								
A two-county traffic count database, crash statistic database, comprehensive Geographic Information System (GIS), Transportation Management System (TMS)								
<b>Required Activities:</b>								
<ul style="list-style-type: none"> <li>Analyze socioeconomic data</li> <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</li> <li>Collect and utilize multi-modal systems data including transit and bicycle/pedestrian data</li> <li>Management of the MPO's Geographic Information Systems (GIS) and analysis of data</li> </ul>				<ul style="list-style-type: none"> <li>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>Update and analyze data for utilization in various MPO efforts</li> <li>Maintain, update and analyze transit data</li> <li>Collect, maintain and analyze data to support the Transportation Disadvantaged program</li> <li>GIS mapping to support visualization efforts</li> <li>Staffing to manage data collection</li> </ul>				
<b>End Product:</b>			<b>Completion Date:</b>			<b>Responsible Agency: MPO</b>		
TMS Report			Annually					
Update TMS database			Annually					
Update TMS with traffic counts			Annually					
Manage traffic count program			Annually					
Year 1 – FY 2016/17								
Responsible Agencies	Funding Sources							
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	TMS Local Funds	Total
MPO Staff	9,302	0	7,847.73	982	982	0	85,000	104,113.73
Consultant	20,000							20,000
<b>Total Cost to MPO</b>	29,302	0	7,847.73	982	982	0	85,000	124,113.73
Year 2 – FY 2017/18								
Responsible Agencies	Funding Sources							
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	TMS Local Funds	Total
MPO Staff	8,280	0	3,212.80	401.60	401.60	0	85,000	117,296
Consultant	20,000							20,000
<b>Total Cost to MPO</b>	28,280	0	3,212.80	401.60	401.60	0	85,000	117,296
<b>Grand Total:</b>								241,409.73





## 3.0 Long-Range 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). 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. Work also includes efforts to ensure consistency between the MPO's transportation plan and local government comprehensive plans.

<b>Task 3.0 Long Range Planning</b>							
<b>Purpose:</b>							
To maintain, update and implement a long-range transportation plan that is technically sound and financially 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.							
<b>Previous Work Completed:</b>							
Developed 2040 LRTP (2014-15). Adopted 2040 LRTP (December 2015). Updated LOPP (August 2014 and June 2015).							
<b>Required Activities:</b>							
<ul style="list-style-type: none"> <li>Implement and amend as needed the 2040 Long Range Transportation Plan, <i>Transportation 2040</i></li> <li>Update as needed 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 LRTP performance measures criteria based on FAST Act regulations and time lines</li> <li>Annually develop, update and publish the List of Priority Projects</li> </ul>				<ul style="list-style-type: none"> <li>Perform amendments to the adopted LOPP as necessary</li> <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 the Efficient Transportation Decision Making (ETDM) process</li> <li>Engage in transportation modelling efforts as needed</li> <li>Staffing to accomplish long-range transportation planning activities</li> </ul>			
<b>End Product:</b>			<b>Completion Date:</b>			<b>Responsible Agency: MPO</b>	
Implement the LRTP Projects			Ongoing				
Develop Performance Measures related to FAST Act			Ongoing				
Amend 2040 LRTP			As Needed				
<b>Year 1 – FY 2016/17</b>							
<b>Responsible Agencies</b>	<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
MPO Staff	25,795	0	32,019.18	4,003	4,003	0	65,820.18
<b>Total Cost to MPO</b>	25,795	0	32,019.18	4,003	4,003	0	65,820.18
<b>Year 2 – FY 2017/18</b>							
<b>Responsible Agencies</b>	<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
MPO Staff	23,287	0	13,110.40	1,638.80	1,638.80	0	39,675
<b>Total Cost to MPO</b>	23,287	0	13,110.40	1,638.80	1,638.80	0	39,675
						<b>Grand Total</b>	105,495.18

**Task 3.0 Long-Range Planning**  
**Estimated Budget Detail for FY 2016-2017**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305(D)	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries	25,795	0	32,019.18	4,003	4,003	0	65,820.18
	<b>Subtotal:</b>	<b>25,795</b>	<b>0</b>	<b>32,019.18</b>	<b>4,003</b>	<b>4,003</b>	<b>0</b>	<b>65,820.18</b>
<b>B. Consultant Services</b>								
	Contract/consultant services	-	-	-	-	-	-	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>C. Travel</b>								
	Travel Expenses	-	-	-	-	-	-	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>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>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>Total:</b>	<b>25,795</b>	<b>0</b>	<b>32,019.18</b>	<b>4,003</b>	<b>4,003</b>	<b>0</b>	<b>65,820.18</b>





## 4.0 Short-Range Planning

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. This section also includes activities to accomplish short-range planning including assisting local governments in the preparation of FDOT Project Applications in order to make local projects eligible for federal or state funding.

<b>Task 4.0 Short Range Planning</b>							
<b>Purpose:</b>							
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							
<b>Previous Work Completed:</b>							
Development of the FY 2014/15-18/19 and TIP FY 2015/16-19/20 TIP and all required amendments							
<b>Required Activities:</b>							
<ul style="list-style-type: none"> <li>Annually 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</li> <li>Create GIS data and maps that support the TIP</li> </ul>				<ul style="list-style-type: none"> <li>Conduct or coordinate short-range strategic planning studies and efforts</li> <li>Utilize and maintain an interactive TIP tool</li> <li>Utilize consultant through a maintenance agreement to provide data for the interactive TIP</li> <li>Conduct annual call for local projects</li> <li>Assist local governments in creating, updating and submitting Florida Department of Transportation Project Information Applications</li> <li>Staffing to achieve short-range planning activities</li> </ul>			
<b>End Product:</b>		<b>Completion Date:</b>		<b>Responsible Agency: MPO</b>			
FY 2016/17 – 2021/22 TIP		Adopted June 2016					
FY 2017/18 – 2022/23 TIP		Adopted June 2017					
TIP amendments		As needed					
<b>Year 1 – FY 2016/17</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	42,104	0	32,019.18	4,003	4,003	0	82,129.18
Consultant	9,600	90,001	0	0	0	0	99,601
<b>Total Cost to MPO</b>	51,704	90,001	32,019.18	4,003	4,003	0	181,730.18
<b>Year 2 – FY 2017/18</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	38,812	0	13,110.40	1,638.80	1,638.80	0	55,200
Consultant	9,600	0	0	0	0	0	9,600
<b>Total Cost to MPO</b>	48,412	0	13,110.40	1,638.80	1,638.80	0	64,800
<b>Grand Total:</b>							246,530.18





## 5.0 Multimodal Systems Planning

This section includes elements of the staff support for planning an integrated multimodal transportation system. The integrated transportation system includes all modes including transit, bicycle and pedestrian facilities, roadways, and airports. Multimodal systems planning includes planning efforts to support management and operations including technology-based intelligent transportation systems. This section includes programs such as the MPO's Sidewalks Program, the Safe School Emphasis Program, the Regional Trails Program, and the Complete Streets Program. This section also includes many of the activities of the MPO's Transportation Management System (TMS). Other TMS activities and local government funding for the expanded staff capacity to maintain the TMS are included in this task and in Task 2.0, Data Collection.

Public transportation planning includes providing planning assistance to Community Transportation Coordinators (CTCs) and to the Transportation Disadvantaged Coordinating Boards (TDCBs). The MPO focuses on the transit needs across the two-county region concentrating on efforts to maintain and enhance the accessibility of the transportation system for all users including the young, elderly, the economically disadvantaged and the disabled. Public transit provides transportation for citizens who typically cannot drive. In addition to this segment of the population, transit is increasingly being seen as a viable option for riders who may have access to an automobile, but choose to take transit because it provides a more attractive alternative or it supports broader community goals. As such, the MPO seeks to enhance and expand transit service as part of its long-term multimodal mobility strategy.

**Task 5.0 Multimodal 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, bicycle and pedestrian, freight, local government technical assistance, and the Transportation Management System (TMS).

**Previous Work Completed:**

Transit Development Plan updates; Transportation Disadvantaged Service Plan updates for Sumter County and for Lake County; bicycle and pedestrian planning; implementation of Safe School Access Study; TMS services.

**Required Activities:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Public transportation planning including fixed-route transit and para-transit</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>Identify congested roadways and areas of safety concerns for future study</li> <li>Update and implement Bicycle/Pedestrian Master Plan</li> </ul> | <ul style="list-style-type: none"> <li>Implement the Safe School Access Study</li> <li>Provide technical assistance to local governments</li> <li>Manage multimodal studies including ITS, Bike/Ped and Complete Streets studies</li> <li>Coordinate with the FDOT and local governments on the implementation of multimodal projects and Local Agency Program (LAP) projects</li> <li>Administer the Transportation Management System (TMS) through the use of federal and local funds</li> <li>Analysis of traffic count data and crash data and the production of data reports as part of TMS</li> <li>Provide review of traffic impact analyses on behalf of member local governments as part of TMS</li> <li>Providing review of transportation impacts of land use decisions including comprehensive planning as part of TMS</li> <li>Staffing to support multimodal planning</li> </ul> |
|---|--|

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency: MPO</b>
Review CTCs	Annually	
Update TDP	Annually	
Update TDSP	Annually	
TDCB meetings	Quarterly	
Program Policies	FY 2016/17	
Multimodal Studies	Ongoing	
Safety Initiatives	Ongoing	

**Year 1 – FY 2016/17**

<b>Responsible Agencies</b>	<b>Funding Sources</b>							
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>TMS Local Funds</b>	<b>Total</b>
MPO Staff	30,603	0	46,126.73	5,764	5,764	6,612	89,151	184,020.73
Consultant	0	378,583	0	0	0	0		378,583
<b>Total Cost to MPO</b>	30,603	378,583	46,126.73	5,764	5,764	6,612	89,151	562,603.73

**Year 2 – FY 2017/18**

<b>Responsible Agencies</b>	<b>Funding Sources</b>							
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>TMS Local Funds</b>	<b>Total</b>
MPO Staff	28,462	0	18,888.80	2,361.10	2,361.10	6,612	89,151	147,836
Consultant	0	0	0	0	0	0		0
<b>Total Cost to MPO</b>	28,462	0	18,888.80	2,361.10	2,361.10	6,612	89,151	147,836

							<b>Grand Total:</b>	710,439.73
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## 6.0 Public Involvement

This section contains two elements. The first is continued support of the MPO's public participation and outreach efforts. The second element covers the costs associated with printing and distributing MPO reports and publications.

The Lake~Sumter MPO actively seeks and considers public input on transportation policies and ultimately the prioritization of transportation investments. A major function of the MPO is to ensure that the public (comprised of a diverse constituency of interested and affected parties) maintains a strong voice in the transportation planning process. As part of the MPO planning process, the MPO implemented a broad public outreach strategy to ensure early and continued involvement in the development of all plans, projects and policies. These outreach efforts provided substantial public input that ultimately shaped the identified plans, policies and projects in the region. 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 public involvement process includes multiple components including consultation with members of the MPO Governing Board, the Citizens' Advisory Committee, the Bicycle & Pedestrian Advisory Committee, the Technical Advisory Committee, the Transportation Disadvantaged Coordinating Boards for both Lake County and Sumter County and the four MPO Task Forces — South Lake, East Lake, Northwest Lake, 470 Corridor and Public Transportation — to participate in the process.

In addition to the process described above, the MPO makes presentations to city and town councils and at community outreach events as well as to chambers of commerce, business expos, civic groups, and appropriate state and local agencies. The MPO public involvement mailing list and e-mail list are utilized to inform the public about the workshops and meetings and to provide copies of the meeting agendas and minutes. In an effort to promote environmental justice and to meet the requirements of Title VI, special efforts were undertaken to involve population segments that are traditionally underserved and/or represented. Several communication tools and outreach strategies are utilized throughout the planning process including visualization techniques, interactive workshop activities, web-based information sharing, multimedia and informational exhibits displaying maps, and charts, to effectively convey content and key issues for public consideration. Comment cards, flip charts, hands-on 'mark-ups' of maps and audio recordings of meetings are utilized to record community input at various outreach venues.

The MPOs website also serves as the major information portal for all planning efforts. All information including workshop videos, presentations and technical documents are made available to the public via the website. Advertisements for public meetings and workshops are posted online and placed in local newspapers.

<b>Task 6.0 Public Involvement</b>							
<b>Purpose:</b>							
To provided 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.							
<b>Previous Work Completed:</b>							
Monitor and improve the website and all printed materials describing agency. 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.							
<b>Required Activities:</b>							
<ul style="list-style-type: none"> <li>Development, updates and implementation of the Public Involvement Plan</li> <li>Utilize MPO Board, committee and subcommittee meetings to gain input from the public</li> <li>Utilize the CAC to assist in public involvement activities</li> <li>Develop, update and distribute outreach materials, including documents and maps, informational literature and graphics</li> </ul>				<ul style="list-style-type: none"> <li>Host or participate in public educational events</li> <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 web-based applications</li> <li>Staffing to accomplish public involvement</li> </ul>			
<b>End Product:</b>				<b>Completion Date:</b>		<b>Responsible Agency: MPO</b>	
MPO Accomplishments and activities report				Annually			
Public Involvement Plan				As needed			
Press releases/meeting notices				Ongoing			
Production and updates to public information materials				As needed			
Maintenance of MPO website and social media				Ongoing			
<b>Year 1 – FY 2016/17</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	64,319	0	71,630.87	8,953	8,953	6,612	160,467.87
<b>Total Cost to MPO</b>	64,319	0	71,630.87	8,953	8,953	6,612	160,467.87
<b>Year 2 – FY 2017/18</b>							
Responsible Agencies	Funding Sources						
	FHWA (PL)	SA/SL	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
MPO Staff	58,839	0	29,333.60	3,666.70	3,666.70	6,612	102,118
<b>Total Cost to MPO</b>	58,839	0	29,333.60	3,666.70	3,666.70	6,612	102,118
<b>Grand Total:</b>							262,585.87





## **7.0 Special Projects: Regional Planning Coordination and Legislative Monitoring**

This task includes the regional visioning and planning initiatives occurring in Central Florida. This task also includes participation in the Florida MPO Advisory Council. 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.

<b>Task 7.0 Special Projects and Regional Planning Coordination and Legislative Monitoring</b>							
<b>Purpose:</b>							
To achieve statewide or regional transportation planning coordination and project coordination. To monitor or provide input on legislation impacting transportation.							
<b>Previous Work Completed:</b>							
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.							
<b>Required Activities:</b>							
<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> </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 and other transit agencies</li> <li>Monitor state and federal legislative issues and develop board policies, positions and priorities</li> <li>Coordination with other MPOs on planning initiatives</li> </ul>			
<b>End Product:</b>		<b>Completion Date:</b>		<b>Responsible Agency: MPO</b>			
CFMPOA List of Board Priorities		Annually					
CFMPOA Regional Priority List		Annually					
Florida MPO Advisory Council meetings		At least quarterly					
MPOAC Legislative Positions		Annually					
<b>Year 1 – FY 2016/17</b>							
<b>Responsible Agencies</b>	<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
MPO Staff	14,064	0	18,826.65	2,354.10	2,354.10	0	37,598.85
Consultant	5,000	0	0	0	0	0	5,000
<b>Total Cost to MPO</b>	19,064	0	18,826.65	2,354.10	2,354.10	0	42,598.85
<b>Year 2 – FY 2017/18</b>							
<b>Responsible Agencies</b>	<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Total</b>
MPO Staff	12,937	0	7,708.80	963.60	963.60	0	22,573
Consultant	5,000	0	0	0	0	0	5,000
<b>Total Cost to MPO</b>	17,937	0	7,708.80	963.60	963.60	0	27,573
<b>Grand Total:</b>							<b>70,171.85</b>







## 8.0 Non-Grant-Eligible Activities

This task includes specialized services for member local governments superseding the required activities included in Tasks 1.0 through 7.0. The non-grant-eligible activities currently includes two services: 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. No expenses related to this task are charged to grant funds.

GIS services 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 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.

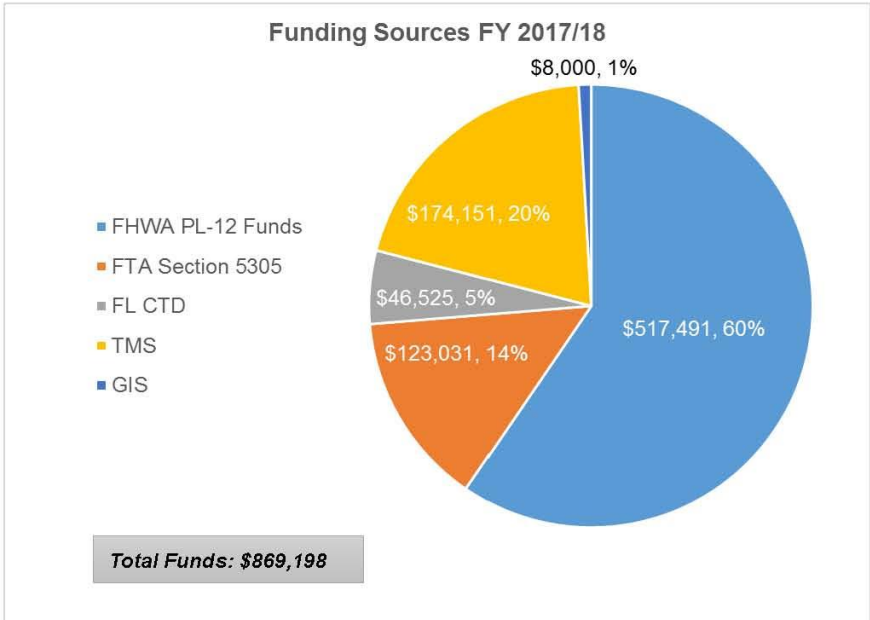
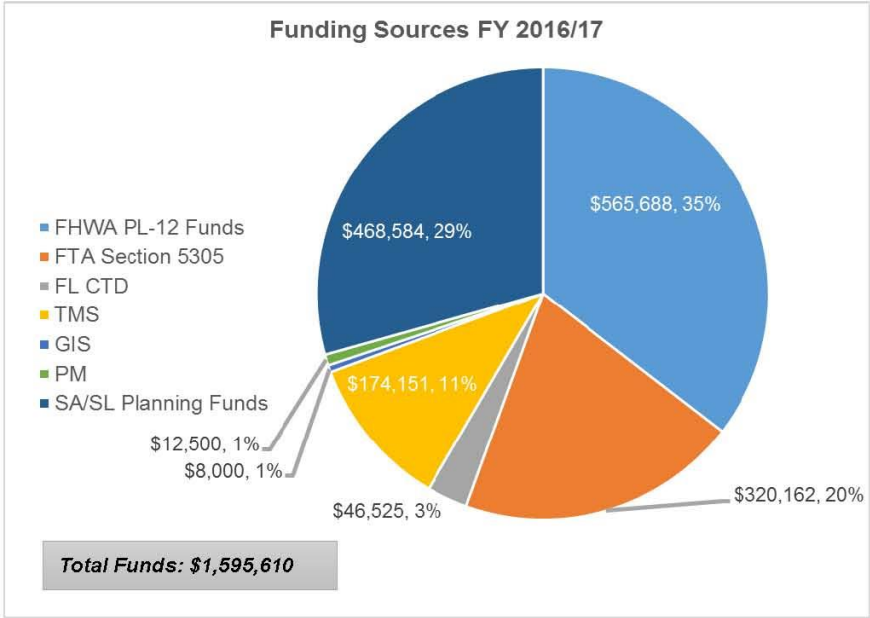
<b>Task 8.0 Non-Grant-Eligible Activities</b>										
<b>Purpose:</b>										
To provide specialized services to member local governments via the in-house staff expertise or through consultant contracts. The specialized services include the provision of pavement management services and geographic information services.										
<b>Previous Work Completed:</b>										
GIS services for the municipalities of Groveland, Minneola, and Montverde. Pavement management services for Sumter County and the municipalities of Lady Lake, Leesburg, Tavares, and Eustis.										
<b>Required Activities:</b>										
<ul style="list-style-type: none"> <li>Provide non-transportation GIS services to member local governments per interlocal agreement</li> </ul>					<ul style="list-style-type: none"> <li>Provide pavement management services to member local governments per interlocal agreement</li> </ul>					
<b>End Product:</b>			<b>Completion Date:</b>			<b>Responsible Agency: MPO</b>				
Non-transportation GIS services			Ongoing							
Pavement management services			Ongoing							
<b>Year 1 – FY 2016/17</b>										
<b>Responsible Agencies</b>				<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>Local: GIS</b>	<b>Local: PM</b>	<b>Total</b>	
MPO Staff	0	0	0	0	0	0	8,000	500	8,500	
Consultant	0	0	0	0	0	0	0	12,000	12,000	
<b>Total Cost to MPO</b>	0	0	0	0	0	0	8,000	12,500	20,500	
<b>Year 2 – FY 2017/18</b>										
<b>Responsible Agencies</b>				<b>Funding Sources</b>						
	<b>FHWA (PL)</b>	<b>SA/SL</b>	<b>FTA 5305</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disad.</b>	<b>GIS</b>	<b>PM</b>	<b>Total</b>	
MPO Staff	0	0	0	0	0	0	8,000	0	8,000	
Consultant	0	0	0	0	0	0	0	0	0	
<b>Total Cost to MPO</b>	0	0	0	0	0	0	8,000	0	8,000	
<b>Grand Total:</b>									28,500	

**Task 8.0 Non-Grant-Eligible Activities  
Estimated Budget Detail for FY 2016-2017**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305(D)	FTA State Match	FTA Local Match	Trans. Disad.	GIS	PM	Total
<b>A. Personnel Services</b>										
MPO staff salaries		0	0	0	0	0	0	8,000	500	8,500
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>500</b>	<b>8,500</b>
<b>Contract/consultant services</b>										
		-	-	-	-	-	-	-	12,000	12,000
	<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>12,000</b>	<b>12,000</b>
<b>C. Travel</b>										
	Travel Expenses	-	-	-	-	-	-	-	-	-
	<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>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>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>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>12,500</b>	<b>20,500</b>

**Task 8.0 Non-Grant-Eligible Activities**  
**Estimated Budget Detail for FY 2017-2018**

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305(D)	FTA State Match	FTA Local Match	Trans. Disad.	GIS	PM	Total
<b>A. Personnel Services</b>										
MPO staff salaries		0	0	0	0	0	0	8,000	0	8,000
	<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>8,000</b>
<b>Contract/consultant services</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>C. Travel</b>										
	Travel Expenses	-	-	-	-	-	-	-	-	-
	<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>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>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>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>



**FUNDING SOURCE FY 2016/17 UPWP**

	ELEMENT	FHWA		State Soft Match	FTA Section 5305 (includes carry forward)			CTD	Local Funds			Total
		PL 112	SA/SL		Federal	State	Local/In Kind		TMS	GIS	PM	
1.	Admin.	\$344,901		\$76,069	\$58,595.46	\$7,324	\$7,324	\$33,301				\$527,514.46
2.	Data Collection	\$29,302		\$6,642	\$7,847.73	\$982	\$982		\$85,000			\$131,335
3.	Long Range Planning	\$25,795		\$5,689	\$32,019.18	\$4,003	\$4,003					\$73,874
4.	Short Range Planning	\$51,704	\$90,001	\$11,403	\$32,019.18	\$4,003	\$4,003					\$195,498
5.	Multimodal/ Systems Planning	\$30,603	\$378,583	\$6,749	\$46,126.73	\$5,764	\$5,764	\$6,612	\$89,151			\$572,758
6.	Public Participation	\$64,319		\$14,185	\$71,630.87	\$8,953	\$8,953	\$6,612				\$179,942
7.	Special Projects: Regional Planning	\$19,064		\$4,204	\$18,826.65	\$2,354.10	\$2,354.10					\$48,192
8.	Non-Grant-Eligible Activities									\$8,000	\$12,500	\$20,500
<b>TOTAL</b>		<b>\$565,688</b>	<b>\$468,584</b>	<b>\$124,941</b>	<b>\$267,065.80</b>	<b>\$33,383.10</b>	<b>\$33,383.10</b>	<b>\$46,525</b>	<b>\$174,151</b>	<b>\$8,000</b>	<b>\$12,500</b>	<b>\$1,734,221</b>

**AGENCY PARTICIPATION FY 2016/17 UPWP**

		FHWA		State Soft Match	FTA Section 5305								Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultant	
		PL 112	SA/SL		Federal	State	Local/ In Kind	Carry Forward FY 13/14 Federal	State	Local/ In Kind	Carry Forward FY 15/16 Federal	State				Local/ In Kind	TMS	GIS		PM
1.0	Admin.	\$344,901	0	\$76,069	\$23,995	\$3,000	\$3,000	\$13,482.61	\$1,685	\$1,685	\$21,117.85	\$2,639	\$2,639	\$33,301	\$527,514.46	\$451,445.46	0	0	0	0
2.0	Data Collection	\$29,302	0	\$6,642	\$3,212	\$402	\$402	\$1,806.21	\$226	\$226	\$2,829.52	\$354	\$354		\$45,755.73	\$39,113.73	\$85,000	0	0	\$20,000
3.0	Long Range Planning	\$25,795	0	\$5,689	\$13,110	\$1,639	\$1,639	\$7,367.97	\$921	\$921	\$11,541.21	\$1,443	\$1,443		\$71,509.18	\$65,820.18	0	0	0	0
4.0	Short Range Planning	\$51,704	\$90,001	\$11,403	\$13,110	\$1,639	\$1,639	\$7,367.97	\$921	\$921	\$11,541.21	\$1,443	\$1,443		\$193,133.18	\$181,730.18	0	0	0	\$99,601
5.0	Multi modal Systems Planning	\$30,603	\$378,583	\$6,749	\$18,891	\$2,360	\$2,360	\$10,612.40	\$1,326	\$1,326	\$16,623.33	\$2,078	\$2,078	\$6,612	\$480,201.73	\$473,452.73	\$89,151	0	0	\$378,583
6.0	Public Inv.	\$64,319	0	\$14,185	\$29,335	\$3,666	\$3,666	\$16,480.82	\$2,060	\$2,060	\$25,815.05	\$3,227	\$3,227	\$6,612	\$174,652.87	\$160,467.87	0	0	0	0
7.0	Special Projects: Regional Planning	\$19,064	0	\$4,204	\$7,708	\$964	\$964	\$4,332.42	\$542.30	\$542.30	\$6,786.23	\$847.80	\$847.80		\$46,802.85	\$42,598.85	0	0	0	\$5,000
8.0	Non-Grant Eligible Activities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$8,000	\$12,500	\$12,000
<b>TOTAL</b>		\$565,688	\$468,584	\$124,941	\$109,361	\$13,670	\$13,670	\$61,450.40	\$7,681.30	\$7,681.30	\$96,254.40	\$12,031.80	\$12,031.80	\$46,525	\$1,539,570	1,414,629	\$174,151	\$8,000	\$12,500	\$515,184

FUNDING SOURCE FY 2017/18 UPWP

	ELEMENT	FTA Section 5305					CTD	Local Funds			Total
		FHWA (PL 112)	State Soft Match	Federal	State	Local/In Kind		TMS	GIS	PM	
1.0	Administration	\$312,274	\$68,873	\$23,996	\$2,999.50	\$2,999.50	\$33,301				\$444,443
2.0	Data Collection	\$28,280	\$6,237	\$3,212.80	\$401.60	\$401.60		\$85,000			\$123,533
3.0	Long Range Planning	\$23,287	\$5,136	\$13,110.40	\$1,638.80	\$1,638.80					\$44,811
4.0	Short Range Planning	\$48,412	\$10,677	\$13,110.40	\$1,638.80	\$1,638.80					\$75,477
5.0	Multimodal/ Systems Planning	\$28,462	\$6,277	\$18,888.80	\$2,361.10	\$2,361.10	\$6,612	\$89,151			\$154,113
6.0	Public Participation	\$58,839	\$12,977	\$29,333.60	\$3,666.70	\$3,666.70	\$6,612				\$115,095
7.0	Special Projects: Regional Planning	\$17,937	\$3,956	\$7,708.80	\$963.60	\$963.60					\$31,529
8.0	Non-Grant-Eligible Activities								\$8,000		\$8,000
	<b>TOTAL</b>	<b>\$517,491</b>	<b>\$114,133</b>	<b>\$109,360.80</b>	<b>\$13,670.80</b>	<b>\$13,670.80</b>	<b>\$46,525</b>	<b>\$174,151</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$997,001</b>



**AGENCY PARTICIPATION FY 2017/18 UPWP**

	ELEMENT	FHWA (PL 112)	State Soft Match	FTA Section 5305			Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultants
				Federal	State	Local/In Kind				TMS	GIS	PM	
1.0	Admin.	\$312,274	\$68,873	\$23,996	\$2,999.50	\$2,999.50	\$33,301	\$444,443	\$375,570				
2.0	Data Collection	\$28,280	\$6,237	\$3,212.80	\$401.60	\$401.60		\$38,533	\$32,296	\$85,000			\$20,000
3.0	Long Range Planning	\$23,287	\$5,136	\$13,110.40	\$1,638.80	\$1,638.80		\$44,811	\$39,675				
4.0	Short Range Planning	\$48,412	\$10,677	\$13,110.40	\$1,638.80	\$1,638.80		\$75,477	\$64,800				\$9,600
5.0	Multimodal Systems Planning	\$28,462	\$6,277	\$18,888.80	\$2,361.10	\$2,361.10	\$6,612	\$64,962	\$58,685	\$89,151			
6.0	Public Inv.	\$58,839	\$12,977	\$29,333.60	\$3,666.70	\$3,666.70	\$6,612	\$115,095	\$102,118				
7.0	Special Projects: Regional Planning	\$17,937	\$3,956	\$7,708.80	\$963.60	\$963.60		\$31,529	\$27,573				\$5,000
8.0	Non-Grant- Eligible Activities										\$8,000		
	<b>TOTAL</b>	<b>\$517,491</b>	<b>\$114,133</b>	<b>\$109,360.80</b>	<b>\$13,670.10</b>	<b>\$13,670.10</b>	<b>\$46,525</b>	<b>\$814,850</b>	<b>\$700,717</b>	<b>\$174,151</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$34,600</b>

# Appendix A

## Glossary of Abbreviations and Acronyms

- AA** **Alternatives Analysis:** *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.*
- 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 nonattainment 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.*
- CEI** **Construction Engineering Inspection:** *FDOT highway project phase following construction.*
- CEMO** **Central Environmental Management Office:** *Represents FDOT in protecting and enhancing a sustainable human and natural environment while developing safe, cost effective and efficient transportation systems.*
- CFMPOA** **Central Florida MPO Alliance:** *A coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The alliance is comprised of representatives from the Brevard MPO, MetroPlan Orlando, the River to Sea TPO, the Polk TPO, the Ocala/Marion TPO and the Lake-Sumter MPO.*
- CFR** **Code of Federal Regulations:** *The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. 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.*

**Chap. 339, 175FS.** *The state legislation pertaining to the designation, roles, and responsibilities of the MPOs*

**Chap. 427, Rule 41-2.** *The state legislation requiring, and providing the guidelines for, the coordination of transportation services for transportation disadvantaged persons within a county or urban area.*

**CIGP** **County Incentive Grant Program:** *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.*

**CIE** **Capital Improvements Element:** *A required element of local comprehensive plans which evaluates the need for public facilities, their cost and funding/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.*

**CLC** **Community Liaison Coordinator:** *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.*

**CMAQ** **Congestion Mitigation and Air Quality Improvement Program:** *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.*

**CMS** **Congestion Management System:** *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, 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.*

**CMS** **Concurrency Management System:** *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.*

**CNU** **Congress for the New Urbanism:** *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 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.*

<b>DCA</b>	<b>Department of Community Affairs:</b> 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.		<i>in Rule 9J-5.0053, Florida Administrative Code and Chapter 163.3191, Florida Statutes.</i>
<b>DEIS</b>	<b>Draft Environmental Impact Statement:</b> 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)	<b>ECFRPC</b>	<b>East Central Florida Regional Planning Council:</b> provides regional planning service for Brevard, Lake, Orange, Osceola, Seminole, and Volusia counties.
<b>DIS</b>	<b>District Intermodal System:</b> State funds code for projects on Strategic Intermodal System.	<b>EIS</b>	<b>Environmental Impact Statement:</b> 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>DOT</b>	<b>Department of Transportation:</b> Agency responsible for transportation at the local, state, or federal level.	<b>EPA</b>	<b>Environmental Protection Agency:</b> 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.
<b>DRI</b>	<b>Development of Regional Impact:</b> 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.	<b>ETDM</b>	<b>Efficient Transportation Decision Making:</b> Creates a linkage between land use, transportation and environmental resource planning initiatives through early, interactive agency and public involvement.
<b>EA</b>	<b>Environmental Assessment:</b> 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.	<b>FAA</b>	<b>Federal Aviation Administration:</b> Provides a safe and efficient aerospace system.
<b>EAR</b>	<b>Evaluation and Appraisal Report:</b> Periodic review and evaluation of a local government comprehensive plan; generally due every five years; requirements for contents are identified	<b>FAPA</b>	<b>Florida Chapter of the APA:</b> 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.
		<b>FAST</b>	<b>Fixing America's Surface Transportation (FAST) Act:</b> Provides long-term funding certainty for surface transportation infrastructure planning and investment.
		<b>FBT</b>	<b>Floridians for Better Transportation:</b> 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.

the human environment and for which an environmental impact statement will therefore not be prepared.

**FDCA** **Florida Department of Community Affairs:** State agency responsible for assisting Florida communities in meeting the challenges of growth, reducing the effects of disasters and investing in community revitalization.

**FRA** **Federal Railroad Administration:** The purpose of FRA is to promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development to improve railroad safety.

**FDEP** **Florida Department of Environmental Protection:** The lead agency in state government for environmental management and stewardship.

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

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

**FSUTMS** **Florida Standard Urban Transportation Modeling Structure:** Computer model used in Florida for transportation planning and traffic forecasting process.

**FEIS** **Final Environmental Impact Statement:** A document that evaluates the potential environmental impacts of the proposed action.

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

**FGDL** **Florida Geographical Data Library (FGDL):** Housed at the GeoPlan Center at the University of Florida, contains GIS data from federal, state and local agencies.

**FTC** **Florida Transportation Commission:** Provides leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and maintaining public accountability for the DOT.

**FHPP** **Federal High Priority Projects:** Projects earmarked by Congress in TEA-21 as high priorities at the federal level. These amount to roughly 5% of the total transportation budget.

**FTE** **Florida's Turnpike Enterprise:** Responsible for the operation and expansion of toll roads on the Turnpike system.

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

**FTP** **Florida Transportation Plan:** 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.

**FLHSR** **Florida High Speed Rail:** 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.

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

**FLUAM** **Future Land Use Allocation Model:** A land use forecasting model that projects the land use parameters used in the Florida Standard Urban Transportation Models.

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

**FONSI** **Finding of No Significant Impact:** A statement indicating that a project was found to have no significant impacts on the quality of

- GPS** **Global Positioning System:** A satellite based navigation system providing accuracy usable for side scan sonar surveys on a world-wide basis. GPS has become a universal, reliable positioning system.
- HCM** **Highway Capacity Manual:** A collection of state-of-the-art techniques for estimating capacity and determining level of service for many transportation facilities and modes.
- HOT** **High Occupancy Toll Lanes:** 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).
- HOV** **High Occupancy Vehicle Lanes:** 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.
- ICE** **Intergovernment Coordination Element:** 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. and 163.3177(b)(h), F.S.
- ISTEA** **Intermodal Surface Transportation Efficiency Act of 1991:** Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.
- ITE** **Institute of Transportation Engineers:** An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).
- ITS** **Intelligent Transportation System:** Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection" and "transit information kiosks".
- JPA** **Joint Participation Agreement:** Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.
- LAP** **Local Agency Program:** 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.
- LGCP** **Local Government Comprehensive Plan:** 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.
- LOS** **Level of Service:** A qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
- LRT** **Light Rail Transit:** An electric rail system which has single cars or short trains, and passenger's board at track or car floor level.
- L RTP** **Long Range Transportation Plan:** A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals.
- LU** **Land Use:** Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.

**MAP-21 Moving Ahead for Progress in the 21<sup>st</sup> Century Act** – 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.

**MG Minimum Guarantee:** A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

**MMTD Multimodal Transportation District:** 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.

**MOA Memorandum of Agreement:** 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.

**MOU Memorandum of Understanding:** A document describing a bilateral or multilateral agreement between two or more part. It expresses a convergence of will between the parties, indicating an intended common line of action.

**MPO Metropolitan Planning Organization:** The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

**MPOAC Metropolitan Planning Organization Advisory Council:** A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the

urbanized area transportation planning process.

**MSTU Municipal Services Tax Unit:** 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. An MSTU may levy ad valorem taxes to provide funds for the improvements.

**NAAQS National Ambient Air Quality Standards (NAAQS):** 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.

**NEPA National Environmental Policy Act of 1969:** 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.

**NHS National Highway System:** 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.

**NHPA National Historic Preservation Act (NHPA):** 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 state agencies and the public must identify means to mitigate the harm.

**PD&E Project Development and Environment Study (PD&E):** 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.

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; criteria found in 23 CFR 500.021-209.

**PE Preliminary Engineering (design):** Highway project phase.

**PTMS Public Transportation Facilities and Equipment Management System:** 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 (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.

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

**PHF Peak Hour Factor:** 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.

**PUD Planned Unit Development:** 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.

**PIO Public Information Officer:** The individual in an agency or district responsible for disseminating information and responding to inquiries from the media.

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

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

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

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

**PIP Public Involvement Plan (PIP):** 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.

**RPC Regional Planning Council:** A multipurpose 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.

**PMS Pavement Management System:** 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

**SAFETEA Safe, Accountable, Flexible, Efficient Transportation Equity Act.**

- LU: Legacy for Users:** *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.*
- SCE Sociocultural Effects:** *The effects a transportation action has on social, economic, aesthetic and livability, relocation and displacement, civil rights and land use issues.*
- SCOP Small County Outreach Program:** *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.*
- SIS Strategic Intermodal System:** *A transportation system comprised of facilities and services for statewide and interregional significance, including appropriate components of all modes.*
- SOV Single Occupant Vehicle:** *A Privately-operated vehicle whose only occupant is the driver.*
- SIB State Infrastructure Bank:** *Method of financing large capital projects by taking advantage of borrowing against future state revenues.*
- 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.*
- 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).*

- 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.*
- 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 infill, urban redevelopment, and/or downtown revitalization.*
- TD Transportation Disadvantaged:** *People who are unable to transport themselves or to purchase transportation due to disability, income status or age.*
- TDCB Transportation Disadvantaged Coordinating Board:** *This committee is responsible for defining transportation disadvantaged-related goals and objectives, preparing a service plan, and ensuring that the needs of the transportation disadvantaged citizens are being met.*
- TDM Transportation Demand Management:** *A transportation planning process that is aimed at relieving congestion on highways by the following types of actions: (1) actions that promote alternatives to automobile use; (2) actions that encourage more efficient use of alternative transport systems, and (3) actions that discourage automobile use.*
- TDP Transit Development Plan:** *An intermediate-range transit plan (usually five years) that examines service, markets, and funding to make specific recommendations for transit improvements.*
- TDSP Transportation Disadvantaged Service Plan:** *A tactical plan with Development, Service, Quality Assurance and Cost/Revenue Allocation and Rate Structure Justification*

components. The TDSP contains goals which the CTC plans to achieve, and the means by which they intend to achieve them.

- 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/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.*
- TEA-21** **Transportation Equity Act for the 21<sup>st</sup> Century:** *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.*
- TIGER** **Transportation Investment Generating Economic Recovery:** *Funding for supplemental discretionary grants for capital investments in surface transportation infrastructure under the American Recovery and Reinvestment Act.*
- TIP** **Transportation Improvement Program:** *A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.*
- Title 23** **CFR–Federal regulations pertaining to statewide and metropolitan transportation Part 450 planning:** *(a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and (b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).*
- TMA** **Transportation Management Association:** *A membership organization designed to help a group of businesses, companies, and other interested parties implement a commute management program; some funding for these groups is available through the state Commuter Assistance Program (CAP).*
- TMA** **Transportation Management Area:** *A federal term for an urban area of over 200,000 population.*
- TMS** **Transportation Management System:** *The implementation of traffic control measures, such as HOV lanes, signal timing adjustments, median closings, and access management strategies to increase the operating efficiency of the traffic circulation system.*
- TMS** **Transportation Management System:** *The LSMPO TMS includes traffic counts, tracking of approved developments and crash data resulting in a comprehensive database.*
- TOP** **Transit Operations Plan:** *An operational and cost feasibility analysis performed prior to implementation of transit services.*
- TPO** **Transportation Planning Organization:** *A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.*

- TRB** **Transportation Research Board:** *A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.*
- TRIP** **Transportation Regional Incentive Program:** *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 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 B

## Certification of Restrictions of Lobbying

### 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.



Leslie Campione, Chairman Lake~Sumter MPO

4-27-16

Date

# Debarment and Suspension Certification

## DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Government wide 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.

  
\_\_\_\_\_  
Leslie Campione Chairman

4-27-16  
\_\_\_\_\_  
Date


**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.

Dated 4-27-16  
by , Chief Executive Officer



## 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.
- (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 sub-contractor 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).

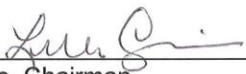
## Disadvantaged Business Enterprise Utilization

### 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.

  
\_\_\_\_\_  
Leslie Campione, Chairman

4-27-16  
\_\_\_\_\_  
Date of Signature

## FDOT District 5 – General Planning Activities FY 16/17 & FY 2017/18

### **FDOT District Five General Planning Activities & Specific Tasks Fiscal Year 2016/2017 & Fiscal Year 2017/2018 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), and Transportation Planning Funds Joint Participation 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 2016/2017 and Fiscal Year 2017/2018.

➤ 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 implementation of 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 November and/or December of the 2016 and 2017 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 2016/2017</b>	<b>FY 2017/2018</b>
FDOT General Planning Activities and Specific Task	Consultant Funding	\$0.00	\$0.00
	Grant Funding	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Appendix D

## Final Certification Summary

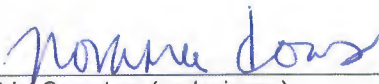
### JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS


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 Metropolitan Planning Organization with respect to the requirements of:

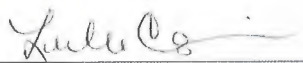
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b)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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 12, 2016.

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

  
\_\_\_\_\_  
District Secretary (or designee)

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
MPO Chairman (or designee)

  
\_\_\_\_\_  
Date

**2016 MODIFIED JOINT CERTIFICATION REVIEW**  
**Florida Department of Transportation, District Five**  
**And**  
**Lake-Sumter Metropolitan Planning Organization**

**Attendees:** T.J. Fish (LSMPO), Pam Richmond (LSMPO), Mike Woods (LSMPO), Mary Schoelzel (FDOT), and Vickie Wyche (FDOT)

The Lake-Sumter Metropolitan Planning Organization (MPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs/TPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and every four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs/TPOs in Transportation Management Area (TMA) areas [23 U.S.C. 143]. The only exception is “conditional certification” issued for MPOs/TPOs by FHWA. The Lake-Sumter Metropolitan Planning Organization is not in a TMA Area and therefore does not have a Federal Highway Administration Certification done every 4 years but they are still required to have the State Standard Certification Review annually.

The 2016 State Modified Joint Certification Review process for the Lake-Sumter MPO started with a meeting between FDOT District Five Staff and the Lake-Sumter MPO Staff held on February 12, 2016. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by Federal and State Law. The Lake-Sumter MPO staff provided responses to the questions. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions and the review meeting. They also reflect the emerging importance of regionalism.

**FINDINGS**

**General**

The Lake-Sumter MPO is to be commended for their continued coordination efforts with the Florida Department of Transportation, local governmental agencies, regional planning agencies, and other agencies to support the initiatives needed for transportation demands within Lake and Sumter Counties. The MPO Staff worked very thoroughly in the past year to plan and prioritize projects of importance within their MPO boundary area. They continue to move forward with working, planning and developing regional projects. These projects include roadway, freight, safety, pedestrian, sidewalk/trails, transit, and bicycle transportation facilities.

The MPO staff completed and submitted their 2016-2020 Transportation Improvement Program (TIP). The MPO successfully completed and submitted their List of Priority Projects. The MPO adopted their 2040 Long Range Transportation Plan December 9, 2015.

The Lake-Sumter staff continues to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The MPO Staff continues to support their MPO Board Members, Technical Advisory Committee Members, and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation.

The Lake-Sumter MPO has been incorporating the MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century Act) performance measures into their planning documents.

### **Summary of Noteworthy Achievements**

The MPO hosted "Sidewalks and Safe Access to School Summit", the goal of the SSATS is to develop transportation master plans for each school in the study area, focusing on a 10-year planning horizon. To implement the recommendations made in the SSATA, the MPO is establishing a Safe Schools Emphasis Program to assist the counties and municipalities identify and prioritize the most urgent need within the two-mile radius, "parent responsibility zone" for each school. Components of the program will include a Safe Schools Emphasis Policy and Safe Schools Guiding Principles that will incorporate into Transportation 2040.

The Lake-Sumter MPO hosted the "Pedaling to Success" for Cycling and Trails that was held on March 27, 2015 with a crowd of more than 80 people in Clermont. The event focused on both on-road cycling and on regional Trails, also hosted the "Sidewalks and Safe Access to School Summer Summit" on July 29, 2015 which focused on sidewalks and safe access to schools. Representative Larry Metz opened the summit with an explanation of his recent legislation signed by the governor in June regarding hazardous walking conditions around school. An overview of the Coast to Coast Connector initiative was provided as well as a review of plans for connecting or constructing trails in Leesburg, Tavares, Umatilla and Mount Dora.

Lake-Sumter MPO's list of Achievements for 2015, third successful year supporting the Regional Prioritization Process through the Central Florida MPO Alliance, Regional Coordination on the South Sumter Connector (Coast 2 Coast Connector Trail) and Project Management on Wekiva Trail PD&E. Other achievements were Commencement of LakeXpress Route 50 in December 2015, Route 50 was launched and provides service between South Lake and Orange County, including stops at Mascotte City Hall, South Lake Hospital and the South Lake Campus of Lake-Sumter State College. The bus makes fixed stops primarily along State Road 50 between Mascotte and the Winter Garden Regional Shopping Center, where passengers may transfer to LYNX Link 105 to Orlando, coordination on the I-75/CR 514 Interchange Justification Report, US 301 and C-470 Project Development and Environment study, assisted FDOT with a Community Planning Workshop on Complete Street Design and Planning Principles, received funding for the MPO's first Complete Streets Project and assisted the Sumter County and Lake County Transportation Disadvantaged Coordinating Boards with the development and implementation of a Mystery Rider Program.

2016 Modified Joint Certification Report – Lake-Sumter MPO

Page 2 of 4

February 12, 2016

Projects under construction in Lake and Sumter County at this time are the I-75, South Lake Trail from Clermont to Groveland, the CR 561/CR455 Roundabout and the completion of the Wekiva Parkway from Orange County Line to Lake County opened January 20, 2016.

**Accountability**

The MPO has been submitting quarterly invoices and reports. They have continued to work with the Department in adapting to the changing invoicing requirements. The LSMPO's invoices and reports have been very thorough and have included the correct documentation which helps expedite the processing and payments. The MPO makes a considered effort to make sure the funds spent are allowable, necessary and reasonable. The Department appreciates the continued cooperation from the MPO.

**Planning Fund Carryover Balances**

The Lake-Sumter MPO is to be commended for their continued work in utilizing their Planning Funds. It is evident that there is good planning effort made to make sure that these funds are spent in the most efficient manner. The funds are intended to be used for planning activities within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

**4P Process**

The MPO is to be commended for their coordination and communication with their local municipalities and FDOT during the development of their priority list and project applications. The MPO worked with the local municipalities to make sure their projects were ready to be programmed and helped the local agencies navigate the various requirements.

**Public Involvement**

The MPO continues their public outreach efforts. Their website: [www.lakesumtermpo.com/](http://www.lakesumtermpo.com/) is user friendly and provides the public with the MPO's planning documents, updates on their meetings and other project related information that the MPO is involved with. The MPO uses several social media platforms such as Facebook, Twitter and YouTube in their outreach efforts. Their Public Involvement Plan outlines the process and the tools that are utilized in order to achieve their objectives of incorporating regional and community priorities, encourage participation and utilizes the information to better help the public to understand their role and responsibilities in transportation decision making. As part of the MPO planning process for the Long Range Transportation Plan, the MPO implemented a broad public outreach strategy to ensure early and continued involvement in the development of the plan. These outreach efforts provided substantial public input that ultimately shaped the identified policies and projects in the plan.

#### RECOMMENDATIONS/ACTIONS

1. The Lake-Sumter MPO has done an excellent job producing their required documents and should continue to work with their FDOT MPO/TPO Liaison concerning any issues or requests.
2. The Lake-Sumter MPO should be commended for keeping the Board Members, Technical Advisory Committee, and the Citizen's Advisory Committee informed and up to date on transportation initiatives of the Department and projects in their area.
3. The Lake-Sumter MPO staff needs to ensure that their FY 2016/2017 and FY 2017/2018 UPWP production plan and schedule is fully achieved.

**FLORIDA DEPARTMENT OF TRANSPORTATION  
DISTRICT FIVE AND  
LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION  
2016 MODIFIED JOINT CERTIFICATION REVIEW**

*Based upon a review of Chapter Seven (7) of the Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) Administrative Manual, below are the general areas recommended as focus items for this year's Modified Joint Certification Review process. According to the Certification requirements, a limited or modified review can occur for three years after a full review. On the fourth year, there must be a standard, full review of the 10 areas of law specified in 23 C.F.R. 450.334. The timeline for these two processes (Standard Joint Review and Modified Joint Review) are the same. The only difference is the depth of the review. Based upon Chapter Seven (7), and associated laws/rules (noted in the Chapter), the following are the District Five general questions/discussion areas in accordance with 23 C.F.R. 450.334:*

**The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;**

(1) As noted in the 2016 Modified Joint Certification Review, the following is the status of the various Agreements and the Adopted Long Range Transportation Plan (LRTP). The MPO and the Department are responsible for making sure that these Agreements are reviewed and renewed if needed each year. Please review the list of agreements below and advise us if your records agree with these findings. If they do not, please provide correct dates.

(a) Interlocal Agreement for the Creation of Metropolitan Planning Organization (FDOT Form 525-010-01).

Updated: October 28, 2015                      Renew: October 2020

The Department has reviewed the current executed agreement and the document being utilized is the latest revised version. At the current time there is no need for an update

(b) Transportation Planning Funds Joint Participating Agreement (FDOT Form 525-010-02).

Updated: November 6, 2015                      Renew: By November 2020

The Department has reviewed the current executed agreement and the document being utilized is the latest revised version. At the current time there is no need for an update

(c) Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement (FDOT Form 525-010-03).

Updated: August 26, 2015                      Renew: By August 2020

The Department has reviewed the current executed agreement and the document being utilized is the latest revised version. At the current time there is no need for an update.

(d) Public Transportation Joint Participation Agreement (FDOT Form 725-030-06). 5303 Transit Related Task Elements for the UPWP.

Updated: September 19, 2011                      Renew: By September 2016

There is a new contract done every year for the Transit Related Task Elements for the UPWP.

(e) Long Range Transportation Plan.

Updated: December 9, 2015

Renew: December 2020

The Department has reviewed the current adopted plan and the document being utilized is the latest revised version.

**Planning Area**

1. Is the MPO working with the local municipalities to get a quality/completed Florida Department of Transportation Project Application turned in on time to be processed during last year's tentative work program development cycle period (including Project Location Map, Right of Way Certification (if applicable), Scope, Schedule and Cost Estimates) to use the Surface Transportation Program Federal Funding?

Yes  or No

MPO Comments: The additional planning funds provided by the Department has been extremely beneficial toward the use of consultants to complete quality application packages. The level of quality of the completed packages will ensure the Department's ability to fund local projects as funding becomes available. However, even with consultant assistance, accurate cost estimating for construction projects is still a challenge. To address the discrepancies between the local government estimation process and the Department's estimation process, the MPO requests Long Range Estimate (LRE) training for MPO staff and local entities.

2. Did the Department communicate with the MPO in a timely manner with the projects that were programmed for the tentative five year work program gaming cycle?

Yes  or No

MPO Comments: The Department was proactive in the communication of additional projects added to the Tentative Work Program. The Department was also proactive in communication of projects deferred in the program.

3. Is the MPO aware of the transition that any studies managed by the MPO are now being done in their Unified Planning Work Program (UPWP)?

Yes  or No

MPO Comments: MPO staff is aware of the procedural changes regarding the manner in which the Unified Planning Work Program is now to be utilized as a scope of work for all MPO planning activities utilizing state and federal funds.

4. Has the Department been including the MPO in the discussions and meetings with the local agencies concerning local, state projects and other issues?

Yes  or No



MPO Comments: There could be enhanced communication between the Department and the MPO on meetings within the two-county area. This applies to notification of local governments as well. There have been instances in which MPO staff has discovered meetings on the FDOT Public Notices website rather than being formally alerted or invited. There are also instances of the MPO being omitted from correspondence with local governments or with agencies regarding items pertinent to the MPO. A couple of recent examples include a public meeting on the US 27 construction project in Clermont that staff discovered on the website and the lack of updates received regarding the status of the South Lake Trail, Phase 3B and 4. Once the MPO has alerted our liaison to these situations, she is very responsive in addressing the issue. Are there any additional information resources the MPO should be utilizing?

**Regional Coordination**

1. During the coordinating process with the CFMPO Alliance for the Strategic Intermodal System, Coast to Coast Trails, and the Regional Transit projects; was the MPO satisfied with the outcome of projects programmed this work program development cycle?

Yes  or No

MPO Comments: Absolutely. The MPO is quite pleased with this regional prioritization effort. The Department's support and responsiveness to the regional prioritization process is appreciated. The enhanced process has bolstered the credibility of the Central Florida MPO Alliance and has reinforced MPOs' confidence in the Department.

2. Does the MPO feel that the Partnering Meetings are beneficial and helpful to the Local Agencies?

Yes  or No

MPO Comments: The meetings are effective when they center on timely discussion of various projects impacting the local agencies. This was recently the case with February's Sumter County meeting covering several related planning efforts. The timing was right to convene partners. The meetings should be timed as to when certain projects are ripe for a group discussion rather than timed based on a certain interval (i.e. bi-annually).

3. Is the MPO satisfied with the Quarterly Statewide Video Conferences and are the right agenda items being discussed?

Yes  or No

MPO Comments: The Department consistently features pertinent topics at those meetings and affords MPOs the opportunity to submit agenda items for discussion. The MPO is amenable to either attending video conferences in DeLand or at the Leesburg Operations Center.

**Long Range Transportation Plan (LRTP)**

1. Was the MPO satisfied with the regional coordination efforts for the LRTP?

Yes  or No

MPO Comments: The Department was supportive of the MPO's two-county regional effort and the additional funds provided to the MPO for modelling and plan development were critical to the MPO developing a quality plan update. The Department provided regional coordination on the regional traffic modelling effort. However, there were some issues with that effort that resulted in delays in the provision of data. Fortunately, the Department now has a staff member who understands modeling and seems willing to tackle the issues that came out of the development of the CFRPM v. 6.0. With the amount of resources expended to perform the modelling tasks versus the end products of the transportation plans, the MPO suggests the Department weigh the true function of the modeling effort versus the value created. Also, an opportunity the Department can further pursue regarding a regional approach to developing LRTPs is the utilization of the Central Florida MPO Alliance as an entity to help coordinate LRTP updates among all five MPOs in District 5. This could result in greater cohesion among the individual MPO LRTPs.

2. Were various topics and coordination addressed through the LRTP Coordinating Meetings and the MPO Quarterly Meetings, as well as the travel demand modeling effort led by the Department?

Yes  or No

MPO Comments: The Department was effective in working with the MPOs through the LRTP meetings and the quarterly meetings. More emphasis and assistance could have been provided with the new federal requirements for measures and targets that are still under review by the Federal Highway Administration. Opportunity to address the federal requirements will soon be a new topic for coordination among the MPOs.

3. Does the MPO check to make sure that the local agencies projects on their priority list are consistent with the Long Range Transportation Plan and the respective local agency Comprehensive Plans?

Yes  or No

MPO Comments: The inclusion in the MPO's plan as well as the local comp plan are primary criteria for a project to be added to the List of Priority Projects or for an existing project to remain on the List of Priority Projects.

**Environment**

1. Now a requirement in the Environmental Screening Tool (EST), the Preliminary Environmental Discussion (PED) must be completed with each Planning Screen review to provide the

Environmental Technical Advisor Team (ETAT) reviewers with context to aid them in providing actionable comments. After reviewing the standardized EST GIS Analysis and considering information supplied by local knowledge, planning studies, and other evaluation in the project area, the MPO completes the PED to include in the Planning Screen package before launching the review.

Does the MPO have an understanding of the data layers that should be considered to identify the general environmental setting, fatal flaws and key resources?

Yes  X  or No  X

MPO Comments: As this process is new and all parties are acclimating to the new approach, we would like to be optimistic that the new process will be helpful in shortening the timeframes for project development and environment studies. Our concern is that there are now multiple steps being placed prior to PD&E studies and that it does not appear timeframes are shortening. With PEDs, ETDM screenings and feasibility or corridor studies now being required before PD&E studies, projects are not being defined and delivered in the time intended. This was evidenced by the discussion at the most recent FHWA/FDOT/MPO Quarterly meeting.

2. Does the MPO understand their role in carrying out the Federal Planning and Environmental Linkage (PEL) requirements during the Planning Screen so that planning-level evaluations can inform the Project Development and Environment (PD&E) Study Phase?

Yes  X  or No

MPO Comments: The MPO understands its role in carrying out the federal requirements to address Planning and Environmental Linkage. Consistent with the comments above, the MPO is optimistic the Planning Screen will become an increasingly effective tool prior to the PD&E study phase as the PEL requirements are further utilized.

#### **Transportation Improvement Program (TIP)**

1. Has the FDOT Liaison been able to assist with programming and processing TIP Amendments, Unified Planning Work Program Amendments and 4P projects processing?

Yes  X  or No

MPO Comments: The FDOT Liaison consistently assists with TIP Amendments, UPWP Amendments and processing of the projects included in the MPO's List of Priority Projects. Greatly appreciated is the additional effort by the liaison to assist in getting projects programmed that will be locally managed.

**Public Involvement**

1. Has the MPO received any Public Involvement complaints within the past year?

Yes \_\_\_\_\_ or No  X

MPO Comments: The MPO just completed a major round of public involvement efforts as part of the development of the LRTP. Much positive feedback was received.

2. Is there coordination of public involvement between the MPO and the transit provider?

Yes  X  or No \_\_\_\_\_

MPO Comments: The Lake County Transit Division utilizes the MPO Governing Board, MPO committees and the MPO's Task Force structure to implement their Public Involvement Plan activities. A great amount of interlinkage is in place between MPO staff and LakeXpress staff. MPO staff also coordinates well with Sumter County and Lake County on para-transit public involvement through both counties' Transportation Disadvantaged Coordinating Boards.

3. What is the public involvement process used by the transit provider(s)?

MPO Comments: The Lake County Transit Division uses the Lake~Sumter MPO's adopted Public Involvement Plan (PIP) as their PIP for public transportation.

**Title VI and Related Nondiscrimination Requirements**

1. Has the MPO/TPO received any Title VI/Title VIII complaints within the past year?

Yes \_\_\_\_\_ or No  X

If yes, please explain:

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

Yes  X  or No \_\_\_\_\_

MPO Comments: The Uniform Report of DBE Commitments/Awards and Payments is submitted bi-annually (June 1 and December 1).

**Transit**

1. What is the role and how is the transit agency involved in the MPO's overall planning and project development process?

MPO Comments: The MPO manages the completion of the Lake County Transit Division's Transit Development Plan (TDP) major update and completes the required annual TDP minor updates utilizing in-house MPO resources. The Lake County Transit Division has a voting seat on the MPO's Technical Advisory Committee (TAC), and participates in all MPO Task Force meetings with our local partners. MPO staff and Lake County transit staff meet regularly. MPO staff also works closely with the para-transit staff of Sumter County and Lake County and assists in meeting the grant requirements of the Florida Commission for the Transportation Disadvantaged.

2. How are the transit agencies' planning processes merged with the MPO's planning process?

MPO Comments: Transit planning and multi-modal planning is included in all of MPO planning projects and initiatives. MPO staff meets or communicates regularly with transit staff for Sumter County and Lake County. The MPO's direct involvement in the development and annual update of the Transit Development Plan is indicative of the close relationship with both counties' transit staff. Both counties transit representatives are represented on the MPO's Technical advisory Committee. The MPO is heavily engaged in transit planning and coordinates with each county as the counties manage the operations of transit services.

3. What projects or issues have you assisted your transit agency with over the past year?

MPO Comments: The TDP Minor Update was completed and approved in August 2015. MPO staff conducted annual transit rider surveys for Routes 1-4. The MPO supported Lake County in the commencement of Route 50 in December 2015. Rider surveys of the new service along SR 50 were conducted by MPO staff in January 2016. MPO staff managed the annual updates and amendments to both counties' Transportation Disadvantaged Service Plans (TDSPs). MPO staff developed a Mystery Rider Program and conducted quarterly rides and surveys for both counties' para-transit programs.

4. What percentage of your Section 5305(d) funds have gone towards funding transit projects or initiatives?

MPO Comments: The MPO utilized 5305(d) funds this past year for salary and benefits for the Transportation Planner position serving LakeXpress and leading the MPO's multi-modal planning efforts and for a portion of the salary and benefits for the TD Coordinator/Administrative Assistant position that supports the multi-modal planner position and that leads TD coordination efforts. A small portion of 5305(d) funds are used toward the executive director position. The MPO is currently exploring with Lake County Transit staff opportunities to expend the funds on transit planning initiatives.

**Freight Planning**

1. Please describe what resource(s) of data (maps, numerical, analysis, etc) you envision would assist an MPO with decision making, understanding and translating freight movement in relation to your network of roads on your Priority List.

MPO Comments: The MPO is appreciative of FDOT District 5's creation of a freight coordinator position. The freight coordinator has been effective in assisting the MPO with freight planning. The MPO three years ago took part in the development of the freight goods and movement study conducted by Metroplan Orlando. Although the Lake~Sumter MPO was included in the study, the MPO's two-county area was approached peripherally as related to the focus on the Orlando urban area. In the spirit of supporting the Florida Freight Mobility and Trade Plan, the MPO requests funding for a freight movement and economic development plan that would focus on the two-county MPO Area and that could also include data and analysis of neighboring counties. Such a study would build on the quality regional and statewide efforts to analyze and to plan for the freight and goods movement in the region.

**Other**

1. Are there any noteworthy achievements or accomplishments that you would like to note during this year's certification?

MPO Comments: See attached list of achievements. The MPO also acknowledges the additional planning funds that have been provided this past year to accomplish specialized planning efforts such as Complete Streets studies, the Lake County ITS Master Plan, and consultant support to complete quality FDOT application packages.

2. Has the MPO been involved in the discussions for the new agreement and invoicing process that will begin on July 1, 2016?

Yes  X  or No

MPO Comments: MPO Staff attended UPWP Requirements and MPO Agreement training on December 17, 2015, and attended District 1 MPO Agreement, UPWP, Invoicing Training on February 5, 2016, in Bartow. Staff also took part in other discussions including: FDOT/FHWA/FTA/MPO Video Conference on November 19, 2015, MPOAC meeting January 28, 2016, and MPO Quarterly meeting February 4, 2016. MPO is in the midst of reformatting the UPWP to meet the new requirements including the inclusion of a budget summary table for each task within the UPWP. MPO staff is working closely with accounting staff in Lake County Finance to address the new invoicing requirements. MPO approval of the new agreement is anticipated no later than May 2016.

3. MPO Comment: The MPO requests continued support in proactively identifying opportunities for Complete Streets projects and Roadway Safety Audits as part of resurfacing projects. This past year, the MPO experienced success in accomplishing Complete Streets goals with the SR 44 (Dixie Avenue) resurfacing project in Leesburg.
  
4. MPO Comment: The MPO has undergone a thorough internal audit process conducted by the Lake County Clerk of the Courts Inspector General's Office. As the MPO strives for compliance, assistance is requested by the Department to determine the MPO is providing sufficient supporting documentation for the charging of staff time to grant activities. The MPO is also revamping the format of the Unified Planning Work Program. The MPO desires to ensure the UPWP is structured in a manner that meets federal and state requirements. The MPO is optimistic that the new agreements and process being establish by the Department will support the refinements the MPO is currently implementing. The MPO also requests a determination by the Department of whether the MPO has acceptable agreements in place to satisfy the statutory requirements of F.S. 339.175(10) regarding MPO agreements with airports and transit providers. Currently, all three aviation facilities and the two transit systems are operated by member local governments: Leesburg International Airport, Umatilla Municipal Airport, Tavares Seaplane Base, Sumter County Transit (paratransit), and LakeXpress (fixed-route)/Lake County Connection (paratransit). The MPO requests a determination as to whether additional agreements are needed.

**LAKE~SUMTER MPO  
LIST OF ACHIEVEMENTS FOR 2015**

- Adopted a new List of Priority Projects in June 2015
- Adopted a new Transportation Improvement Program in June 2015
- Adopted a new Long Range Transportation Plan, TRANSPORTATION 2040
- Hosted “Pedaling to Success” March 27, 2015
- Hosted “Sidewalks and Safe Access to School Summer Summit” July 29, 2015
- Third successful year supporting the Regional Prioritization Process through the Central Florida MPO Alliance:
  - Regional Coordination on South Sumter Connector Trail (Coast 2 Coast Connector Trail )
  - Project Management on Wekiva Trail PD&E
- What was or is being constructed:
  - I-75
  - South Lake Trail – Clermont to Groveland
  - Wekiva Parkway – Orange County to Lake County Opened January 20, 2016
  - CR 561/CR 455 Roundabout
- Commencement of LakeXpress Route 50 Service in December 2015
- Coordination on I-75/CR 514 Interchange Justification Report, US 301 Project Development & Environment study and C-470 Project Development & Environment study
- Assisted FDOT with a Community Planning Workshop on Complete Streets Design and Planning Principles
- Received funding for the MPO’s first Complete Streets Project, Dixie Avenue in Leesburg
- Assisted the Sumter County and Lake County Transportation Disadvantaged Coordinating Boards with the development and implementation of a Mystery Rider Program



# Appendix E

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## Draft UPWP Comments & MPO Responses

### FDOT D5 MPO LIAISON COMMENTS

- **FTA grant application for current fiscal years should be incorporated in the final document.**  
The FTA grant application for FY 2015/16 was submitted via TransCIP August, 2015. The FY 2016/17 will be submitted to the TransCIP website once the application is complete and the FTA Fiscal Year 2016 Certifications and Assurances signature page is signed by the MPO Board Chairman and MPO Attorney in June.
- **Add Summary Budget Tables “Agency Participation” and “Funding Source”**  
The Summary Budget Tables are included in the document.

### FDOT CENTRAL OFFICE COMMENTS

- **The FM Number and Federal Aid Project number have now been provided to the Districts; please transmit these to the MPO for inclusion in the UPWP.**  
The FM Number and Federal Aid Project numbers have been included on the cover page of the UPWP.
- **Cost Analysis Certification Statement – the UPWP must include a Cost Analysis Certification Statement near the front. Please see the latest Handbook Chapter 3 and/or the Estimated Budget Detail template at the [MPO Agreement & Invoicing webpage](#) for more information.**  
The Cost Analysis Certification Statement is included following the cover page of the UPWP.
- **Introduction, Soft Match – please include a discussion of soft match in the Introduction, including a definition and the amount (both as a total and as the percent).**  
A discussion of soft match is included in the Introduction including a definition and the amount.
- **Page 2, Transportation Planning Emphasis – please update to reflect the most recent Federal and State Planning Emphasis Areas.**  
Transportation Planning Emphasis has been updated to reflect the most recent Federal and State Planning Emphasis Areas and a Matrix.
- **Page 9 - The agreement discussion should be updated to reflect the expiration of the existing PL JPA and other FHWA-funded agreements, and the execution of the new MPO agreement.**  
This discussion has been updated.
- **Task 1.1 Specific Line Item Questions:**
  - **Accounting and Auditing Services – are these separate services than those that Lake County provides? Can you further clarify this line item?**  
Accounting and Auditing Services has been revised to state Annual Financial Audit (Pages 30-31)

- **Rentals and Leases – this line item may need further description. What is included in this cost?**  
This line item includes office lease and copier lease.
- **Repair and Maintenance – again, further clarification is needed. What is being repaired/maintained**  
\$15,000 for repair and maintenance has been revised to reflect \$9,600 for the Interactive TIP tool (Pages 41-42) and \$3,700 for ESRI (Page 30-31)
- **Lake Co Support Services – can you please clarify the types of services that Lake County is providing?**  
The Lake County Support Services Agreement is provided as Appendix F.
- **Public Involvement – what is the nature of this line item?**  
To cover expenses of public involvement efforts through events, if approved by the MPO Governing Board
- **Books, Pubs and Dues – what sort of dues are being reimbursed for?**  
A change was made to clarify MPO membership in business or community organizations.

**Pages 48 & 49 – please provide the soft match amounts by task in the Summary Budget Tables.**

The soft match amounts have been added for each task in the Summary Budget Tables.

## **FHWA COMMENTS**

### **Critical Comments**

- **Page 22- Can you please detail what is covered in the Lake Co Support Services?**  
The Agreement is included as Appendix F.
- **Page 22- Can you please detail what is covered in the Accounting and Auditing Services?**  
Accounting and Auditing Services has been revised to state Annual Financial Audit (Pages 30-31)
- **Page 22- Is the MPO having to pay \$15,000 annually for repair and maintenance above what is being paid for the rent/lease?**  
\$15,000 for repair and maintenance has been revised to reflect \$9,600 for the Interactive TIP tool (Pages 41-42) and \$3,700 for ESRI (Page 30-31)
- **Page 29- What end product will "consultative services" be used on for this task?**  
This Task has been updated; consultant services are no longer included under this task.
- **Page 37- What is meant by "program policies" for this task?**  
Regional Trails, Sidewalks, Safe School Emphasis Areas (SAS) Complete Streets, Management & Operations and Intelligent Transportation System (ITS). As part of the Long Range Plan Update, alternative transportation strategies are being developed in the form of policies that will be adopted by the MPO Governing Board. Once all policies are approved the Long Range Transportation Plan will be amended to incorporate the policies.
- **Page 37- Is the TDSP updated annually in June?**  
The TDSP is updated annually, the table was revised to reflect this.

- **Page 37- What studies will be completed for the \$440,000 per year being allocated for consultant services?**  
This task has been updated to include the ITS Masterplan and Complete Streets studies (Dixie Avenue and US 27) for a total of \$378,583.
- **Page 45- Please note that lobbying is an ineligible expense for federal funds. This task should be revised to reflect the use of local funds for any tasks for which lobbying of legislative priorities is associated.**  
Federal funds will not be expended on lobbying. At this time, no local funds are committed to lobbying efforts. Federal funds will be utilize for staff time to monitor the legislative process.

## Enhancement Comments

- **Page 2- The section references FDOTs 2014 PEAs. Please note that in 2015 FDOT released new State PEAs. Please update this section to reflect FDOT's current PEAS.**  
This section has been updated to reflect the most current FDOT and PEAs.
- **General Comment- MPO staff should consider including information related to the FAST Act in this planning document. While it is referenced in the task pages, there is no mention of it in the introduction of the plan.**  
FAST Act has been addressed in the Introduction as well as the Federal Planning Emphasis Areas – 2015. (Pages 3 and 5)
- **Appendix A- It is recommended that the FAST Act be added to this section.**  
FAST Act has been addressed in Appendix A.

## Editorial Comments

- **Page 9-** It appears that the agreements governing the MPO need to be updated since they are all at least 10 years old. Are there any plans to review and update the agreements which govern the MPO?  
The MPO has engaged in a process during FY 2016/17 of updating required agreements. (Page 14)
- **Page 15-** On page 11, it states that the 2013 TDP was updated. It appears that this section should be removed.  
Updated language to reflect 2014 & 2015 TDP Annual Update completed by MPO staff. (Page 16)
- **Page 16-** Is this the most recent list of FDOT District 5 planning activities?  
The most recent list of FDOT District 5 planning activities has been added (Pages 21-23)
- **General Question-** Is the MPO planning to include a planning matrix to detail how the task pages of the plan align with the planning factors?  
A matrix including State and Federal Planning Emphasis Areas has been inserted into the UPWP. (Page 5 and Page 7)
- **Page 16-** States "The MPO has now, as of the FY 2014/15, hired an executive director, a MPO project manager, two transportation planners, a geographic information systems (GIS) manager, an executive staff assistant and an administrative office associate." Is this the most recent information?  
Staffing information has been updated. (Page 24)
- **Page 17-** In the section on Transit and Para-Transit it states "a Transit Development Plan for Lake County, the 2008 TDP, was adopted August 2008 and the 2013 major update was adopted in October 2013". Is this the most recent information?  
Staff updated language to reflect current status of TDP Annual updates developed and managed by MPO staff. (Page 16)
- **Page 17-** Please review the air quality section to make sure it is the most recent information.  
The air quality section has been updated to include the most recent information.
- **Page 22-** What is meant by "reprographic charges"?  
Reprographic charges include printing and copying of materials for meetings.
- **Page 41-** Is MPO staff planning to update the Public Participation Plan every year?  
Staff updated language to read Public Involvement Plan is updated "As needed".
- **General Comment-** Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process.  
Professional Memberships, training/meeting/conference participation has been revised to Memberships, Community and Business (Pages 30-31)
- **General Question-** Is staff planning to include the comments received by various agencies in the appendix of this plan?  
Comments from various agencies are included as Appendix E.

- **General Comment- For the purchase of office equipment, please note that single purchases which exceed \$5,000 must get pre-approval.**  
**No purchases over \$5,000 are planned and thus not reflected in the UPWP.**
- **General Comment- All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.**  
**All Agreements and Certifications are signed and dated and included as Appendix C**
- **General Comment- 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.**  
**Tasks that involve consultant participation have been included in the Introduction Section**

**Subject: Lake-Sumter MPO Draft FY 2016/17 – 2017/18 UPWP Review**

Vickie,

The Central Office - Office of Policy Planning and Office of Comptroller have completed our review of the Lake-Sumter MPO Draft FY 2016/17 – 2017/18 UPWP. This review is not intended to replace the District review of the draft UPWP, but rather to assist given the new requirements being implemented. Please check to ensure that the TPO receives these comments. We have the following comments:

- The FM Number and Federal Aid Project number have now been provided to the Districts; please transmit these to the MPO for inclusion in the UPWP.
- Cost Analysis Certification Statement – the UPWP must include a Cost Analysis Certification Statement near the front. Please see the latest Handbook Chapter 3 and/or the Estimated Budget Detail template at the [MPO Agreement & Invoicing webpage](#) for more information.
- Introduction, Soft Match – please include a discussion of soft match in the Introduction, including a definition and the amount (both as a total and a the percent).
- Page 2, Transportation Planning Emphasis – please update to reflect the most recent Federal and State Planning Emphasis Areas.
- Page 9 - The agreement discussion should be updated to reflect the expiration of the existing PL JPA and other FHWA-funded agreements, and the execution of the new MPO agreement.
- Task 1.1 Specific Line Item Questions:
  - o Accounting and Auditing Services – are these separate services than those that Lake County provides? Can you further clarify this line item?
  - o Rentals and Leases – this line item may need further description. What is included in this cost?
  - o Repair and Maintenance – again, further clarification is needed. What is being repaired/maintained?
  - o Lake Co Support Services – can you please clarify the types of services that Lake County is providing?
  - o Public Involvement – what is the nature of this line item?
  - o Books, Pubs and Dues – what sort of dues are being reimbursed for?
- Pages 48 & 49 – please provide the soft match amounts by task in the Summary Budget Tables.

As a reminder, the District should be performing a preliminary cost analysis on the draft UPWP and performing the final one, which includes the signature of the Cost Analysis Statement, after adoption of the final UPWP and before execution of the new MPO Agreement.

Please let me know if you have any questions.

Thanks,

Sean Santalla  
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The Office of Policy Planning is currently updating the SIS Policy Plan. For more information, please visit [www.FloridaTransportationPlan.com](http://www.FloridaTransportationPlan.com).



**Florida Department of Transportation**

**RICK SCOTT**  
GOVERNOR

719 South Woodland Boulevard  
DeLand, Florida 32720

**JIM BOXOLD**  
SECRETARY

April 15, 2016

Mr. T. J. Fish  
Executive Director  
Lake-Sumter Metropolitan Planning Organization  
1616 South 14<sup>th</sup> Street  
Leesburg, FL 34748

RE: Draft comments on the Fiscal Year 2017 and Fiscal Year 2018 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization

Dear Mr. Fish:

The reason for this letter is to provide my comments from the review of the Lake-Sumter Metropolitan Planning Organization (MPO) Draft Unified Planning Work Program for Fiscal Year 2017 and Fiscal Year 2018. I have also attached comments from District Five's Modal Office and comments from Central Office. You will be receiving comments from the Federal Highway Administration and the Federal Transit Administration (FTA). Please review the comments and respond back with any concerns or questions.

In order to meet the schedule contained in the MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2017 and Fiscal Year 2018 Planning Funds beginning on July 1, 2016, the Lake-Sumter Metropolitan Planning Organization MPO needs to revise and adopt the Final UPWP and submit it to my office, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies by May 15, 2016.

As always, I would like to extend my sincere 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 help with any of the process please let me know.

**Comments of Draft UPWP:**

- o FTA grant application for the current fiscal years should be incorporated in the final document.
- o Add Summary Budget Tables "Agency Participation" and Funding Source"

[www.dot.state.fl.us](http://www.dot.state.fl.us)



Sincerely,



Vickie H. Wyche  
FDOT Liaison for the Lake-Sumter MPO

cc: Shakira Crandol, FHWA Planning  
Sean Santalla, FDOT CO Policy Planning  
Diane Quigley, FDOT CO Transit Planning  
Jo Santiago, FDOT District 5 Transit Office  
Keith Melton, Federal Transit Administration  
Mary Schoelzel, FDOT District 5  
David Cooke, Planning Manager

**Wyche, Vickie**

---

**Subject:** FW: Lake-Sumter MPO DRAFT UPWP

**From:** Wyche, Vickie  
**Sent:** Friday, April 15, 2016 8:49 AM  
**To:** Santiago, Jo  
**Subject:** RE: Lake-Sumter MPO DRAFT UPWP  
**Importance:** High

Please see below how I will submit your information review and make changes if needed and send back to me.

Thank you

**From:** Santiago, Jo  
**Sent:** Thursday, April 14, 2016 5:13 PM  
**To:** Wyche, Vickie  
**Subject:** RE: Lake-Sumter MPO DRAFT UPWP

Hi Vickie,

I got your message and I'm sorry I am replying right on April 14<sup>th</sup>. I've been at meetings most of the day.

The only comments I have are:

- On pg. 17 under the paragraph of transit and para-transit planning it says they will continue to funds link 204. That service is no longer funded and is out of service, so any reference to them funding that service currently should be removed.
- In that same paragraph it would be good to speak of the new route that was implemented, route 50 as an expansion of service.
- The number they must have used for the funding sources table on pg. 41 must have been an estimate. The real numbers are referenced below and Nancy from the MPO has been provided these numbers already.
- the MPO also has funds remaining in previous years. I think they also need to be referenced as roll over somehow in the tables as to how they will spend/split the funds.
- Table of task 1- I'm not sure why the funding split is something other than 80/10/10. The FTA amount shows \$28,996 and then shows almost the full amount of local and state match in this task alone. Other tasks shows only FTA amount with no local and state match. The FTA 5305(d) amounts are typically split between the tasks.
- Next year the (total) exact amount they will get is Federal: \$109,361, State: \$13,670, Local Funds: \$13,670 The grant is a funding split of 80/10/10.

Thanks,

Jo Santiago  
Transit Project Coordinator  
Florida Department of Transportation

Update for the UPWP from Carol Scott, Turnpike. 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)

**From:** Scott, Carol

**Sent:** Thursday, March 24, 2016 10:23 AM

**To:** Wyche, Vickie

**Subject:** RE: Lake-Sumter MPO DRAFT UPWP

Here's my correction to the blurb on page 15.

**Minneola Interchange and Network**

Florida's Turnpike Enterprise (FTE) is constructing the interchange in Minneola at Milepost 279 as a design-build project. Lake County is extending North Hancock Road from CR Old 50 to north of Fosgate Road. From that point north to the interchange, the roadway is included in FTE's design-build interchange project. The final portion of the roadway, the extension of the roadway north from the interchange to CR 561A, will be constructed by the Hills of Minneola landowner. Lake County is also committed to constructing a four-lane Citrus Grove Road west of the interchange to US 27.

**Carol Scott**

MPO Liaison for Central and West Florida

Turnpike Facilities in Districts 1, 5 and 7

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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)



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Florida Division

3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312

Phone: (850) 553-2220  
Fax: (850) 942-9691 / 942-8308

[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

April 29, 2016

In Reply Refer To:  
HPR-FL

Mary Schoelzel  
Government Operational Manager  
Florida Department of Transportation  
719 South Woodland Boulevard  
DeLand, FL 32720

Dear Ms. Schoelzel:

The following is in response to your staff's email which transmitted the Lake-Sumter Metropolitan Planning Organization's (MPO) 2016-17-2017/18 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the MPO's consideration in developing the final UPWP. Comments that are noted as critical must be addressed prior to FHWA/FTA's approval of the UPWP.

**Critical Comments:** Reference 23 CFR 450.208 (c)

- **Page 22-** Can you please detail what is covered in the Lake Co Support Services?
- **Page 22-** Can you please detail what is covered in the Accounting and Auditing Services?
- **Page 22-** Is the MPO having to pay \$15,000 annually for repair and maintenance above what is being paid for the rent/lease?
- **Page 29-** What end product will "consultative services" be used on for this task?
- **Page 37-** What is meant by "program policies" for this task?
- **Page 37-** Is the TDSP updated annually in June?
- **Page 37-** What studies will be completed for the \$440,000 per year being allocated for consultant services?
- **Page 45-** Please note that lobbying is an ineligible expense for federal funds. This task should be revised to reflect the use of local funds for any tasks for which lobbying of legislative priorities is associated.

### Enhancement Comments

- **Page 2-** The section references FDOTs 2014 PEAs. Please note that in 2015 FDOT released new State PEAs. Please update this section to reflect FDOT's current PEAS.
- **General Comment-** MPO staff should consider including information related to the FAST Act in this planning document. While it is referenced in the task pages, there is no mention of it in the introduction of the plan.
- **Appendix A-** It is recommended that the FAST Act be added to this section.

### Editorial Comments

- **Page 9-** It appears that the agreements governing the MPO need to be updated since they are all at least 10 years old. Are there any plans to review and update the agreements which govern the MPO?
- **Page 15-** On page 11, it states that the 2013 TDP was updated. It appears that this section should be removed.
- **Page 16-** Is this the most recent list of FDOT District 5 planning activities?
- **General Question-** Is the MPO planning to include a planning matrix to detail how the task pages of the plan align with the planning factors?
- **Page 16-** States "The MPO has now, as of the FY 2014/15, hired an executive director, a MPO project manager, two transportation planners, a geographic information systems (GIS) manager, an executive staff assistant and an administrative office associate." Is this the most recent information?
- **Page 17-** In the section on Transit and Para-Transit it states "a Transit Development Plan for Lake County, the 2008 TDP, was adopted August 2008 and the 2013 major update was adopted in October 2013". Is this the most recent information?
- **Page 17-** Please review the air quality section to make sure it is the most recent information.
- **Page 22-** What is meant by "reprographic charges"?
- **Page 41-** Is MPO staff planning to update the Public Participation Plan every year?
- **General Comment-** Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process.
- **General Question-** Is staff planning to include the comments received by various agencies in the appendix of this plan?
- **General Comment-** For the purchase of office equipment, please note that single purchases which exceed \$5000 must get pre-approval.
- **General Comment-** All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
- **General Comment-** 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

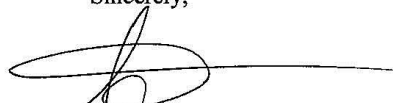
at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

- **FTA Comments-** We appreciate the planning and public involvement work evidenced in the document. We are impressed with the effort to develop Transit Development Plans; work with the MPO Alliance; bicycle and pedestrian plans; transportation enhancements for bike, pedestrian and trail use; planning for enhanced transit opportunities; Corridor Plans and linking same to land use. We are also impressed by the level of cooperation and collaboration to boost and improve public transit and surface transportation funding in the greater region. FTA has reviewed the draft UPWP and the subject document appears to satisfy the requirements of 23 U.S.C. 134, 49 U.S.C. 5303 and 2 CFR Part 200. We look forward to receiving the final document.

Thank you for the opportunity to properly review and comment on the draft UPWP for the **Lake~Sumter MPO**. We request that the final UPWP be available to us by **May 31, 2016**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2016**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Ms. Shakira T. Crandol, at (850) 553-2220 or email [shakira.crandol@dot.gov](mailto:shakira.crandol@dot.gov).

Sincerely,



FOR: James Christian  
Division Administrator

cc: Mr. TJ Fish, Lake~Sumter MPO  
Mr. Boyd Melton, FTA Region IV  
Ms. Vickie Wyche, FDOT District 5  
Mr. Sean Santalla, FDOT (MS-28)

# Appendix F

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## Lake County Support Services Agreement & Risk Benefits

## **MPO STAFF SERVICES AGREEMENT**

**THIS MPO STAFF SERVICES AGREEMENT** is entered into by and between Lake Sumter Metropolitan Planning Organization, hereinafter the “MPO,” and Lake County, Florida, a political subdivision of the State of Florida, hereinafter “Lake County,” for the provision of staff services.

**WHEREAS**, Section 339.175(1), Florida Statutes, provides for the designation of a metropolitan planning organization for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an interlocal agreement entered into pursuant to Section 163.01, Florida Statutes; and

**WHEREAS**, on December 9, 2003 the Governor of Florida designated the MPO as the metropolitan planning organization for the Lake and Sumter urbanized area, and the MPO is duly created and operated pursuant to an interlocal agreement (the “Authorizing Interlocal Agreement”) between the Florida Department of Transportation and the affected units of general purpose local government within the Lake/Sumter urbanized area; and

**WHEREAS**, the Authorizing Interlocal Agreement was recently updated and readopted by all parties on October 28, 2015; and

**WHEREAS**, the MPO is a legally independent governmental entity distinct from Lake County government, and has the authority to contract with Lake County for the provision of certain services; and

**WHEREAS**, the MPO wishes to obtain certain administrative support services from Lake County to assist the 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, to contract with Lake County for the same; and

**WHEREAS**, on September 28, 2005, the MPO and Lake County did enter into a MPO Staff Services Agreement whereby Lake County was to provide technical assistance, financial administration and legal services to the MPO; and

**WHEREAS**, the parties now desire to update the MPO Staff Services Agreement, and to clarify the duties and obligations of each of the parties.

**NOW, THEREFORE**, in consideration of the mutual covenants, premises, and representations herein, the parties agree as follows:

1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.
2. Previous Agreements; Effective Date. The previous agreement dated September 28, 2005, shall be terminated as of the Effective Date of this Agreement. The Effective Date of this Agreement shall be the date the last party hereto executes the document.



3. Fiscal Services.

A. In order to assist the MPO with the its administrative functions, Lake County hereby agrees to act as the financial depository for MPO funds. All federal, state, and/or local grants or funding due to the MPO shall be deposited into Lake County's bank account, hereinafter the "Pooled Cash Account." Lake County shall account separately for the MPO funds using a separate fund in the County Financial System even though the funds are physically maintained in the Pooled Cash Account.

B. Since MPO funding is primarily received from grants which are cost reimbursable, Lake County hereby agrees to advance funds, in the Board of County Commissioners' sole discretion, to the MPO as needed to pay expenses. Amounts due and owing Lake County shall be accounted for monthly in the County Financial System and in the annual Governmental Funds Balance Sheet – Statement of Net Position. The MPO shall reimburse Lake County for all advanced funds once MPO grant funding is received in Lake County's Pooled Cash Account. This arrangement has been, and shall continue to be, fully disclosed in the annual external audit. Nothing herein shall require Lake County to advance any particular amount of funds to the MPO, nor shall Lake County assume any obligations or liabilities associated with the MPO.

C. The MPO shall take all reasonable and necessary steps to ensure that expenditures are reimbursed from federal or state agencies as soon as possible. The MPO shall be solely responsible for preparing any invoices or other required documentation, and for the timely submission of such documentation to the appropriate agencies to ensure timely reimbursement. If, at any time, Lake County determines that the MPO is not taking all reasonable and necessary steps to submit for reimbursement, Lake County shall have the right to terminate advanced payment assistance provided to the MPO until such time as Lake County is properly reimbursed for such advanced payments. Lake County shall additionally have the option, but shall not be required, to assume responsibility for the submittal of necessary documentation to obtain the reimbursement on behalf of the MPO.

D. Any advanced funds provided by Lake County to the MPO shall be in accordance with the objectives, purposes, and in accordance with allowable expenditures permitted under the various federal and state funding programs. Lake County shall not be required to provide any advanced funds for good or services deemed by Lake County, in Lake County's sole discretion, as non-reimbursable under the applicable federal and state funding programs, or, in the case of discretionary funding, non-reimbursable under the approved uses of such discretionary funding as established by the MPO Governing Board.

E. Lake County shall act in the capacity of custodian of MPO funds only. Lake County shall assume no responsibility for the MPO's compliance with state or federal law, or grant requirements. Compliance with state or federal law, and grant requirements, shall remain solely within the purview of the MPO. The MPO further agrees to establish adequate internal controls, processes, and procedures to reasonably ensure all funds are handled in a legal and

prudent manner. Lake County reserves the right to refuse to pay any expense that is deemed not in compliance with the relevant laws or grants.

4. Employee Status.

A. The Executive Director of the MPO serves under the direction, supervision and control of the MPO Governing Board. The Executive Director, with the consent of the MPO Governing Board, employs such personnel as may be necessary and authorized by the MPO Governing Board to perform adequately the functions of the MPO within the MPO's budgetary limitations, as set by the MPO Governing Board. As set forth herein, MPO employees, including the MPO Executive Director as permitted under his contract, shall receive certain benefits and administrative support services from Lake County, but shall otherwise function independently of the control, supervision and direction of Lake County.

B. Since Lake County is the financial depository for MPO funds, Lake County and the MPO hereby agree that MPO employees, including the MPO Executive Director, shall be paid through Lake County's payroll system. Further, the MPO Governing Board hereby adopts by reference the Lake County Board of County Commissioners' Employment Policies Manual and Employment Procedures as the MPO Employment Policies Manual and Employment Procedures as if those Policies and Procedures were separate and distinct documents. Where there are references in the Employment Policies Manual to approvals required of the County Manager or actions to be taken by the County Manager with regard to employees of the MPO, such reference shall be to the MPO Executive Director. Where disputes occur between the Executive Director and MPO employees, the parties agree that such disputes will be taken to the Chairman of the MPO Governing Board.

5. Risk Management and Benefits Participation.

A. The parties agree that the MPO is exposed to various risks related to torts; theft of, damage to and destruction of assets; injuries to employees; and natural disasters. Lake County hereby agrees to cover the MPO, and employees thereof, for general liability, automobile, worker's compensation, property and health liabilities under Lake County's self-insured fund. Lake County shall charge the MPO the established rates for these programs.

B. MPO employees shall receive the same benefits as Lake County employees, including but not limited to participation in the Florida Retirement System, retiree health coverage, leave accrual, holidays etc., all as set forth in the Policies and Procedures. Salary and benefit payments shall be considered obligations of the MPO, and Lake County shall deduct any salary and benefit payments from MPO funds. Benefit participation is further defined in a supplemental Risk and Benefits Interlocal agreement executed separately by the parties.

6. Provision of Staff Services. Lake County hereby agrees to provide the following staff services to the MPO:

A. Legal Services. The MPO desires that the Office of the County Attorney provide legal services to the MPO. Pursuant to Section 2-106, Lake County Code, the

Office of the County Attorney may render any other legal services as may be required by the Lake County Board of County Commissioners. The parties agree that such services do not include advising or representing MPO employees in their individual capacities. Lake County and the MPO agree and acknowledge that although the interests of each party are generally consistent, it is recognized and understood that differences may exist or become evident during the course of the legal representation. Notwithstanding these possibilities, both parties have determined that it is in their individual and mutual best interests to have a single legal office represent them. Despite any potential or actual conflict of interest which may exist now or in the future, Lake County and the MPO consent the Lake County Office of the County Attorney to simultaneously represent both Lake County and the MPO. It is further understood and agreed that the County Attorney and his/her Assistant County Attorneys may freely convey necessary information provided by one party to the other party. Each party hereto have agreed to waive any conflict of interest that may arise, including any conflict that may have arisen in the drafting of this Agreement. Nothing herein shall prohibit the MPO from employing separate legal counsel for specific needs when deemed necessary and appropriate by the MPO. The parties hereby agree that in the event of a dispute between the County and the MPO, or where provision of such services would be in violation of the Rules Regulating the Florida Bar, the Office of the County Attorney shall withdraw from representing the MPO.

- B. Information Technology (IT) Services, including but not limited to records management, GIS, programming and applications support, and information systems services such as account creation and management, email, remote access, software licensing, hosting services, and technical support. MPO employees shall comply with all IT policies and procedures duly adopted by Lake County.
- C. Human Resource Services, including but not limited to employee recruiting, training, evaluations, classification and compensation issues, performance management and discipline.
- D. Procurement Services, including but not limited to assistance with the development and processing of various categories of solicitations to include, selection committee processes, issuance and management of p-cards, and general compliance with pertinent procurement laws, regulations, and procedures., including those related to grants.
- E. Information Outreach Services, including but not limited to all front-end and back-end web development services.

7. Payment for Services Provided. The MPO shall pay to Lake County the amount of five percent (5%) of MPO revenues received from the Federal Planning Funds (PL 112) to compensate Lake County for the services provided hereunder. Payment for services provided herein shall be transferred to Lake County from the MPO funds deposited into Lake County's

Pooled Cash Account, as further set forth in Section 3 above. This provision shall be reviewed annually by the parties to ensure that Lake County is being paid appropriately for the services provided herein.

8. Right to Audit. Lake County reserves the right to require MPO to submit to an audit by any auditor of Lake County's choosing. MPO shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. MPO shall retain all records pertaining to this Agreement and upon request make them available to Lake County for five (5) years following expiration of this Agreement. MPO agrees to provide such assistance as may be necessary to facilitate the review or audit by Lake County to ensure compliance with applicable accounting and financial standards. Additionally, MPO agrees to include the requirements of this provision in all contracts with sub-consultants and material suppliers in connection with the work performed hereunder.

9. Term of Agreement; Termination. This Agreement shall be effective for twenty-four (24) months from the Effective Date. The parties may renew this Agreement for successive terms of twenty-four (24) months each. Prior to renewing this Agreement, and prior to each successive renewal, the parties shall review the terms of this Agreement to determine if any changes are warranted. This Agreement may be terminated by either party upon the giving of ninety (90) days written notice.

10. Amendments. Amendments or modifications of this Agreement may only be made in writing, signed by both parties hereto with the same formalities as the original Agreement.

11. Notices. Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

MPO

Executive Director  
1616 South 14<sup>th</sup> Street  
Leesburg, Florida 34748

COUNTY

County Manager  
P.O. Box 7800  
Tavares, Florida 32778

Each party hereto may change its mailing address by giving the other party hereto, by hand delivery, United States registered or certified mail, notice of election to change such address.

12. Scope of Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained herein.

13. Independent Agencies. Neither the MPO nor Lake County shall be considered or deemed to be an agent, employee, joint venture, or partner to the other. Neither party shall have

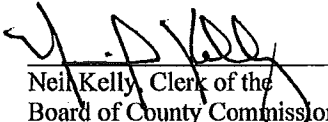
authority to contract for or bind the other in any manner and shall not represent itself as an agent of the other. Further, nothing herein shall make Lake County subject to, or responsible for, any contractual obligations of the MPO.

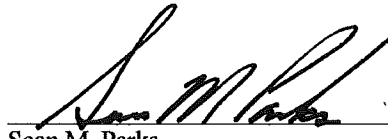
14. Severability. Should any section, sentence, or clause of this Agreement be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this Agreement shall continue in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute the same, and MPO through its Chairman, authorized to execute the same by action of its Governing Board.

COUNTY


ATTEST:

  
Neil Kelly, Clerk of the  
Board of County Commissioners  
of Lake County, Florida

  
Sean M. Parks  
Chairman

This 24<sup>th</sup> day of May, 2016.

Approved as to form and legality:

  
Melanie Marsh  
County Attorney

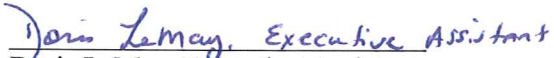
**MPO**




\_\_\_\_\_  
Leslie Campione, Chairman

This 27 day of April, 2016

Attest:

  
\_\_\_\_\_  
Doris LeMay, Executive Assistant

Approved as to Form and Legality:

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

## **Risk Management and Employee Benefit Programs Interlocal Agreement**

This Interlocal Agreement is entered into by and between the Lake County Board of County Commissioners, Florida, a political subdivision of the State of Florida (hereinafter the "County"), and the undersigned parties for the limited purposes set forth below (hereinafter the "Participants").

### **Premises:**

1. Pursuant to Section 112.08, Florida Statutes, counties, municipalities, constitutional officers and special districts of the State of Florida have authority to self-insure any plan for health, accident and hospitalization coverage or enter into a risk management consortium to provide such coverage, subject to approval by the Florida Office of Insurance Regulation.
2. Pursuant to Section 768.28(16), Florida Statutes, the state and its agencies and subdivisions are authorized to be self-insured, to enter into risk management programs, or to purchase liability insurance for whatever coverage they may choose, or to have any combination thereof, in anticipation of any claim, judgment, and claims bill which they may be liable to pay pursuant to this section. Agencies or subdivisions, and sheriffs, that are subject to homogeneous risks may purchase insurance jointly or may join together as self-insurers to provide other means of protection against tort claims, any charter provisions or laws to the contrary notwithstanding.
3. In addition, such units of local government have authority to enter into interlocal agreements and exercise jointly with any other public agency of the state any power, privilege or authority which they share in common and which each might exercise separately as provided in Section 163.01, Florida Statutes.
4. The parties executing this Risk Management and Employee Benefit Programs Interlocal Agreement (the "Agreement") desire to participate in a self-insurance program for risk management and employee benefit coverage for the mutual benefit of each and to provide for the payment by the parties hereto of contribution amounts necessary to achieve and preserve adequate levels of funding and reserve balances to enable payment of the benefits and administrative costs incurred under such programs.

THEREFORE, in consideration of the foregoing and of the mutual promises, terms and conditions set forth in this Agreement, the parties agree as follows:

**Section 1 - Recitals.** The foregoing recitals are true and correct and incorporated herein by reference.

### **Section 2 - Purpose**

By this Agreement, the parties intend to participate in a self-insured Risk Management and Employee Benefits Programs (the "Programs") for employees of the Participants, as well as certain eligible dependents, retirees and COBRA beneficiaries, all as set forth in the Plan Document, defined herein. The parties intend to bind themselves to the terms and conditions of this Agreement in accordance with and to the fullest extent allowed by

Florida law.

### **Section 3 - Scope**

This Agreement shall govern the payment, reporting and administrative obligations of the respective parties to this Agreement relating to self-insured risk management and employee benefits coverage. This Agreement also establishes a Risk Management and Employee Benefits Team. The coverage will be supplied through Third Party Administrator (TPA) contract in which such TPA will perform administrative services including claims adjudication and payment, customer service, plan administration, provider network, disease management, claims fiduciary responsibility, and reporting.

### **Section 4 - Definitions**

The following definitions shall apply to this Agreement:

- A. "ASO Contract Provider" means Florida Blue, or any subsequent insurance company, or health plan third party administrator, selected by the County, which shall function as the administrative entity for this Agreement and Programs, and whose related expense will be provided accordingly as approved by the County.
- B. "Claims Reserve" means the amount of funds set aside in a reserve account annually, if required, by the Florida Department of Financial Services for approval of the Programs as further set forth in Section 6 hereof and for funds reserved to help stabilize future premiums.
- C. "County" means the Board of County Commissioners of Lake County, which includes the role of plan administrator of the Risk Management and Benefits Programs.
- D. "Employee Group Benefits Fund" means the County fund used to account for the total amount of premium contributions by all Participants in the Programs, pharmacy rebates received, all reserves, any other funds pertaining to the Benefits Programs and the investment earnings on all such monies and constitutes the source of money for all expenses of the Benefits Program, including, without limitation, the payment of claims and losses, and of legal, insurance, and administrative expenses as initially established and subject to annual review by the County Manager on a Plan Year basis.
- E. "Participant" means any entity having membership in the Programs as set forth in Section 6 hereof.
- F. "Plan Administrator" shall mean the County.
- G. "Plan Document" means the 125 summary plan document setting forth the terms and condition of the health plan coverage and eligibility.
- H. "Property & Casualty Fund" means the County fund used to account for the total amount of Risk Management Program contributions by all Participants in the Program, insurance reimbursements received, all reserves, any other funds pertaining to the Risk Management Program and the investment earnings on all



such monies an constitutes the source of money for all expenses of the Risk Management Program, including without limitation, the payment of claims and losses, and of legal, insurance, and administrative expenses as initially established and subject to annual review by the County Manager on a Plan Year basis.

- I. "Risk and Benefits Team" means a group comprised of one representative from Lake County Human Resources Department, who will serve as the RMEB Team Coordinator, and one representative from each Participant. The RMEB Team is a procedural team that will meet regularly to receive program updates, information on new initiatives, and work together to plan open enrollment tasks.

### **Section 5 - Term**

The initial Term of this Agreement begins October 1, 2016 and ends, September 30, 2017. Each Plan Year shall begin at 12:01 am. each October 1st and end at 12:00 midnight, each September 30th that this Agreement shall remain in effect. The words "Term" and "Plan Year" may be used interchangeably herein. This Agreement shall be automatically renewed for subsequent one year periods unless terminated as provided for in Section 9 hereof.

### **Section 6 – Programs Membership**

The County shall be a Participant as well as serve as the Plan Administrator for the Programs.

The County may, at its option without prior approval of the other Participants, add additional Participants. Changes in membership for subsequent Terms will not invalidate this Agreement for Participants remaining or joining the Programs. Participants remaining in the Programs for subsequent Terms shall not be required to enter into a new Agreement as a result of such change in membership.

### **Section 7 – County Responsibilities**

- A. The County shall responsible for operating a risk management and health insurance program with the following components:

#### **Risk Management Programs that include:**

- Excess property, liability, and workers compensation insurance
- Other risk insurance such as equipment breakdown, pollution, crime, cyber risk, and storage tank
- Loss prevention and safety programs, including safety policies and procedures, safety inspections, safety training, accident investigation, and necessary recordkeeping

#### **Employee Benefits Programs that may include:**

- HealthCare (required)
- Dental
- Vision
- Flexible Spending Account

- Employee Assistance Program
- Life Insurance & Accidental Death & Dismemberment
- Long Term and Short Term Disability
- Legal Services

The proposed Risk Management and Benefits Program budget for each Plan Year shall be prepared by the County's Human Resources Department (Human Resources) and approved by the County each year for the coming Plan Year. A yearly administrative calendar will be provided to each party for planning purposes. The County shall be responsible for assigning defense counsel, when necessary, for claims covered under the Risk Management and Benefits Programs.

- B. Notice of the proposed premium for the following Plan Year shall be sent to each Participant each Plan Year. Human Resources in consultation with its Program consultants, will annually determine scheduled premium charges based on claims experiences, program structure, coverage levels, administrative expenses, reserve requirements and other relevant factors. Risk program participants with higher than normal claims experience may be charged a higher premium schedule than other participants.
- C. The County shall be responsible for maintaining the amount of funds set aside in a reserve account annually, if required, by the Florida Department of Financial Services for approval of the Programs to help stabilize future premiums.
- D. The County shall ensure that accounting of the operations of the Programs are performed in accordance with generally accepted governmental accounting principles and Florida law. The County Manager reserves the right to make day-to-day changes to all plans and Programs as necessary to ensure the ongoing operation of all Programs.
- E. The County will coordinate the RMEB Team, and will ensure the meeting agenda and minutes are completed.
- F. The County shall establish a Claims Settlement Committee to review workers compensation and property & liability claims for purposes of settlement and make recommendations to the County when necessary.
- G. The County shall have a contract with a Third Party Administrator, who will conduct the daily operations of the Programs in accordance with the terms of an administrative services contract approved by the County. The TPA will process claims covered by this Agreement and provide other administrative services which may include claims adjudication and payment, customer service, plan administration, provider network, disease management, claims fiduciary responsibility, insurance quotes and reporting. The County will manage appeal processes in a timely manner.
- H. All claims coming within the coverage of this Agreement shall be paid from the Program Funds. Claims approved by the TPA shall be paid in accordance with the Program Documents.

### **Section 8 – Participant Responsibilities**

- A. Participants accept the terms and conditions of this Agreement and agree to participate in the RMEB Team defined above.
- B. Participants shall be compliant with the requirements set forth by the State and Federal Laws and Plan rules, such as the Health Insurance Portability and Accountability Act. To protect all parties and plan from potentially costly fines and the loss of protections available to the plan (including certain "grandfathered" rights), each party agrees to comply with the requirements of applicable laws, including the Affordable Care Act, and to ensure and require their managing agents and employees comply with the rules, deadlines, and procedures, within the Plan Document or published by the County, including eligibility reporting requirements, qualifying procedures and deadlines, and the need to offer healthcare coverage for all full time equivalent (30 hours per week) employees.
- C. Participants shall be compliant with requirements of the County's various risk insurance providers, including but not limited to:
  - Sexual Harassment and Sexual Misconduct Policies, including training, shall be provided to all new employees at the time of new hire, and for all existing employees on a regular basis;
  - Acceptable Driving Record procedure for employees who operate a vehicle for business purposes; and
  - Drug Free Workplace Program procedure
- D. Participants, other than the County, are not entitled to any surplus or reserve in the Program Funds nor are they responsible for funding any deficits.
- E. Each Participant agrees to timely pay its share of premiums in each year of its participation in the Programs in accordance with the terms of this Agreement.
- F. Participants shall be notified that they are subject to expulsion for nonpayment of premiums. Participants shall be given 60 day notice of delinquency to cure nonpayment. If the Participant fails to cure such nonpayment, the Participant may be expelled from further participation in the Programs pursuant to this Agreement.
- G. Each Participant agrees to submit required information to the Lake County Human Resources Department (Human Resources) in a format acceptable to Human Resources. (e.g., County insurable assets such as buildings, vehicles, heavy equipment, etc., employee hours worked, names of all employees and dependents, social security numbers, addresses, dates of birth, gender, marital status, hire date, and dates of termination.)
- H. So as to avoid violation of the Affordable Care Act's prohibitions concerning discriminatory coverage levels for highly paid covered employees or retirees, each Participant agrees to refrain from entering any contract or agreement with any candidate, current employee, or retiree purporting to provide health care coverage or benefits which are different from the benefits provided for under the Plan Document, without obtaining the prior written consent of the Plan Manager and Plan's Legal Counsel.

## **Section 9 – General Provisions**

- A. This Agreement may be terminated by the County. The County will provide notice of any such termination one (1) year prior to next ensuing Plan Year. The effective date of such termination shall be 12:00 midnight September 30th of the next ensuing Plan Year.
- B. Any Participant, other than the County, may withdraw from the Programs and from this Agreement. Written notice of withdrawal must be provided by the Participant to the County at least six (6) months prior to next ensuing Plan Year. Withdrawal shall be effective 12:01 a.m. of the September 30th of the next ensuing Plan Year. Claims incurred beyond this date by the withdrawing Participant shall not be paid from the Program Funds. Withdrawing Participants shall remain liable for any contributions due on or prior to the effective date of withdrawal. Subsequent to withdrawal, the withdrawing Participant will receive no services of the Programs.
- C. Any Participant, other than the County, may be expelled from the Program by the County. Reasons for expulsion include, without limitation, failure to timely remit contributions to the Program Funds, failure to timely submit required reports, or engagement in activities which adversely affect the operation of the Program. Notice of proposed expulsion shall be delivered to the Participant. The notice shall state the reasons for the proposed expulsion and provide a 60 day period within which these may be corrected. The County shall determine whether necessary corrective action has been taken. Expulsion shall take effect on the first day of the next ensuing month following notice of expulsion. Claims incurred beyond this date by the expelled Participant shall not be paid from the Program Funds. Expelled Participants shall remain liable for any contributions due. Subsequent to expulsion, the expelled Participant will receive no services of the Program.
- D. Nothing herein shall be construed as waiving any liability limits or other protections or immunities provided by common law or Florida law to any Participant or to any officers or employees of any Participant.
- E. Unless otherwise specified herein, no modifications or amendments of the terms of this Agreement shall be effective unless in writing executed by all Participants, with the same formality and of equal dignity herewith.

All notices, consents, and approvals which any party shall be required or shall desire to make or give under this Agreement shall be in writing and shall be sufficient only when mailed by certified mail. The effective date of such notice shall be the date personally delivered or if sent by mail, the date of the postmark.

- F. This Agreement may be simultaneously executed in multiple counterparts, each of which shall be regarded for all purposes as an original; and such counterparts shall constitute one and the same Agreement. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, it shall be considered deleted here from, and shall not invalidate the remaining provisions.
- G. This Agreement embodies the entire agreement between the parties and may not be assigned except with written consent of all parties. This Agreement is made under and in all respects shall be interpreted, construed and governed by and in accordance with the laws of the State of Florida and venue for any legal action shall lie in Lake County, Florida.

Interlocal Agreement between Lake County- BOCC and the Lake County Metropolitan Planning Organization for the provision of Employee Benefits, Workers' Compensation and Risk Management Services.

Lake-Sumter Metropolitan Planning Organization - Participation as Follows:

Risk Management Program            Yes X No \_\_\_  
Employee Benefits Program        Yes X No \_\_\_  
Workers' Compensation            Yes X No \_\_\_

ATTEST:

LAKE-SUMTER METROPOLITAN  
PLANNING ORGANIZATION (MPO)

By: \_\_\_\_\_

By:   
Leslie Campione, Chairman

This 27 day of April, 2016

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: LAKE COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Chairman, and by the duly authorized representative of each Participant.

ATTEST:

LAKE COUNTY BOARD OF COUNTY  
COMMISSIONERS, FLORIDA

\_\_\_\_\_  
Neil Kelly, Clerk of the  
Board of County Commissioners  
Of Lake County, Florida

\_\_\_\_\_  
Sean M. Parks, Chairman

This \_\_ day of \_\_\_\_\_, 2016

Approved as to form and legality:

\_\_\_\_\_  
Melanie Marsh  
County Attorney

# Appendix G

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## Transportation Planning Funds Agreement FY 2016/17 & FY 2017/18

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Financial Project No.: <b>439329-1-14-01 (02)</b> <hr/> (item-segment-phase-sequence) <hr/> Contract No.: <b>G0A95</b> CFDA Number & Title: <b>20.205 Hwy. Planning &amp; Const.</b>	Fund: <b>PL Funds &amp; STP Funds</b> <hr/> Function: <b>615</b> <hr/> Federal Award Identification No. (FAIN): <b>0457 (054)</b> <hr/> MPO DUNS No.: <b>361561801</b>	FLAIR Approp.: <b>088854</b> <hr/> FLAIR Obj.: <b>780000</b> <hr/> Org. Code: <b>55052000532</b> <hr/> Vendor No.: <b>F596000695103</b>
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THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 27th day of April 2016, by and between the **STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION** (Department), an agency of the State of Florida, whose address is Office of the District Secretary, **719 South Woodland Blvd., Deland, Florida 32720** and the **Lake-Sumter Metropolitan Planning Organization (MPO)**, whose address is **1616 South 14th Street, Leesburg, Florida 34748**, and whose Data Universal Numbering System (DUNS) Number is: **361561801** (collectively the "parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department 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 (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is **\$1,551,763**. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
<b>439329-1-14-01</b>	<b>2016/17</b>	<b>\$565,688</b>
<b>439329-1-14-01</b>	<b>2017/18</b>	<b>\$517,491</b>
	<b>2016/17</b>	<b>\$468,584</b>

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2016 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2018. If the Agreement is fully executed after July 1, 2016, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2018. Expiration of this Agreement will be considered termination of the



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the Agreement shall expire on June 30, 2018. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

- 6. Renewals and Extensions:** This Agreement shall not be renewed or extended.
- 7. Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.

**A. Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

**8. General Requirements:**

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred 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. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
  - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv. Effective control over, and accountability for, all funds, property, and other assets.
  - v. Comparison of expenditures with budget amounts for each Federal award.

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- vi. Written procedures to implement the requirements of §200.305 Payment.
- vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

**9. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.

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- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.
- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

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Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

**10. Procurement and Contracts of the MPO**

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

**11. Audit Reports:** The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
  - i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part

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200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

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vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 12. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 13. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

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- A. **Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
- B. **Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the [enter name of MPO] - the Chairperson of the MPO.
- C. **Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

15. **Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

16. **Compliance with Federal Conditions and Laws:**

- A. The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B. The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. **Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. **Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO 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 Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the

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language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

**17. Restrictions, Prohibitions, Controls, and Labor Provisions:** During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.

D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**18. Miscellaneous Provisions**

**A. Public Records:**

i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction



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with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.
- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.
  - C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
  - D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
  - E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
  - F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
  - G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
  - H. The MPO:
    - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
    - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
  - I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
  - J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
  - K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.
- 19. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:
- A. Exhibit "A", UPWP
  - B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
  - C. Exhibit "C", Title VI Assurances

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**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.


MPO \_\_\_\_\_


Florida Department of Transportation

Lake~Sumter Metropolitan Planning Organization  
MPO Name

Leslie Campione  
Signatory (Printed or Typed)

Alan E. Hyman, P.E.  
Department of Transportation

  
Signature


  
Signature  
**Alan E. Hyman, P.E.**  
**Director of Transportation Operations**

Chairman  
Title

\_\_\_\_\_  
Title



Legal Review  
MPO

  
Legal Review  
Department of Transportation

**EXHIBIT B**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** [20.205](#)

**CFDA Title:** HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program

**\*Award Amount:** \$1,551,763

**Awarding Agency:** Florida Department of Transportation

**Indirect Cost Rate:**

**\*\*Award is for R&D:** No

\*The federal award amount may change with supplemental agreements

\*\*Research and Development as defined at §200.87, 2 CFR Part 200

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

Title 23 – Highways, United States Code  
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code  
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century, P.L. 112-141  
[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsrs.gov](http://www.fsrs.gov)

**Exhibit "C"**

**TITLE VI ASSURANCES**

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively 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 contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, 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 Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor 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, or sex.
- (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* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and 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*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or 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, or 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.

- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, 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 sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor 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 H

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### **Resolutions**

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2016 – 7

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) APPROVING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2016/17 THROUGH FISCAL YEAR 2017/18

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 Florida Statute 339.175(9) 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 year, and includes a planning budget; and

WHEREAS, the Lake~Sumter Metropolitan Planning Organization's FY 2016/17 through FY 2017/18 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure.

NOW, THEREFORE BE IT RESOLVED that the Lake~Sumter Metropolitan Planning Organization hereby endorses the Unified Planning Work Program for FY 2016/17 through FY 2017/18.

DULY PASSED AND ADOPTED this 27 day of April, 2016.

Lake~Sumter Metropolitan Planning Organization



Leslie Campione, Chairman

This 27 day of April, 2016

Approved as to Form and Legality:



Melanie Marsh, MPO Attorney

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2016 - 12**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION  
AMENDING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2016/17  
THROUGH FISCAL YEAR 2017/18**

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization (MPO) 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, Code of Federal Regulations (CFR) Section 450.308(c) and Florida Statutes Section 339.175(9) require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program (UPWP); 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 year, and includes a planning budget; and

**WHEREAS**, the Lake~Sumter MPO adopted its FY 2016/17 through FY 2017/18 UPWP on April 27, 2016 for the period July 1, 2016 through June 30, 2018; and

**WHEREAS**, local funding is provided to the MPO for the Transportation Management System (TMS); and

**WHEREAS**, the provision of funding by various member local governments of the MPO affords the MPO the ability to add staffing capacity to achieve the activities of the TMS; and

**WHEREAS**, the transportation planning activities included under the MPO's TMS are grant-eligible activities and are eligible for local funding to cover staffing and consulting expenses; and

**WHEREAS**, specific activities charged to the federal grants would not be charged to the TMS local funding source(s) and specific activities charged to TMS would not be charged to the federal grants; and

**WHEREAS**, in the interest of transparency of the use of federal grant funding and the local TMS funding to accomplish transportation planning activities, the MPO desires to add to the UPWP the local TMS funding and required activities.

**NOW, THEREFORE, BE IT RESOLVED** by the Lake~Sumter MPO that:

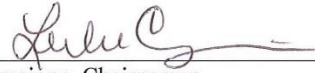
1. The FY 2016/17 through FY 2017/18 UPWP is hereby amended to include updated budget tables (as shown in Exhibit A) for FY 2016/17 and for FY 2017/18 reflecting local Transportation Management System funds of \$174,151 for each fiscal year; and
2. Task 5, Multimodal Systems Planning, is hereby amended to reflect TMS activities and expenses to be funded through federal and local dollars (Exhibit B); and
3. The Chairperson of the MPO Governing Board is authorized to execute this resolution and the MPO Executive Director is authorized to transmit this resolution and the amended UPWP to the



Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration.

**PASSED AND ADOPTED** this 25 day of may, 2016.

Lake~Sumter Metropolitan Planning Organization  
Governing Board



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Leslie Campione, Chairperson

Approved as to form and legality:



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Melanie Marsh, MPO Attorney

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2016 - 17**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION  
AMENDING THE UNIFIED PLANNING WORK PROGRAM (UPWP) FOR FISCAL YEAR  
2016/17 THROUGH FISCAL YEAR 2017/18**

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization (MPO) 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, Code of Federal Regulations (CFR) Section 450.308(c) and Florida Statutes Section 339.175(9) require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program (UPWP); and

**WHEREAS**, a UPWP 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 year, and includes a planning budget; and

**WHEREAS**, the Lake~Sumter MPO adopted its FY 2016/17 through FY 2017/18 UPWP on April 27, 2016 for the period July 1, 2016 through June 30, 2018; and

**WHEREAS**, the Lake~Sumter MPO adopted its FY 2016/17 through FY 2017/18 UPWP on May 25, 2016, for the period July 1, 2016, through June 30, 2018, to add Transportation Management System (TMS) activities, to add local funds for the TMS, and to address comments by state and federal reviewing agencies that were provided on the draft UPWP; and

**WHEREAS**, the Florida Department of Transportation has recommended the inclusion in the UPWP of the estimated local funds and activities associated with non-transportation related geographic information systems (GIS) services and pavement management services; and

**WHEREAS**, the MPO's provision of non-transportation GIS services and pavement management services are not eligible activities for reimbursement through federal or state grants; and

**WHEREAS**, a new Task 8.0, Non-Grant-Eligible Activities, is required to be added to the UPWP with estimated local funds totaling \$20,500 in Year 1 and \$8,000 in Year 2 of the UPWP for non-transportation GIS services and for pavement management services; and

**WHEREAS**, Task 2.0 and Task 5.0 require amendment to show a movement of a portion of local TMS funds from Task 5.0 to Task 2.0 resulting in adjusted amounts of local TMS funding totaling \$85,000 in Task 2.0 and \$89,151 in Task 5.0, with a grand total of \$174,151 in local TMS funds included in the UPWP; and

**WHEREAS**, Task 1.0 through Task 7.0 require amendment to reflect state and local matching funds for all Federal Transit Administration 5305(d) planning funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Lake~Sumter MPO that:


1. The FY 2016/17 through FY 2017/18 UPWP is hereby amended to include a new Task 8.0, Non-Grant-Eligible Activities, with estimated local funds totaling \$20,500 in Year 1 and \$8,000 in Year 2 of the UPWP for non-transportation GIS services and for pavement management services; and
2. The FY 2016/17 through FY 2017/18 UPWP is hereby amended to move a portion of local TMS funds from Task 5.0 to Task 2.0 resulting in adjusted amounts in Year 1 and in Year 2 of the UPWP of local TMS funding totaling \$85,000 in Task 2.0 and \$89,151 in Task 5.0, with a grand total of \$174,151 in local TMS funds in each fiscal year of the UPWP; and
3. The FY 2016/17 through FY 2017/18 UPWP is hereby amended to include in Task 1.0, Task 2.0, Task 3.0, Task 4.0, Task 5.0, Task 6.0, and Task 7.0 the required state and local matching funds to match the Federal Transit Administration 5305(d) multimodal planning funds at a rate of 80 percent federal funds, 10 percent state funds and 10 percent local funds; and
4. The Chairperson of the MPO Governing Board is authorized to execute this resolution and the MPO Executive Director is authorized to transmit this resolution and the amended UPWP to the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration.

**PASSED AND ADOPTED** this 22 day of June, 2016.

Lake~Sumter Metropolitan Planning Organization  
Governing Board

  
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Leslie Campione, Chairperson

Approved as to form and legality:

  
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Melanie Marsh, MPO Attorney