



DRAFT

Unified Planning Work Program

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

Prepared by:

Lake-Sumter Metropolitan Planning Organization
225 W. Guava Street Suite 211
Lady Lake, Florida 32159
352.315.0170
Fax 352.315.0993
www.LakeSumterMPO.com

FY 2018/19
FM# 439 329-2-14-01
FAP 0457 056

FY 2019/20
FM# 439 329-2-14-01
FAP 0457 056

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

Approved (insert date)

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

Cost Analysis Certification as Required by Section 216.3475, Florida Statutes:

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

Signature

Date

**A SIGNED COST ANALYSIS CERTIFICATION WILL BE
INSERTED IN THE ADOPTED UPWP**

Table of Contents

Introduction	1
Organization and Management of the MPO	14
Work Program Task Sheets	23
1.0 Administration	24
2.0 Data Collection	28
3.0 Transportation Improvement Program	31
4.0 Long Range Transportation Plan	34
5.0 Regional Planning	37
6.0 Public Involvement	40
7.0 Systems Planning	43
8.0 TMS and Locally Funded Programs	46
Funding Source and Agency Participations Tables	49

Appendix

A Joint Certification 2018 & Joint Certifications 2019	53
B Certifications and Assurances	55
• Debarment and Suspension Certification	
• Lobbying Certification for Grants, Loans and Cooperative Agreements	
• Disadvantaged Business Enterprise Utilization	
• Title VI/Nondiscrimination Assurance	
C Agency Comments & MPO Responses to the Draft UPWP	62
D Transportation Planning Funds Agreement FY 2018/19 & FY 2019/20 ..	63
E Lake County Support Services Agreement	64
F Resolution 2018-() Adopting UPWP	72
G Glossary of Abbreviations and Acronyms	73

Introduction

1. Definition of the Unified Planning Work Program

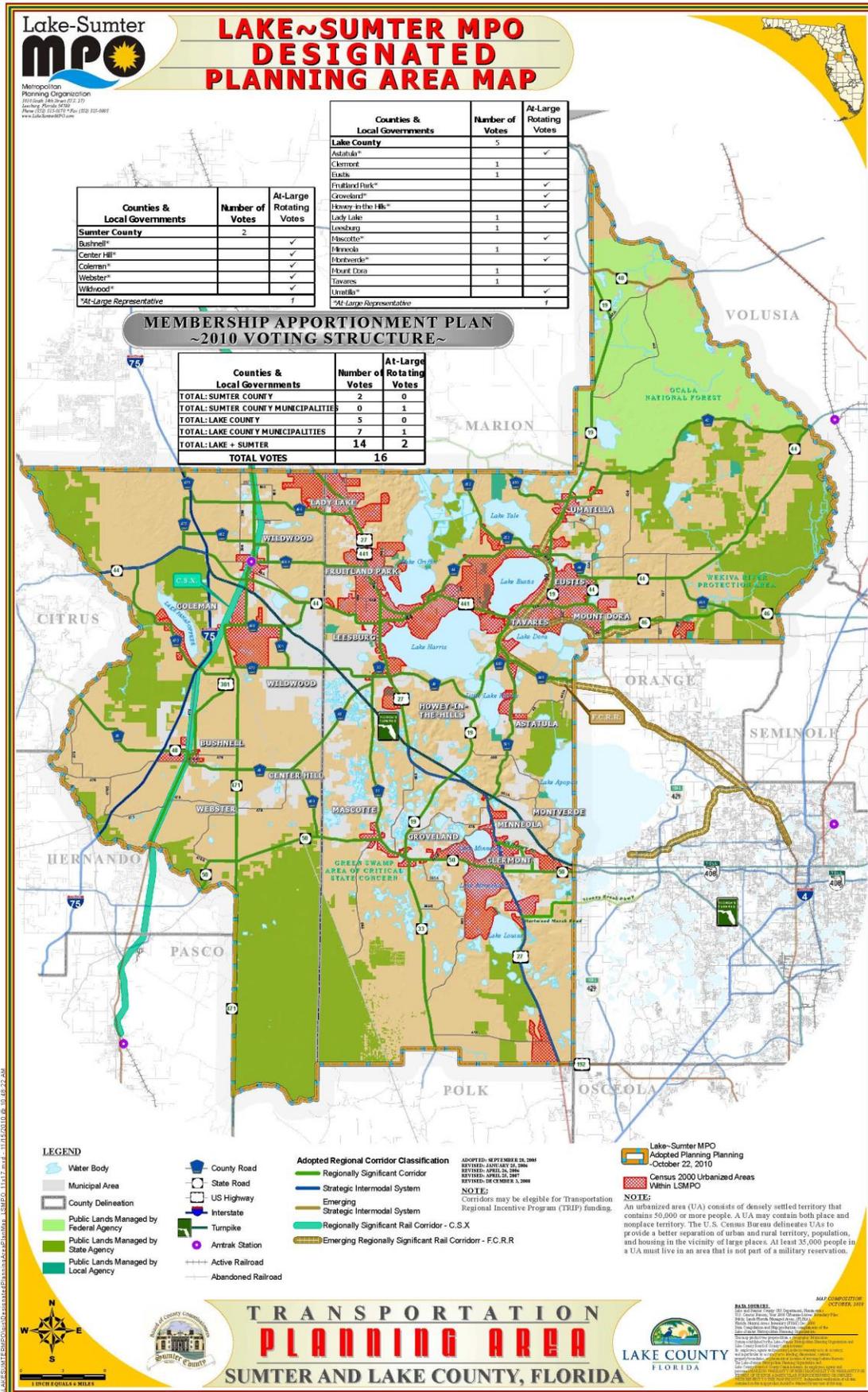
The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds. The Lake~Sumter MPO is tasked with effectively identifying the public's transportation needs. The extent of the MPOs metropolitan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

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

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

The transportation planning projects contained in the UPWP respond to the metropolitan planning requirements in the Federal reauthorization act entitled: Fixing America's Surface Transportation (FAST Act). The FAST Act continues the Metropolitan Planning program that establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint Federal Highway Administration/Federal Transit Administration responsibility.

Figure 1 Lake~Sumter MPO Planning Area



2. Overview of Comprehensive Transportation Planning Activities

FDOT District Five Planning Activities

Name and Study Description	Lead Agency	Fiscal Year	Cost	Source of Funds
North Lake Trail Feasibility Study	FDOT	17/18	250,000	To be determined by FDOT
Black Bear Scenic Trail Feasibility Study	FDOT	17/18	250,000	State
Tav-Dora Regional Trail Study	FDOT	18/19	235,000	To be determined by FDOT

Other Local Government Planning Activities

Name and Study Description	Lead Agency	Fiscal Year	Cost	Source of Funds
*N/A	Lake County			
*N/A	Sumter County			

*Note: Call for Local Projects is on the February TAC agenda. Projects to be provided in final document.

Regional Planning Activities

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 also executed the FDOT agreement with the Regional Intergovernmental Coordination

and Review (ICAR) agencies serving the metropolitan area created under *section 186.504, F.S.* The agreement describes the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. The MPO took the lead in introducing interlocal agreements to two neighboring MPOs with which the Lake~Sumter MPO shares urbanized areas. The proposed interlocal agreements would further reinforce the planning roles of each MPO. The agreement stipulates planning coordination on projects and on plans and programs such as the Transportation Improvement Program and the Long Range Transportation Plan.

Central Florida MPO Alliance (CFMPOA)

The Lake~Sumter MPO is a party to the CFMPOA. 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 and has an integral role in developing annual regional recommendations for project funding through the Transportation Regional Incentive Program (TRIP). Furthermore, the CFMPOA has emerged as the regional catalyst for multi-modal approaches to transportation, including commuter rail and other mass transit modes. 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.

Metropolitan Planning Organization Advisory Council

The Lake~Sumter MPO is a party to the MPOAC. The Florida Metropolitan Planning Organization Advisory Council is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

The organization is made up of a Governing Board (27 members) consisting of local elected officials from each MPO and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC also includes a Policy and Technical Subcommittee, a Freight Committee, and other committees as assigned by the Governing Board. The Policy and Technical Subcommittee annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the National Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

3. Planning Priorities

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

The Lake~Sumter MPO commenced development of the 2040 Long Range Transportation Plan in FY 2014/15 and the MPO Governing Board adopted the plan December 9, 2015. The multi-modal plan incorporates transit and five programs that address multiple modes of transportation: Complete Streets, Regional Trails, Safe Schools Emphasis Areas, Sidewalks, Transportation Systems Management and Operations. The major planning effort for the 2045 Long Range Transportation Plan will commence the Fall of 2019.

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

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

Efficient Transportation Decision Making (ETDM)

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

Wekiva Parkway and Wekiva Trail

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

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

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

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

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

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

Intelligent Transportation System Master Plan for Lake and Sumter Counties

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

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

Implementation of ETDM

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

Complete Streets Projects

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

East Avenue/Grand Highway to Minnehaha Avenue Complete Streets

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

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

Cost: \$110,000

US 301/SR 35 Downtown Wildwood Complete Streets

Scope: This project is a Complete Streets planning study on US 301/SR 35 from Cleveland Avenue (CR 466A) to Huey Street (CR 44A) in the City of Wildwood. US 301 is an urban principal arterial that divides the City of Wildwood's downtown. This section of US 301 contains four travel lanes and a continuous two-way left-turn lane. There is a four-foot paved shoulder on either side of the roadway, but there are no marked bicycle facilities. There is continuous sidewalk on both sides of the roadway. While the City's downtown area contains ample parking on the east side of US 301, parking is limited on the west side due to the proximity of the CSX right-of-way. There is currently no marked crossing within the half mile study area, and pedestrians are often seen darting across the highway to access businesses. The City of Wildwood is requesting a study to assess the feasibility of improving multimodal safety and mobility as well as access management along the corridor. This study will include a review of existing and future conditions along the study corridor to identify needs and opportunities. Key stakeholders, including the City, County, and local residents and business owners, will need to be involved throughout the study process. Public involvement activities may include stakeholder interviews and a public

workshop(s). Potential improvements to consider could include: access management strategies, traffic calming, pedestrian refuge medians, bike lanes, pedestrian scale lighting, cross section redesign to achieve a lower design speed, and landscaping along the corridor. Schedule: This project is scheduled to begin in early 2018 and is anticipated to be complete by March 2019. Cost: \$200,000

4. Air Quality

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

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

The purpose of Metropolitan Planning funds is to provide for a Continuing, Comprehensive, and Cooperative (3-C) metropolitan transportation planning process. The following provides a description of the MPO process. Planning tasks are performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning) and 135 (Statewide Transportation Planning) and Title 49 Chapter 53 (Public Transportation).

Planning tasks to be undertaken during the two year period covered by this document include the following eight major categories:

1.0 Administration: This section is composed of activities necessary to manage and support both the planning staff and the planning process. Tasks include staff management, financial management and payroll activities, 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.

2.0 Data Collection: This section includes those tasks necessary for the collection and maintenance of transportation data used for analysis and planning purposes by the local governments and used in developing transportation studies. These tasks include receipt of traffic count information from FDOT; managing the traffic count programs and collecting traffic counts for Lake and Sumter counties; collection of crash data provided by State of Florida and maintaining a crash data management system; and collection and

maintenance of data utilized in the MPO's Geographic Information Systems (GIS) database.

3.0 Transportation Improvement Program: This section includes development of the Transportation Improvement Program (TIP) and coordination with the Florida Department of Transportation on development of the FDOT Work Program. The five-year Transportation Improvement Program is required by state and federal laws and is developed on an annual basis and amended as needed to ensure consistency with the FDOT Work Program.

4.0 Long Range Transportation Planning: Work in this section involves the implementation of and any major updates or amendments to the MPO's 2040 Long Range Transportation Plan (LRTP) and development of the new LRTP TRANSPORTATION 2045. This section also includes the utilization of FDOT's Efficient Transportation Decision Making (ETDM) planning screen process for projects identified in the new plan. The 2040 LRTP was adopted December 9, 2015, TRANSPORTATION 2045 will be adopted on or before December 9, 2020. Work also includes efforts to ensure consistency between the MPO's transportation plan and local government comprehensive plans. This section also includes activities to assist local governments in the preparation of FDOT Project Applications in order to make local projects eligible for federal and state funding.

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

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

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

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

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

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

- Non-transportation Geographical Information Services (GIS) are provided at an hourly rate per interlocal agreement between the MPO and the participating local government. Participating local governments are invoiced for the staff time and for the cost of materials or other expenses related to non-transportation GIS services. The funds collected for the staff time for this task are expended on a portion of the personnel costs for the GIS Manager position or on materials or other expenses.
- Pavement Management Services (PMS) are provided per interlocal agreement with participating member local governments. The interlocal agreement stipulates the local government will reimburse the MPO for the full consultant contract cost and for the staff time to manage the consultant contract. Staff time for management of the pavement management contracts is minimal, typically less than 10 hours per contract. The funds collected for the staff time are expended to cover a portion of the personnel costs for the MPO Project Manager position performing the management of the pavement management contract.
- Transportation Management System (TMS). The local funds are also utilized to cover the personnel expenses for the TMS Project Manager and half of the GIS Manager position, which is responsible for a substantial portion of this task.

6. Federal Metropolitan Planning Funds and Soft Match

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

however, it should be known that the “soft match” amounts shown below are being utilized to match the FHWA funding in this UPWP.

	FY 2018/19	FY 2019/20	Total
All FHWA Funds	\$157,463	\$125,451	\$282,914

7. Indirect Cost Rate

The MPO does not utilize an indirect cost rate.

8. Public Involvement Plan

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

The MPO public participation plan provides the public with many opportunities to comment on 2018-2020 UPWP including but not limited to the following:

- 21-day comment period on the draft 2018/19-2019/20 UPWP
- Public meetings on specific transportation projects including the UPWP
- MPO Website: www.LakeSumterMPO.com where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (TAC, CAC, BPAC, TDCB)
- UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting

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

9. Federal Planning Factors

There were no Federal Planning Factors provided for FYs 2018/19 thru 2019/2020.

10. Florida Planning Emphasis Areas -2018

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an

emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Rural Transportation Planning

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

Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

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

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in

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

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

Organization and Management of the MPO

1. Identification of participants

The Lake-Sumter Metropolitan Planning Organization (MPO) was established on Feb. 25, 2004, after the 2000 U.S. Census determined the urbanized areas around Leesburg, Eustis and Lady Lake had exceeded a population of 50,000. The designation couldn't have come quick enough for the booming area. In 2010 Governor Crist approved the MPO's Re-designation Plan to include all of Sumter County creating the current MPO planning area. Transportation planning is at a critical time in the Lake and Sumter region. Due to growth, it is predicted that vehicle miles traveled daily on the Lake-Sumter road network will almost double during the next 20 years. Planning wisely can keep the transportation system working efficiently. Tasked with effectively identifying the public's transportation needs is the Lake-Sumter MPO Board. The Board consists of elected officials representing all of the local governments in the region, including municipal and county entities.

Lake~Sumter MPO Mission Statement

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

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

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities in Sumter County, the Lake County School Board, the Sumter County School Board, Florida Central Railroad (FCEN), the Central Florida Expressway Authority (CFX), FDOT and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process for the Lake~Sumter MPO. The purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies. As the body, most directly responsible for the guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the federal government, the State of Florida, Lake County, Sumter County, the 19 municipalities, CFX and FCEN.

The MPO functions include, but are not limited to, the preparation and accomplishment of the tasks required by state rule or by federal policy. The MPO's major annual responsibilities are to perform the tasks of preparing the UPWP, the Transportation Improvement Program (TIP), the List of Priority Projects (LOPP) and the annual MPO Audit Report. As with all transportation planning delegated by the federal and state laws, the MPO is responsible for ensuring adequate representation and compatibility of state,

county and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and disabled, as outlined in the "Americans with Disabilities Act".

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

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

[The Executive Committee](#)

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

[The Technical Advisory Committee](#)

The Technical Advisory Committee (TAC) 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

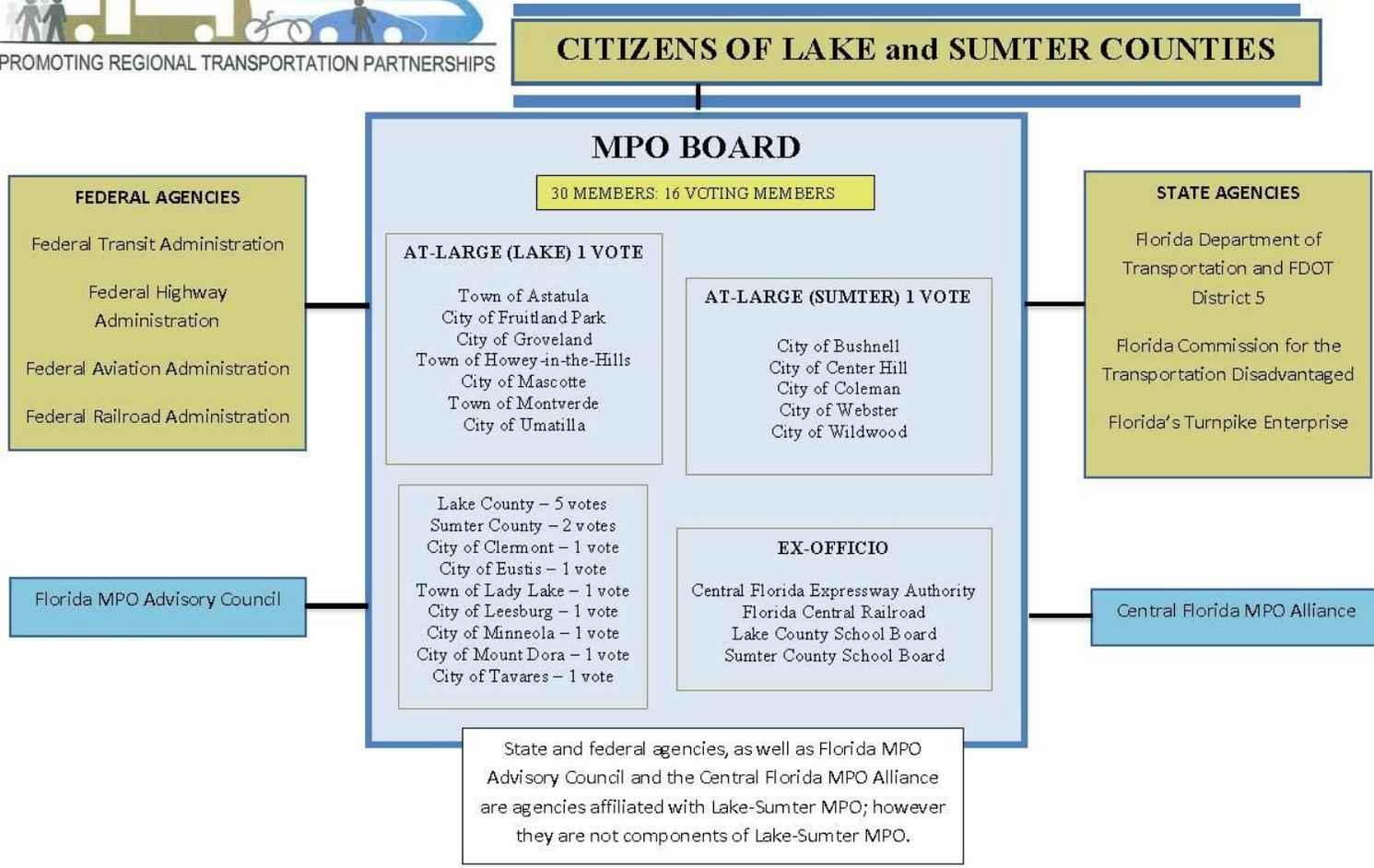
The LakeXpress Task Force was created to monitor the progress of the LakeXpress fixed-route transit system, running along the US 441 corridor. This task force has evolved into the Public Transportation Task Force in order to include additional Lake County municipalities desirous of fixed-route transit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

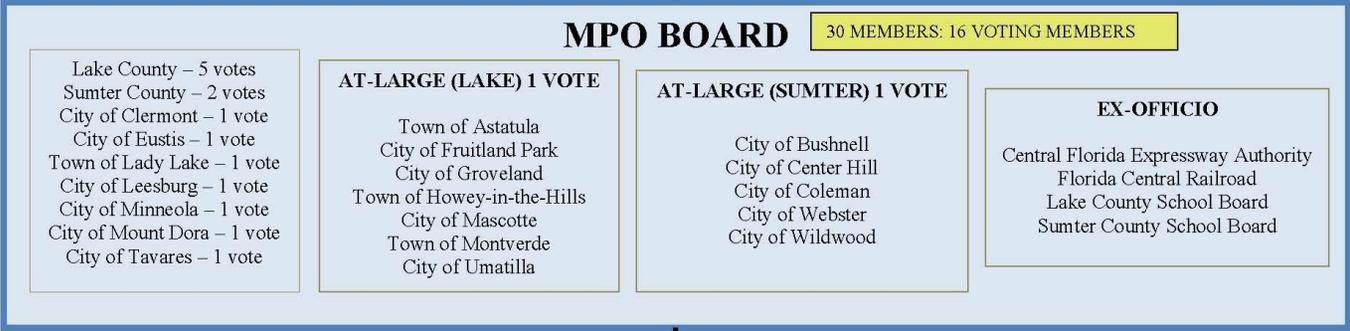
Lake~Sumter MPO Organizational Charts





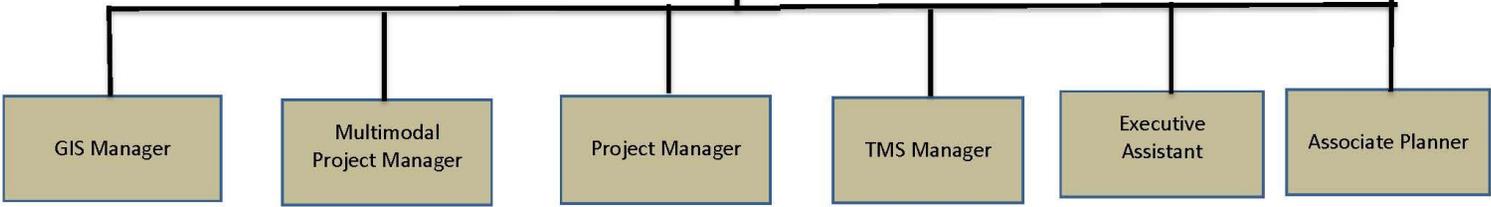
ORGANIZATION CHART

CITIZENS OF LAKE and SUMTER COUNTIES



Executive Committee

Executive Director



2. MPO Agreements

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

- Interlocal Agreement for the Creation of Metropolitan Planning Organization
Updated October 28, 2015 Renew on October 2020
- Metropolitan Planning Organization Agreement
Updated April 27, 2016 Renew by June 30, 2018
- Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement – provides funds for transit planning
Updated August 26, 2015 Renew by August 2020.
- Public Transportation Joint Participation Agreement 5305(d) provides funds for transit related task elements for the UPWP
Updated October 25, 2016 Renew by September 2021
- Transportation Disadvantaged (TD) Planning Grant provides state planning funds to coordinate the Transportation Disadvantaged Services in Lake County and Sumter County
Annual application July 1, 2017 thru June 30, 2018
- MPO Staff Services Agreement – provides staff for carrying out MPO activities
Updated May 2016 thru May 2018

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.

3. Operational Procedures and Bylaws:

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

Bylaws of the Metropolitan Planning Organization (MPO)

The Governor, under Section 339.175 of the Florida Statutes, designated and apportioned the membership of the MPO on December 9, 2003. On October 22, 2010 the Governor affirmed the Re-designation Plan of the MPO to include all of Sumter County. The governing body of each governmental entity so designated shall appoint the appropriate number of members to the MPO. The designated local governmental entities and their appointment by the Governor are stipulated by the approved Lake~Sumter MPO Apportionment Plan and incorporated into this document by reference.

The Clerk of the MPO is the Executive Assistant to the Executive Director of the MPO, whose address is 225 West Guava St. Lady Lake, FL 32159, telephone number 352-315-0170. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MPO Governing Board in day-to-day operations of the MPO, ensuring compliance with public meeting notice requirements, distribution of and posting of public meeting agendas, maintaining public meeting minutes, attesting resolutions and other documents, and recording of documents when required. Full Text of the MPO Bylaws can be found at: http://www.lakesumtermpo.com/pdfs/committee_bylaws.pdf on the MPO website.

MPO Staff Services Agreement

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

MPO Standard Operating Procedures

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

4. Certification

A certification review of the transportation planning process is conducted every four years by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted in November, 2017. No corrective actions were noted. During the intervening years between the Federal Certification Review, FDOT conducts the review. FDOT issues a joint certification statement based on the results of the Federal certification in those years when the Federal Certification Review is conducted. The most current FDOT certification review was performed March, 2018 and is included with this UPWP as Appendix A. The certifications and assurances included in this UPWP as Appendix B include: Debarment and Suspension Certification, Lobbying Certification for Grants, Loans, and Cooperative Agreements, Disadvantaged Business Enterprise Utilization, and Title VI/Nondiscrimination Assurance.

5. Matrix for State Planning Emphasis Areas

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

Work Program Task Sheets

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

This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2018/19-2019/20 including the purpose of the task, previous work accomplished, proposed required activities to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The Work Program is broken down into eight major categories of activity. The final section of the UPWP contains the appropriate tables, including a task element index, summary of estimated expenditures, and a summary of proposed expenditures by responsible and participating agencies and funding sources.

Task 1.0 Administration

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

End Product:	Completion Date:	Responsible Agency: MPO
MPO Board and committee meetings	Monthly	
Joint State-MPO Certification, Federal Review Certification	Annually	
Invoices and Progress Reports	Monthly	
Annual Single Audit	Annually	
Maintenance of Financial Records	Monthly	
Updated COOP	April 2019	
Develop UPWP	Bi-Annually	
Update & Implement UPWP	Ongoing	
OPM and SOP	December 2018	

Task 1.0 Administration
Estimated Budget detail for FY 2018/19

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA Sate Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	166,299	0	53,312	6,664	6,664	53,312	6,664	6,664	0	0	0	0	336,257
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	166,299	0	53,312	6,664	6,664	53,312	6,664	6,664	0	0	0	0	336,257
B. Consultant Services														
	Contract Consulting Services	24,600	0	0	0	0	0	0	0	0	0	0	0	30,026
	Accounting/Financial Analysis Services	40,000	0	10,000	1,250	1,250	10,000	1,250	1,250	0	0	0	0	73,822
	Subtotal:	64,600	0	10,000	1,250	1,250	10,000	1,250	1,250	0	0	0	0	103,848
C. Travel														
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
	Subtotal:	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
D. Other Direct Expenses														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	18,308
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	0	0	3,735
	Freight and Postage	600	0	0	0	0	0	0	0	0	0	0	0	732
	Office Lease	48,000	0	0	0	0	0	0	0	0	0	0	0	58,587
	Insurance	3,600	0	0	0	0	0	0	0	0	0	0	0	4,394
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	0	0	3,662
	Support Services by Lake County	35,697	0	0	0	0	0	0	0	0	0	0	0	43,570
	Legal Advertisements	2,500	0	0	0	0	0	0	0	0	0	0	0	3,051
	Office Supplies	8,000	0	0	0	0	0	0	0	0	0	0	0	9,764
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	0	0	8,788
	Training	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
	Memberships	750	0	0	0	0	0	0	0	0	0	0	0	915
	Subtotal:	129,407	0	0	0	0	0	0	0	0	0	0	0	157,947
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		362,306	0	63,312	7,914	7,914	63,312	7,914	7,914	0	0	0	0	600,493

Task 1.0 Administration
Estimated Budget detail for FY 2019/20

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	174,052	0	63,312	7,914	7,914	0	0	0	0	0	0	0	291,580
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	174,052	0	63,312	7,914	7,914	0	0	0	0	0	0	0	291,580
B. Consultant Services														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Travel														
	Travel Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
	Subtotal:	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
D. Other Direct Expenses														
	Annual Financial Audit	15,000	0	0	0	0	0	0	0	0	0	0	0	18,308
	Telecommunications	3,060	0	0	0	0	0	0	0	0	0	0	0	3,735
	Freight and Postage	600	0	0	0	0	0	0	0	0	0	0	0	732
	Office Lease	30,000	0	0	0	0	0	0	0	0	0	0	0	36,617
	Insurance	3,600	0	0	0	0	0	0	0	0	0	0	0	4,394
	Lake County Document Services	3,000	0	0	0	0	0	0	0	0	0	0	0	3,662
	Support Services by Lake County	34,127	0	0	0	0	0	0	0	0	0	0	0	41,654
	Legal Advertisements	2,500	0	0	0	0	0	0	0	0	0	0	0	3,051
	Office Supplies	8,000	0	0	0	0	0	0	0	0	0	0	0	9,764
	Info Tech Supplies	7,200	0	0	0	0	0	0	0	0	0	0	0	8,788
	Training	2,000	0	0	0	0	0	0	0	0	0	0	0	2,441
	Memberships	750	0	0	0	0	0	0	0	0	0	0	0	915
	Subtotal:	109,837	0	0	0	0	0	0	0	0	0	0	0	134,061
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		285,889	0	63,312	7,914	7,914	0	0	0	0	0	0	0	428,082

Task 2.0 Data Collection

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

End Product:

Completion Date:

Traffic count program, map and report

Annually

MPO Map Series

Ongoing

Updated GIS System Database

Ongoing

CFRPM v7 TAZ boundary and links shape boundary and zonal splits

As Needed

Updated 2045 SE Data and interim years

As Needed

Responsible Agency: MPO

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	27,138	0	480	60	60	480	60	60	0	0	0	0	34,323
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	27,138	0	480	60	60	480	60	60	0	0	0	0	34,323
B. Consultant Services														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		27,138	0	480	60	60	480	60	60	0	0	0	0	34,323

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	27,952	0	480	60	60	0	0	0	0	0	0	0	34,717
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	27,952	0	480	60	60	0	0	0	0	0	0	0	34,717
B. Consultant Services														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		27,952	0	480	60	60	0	0	0	0	0	0	0	34,717

Task 3.0 Transportation Improvement Program

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

End Product:

Completion Date:

Responsible Agency: MPO

FY 2018/19-22/23 TIP

May 2019

FY 2019/20-23/24 TIP

May 2020

TIP Amendments

As Needed

Program of Projects

Annually

TIP Performance Measures
Annual Report

Annually and as needed

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	9,046	0	3,298	412	412	3,298	412	412	0	0	0	0	19,285
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	9,046	0	3,298	412	412	3,298	412	412	0	0	0	0	19,285
B. Consultant Services														
	Contract Consulting Services	10,000	0	0	0	0	0	0	0	0	0	0	0	12,206
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	10,000	0	0	0	0	0	0	0	0	0	0	0	12,206
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		19,046	0	3,298	412	412	3,298	412	412	0	0	0	0	31,491

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	9,317	0	3,298	412	412	0	0	0	0	0	0	0	15,494
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	9,317	0	3,298	412	412	0	0	0	0	0	0	0	15,494
B. Consultant Services														
	Contract Consulting Services	1,000	0	0	0	0	0	0	0	0	0	0	0	1,221
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	1,000	0	0	0	0	0	0	0	0	0	0	0	1,221
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		10,317	0	3,298	412	412	0	0	0	0	0	0	0	16,715

Task 4.0 Long Range Transportation Plan

Purpose:

To maintain, update and implement a long-range transportation plan that is technically sound and financially cost feasible with the goal to move people, create jobs and strengthen communities. To maintain and update the List of Priority Projects. Conduct other long-range transportation planning efforts consistent with the LRTP, including transportation studies and the Efficient Transportation Decision Making process.

Previous Work Completed:

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

Required Activities:

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

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

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	38,040	0	8,812	1,102	1,102	8,812	1,102	1,102	0	0	0	0	68,462
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	38,040	0	8,812	1,102	1,102	8,812	1,102	1,102	0	0	0	0	68,462
B. Consultant Services														
	Contract Consulting Services	145,000	0	0	0	0	0	0	0	0	0	0	0	176,980
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	145,000	0	0	0	0	0	0	0	0	0	0	0	176,980
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		183,040	0	8,812	1,102	1,102	8,812	1,102	1,102	0	0	0	0	245,442

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	39,181	0	8,812	1,102	1,102	0	0	0	0	0	0	0	58,839
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	39,181	0	8,812	1,102	1,102	0	0	0	0	0	0	0	58,839
B. Consultant Services														
	Contract Consulting Services	90,000	0	0	0	0	0	0	0	0	0	0	0	109,850
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	90,000	0	0	0	0	0	0	0	0	0	0	0	109,850
C. Travel 0														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		129,181	0	8,812	1,102	1,102	0	0	0	0	0	0	0	168,689

Task 5.0 Regional Planning

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

End Product:

Completion Date:

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

Responsible Agency: MPO

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	15,134	0	3,344	418	418	3,344	418	418	0	0	0	0	26,832
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	15,134	0	3,344	418	418	3,344	418	418	0	0	0	0	26,832
B. Consultant Services														
	Contract Consulting Services	5,000	0	0	0	0	0	0	0	0	0	0	0	6,103
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	5,000	0	0	0	0	0	0	0	0	0	0	0	6,103
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		20,134	0	3,344	418	418	3,344	418	418	0	0	0	0	32,935

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	15,588	0	3,344	418	418	0	0	0	0	0	0	0	23,206
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	15,588	0	3,344	418	418	0	0	0	0	0	0	0	23,206
B. Consultant Services														
	Contract Consulting Services	5,000	0	0	0	0	0	0	0	0	0	0	0	6,103
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	5,000	0	0	0	0	0	0	0	0	0	0	0	6,103
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		20,588	0	3,344	418	418	0	0	0	0	0	0	0	29,309

Task 6.0 Public Involvement

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

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

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	24,914	0	7,200	900	900	7,200	900	900	0	0	0	0	48,409
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	24,914	0	7,200	900	900	7,200	900	900	0	0	0	0	48,409
B. Consultant Services														
	Contract Consulting Services	21,000	0	0	0	0	0	0	0	0	0	0	0	25,632
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	21,000	0	0	0	0	0	0	0	0	0	0	0	25,632
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	500	0	0	0	0	0	0	0	0	0	0	0	610
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	500	0	0	0	0	0	0	0	0	0	0	0	610
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		46,414	0	7,200	900	900	7,200	900	900	0	0	0	0	74,651

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	25,811	0	7,200	900	900	0	0	0	0	0	0	0	40,504
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	25,811	0	7,200	900	900	0	0	0	0	0	0	0	40,504
B. Consultant Services														
	Contract Consulting Services	12,000	0	0	0	0	0	0	0	0	0	0	0	14,647
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	12,000	0	0	0	0	0	0	0	0	0	0	0	14,647
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	500	0	0	0	0	0	0	0	0	0	0	0	610
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	500	0	0	0	0	0	0	0	0	0	0	0	610
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		38,311	0	7,200	900	900	0	0	0	0	0	0	0	55,761

Task 7.0 Systems Planning

Purpose:

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

Previous Work Completed:

Transit Development Updates; Transportation Disadvantaged Service Plan updates for Sumter County and Lake County; Recommendation of CTCs for Lake County and Sumter County; bicycle and pedestrian planning; identified congested roadways and areas of safety concerns; managed ITS Study and Complete Streets Studies.

Required Activities:

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

End Product:

Completion Date:

East Avenue and US 301 Complete Streets Studies

June 2019

Multimodal Studies

Ongoing

TDSP 5 Year Documents Lake and Sumter

September 30, 2018

Annual review of Lake and Sumter CTCs

June 30, 2019

Lake and Sumter TDCB meetings

Quarterly

Responsible Agency: MPO

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	22,871	0	23,710	2,964	2,964	23,710	2,964	2,964	48,029	0	0	0	135,220
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	22,871	0	23,710	2,964	2,964	23,710	2,964	2,964	48,029	0	0	0	135,220
B. Consultant Services														
	Contract Consulting Services	0	310,000	0	0	0	0	0	0	0	0	0	0	310,000
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	310,000	0	0	0	0	0	0	0	0	0	0	310,000
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TA:0		22,871	310,000	23,710	2,964	2,964	23,710	2,964	2,964	48,029	0	0	0	445,220

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	23,557	0	23,710	2,964	2,964	0	0	0	48,029	0	0	0	106,420
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	23,557	0	23,710	2,964	2,964	0	0	0	48,029	0	0	0	106,420
B. Consultant Services														
	Contract Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		23,557	0	23,710	2,964	2,964	0	0	0	48,029	0	0	0	106,420

Task 8.0 TMS and Locally Funded Programs

Purpose:

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

Previous Work Completed:

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

Required Activities:

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

End Product:

Completion Date:

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

Responsible Agency: MPO

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
B. Consultant Services														
	Contract Consulting Services	33,000	0	0	0	0	0	0	0	0	20,000	0	0	60,278
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	33,000	0	0	0	0	0	0	0	0	20,000	0	0	60,278
C. Travel														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		33,000	0	0	0	0	0	0	0	0	166,641	8,000	0	214,919

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

Budget Category	Budget Category Description	FHWA (PL)	SA/SL	FTA 5305 (D)	FTA State Match	FTA Local Match	FTA 5305 Prior Year Carryover	FTA State Prior Year Carryover	FTA Local Prior Year Carryover	Trans. Disad.	Local TMS	Local GIS	Local PM	Total
A. Personnel Services														
	MPO Staff Salaries	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
	Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	141,441	8,000	0	149,441
B. Consultant Services														
	Contract Consulting Services	33,000	0	0	0	0	0	0	0	0	20,000	0	0	60,278
	Accounting/Financial Analysis Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	33,000	0	0	0	0	0	0	0	0	20,000	0	0	60,278
C. Travel 0														
	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Other Direct Expenses														
	Annual Financial Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telecommunications	0	0	0	0	0	0	0	0	0	0	0	0	0
	Freight and Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Lease	0	0	0	0	0	0	0	0	0	0	0	0	0
	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake County Document Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	Support Services by Lake County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Legal Advertisements	0	0	0	0	0	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
	Info Tech Supplies	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
	Training	0	0	0	0	0	0	0	0	0	0	0	0	0
	Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal:	0	0	0	0	0	0	0	0	0	5,200	0	0	5,200
E. Indirect Rate														
	Subtotal:	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TASK BUDGET		33,000	0	0	0	0	0	0	0	0	166,641	8,000	0	214,919

FUNDING SOURCE FY 2018/19 UPWP

TASK	FHWA		State Soft Match	FTA Section 5305 FY 18			FTA Prior Year Carryover			CTD	Local Funds			Total
	(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind		TMS	GIS	PM	
1.0 Administration	\$362,306	\$0	\$79,907	\$63,312	\$7,914	\$7,914	\$63,312	\$7,914	\$7,914	\$0	\$0	\$0	\$0	\$600,493
2.0 Data Collection	\$27,138	\$0	\$5,985	\$480	\$60	\$60	\$480	\$60	\$60	\$0	\$0	\$0	\$0	\$34,323
3.0 Transportation Improvement Program (TIP)	\$19,046	\$0	\$4,201	\$3,298	\$412	\$412	\$3,298	\$412	\$412	\$0	\$0	\$0	\$0	\$31,491
4.0 Long Range Transportation Plan (LRTP)	\$183,040	\$0	\$40,370	\$8,812	\$1,102	\$1,102	\$8,812	\$1,102	\$1,102	\$0	\$0	\$0	\$0	\$245,442
5.0 Regional Planning	\$20,134	\$0	\$4,441	\$3,344	\$418	\$418	\$3,344	\$418	\$418	\$0	\$0	\$0	\$0	\$32,935
6.0 Public Involvement	\$46,414	\$0	\$10,237	\$7,200	\$900	\$900	\$7,200	\$900	\$900	\$0	\$0	\$0	\$0	\$74,651
7.0 Systems Planning	\$22,871	\$310,000	\$5,044	\$23,710	\$2,964	\$2,964	\$23,710	\$2,964	\$2,964	\$48,029	\$0	\$0	\$0	\$445,220
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,641	\$8,000	\$0	\$214,919
TOTAL	\$713,949	\$310,000	\$157,463	\$110,156	\$13,770	\$13,770	\$110,156	\$13,770	\$13,770	\$48,029	\$166,641	\$8,000	\$0	\$1,679,474

FUNDING SOURCE FY 2019/20 UPWP

TASK	FHWA		State Soft Match	FTA Section 5305 FY 18			FTA Prior Year Carryover			CTD	Local Funds			Total
	(PL 112)	SL		Federal	State	Local/In Kind	Federal	State	Local/In Kind		TMS	GIS	PM	
1.0 Administration	\$285,889	\$0	\$63,053	\$63,312	\$7,914	\$7,914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$428,082
2.0 Data Collection	\$27,952	\$0	\$6,165	\$480	\$60	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,717
3.0 Transportation Improvement Program (TIP)	\$10,317	\$0	\$2,276	\$3,298	\$412	\$412	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,715
4.0 Long Range Transportation Plan (LRTP)	\$129,181	\$0	\$28,492	\$8,812	\$1,102	\$1,102	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,689
5.0 Regional Planning	\$20,588	\$0	\$4,541	\$3,344	\$418	\$418	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,309
6.0 Public Involvement	\$38,311	\$0	\$8,450	\$7,200	\$900	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,761
7.0 Systems Planning	\$23,557	\$0	\$5,196	\$23,710	\$2,964	\$2,964	\$0	\$0	\$0	\$48,029	\$0	\$0	\$0	\$106,420
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,641	\$8,000	\$0	\$214,919
TOTAL	\$568,795	\$0	\$125,451	\$110,156	\$13,770	\$13,770	\$0	\$0	\$0	\$48,029	\$166,641	\$8,000	\$0	\$1,054,612

AGENCY PARTICIPATION FY 2018/19 UPWP

TASK	FHWA		State Match	Soft	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultants
	(PL 112)	SL			Federal	State	Local/In Kind	Federal	State	Local/In Kind				TMS	GIS	PM	
1.0 Administration	\$362,306	\$0	\$79,907		\$63,312	\$7,914	\$7,914	\$63,312	\$7,914	\$7,914	\$0	\$600,493	\$520,586	\$0	\$0	\$0	\$72,500
2.0 Data Collection	\$27,138	\$0	\$5,985		\$480	\$60	\$60	\$480	\$60	\$60	\$0	\$34,323	\$28,338	\$0	\$0	\$0	\$0
3.0 Transportation Improvement Program (TIP)	\$19,046	\$0	\$4,201		\$3,298	\$412	\$412	\$3,298	\$412	\$412	\$0	\$31,491	\$27,290	\$0	\$0	\$0	\$10,000
4.0 Long Range Transportation Plan (LRTP)	\$183,040	\$0	\$40,370		\$8,812	\$1,102	\$1,102	\$8,812	\$1,102	\$1,102	\$0	\$245,442	\$205,072	\$0	\$0	\$0	\$145,000
5.0 Regional Planning	\$20,134	\$0	\$4,441		\$3,344	\$418	\$418	\$3,344	\$418	\$418	\$0	\$32,935	\$28,494	\$0	\$0	\$0	\$5,000
6.0 Public Involvement	\$46,414	\$0	\$10,237		\$7,200	\$900	\$900	\$7,200	\$900	\$900	\$0	\$74,651	\$64,414	\$0	\$0	\$0	\$21,000
7.0 Systems Planning	\$22,871	\$310,000	\$5,044		\$23,710	\$2,964	\$2,964	\$23,710	\$2,964	\$2,964	\$48,029	\$445,220	\$440,176	\$0	\$0	\$0	\$310,000
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,278	\$33,000	\$166,641	\$8,000	\$0	\$33,000
TOTAL	\$713,949	\$310,000	\$157,463		\$110,156	\$13,770	\$13,770	\$110,156	\$13,770	\$13,770	\$48,029	\$1,504,833	\$1,347,370	\$166,641	\$8,000	\$0	\$596,500

AGENCY PARTICIPATION FY 2019/20 UPWP

TASK	FHWA		State Match	Soft	FTA Section 5305			FTA Prior Year Carryover			Florida CTD	Total	Total Minus Soft Match	Local Funds			Consultants
	(PL 112)	SL			Federal	State	Local/In Kind	Federal	State	Local/In Kind				TMS	GIS	PM	
1.0 Administration	\$285,889	\$0	\$63,053		\$63,312	\$7,914	\$7,914	\$0	\$0	\$0	\$0	\$428,082	\$365,029	\$0	\$0	\$0	\$0
2.0 Data Collection	\$27,952	\$0	\$6,165		\$480	\$60	\$60	\$0	\$0	\$0	\$0	\$34,717	\$28,552	\$0	\$0	\$0	\$0
3.0 Transportation Improvement Program (TIP)	\$10,317	\$0	\$2,276		\$3,298	\$412	\$412	\$0	\$0	\$0	\$0	\$16,715	\$14,439	\$0	\$0	\$0	\$1,000
4.0 Long Range Transportation Plan (LRTP)	\$129,181	\$0	\$28,492		\$8,812	\$1,102	\$1,102	\$0	\$0	\$0	\$0	\$168,689	\$140,197	\$0	\$0	\$0	\$90,000
5.0 Regional Planning	\$20,588	\$0	\$4,541		\$3,344	\$418	\$418	\$0	\$0	\$0	\$0	\$29,309	\$24,768	\$0	\$0	\$0	\$5,000
6.0 Public Involvement	\$38,311	\$0	\$8,450		\$7,200	\$900	\$900	\$0	\$0	\$0	\$0	\$55,761	\$47,311	\$0	\$0	\$0	\$12,000
7.0 Systems Planning	\$23,557	\$0	\$5,196		\$23,710	\$2,964	\$2,964	\$0	\$0	\$0	\$48,029	\$106,420	\$101,224	\$0	\$0	\$0	\$0
8.0 TMS and Locally Funded Programs	\$33,000	\$0	\$7,278		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,278	\$33,000	\$166,641	\$8,000	\$0	\$33,000
TOTAL	\$568,795	\$0	\$125,451		\$110,156	\$13,770	\$13,770	\$0	\$0	\$0	\$48,029	\$879,971	\$754,520	\$166,641	\$8,000	\$0	\$141,000

Appendix A

Joint Certifications

FY 2018

(2018 Certification w Signatures to be included with Final UPWP)

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 (MPO))** with respect to the requirements of:

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on **(April 25, 2018)**.

Based on a joint review and evaluation, the Florida Department of Transportation and the **(Lake~Sumter MPO)** recommend that the Metropolitan Planning Process for the **(Lake~Sumter MPO)** be **(insert "certified", "certified with conditions")**.

District Secretary (or designee)

Date

MPO Chairman (or designee)

Date

Appendix B

Certifications & Assurances

FY 2018

(2018 Certifications with Signatures to be included with Final UPWP)

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 Metropolitan Planning Organization (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.

Timothy Sullivan, MPO Chair

April 25, 2018

Date

**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 Metropolitan Planning Organization (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.

April 25, 2018

Timothy Sullivan, Chair

Lake~Sumter MPO

Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the **(Lake~Sumter Metropolitan Planning Organization)** 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.

Timothy Sullivan, Chair

Lake~Sumter MPO

Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the **(Lake~Sumter Metropolitan Planning Organization (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 April 25, 2018

by _____, MPO Chair

Timothy Sullivan

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).

Appendix C

Agency Comments & MPO Responses
Draft UPWP

(Comments will be included with Final UPWP)

Appendix D

Transportation Planning Funds Agreement FY 2018/19

(FY 2018/19 Agreement to be included with Final UPWP)

Appendix E

Lake County Support Services Agreement

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 14th 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

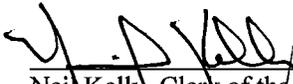
authority to contract for or bind the other in any manner and shall not represent itself as an agent of the other. Further, nothing herein shall make Lake County subject to, or responsible for, any contractual obligations of the MPO.

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:



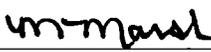
Neil Kelly, Clerk of the
Board of County Commissioners
of Lake County, Florida



Sean M. Parks
Chairman

This 24th day of May, 2016.

Approved as to form and legality:



Melanie Marsh
County Attorney

MPO Staff Services Agreement with Lake County

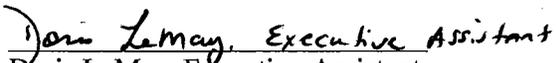
MPO



Leslie Campione, Chairman

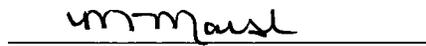
This 27 day of April, 2016

Attest:



Doris LeMay, Executive Assistant

Approved as to Form and Legality:



Melanie Marsh, MPO Attorney

Appendix F

Resolution Adopting UPWP

(Signed Resolution to be included with Final UPWP)

Appendix G

Glossary of Abbreviations and Acronyms

2018

Lake-Sumter



Metropolitan
Planning Organization

TRANSPORTATION ACRONYMS AND GLOSSARY OF ABBREVIATIONS

225 W. GUAVA STREET, SUITE 211

LADY LAKE, FL 32159

352.315.0170

LAKE SUMTER MPO.COM

Transportation Acronyms and Glossary of Abbreviations

3C	3C Planning Process: <i>Comprehensive, coordinated and continuous transportation planning for the safe and efficient movement of people and goods consistent with the region's overall economic, social and environmental goals.</i>	AFV	Alternative Fuel Vehicle: <i>A vehicle that runs on a fuel other than “traditional” petroleum fuels.</i>
4P’s	Prioritized Projects Programming Process: <i>The process used for MPO projects to be included in the FDOT Work Program.</i>	AICP	American Institute of Certified Planners: <i>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.</i>
AA	Alternatives Analysis: <i>An Alternatives Analysis is the evaluation of all reasonable modal and multimodal alternatives and general alignment options for identified transportation needs in a particular, broadly defined travel corridor.</i>	AMPO	Association of Metropolitan Planning Organizations: <i>A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.</i>
AADT	Annual Average Daily Traffic: <i>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.</i>	APA	American Planning Association: <i>The American Planning Association brings together thousands of people – practicing planners, citizens, elected officials – committed to making great communities happen.</i>
ACES	Automated Connected Electric Shared-Use Vehicles	APTA	American Public Transportation Association: <i>An organization that works to ensure that public transportation is available and accessible for all Americans.</i>
ADA	Americans with Disabilities Act of 1990: <i>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.</i>	AQ	Air Quality: <i>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.</i>
ADT	Average Daily Traffic: <i>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.</i>	ARRA	American Recovery and Reinvestment Act: <i>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.</i>
AE	Annual Element: <i>The first fiscal year of the Transportation Improvement Plan.</i>	ASCE	American Society of Civil Engineers: <i>Founded in 1852, the American Society of Civil Engineers (ASCE) represents more</i>

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.

to the Lake-Sumter MPO on bicycle and pedestrian issues.

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.

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

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.

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

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.

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.

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.

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FRA	Federal Railroad Administration: <i>The purpose of FRA is to promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development to improve railroad safety.</i>	GPS	Global Positioning System: <i>A satellite based navigation system providing accuracy usable for side scan sonar surveys on a worldwide basis. GPS has become a universal, reliable positioning system.</i>
F.S.	Florida Statutes: <i>Documents in which Florida's laws are founds.</i>	HCM	Highway Capacity Manual: <i>A collection of state-of-the-art techniques for estimating capacity and determining level of service for many transportation facilities and modes.</i>
FSUTMS	Florida Standard Urban Transportation Modeling Structure: <i>Computer model used in Florida for transportation planning and traffic forecasting process.</i>	HOT	High Occupancy Toll Lanes: <i>Lanes that take advantage of available unused capacity in the HOV lane by allowing vehicles that do not meet the minimum occupancy requirement to pay a toll for access to the lane(s).</i>
FTA	Federal Transit Administration: <i>Federal entity responsible for transit planning and programs.</i>	HOV	High Occupancy Vehicle Lanes: <i>In Florida, vehicles carrying two (2) or more people; freeways, expressways and other large volume roads may have lanes designated for HOV use by carpoolers, vanpools, and buses.</i>
FTC	Florida Transportation Commission: <i>Provides leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and maintaining public accountability for the DOT.</i>	ICE	Intergovernment Coordination Element: <i>Required element of a local government comprehensive plan addressing coordination between adjacent local governments, and regional and state agencies; requirements for content are found in rule 9J-5.015, F.A.C. 163.3177(b)(h), F.S.</i>
FTE	Florida's Turnpike Enterprise: <i>Responsible for the operation and expansion of toll roads on the Turnpike system.</i>	ISTEA	Intermodal Surface Transportation Efficiency Act of 1991: <i>Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.</i>
FTP	Florida Transportation Plan: <i>A state-wide, comprehensive transportation plan, which establishes long-range goals to be accomplished over a 20-25 year time frame; developed by Florida Department of Transportation; updated on an annual basis.</i>	ITE	Institute of Transportation Engineers: <i>An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).</i>
FY	Fiscal Year: <i>A budget year; runs from July 1 through June 30 for the State of Florida; and from October 1 through September 30 for the federal governments.</i>		
GIS	Geographic Information Systems: <i>A technology that integrates the collection, management and analysis of geographic data. This can be used to display the results of data queries as maps and analyze spatial distribution of data.</i>		

ITS	Intelligent Transportation System: <i>Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection" and "transit information kiosks".</i>	LU	Land Use: <i>Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.</i>
JPA	Joint Participation Agreement: <i>Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.</i>	MAP-21	Moving Ahead for Progress in the 21st Century Act – <i>Signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.</i>
LAP	Local Agency Program: <i>Contracts between FDOT and other governmental agencies to develop, design, acquire right-of-way, and construct transportation facilities and to reimburse these governmental agencies for services provided to the traveling public.</i>	MG	Minimum Guarantee: <i>A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.</i>
LGCP	Local Government Comprehensive Plan: <i>As required by Chapter 163, Florida Statutes, requires local governments to develop local comprehensive plans; also contains capital improvements, consistency and concurrency requirements, and provides for Rule Chapter 9J-5, F.A.C.</i>	MMTD	Multimodal Transportation District: <i>Jointly administered by FDOT and DCA, this planning framework was established by statute based on recommendations by the Transportation and Land Use Study Committee (1999), which sought to reconcile transportation programs and land use practices. Its goal is to expand the use of multiple modes by coordinating transportation improvements (such as improved transit service and pedestrian facilities) and land use measures that enable multimodal transportation to succeed.</i>
LOS	Level of Service: <i>A qualitative assessment of a road's operating condition, generally described using a scale of "A" (little congestion) to "E/F" (severe congestion).</i>	MOA	Memorandum of Agreement: <i>A document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.</i>
LRT	Light Rail Transit: <i>An electric rail system which has single cars or short trains, and passenger's board at track or car floor level.</i>	MOU	Memorandum of Understanding: <i>A document describing a bilateral or multi-lateral agreement between two or more part. It expresses a convergence of will between the parties, indicating an intended common line of action.</i>
LRTP	Long Range Transportation Plan: <i>A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals.</i>	MPO	Metropolitan Planning Organization: <i>The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.</i>

MPOAC	Metropolitan Planning Organization Advisory Council: <i>A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.</i>		<i>state agencies and the public must identify means to mitigate the harm.</i>
MSTU	Municipal Services Tax Unit: <i>A Taxing District authorized by State Constitution, Article VII and Florida Statute 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. A MSTU may levy ad valorem taxes to provide funds for the improvements.</i>	OPM	Operating Procedure Manual: <i>A standard operating procedure manual is a written document that lists the instructions, step-by-step, on how to complete a job task or how to handle a specific when it arises in the workplace.</i>
NAAQS	National Ambient Air Quality Standards (NAAQS): <i>Establishes maximum concentrations for criteria air pollutants in specified geographical areas. These pollutants include carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO₂), particulate matter (PM-10), ozone (O₃), and sulfur dioxide (SO₂). To prevent established concentrations from being exceeded, State and local governments may require air pollution controls on existing, new, and modified industrial facilities; tighter standards on emissions from motor vehicles; and the use of alternative fuels.</i>	PD&E	Project Development and Environment Study (PD&E): <i>FDOT's name for a corridor study to establish conceptual design for a roadway and to determine its compliance with federal and state environmental laws and regulations.</i>
NEPA	National Environmental Policy Act of 1969: <i>An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.</i>	PE	Preliminary Engineering (design): <i>Highway project phase.</i>
NHS	National Highway System: <i>Specific major roads to be designated by September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.</i>	PEA	Planning Emphasis Area: <i>Planning for the appropriate use of land within communities.</i>
NHPA	National Historic Preservation Act (NHPA): <i>Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and</i>	PHF	Peak Hour Factor: <i>Traffic engineers focus on the peak-hour traffic volume in evaluating capacity and other parameters because it represents the most critical time period. The analysis of level of service is based on peak rates of flow occurring within the peak hour because substantial short-term fluctuations typically occur during an hour. Common practice is to use a peak 15-minute rate of flow. Flow rates are usually expressed in vehicles per hour, not vehicles per 15 minutes.</i>
		PIO	Public Information Officer: <i>The individual in an agency or district responsible for disseminating information and responding to inquiries from the media.</i>
		PI	Public Involvement: <i>The process by which public concerns, needs, and values are solicited and incorporated into decision-making.</i>

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

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

infill, urban redevelopment, and/or downtown revitalization.

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

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

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

TDCB **Transportation Disadvantaged Coordinating Board:** This committee is responsible for defining transportation disadvantaged-related goals and objectives, preparing a service plan, and ensuring that the needs of the transportation disadvantaged citizens are being met.

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

TDM **Transportation Demand Management:** A transportation planning process that is aimed at relieving congestion on highways by the following types of actions: (1) actions that promote alternatives to automobile use; (2) actions that encourage more efficient use of alternative transport systems; and (3) actions that discourage automobile use.

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

TDP **Transit Development Plan:** An intermediate-range transit plan (usually five years) that examines service, markets, and funding to make specific recommendations for transit improvements.

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

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

TDSP **Transportation Disadvantaged Service Plan:** A tactical plan with Development, Service, Quality Assurance and Cost/Revenue Allocation and Rate Structure Justification components. The TDSP contains goals which the CTC plans to achieve, and the means by which they intend to achieve them.

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

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

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

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

development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

TEA-21	Transportation Equity Act for the 21st 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.	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).
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.	TMA	Transportation Management Area: A federal term for an urban area of over 200,000 population.
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.	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.
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	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 (FDOT) will pay for 50 percent of project costs, or up to 50 percent of the nonfederal share of project costs for public transportation facility projects.

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

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

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

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

USC **United States Code:** The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the

U.S. House of Representatives. Since 1926, the United States Code has been published every six years. In between editions, annual cumulative supplements are published in order to present the most current information.

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

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

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

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

- VMT** **Vehicle Miles Traveled:** *On highways, a measurement of the total miles traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the miles traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the miles traveled on a given area or on a different route, line, or network during the time period.*
- WAGES** **Work and Gain Economic Self Sufficiency:** *Florida's welfare to work program.*
- WRPC** **Withlacoochee Regional Planning Council:** *Provides regional planning services for Citrus, Hernando, Levy, Marion, and Sumter Counties.*
- XU** **Urban Attributable Funds:** *Urban Attributable funds are Federal funds allocated to MPOs that have an urban area with a population over 200,000. MPOs that receive XU funds maintain full authority over the programming and distribution of XU funds.*