Unified Planning Work Program

FY 2027 & FY 2028

Adopted: April 22, 2026 (Effective July 1, 2026)
Modified: September 16, 2026

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Lake-Sumter MPO | 1300 Citizens Blvd., Suite 175, Leesburg, FL 34748 | www.lakesumtermpo.com

Unified Planning Work Program

Fiscal Years 2027 and 2028

Periods of July 1, 2026 to June 30, 2027 and July 1, 2027 to June 30, 2028

Approved by the Lake-Sumter MPO Governing Board on April 22, 2026.

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.

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

Lake-Sumter MPO
Metropolitan Planning Organization

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525-010-06
POLICY PLANNING
12/25

FDOT

Florida Department of Transportation

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Cost Analysis Certification

Lake-Sumter MPO

Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28

UPWP Status - Adopted, 4/22/2026

UPWP Revision Number - Initial Adoption, 4/22/2026

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

FDOT District Representative: Charles Koppernolle

Title and District: MPO Liaison, District 5

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Charles Koppernolle
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Date: 6/4/2026

Signature

www.fdot.gov

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

COST ANALYSIS CERTIFICATION STATEMENT

525-010-06
POLICY PLANNING
06/26
Page **1** of **1**

Lake-Sumter MPO

Unified Planning Work Program (UPWP) Fiscal Year (FY) – FY 2026/27 - FY 2027/28

UPWP Status – Modified, 9/16/2026

UPWP Revision Number – Revision 1, 9/16/2026

I hereby certify that the cost for each line-item budget category has been evaluated and determined to be allowable, allocable, reasonable, and necessary, as required by s.215.971, Florida Statutes (FS), s.216.3475, FS, 2 CFR Part 200, and 23 CFR Part 420. Documentation is on file that evidences the methodology used and the conclusions reached.

This certification does not authorize the Metropolitan Planning Organization (MPO) to begin using funds in the UPWP. The MPO may begin using funds on the Effective Date of Authorization in the Letter of Authorization (LOA).

Charles Koppernolle

District MPO Liaison

Florida Department of Transportation, District 5

DocuSigned by:
Charles Koppernolle
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Date: 9/22/2026

Signature

s.215.971, FS
s.216.3475, FS
2 CFR Part 200
23 CFR Part 420

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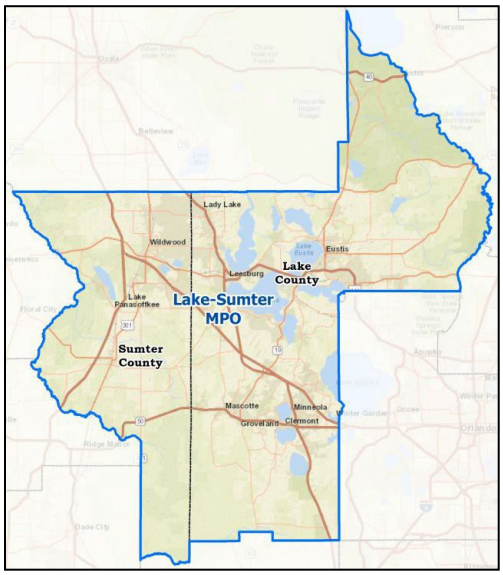
Introduction

Definition and Purpose of the UPWP

The Lake~Sumter Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning and programming of federal transportation funds within Lake and Sumter counties. The MPO is tasked with effectively identifying the public's transportation needs. The extent of the MPO's metropolitan planning area is shown in **Figure 1**. Development in the MPO's planning area remains robust, as Lake and Sumter continue to be among the nation's fastest growing counties. With this growing population comes an increased demand on transportation infrastructure and the need for effective, transparent, and innovative planning processes to prioritize and develop the transportation solutions appropriate for the region's unique context.

Figure 1: LSMPO Planning Area



The UPWP describes the transportation planning projects to be performed within the MPO's planning area. The UPWP:

- Summarizes planning tasks to be completed by the MPO
- Defines work products and timeline for major activities
- Proposes budgets using federal and other funds for planning
- Estimates costs for each task

This UPWP complies with all federal and state requirements. All MPO work products, including the Transportation Improvement Program (TIP), planning concepts, and planning factors adhere to applicable federal and state guidelines. The MPO complies with Title VI of the Civil Rights Act of 1964, which specifically prohibits discrimination on the basis of race, color, national origin, age, disability, religion, or sex. This applies to all aspects of the MPO's work, including administration, decision making, and purchasing processes.

The MPO's plans and programs are designed to address the current and future transportation needs of Lake and Sumter counties. Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the Lake~Sumter MPO's Fiscal Year 2026/27 – 2027/28 UPWP is the basis for allocating federal, state, and local funds to transportation planning in Lake and Sumter counties. The UPWP documents all planning tasks and activities carried out by the MPO and related agencies for the period of July 1, 2026 through June 30, 2028.

Appendix A provides a glossary listing all acronyms found in this document along with their definitions.

Overview of MPO Comprehensive Transportation Planning Activities

The Lake~Sumter MPO's ongoing planning activities over the course of the previous UPWP are listed below. These planning activities are continuing, comprehensive, and cooperative - ranging from the continuation of previous efforts to the development and adoption of key MPO planning documents.

- 2050 Long Range Transportation Plan (LRTP) – Adopted on December 3, 2025, the LRTP in one of the MPO's most critical planning initiatives, which establishes current and future transportation needs, as well as producing a cost feasible list of projects that are affordable based on projected revenues. The 2050 LRTP also includes the following technical reports/modal elements:
    - Resiliency Element
    - Corridor Improvements Element
    - Vision Zero Safety Element
    - Active Transportation Element
    - TSMO & ITS Element
    - Freight and Rail Element
- SR 50 Clermont Operational Improvement Study (Ongoing)
- Transportation Improvement Program (TIP) - FY 2025/26-2029/30 and FY 2026/27–2030/31
- List of Priority Projects (LOPP) – 2025 and 2026
- Unified Planning Work Program - FY 2024/25 through FY 2025/26
- Ongoing cooperation with a range of local, regional, state, and federal partner agencies, including but not limited to: FDOT, FHWA, East Central Florida Regional Planning Council, Florida MPO Advisory Council (MPOAC), Central Florida MPO Alliance (CFMPOA), Lake County, Sumter County, Lake and Sumter municipalities, LakeXpress, Sumter County Transit, Lake and Sumter Transportation Disadvantaged Coordinating Boards (TDCB), University of Central Florida, and private business organizations.

Appendix C includes more detail on the planning activities undertaken by FDOT District Five.

Completed Planning Studies in the Lake~Sumter MPO Planning Area During the Prior UPWP Period (FY 2024-25 to 2025-26)

Planning studies completed in the regional planning area by the MPO, FDOT, Lake County, and Sumter County during the last UPWP period include:

Table 1: Lake~Sumter MPO Completed Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
Complete Streets Planning Element	LSMPO	2025-2026	$15,000	PL & 5305D
Active Transportation Planning Element	LSMPO	2025-2026	$10,000	PL & 5305D
Safety & Vision Zero Planning Element	LSMPO	2025-2026	$80,025	SS4A Grant
Resiliency Planning Element	LSMPO	2025-2026	$40,000	PL & 5305D
TSMO & ITS Planning Element	LSMPO	2025-2026	$50,090	PL & 5305D

Table 2: FDOT District Five Completed Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Table 3: Other Local Government Completed Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Ongoing and Future Planning Studies in the Lake~Sumter MPO Planning Area

Districtwide studies must be identified as an informational item in the UPWP if they are within the MPO's planning area. Below are studies underway or planned by the Lake~Sumter MPO, FDOT District Five and the counties within the MPO boundaries.

Table 4: Lake~Sumter MPO Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
SR 50 (Clermont) Operational Improvements Study	LSMPO	2025-2026	$500,000	SA

Table 5: FDOT District Five Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Table 6: Other Local Government Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
North Lake Trail Phases 1&2 Feasibility Study	Lake County	2025-2026	$102,000	Local Funds
Comprehensive Operational Analysis (COA) and Transit Development Plan (TDP)	Lake County Transit	2025-2026	$700,000	FTA 5307
Transit Administration and Maintenance Facility Engineering and Design	Lake County Transit	2025-2026	$169,407	FTA 5307
ADA Transition Plan Update	Lake County Transit	2025-2026	$85,000	FTA 5307

Planning Priorities and Factors

The development of the UPWP is guided by federal, state, regional, and local priorities. The combination of these priorities provides the foundation for the development of a comprehensive planning process. An overview of the Federal Planning Factors are provided below. Lake~Sumter MPO will continue to monitor guidelines from FDOT and FHWA regarding the federal planning factors.

Federal Planning Factors

Pursuant to 23 CFR 450.306(b), the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following Federal Planning Factors:

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the **safety** of transportation system for motorized and non-motorized users;
3. Increase the **security** of the transportation system for motorized and non-motorized users;
4. Increase the **accessibility** and **mobility** of people and for freight;
5. Protect and enhance the **environment**, promote energy conservation, improve the **quality of life**, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the **integration** and **connectivity** of the transportation system, across and between modes, for people and freight;
7. Promote efficient system **management** and **operation**;
8. Emphasize the **preservation** of the existing transportation system;
9. Improve the **resiliency** and **reliability** of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance **travel** and **tourism**.

Table 7 on the following page illustrates the relationship of UPWP Tasks to the Federal Planning Factors.

Table 7: Federal Planning Factors Matrix

UPWP Tasks	Federal Planning Factors									
	Support Economic Vitality	Increase Safety	Increase Security	Increase Accessibility	Protect Environment	Enhance Connectivity	Promote Efficient Operation	Emphasize System Preservation	Improve Resiliency /Reliability	Enhance Travel Tourism
Administration and Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Data Development and Management	✓	✓	✓	✓		✓	✓	✓	✓	
Transportation Improvement Program	✓	✓		✓		✓	✓	✓		
Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Special Studies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Outreach	✓			✓	✓				✓	✓
MPO Regional Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Performance-Based Planning

Pursuant to federal requirements, state departments of transportation and MPOs must apply a transportation performance management approach in carrying out their federally required transportation planning and programming activities. The process requires the establishment and use of a coordinated, performance-based approach to transportation decision-making to support national goals for the federal-aid highway and public transportation programs. This process is incorporated into multiple planning activities, with a particular focus on the TIP and LRTP.

FDOT is required to establish statewide targets for the required performance targets, and MPOs have the option to support the statewide targets or adopt their own. Based on this information, the Lake~Sumter MPO has adopted FDOT's performance measure targets. The MPO adopted the Transit Asset Management Plan (TAMP) developed by Lake County Transit at the September 2018 Governing Board meeting. The MPO adopted the Transit Safety Performance Measure Target developed in the Public Transportation Agency Safety Action Plan (PTASP) for Lake County Transit at the February 24, 2021 Governing Board meeting.

Local and Regional Planning Priorities

The UPWP's planning activities reflect the MPO's planning priorities which are defined through the following goals outlined in the 2050 Long Range Transportation Plan:

Economy. Support economic development and tourism.

Safety. Increase safety of the counties' transportation system.

Mobility. Provide for mobility needs of the community.

Intermodal. Maintain existing transportation system.

Livability. Preserve, and where possible, enhance social, cultural, physical and natural environmental values.

Preservation. Preserve and maintain a resilient transportation infrastructure and transit assets.

Implementation. Effectively execute strategies and actions to achieve the county's transportation system goals, ensuring measurable progress and adaptability

Does Air Quality Impact the MPO's Planning?

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

What are the Planning Tasks in the UPWP?

The purpose of Metropolitan Planning funds is to provide for a Continuing, Comprehensive, and Cooperative (3-C) metropolitan transportation planning process. Planning tasks are performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), and Title 49 Chapter 53 (Public Transportation). The task areas that form the framework for this UPWP are:

- Task 1: Administration and Management
- Task 2: Data Development and Management
- Task 3: Short Range Planning
- Task 4: Long Range Planning
- Task 5: Special Studies
- Task 6: Public Outreach
- Task 7: MPO Regional Activities

The *Planning Tasks Overview for FY 2026/27-2027/28* section provides a complete breakdown of activities and budget for each respective task area.

Public Participation Process

Adoption of, or amendments to the UPWP, will be complete 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. In accordance with the MPO's adopted Public Participation Plan, the public was provided with many opportunities to provide feedback on the FY 2026/27–2027/28 UPWP. This includes, but is not limited to, the following:

- 21-day comment period on the draft FY 2026/27-2027/28 UPWP
- Public meetings on specific transportation projects including the UPWP
- MPO Website: www.LakeSumterMPO.com where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (Technical Advisory Committee (TAC), Community Advisory Committee (CAC), Transportation Disadvantaged Coordinating Board (TDCB)
- The MPO also provides updates and notifications through its mailing list which includes civic associations, clubs, municipal governments, newspapers, and concerned residents.

The approval and adoption of the UPWP followed the schedule below:

- April 1, 2026 - TAC/CAC Agendas Posted and 21-day public review period is initiated
- April 8, 2026 – Approved draft UPWP at TAC and CAC meetings
- April 22, 2026 - Adopted UPWP at the Governing Board meeting

Financial Considerations

Statement of Consolidated Planning Grant Participation

The FDOT and the Lake~Sumter MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that the FHWA Florida Division administers. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT, utilizing formulas approved by the MPO, FDOT, FHWA, and FTA as outlined in 23 CFR 420.109 and 49 USC 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

FDOT Soft Match

Section 120 of Title 23, USC, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by 23 USC 120 (except Emergency Relief Programs) and for transit programs authorized by 49 USC 53. This "soft match" provision allows the federal share to be increased up to 100% to the extent credits are available. This soft match is not required to be programmed. It will not be shown in the budget tables throughout this UPWP; however, it should be known that the "soft match" amounts shown in Section 4.1 are being utilized to match the FHWA funding in this UPWP.

Organization and Management

Identification of Participants

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

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.

Lake~Sumter MPO Board Membership

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities in Sumter County, the Lake County School Board, the Sumter County School Board, Florida Central Railroad (FCEN), the Central Florida Expressway Authority (CFX), FDOT and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process for the Lake~Sumter MPO.

A. **Voting Members:** The MPO Governing Board includes elected representatives from Lake and Sumter counties, two county commissioners from Sumter County and all five county commissioners from Lake County. In addition, there are seven voting members from municipalities with representatives from: Clermont, Eustis, Groveland, Lady Lake, Leesburg, Mount Dora and Tavares. There is one additional at-large voting member that annually rotates from the following cities: Astatula, Fruitland Park, Howey-in-the-Hills, Mascotte, Minneola, Montverde and Umatilla. There is one additional at-large voting member from the following cities: Bushnell, Center Hill, Coleman, Webster, and Wildwood that is determined by interlocal agreement between the cities.
B. **Other Entities/Non-voting:** Ex-officio members include Florida Central Railroad, added as ex-officio members in 2006, both counties' school districts, approved as ex-officio members in 2008, and CFX, added in 2015. A chart depicting these members is shown in **Figure 2.**

Advisory Committees

The Lake~Sumter MPO Governing Board receives recommendations from four advisory committees. The MPO has also convened task forces to address specific areas or issues.

Executive Committee

The purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Board in a timely fashion. The MPO Board may refer items to the Executive Committee for action or recommendation.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) consists of planners and engineers representing the various local governments that make up the MPO. The input provided by the TAC is of a very technical nature and may include making technical design recommendations and verifying that all documents conform to the appropriate standards.

Community Advisory Committee (CAC)

The CAC ensures the public has the opportunity to review and evaluate proposed transportation plans and programs. The committee membership includes multimodal transportation advocates, representatives from underserved communities, and business stakeholders. This structure supports obtaining a broad cross-section of perspectives across geographic, demographic, and transportation modes.

Transportation Disadvantaged Coordinating Boards (TDCB)

There are two TDCBs in the MPO Area - one for Lake County and one for Sumter County. The primary purpose of each TDCB is to assist the MPO in identifying local service needs and to provide information, guidance, and direction to the Community Transportation Coordinators (CTCs) in each respective county.

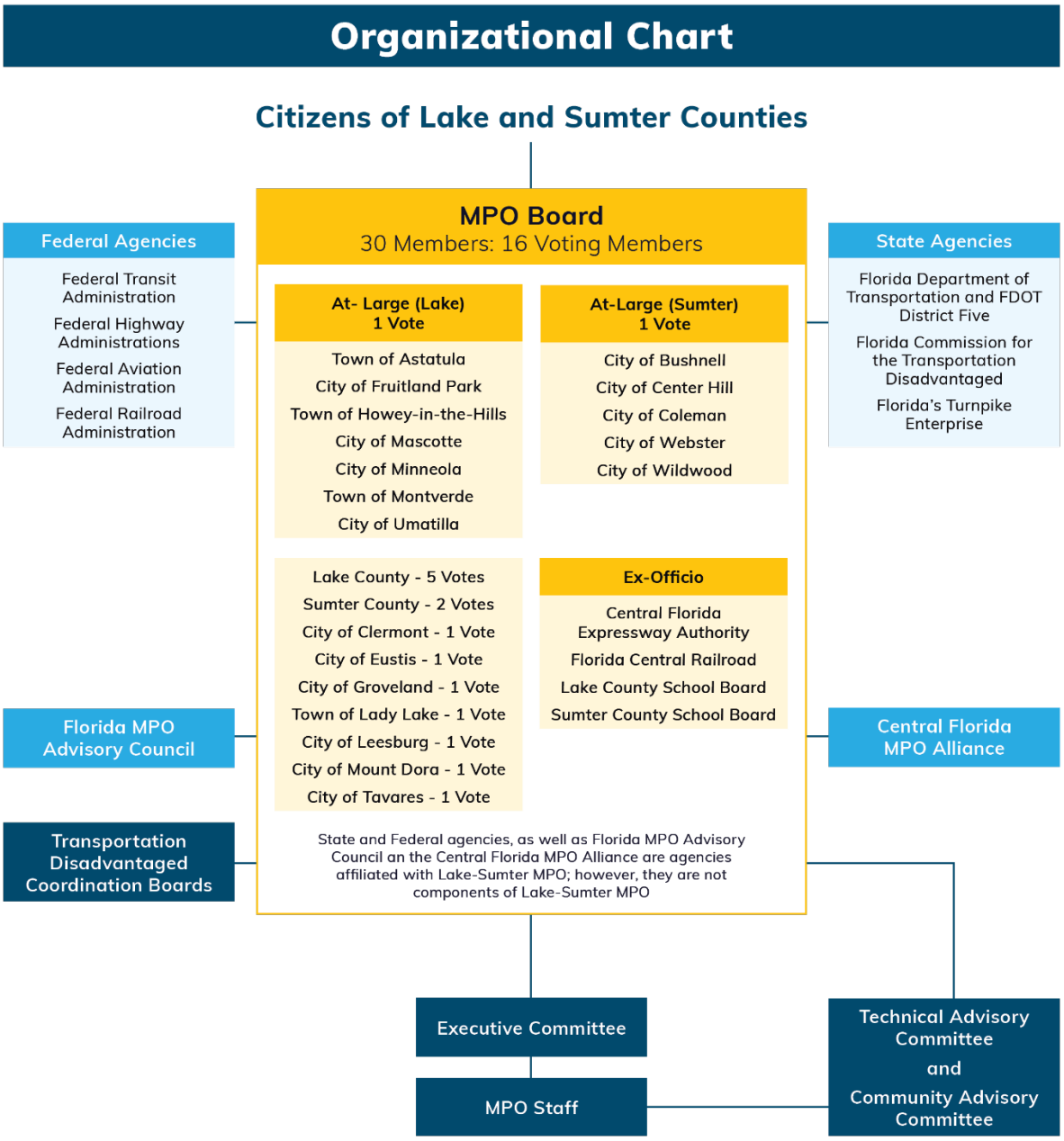
MPO Staff

The MPO Staff is responsible for collecting and disseminating all information from the transportation planning process to the general public. The work effort required to support the planning process is administered by the MPO staff in cooperation with local governments and 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, US Forest Service (for Federal Land Management Areas (FLMA) coordination), and the Water Management District (WMD) Offices (St. Johns River WMD and Southwest Florida WMD).

MPO staffing consists of two positions: 1) the Executive Director (ED) and 2) Financial Coordinator (FC). The ED manages all aspects of planning for the MPO and oversees the operations and management of the agency. The FC is responsible for all accounting, invoicing, and budget development for the MPO. The MPO utilizes the General Planning Consultant (GPC) and single source contracts to execute the metropolitan transportation planning process and fulfill the required work products of the MPO.

Each of the seven UPWP Tasks are accomplished with consultant support through the GPC contract and contracted services managed by the ED and FC through the Work Order process. All Work Orders are reviewed and approved by FHWA and FDOT before Notice to Proceed is issued for any consultant services. The MPO is an independent agency with a Lake County Staff Services Agreement to provide certain services such as Human Resources, Procurement, Accounting, Legal, and IT.

Figure 2: Lake~Sumter MPO Organization Chart



MPO Agreements

The Lake~Sumter MPO has executed the following required agreements to facilitate the metropolitan transportation planning process:

- **Metropolitan Planning Organization Agreement:** This agreement provides federal transportation planning funds from FHWA to the MPO, through FDOT, for the completion of transportation related planning activities set forth in the MPO's UPWP. *Biennial (every two years) agreement. July 1, 2026 – June 30, 2028.*
- **Transportation Disadvantaged (TD) Planning Grant Agreement:** This agreement provides state planning funds to coordinate the Transportation Disadvantaged Services in Lake County and Sumter County. *Annual application July 1, 2026 thru June 30, 2027 and July 1, 2027 thru June 30, 2028.*
- **Interlocal Agreement for the Creation of the Metropolitan Planning Organization:** This agreement is between Florida Department of Transportation (FDOT), the County of Lake, the County of Sumter, Town of Astatula, City of Bushnell, City of Center Hill, City of Clermont, City of Coleman, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares, City of Umatilla, City of Webster, City of Wildwood, Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority. *Updated October 28, 2015. Will be updated in 2026.*
- **Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement:** This is an interlocal agreement between the FDOT, Lake~Sumter MPO, East Central Florida Regional Planning Council, Lake County Community Transportation Coordinator, and the Sumter County Community Transportation Coordinator to coordinate planning efforts. *Updated August 26, 2015 and is currently under review for reapproval in 2026.*
- The Lake~Sumter MPO is a party to an interlocal agreement among the six MPOs that are members of the **Central Florida Metropolitan Planning Organization Alliance** (CFMPOA). The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The 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.

- In addition, the Lake~Sumter MPO is a party to the **Florida Metropolitan Planning Organization Advisory Council** (MPOAC). The Florida MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(12), 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 MPOAC 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 and Rail 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 Metropolitan Planning Organizations (AMPO) and the National Association of Regional Councils (NARC) in Washington, DC, and collaborates with other stakeholder groups to inform state and national policy on metropolitan transportation issues. Current initiatives include the Noteworthy Practices Working Group tasked with developing guidance documents detailing best practices for MPO planning activities.
- **MPO Staff Services Agreement:** This agreement provides staff for carrying out MPO activities. Updated April 17, 2024.

All agency plans and programs comply with the public involvement provisions of Title VI which states: "*No person in the United States shall, on grounds of race, color, sex, age, disability/handicap, income level or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance*". To further ensure full compliance with federal requirements, the MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the approved the Title VI Program in 2024.

Operational Procedures and Bylaws

The MPO will monitor the transportation planning process to ensure that it is conducted in a manner consistent with requirements of the applicable state and federal laws and regulations. The intent of the MPO's bylaws and operating procedures is to provide rules and procedures to assure the orderly function of the urban transportation planning process for Lake and Sumter counties.

Lake~Sumter MPO has also adopted a Continuity of Operations Plan (COOP) to provide guidance to MPO staff on the policies and procedures to follow in the event of an interruption of services due to a natural disaster or other emergency. The primary goal of the COOP is to allow the MPO to resume its normal operations and functions as quickly and completely as possible after the interruption of services. The COOP is routinely updated. The MPO's most recent COOP was adopted on February 26, 2020 (Resolution 2020-3).

Bylaws of the Metropolitan Planning Organization (MPO)

The Bylaws of the MPO serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake~Sumter MPO. The intent is to provide procedures and policies for the MPO Governing Board and MPO Committees for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis. Full text of the current MPO Bylaws can be found at this website link: **Lake~Sumter MPO Bylaws - Amended December 2023**.

Required Forms, Certifications, and Assurances

The most current Joint Certification review was completed in January 2026 (Joint Certification Statement signed by the MPO on February 5, 2026 and FDOT on February 10, 2026). A copy of the Joint Certification package is included in **Appendix D.** A copy of the FDOT/MPO Agreement which includes the required certifications and assurances can be found in **Appendix I**.

Indirect Cost Rate

The MPO does not utilize an indirect cost rate.

Planning Tasks Overview for FY 2026/27 -2027/28

This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2026/27-2027/28, including the purpose of the Task, previous work accomplished, proposed required activities to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The UPWP is organized into seven (7) major activity categories. The final section of the UPWP contains the appropriate tables, including a task element index, a summary of estimated expenditures, and a summary of proposed expenditures by responsible and participating agencies and funding sources. The MPO will conduct the metropolitan planning process in conformance with the applicable federal (23 CFR 450) and state statutes and ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the Lake~Sumter MPO Planning Area.

Task 1 – Administration and Management

This task includes providing the staff with the necessary resources to conduct a successful Continuing, Comprehensive, and Cooperative (3-C) transportation planning process. This includes monitoring and managing local planning tasks to ensure that the planning process complies with all state and federal requirements. Also critical is the maintenance and periodic update of the Continuity of Operations Plan (COOP) to provide clear direction in the event of an interruption of services due to a natural disaster or other emergency.

Task 2 – Data Development and Management

This task includes the collection, analysis, and monitoring of the transportation characteristics of the MPO's planning area, which includes, but is not limited to, socioeconomic data, demographics, land use data, traffic data, travel patterns, transit data, crash/safety data, roadway conditions, and human-environmental concerns and issues. This information and data is for use in the MPO's Geographic Information Systems (GIS) database; performance-based project prioritization and Performance Measure monitoring and reporting; collection and maintenance of data utilized for MPO's Congestion Management Process (CMP); the analysis and planning purposes by member local governments; and in developing other MPO studies.

Task 3 – Short Range Planning

This task includes the development of the Transportation Improvement Program (TIP) and coordination with the Florida Department of Transportation (FDOT) to develop the FDOT Work Program. The five-year TIP is required by state and federal laws and is developed annually and amended as necessary to ensure consistency with the FDOT Work Program. Responsibilities also include the reporting, tracking, and documentation of performance measures and targets. Additionally, this task involves reporting and analysis to ensure adherence to and compliance with the MPO's Public Participation Plan (PPP) and associated plans/activities.

The development of the MPO's annual List of Priority Projects, a critical component in shaping both the FDOT Five-Year Work Program and the TIP, is also included in this task.

Performance Measurement (PM)

Performance Measurement (PM) standards have been integrated into the metropolitan transportation planning process to ensure all safety, mobility, environmental, and financial goals are achieved within their allocated timeframe. This Task includes fully meeting the requirements for integration of PM into the TIP including target setting, progress reports toward achieving targets, and data sharing and coordination with FDOT and transit providers.

Task 4 – Long Range Planning

This task primarily involves the implementation of any major updates or amendments to the MPO's 2050 Long Range Transportation Plan (LRTP) which was adopted on December 3, 2025. Work also includes ensuring consistency between the MPO's transportation plan and local government comprehensive plans. This section also includes utilizing FDOT's Efficient Transportation Decision Making (ETDM) planning screen process for projects identified in the LRTP. The MPO's 2050 LRTP included the development of following elements and mode-specific plans which may also be updated or amended under this task:

- Resiliency Element
- Complete Streets Element
- Vision Zero Safety Element
- Active Transportation Element
- TSMO & ITS Element
- Freight and Rail Element

Task 5 – Special Studies

This Task includes non-recurring planning projects or activities that may not clearly fit into other categories, as well as the MPO's Congestion Management Process.

Multimodal Planning

Activities may include plans addressing transit; vulnerable roadways users; bicycle/pedestrian improvements; context-based; corridor studies; feasibility studies; safety studies and improvements; small area studies, freight studies; traffic impact analysis (TIA) reviews; transportation systems management & operations (TSM&O) and/or ITS planning and studies; CMAQ Planning, Transportation Alternative Program (TAP) planning, cost-effectiveness analyses, and system planning.

Public Transportation and Transportation Disadvantaged

Includes all activities related to the Transportation Disadvantaged (TD) Program and public transportation in Lake and Sumter counties.

Congestion Management Process (CMP)

The Congestion Management Process (CMP) is a management system and process conducted to improve the safety and reliability of traffic operations by providing strategies to reduce travel demand on the roadway network or providing improvements to the overall transportation network.

Task 6 – Public Involvement

This Task includes three main elements:

- Continued support of the MPO's Public Participation Plan and associated plans for the MPO's outreach efforts.
- Reporting, tracking, and documentation of performance measures and targets for the PPP and associated plans. Also included in this element is the annual MPO staff training for public participation, reporting, and compliance.
- 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, is made available via the MPO's website. Advertisements for public meetings and workshops are posted online and on social media platforms.

The MPO's Public Participation Plan (PPP) was prepared in accordance with Title 23 Code of Federal Regulations, Section 450.316(b)(1). The PPP provides a process that ensures opportunities for the public to be involved in all phases of the planning process. The MPO adopted its updated PPP and associated plans at its April 2018 meeting, which have been subsequently updated in 2020 and 2024.

Task 7 – MPO Regional Activities

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

Task 1 – Administration and Management

Table 8: Task 1 Activities for Fiscal Years 2027 and 2028

Purpose:	
To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a successful 3-C (continuing, comprehensive and cooperative) transportation planning process for the Lake~Sumter MPO Planning Area.	
Previous Work Completed:	
Administration, preparation and distribution of planning documents, technical assistance, and documents for MPO Board and Committee meetings. Coordination with federal, state, and local partners. Preparation of contracts and agreements. Preparation of certification documents. Attendance at workshops and training sessions.	
Required Activities:	
• Staffing and management recruitment • Perform financial tasks, budget management, financial record keeping, preparation of invoices, and personnel services • Maintenance of prior years' grants, contracts, and agreements • Continued program of upgrading computers and other office equipment to meet evolving technology needs • Prepare annual audit • Administer and support MPO Governing Board and Advisory Committees • Monitor the two-year UPWP, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT • Amend and modify FY 2026/27 – 2027/28 UPWP	• Complete and adopt FY 2028/29 – 2029/30 UPWP • Monitor, review, and update MPO Continuity of Operations Plan (COOP). Review and coordinate plans for transportation services following natural or man-made emergencies. • Maintain and update MPO agreements, Board and Committee bylaws • Staff Services Agreement with Lake County • Participate in state certification review • Legal services • Select consultants and manage consultant support • Management, maintenance, and operations of the MPO office complex • Travel and training for MPO staff
End Product:	**Completion Date:**
Budgets, contracts, financial records, FDOT audits, invoices	Ongoing through end of FY 2028
Revised or updated contracts or agreements	Ongoing through end of FY 2028
Computer and other office equipment	Ongoing through end of FY 2028
Audit Report	Annually – FY 2027 and FY 2028

End Product:	Completion Date:
Board/Committee meetings and associated materials, minutes, and notifications	Monthly through end of FY 2028
Progress Reports*	Monthly through end of FY 2028
Updated FY 2027-2028 UPWP*	As needed through end of FY 2028
FY 2029-2030 UPWP*	May 2028
Updated COOP*	As needed through end of FY 2028
Revised agreements and bylaws	As needed through end of FY 2028
Renewed Staff Services Agreement	As needed through end of FY 2028
Responses to certification questions and updates to the Board	Annually as directed by FDOT
Contracts, resolutions, documents, procedures approved for legal sufficiency	As needed through end of FY 2028
Advertising, selection, and award of consultant contracts, project RFP contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status reports.	As needed through end of FY 2028
Lease payment, office maintenance, safety, and security of personnel, MPO signage, cleaning of MPO utilized facilities. Purchases including supplies and capital and lease of equipment. Website hosting, webmaster services, and updates.**	Ongoing through end of FY 2028
Necessary travel and related costs for attendance at trainings and industry conferences/workshops to ensure that the MPO staff are current on state of the practice.	Ongoing through end of FY 2028
Responsible Agency: Lake~Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F.**

** Please note: Lake~Sumter MPO understands that any equipment purchases equal to or over $10,000 (for a single unit) included in the Direct Expenses category in the budget tables on the following pages will require FHWA approval.

Table 9: Task 1 Budget Tables for Fiscal Years 2027 and 2028

Task 1 - Administration and Management		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL**	
Personnel (salary and benefits)		
MPO Staff Salaries	$287,125.35	$287,125.35
Personnel (salary and benefits) Subtotal	**$287,125.35**	**$287,125.35**
Consultant.		
Consultant	$97,500.00	$ 97,500.00
Accounting/Financial	$75,000.00	$75,000.00
Consultant Subtotal	**$172,500.00**	**$172,500.00**
Travel		
Travel	$6,000.00	$ 6,000.00
Travel Subtotal	**$6,000.00**	**$6,000.00**
Direct Expenses		
Annual Audit	$16,500.00	$16,500.00
Telecommunications	$5,000.00	$5,000.00
Freight and Postage	$200.00	$200.00
Office Lease	$37,100.00	$37,100.00
Insurance	$4,000.00	$ 4,000.00
LC Document Services	$1,000.00	$1,000.00
Support Services by LC	$31,000.00	$31,000.00
Office Supplies	$11,053.20	$11,053.20
Info Tech Supplies	$5,000.00	$5,000.00
Janitorial Services	$4,000.00	$4,000.00
Direct Expenses Subtotal	**$114,853.20**	**$114,853.20**
Total	**$580,478.55**	**$580,478.55**

Task 1 - Administration and Management		
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source	**PL**	
Personnel (salary and benefits)		
MPO Staff Salaries	$321,580.37	$321,580.37
Personnel (salary and benefits) Subtotal	**$321,580.37**	$321,580.37
Consultant		
Consultant	$32,500.00	$32,500.00
Accounting/Financial	$75,000.00	$75,000.00
Consultant Subtotal	**$107,500.00**	$107,500.00
Travel		
Travel	$6,000.00	$6,000.00
Travel Subtotal	**$6,000.00**	$6,000.00
Direct Expenses		
Annual Audit	$17,000.00	$17,000.00
Telecommunications	$5,000.00	$5,000.00
Freight and Postage	$200.00	$200.00
Office Lease	$38,200.00	$38,200.00
Insurance	$4,000.00	$4,000.00
LC Document Services	$1,000.00	$1,000.00
Support Services by LC	$31,000.00	$ 31,000.00
Office Supplies	$11,407.91	$11,407.91
Info Tech Supplies	$5,000.00	$ 5,000.00
Janitorial Services	$4,000.00	$4,000.00
Direct Expenses Subtotal	**$116,807.91**	**$116,807.91**
Total	**$551,888.28**	**$551,888.28**

Task 2 – Data Development and Management

Table 10: Task 2 Activities for Fiscal Years 2027 and 2028

Purpose:	
The collection, analysis, and monitoring of the transportation characteristics of the MPO's planning area, which includes, but is not limited to, socioeconomic data, demographics, land use data, traffic data, travel patterns, transit data, crash/safety data, roadway conditions, and human-environmental concerns and issues. This information and data is for use in the MPO's Geographic Information Systems (GIS) database; performance-based project prioritization and Performance Measure monitoring and reporting; collection and maintenance of data utilized for MPO's Congestion Management Process (CMP); the analysis and planning purposes by member local governments; and in developing other MPO studies.	
Previous Work Completed:	
Collection, analysis, and maintenance of data. Provision of customized datasets and reporting for the MPO's planning area. Development of interactive online maps and dashboards for the MPO website. Updates and maintenance of the MPO's GIS database. Data collection in support of the CMP and other MPO planning projects and initiatives.	
Required Activities:	
• Collect, analyze, and maintain data on the transportation characteristics of the MPO planning area • GIS and map development in support of transportation planning activities and projects • Development of interactive maps/dashboards on MPO website	
End Product:	**Completion Date:**
New and/or updated datasets in support of transportation planning activities, studies, and projects*	Ongoing through end of FY 2028
Updated GIS database*	Ongoing through end of FY 2028
Interactive online maps and dashboards on the MPO website	Ongoing through end of FY 2028
Responsible Agency: Lake~Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F**.

Table 11: Task 2 Budget Tables for Fiscal Years 2027 and 2028

Task 2 – Data Development and Management		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL**	
Personnel (salary and benefits)	$9,537.05	$9,537.05
Consultant	$36,000.00	$36,000.00
2027 Totals	**$45,537.05**	**$45,537.05**
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source	**PL**	
Personnel (salary and benefits)	$10,319.41	$10,319.41
Consultant	$36,000.00	$36,000.00
2028 Totals	**$46,319.41**	**$46,319.41**

Task 3 – Short Range Planning

Table 12: Task 3 Activities for Fiscal Years 2027 and 2028

Purpose:	
To update the five-year Transportation Improvement Program (TIP) annually and amend as needed, consistent with federal and state requirements. Maintain data, provide transportation planning services, and perform annual reporting on TIP State of the System and Performance Measures targets. Conduct strategic planning efforts consistent with the LRTP. Coordinate planning efforts with FDOT. Maintain, annually update, and publish the List of Priority Projects.	
Previous Work Completed:	
Development and management of the FY 2025/26-29/30 TIP and the FY 2026/27-30/31 TIP and all required amendments. Development and adopted LOPP (June 2025, June 2026)	
Required Activities:	
• Develop and publish the annual TIP utilizing web-based interactive TIP and mapping application Maintenance of prior years' grants, contracts, and agreements • Amendments and updates to the TIP, STIP and online maps • Analysis and report performance of the TIP Performance Measure (PM) targets annually and with all amendments, including PM target setting and data sharing & coordination with FDOT	• Provide quantitative technical support for performance-based planning and prioritization • Data collection, analysis, and reporting for all federally required performance measures • Annual listing of Federally obligated projects • Develop, update, and publish the List of Priority Projects (LOPP) and annual LOPP fiscal and programmatic effectiveness analysis. • Manage consultant support
End Product:	**Completion Date:**
FY 2027/28–31/32 and FY 2028/29-32/33 TIP*	June 2027 and June 2028
Updated TIP, STIP, and online maps*	As needed through end of FY 2028
TIP Performance Measures Annual Report*	Annually and as needed through end of FY 2028
TIP Performance-Based project prioritization*	Annual update June 2027 & June 2028
Performance measures report*	Annually or as needed through end of FY 2028
Annual Obligation Report	Annually and as needed through end of FY 2028
LOPP document and annual LOPP fiscal and programmatic effectiveness report.*	June 2027 and June 2028
Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.	As needed through end of FY 2028
Responsible Agency: Lake~Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F**.

Table 13: Task 3 Budget Tables for Fiscal Years 2027 and 2028

Task 3 – Transportation Improvement Program		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL***	
Personnel (salary and benefits)	$36,823.60	$36,823.60
Consultant	$139,000.00	$139,000.00
2027 Totals	**$175,823.60**	**$175,823.60**
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source	**PL***	
Personnel (salary and benefits)	$39,844.38	$39,844.38
Consultant	$139,000.00	$139,000.00
2028 Totals	**$178,844.38**	**$178,844.38**

**These funds satisfy the requirements for the 2.5% PL set aside in § 11201; 23 U.S.C. 134. 2.5% of the total PL allocation for fiscal year 2026/27 is $26,755 of $1,070,188, and for fiscal year 2027/28, is $26,755 of $1,070,188. Activities under this task to achieve this requirement may include the development of the MPO's List of Priority Projects.*

Task 4 – Long Range Planning

Table 14: Task 4 Activities for Fiscal Years 2027 and 2028

Purpose:	
To maintain, update, and implement the MPO's 2050 LRTP and associated technical reports/modal elements. Conduct additional long-range transportation planning efforts consistent with the 2050 LRTP, including transportation studies and the Efficient Transportation Decision Making process.	
Previous Work Completed:	
Maintenance and implementation of the 2045 LRTP; Processing of LRTP amendments as needed; Incorporation of federal and state performance measures; LRTP policy development; Development of the 2050 LRTP including data collection, needs assessment, public participation/stakeholder outreach, and maps/data visualization; Completion of 2050 LRTP technical reports and modal elements.	
Required Activities:	
• Maintain, modify, and amend the 2050 LRTP • Coordination and support of the FDOT Central Florida Regional Planning Model (CFRPM) • ETDM and environmental screening in support of the 2050 LRTP	• Develop, measure, and report LRTP performance measures criteria based on federal regulations and timelines • Monitoring, collecting, and analyzing relevant data in support of long-range planning activities • Manage consultant support
End Product:	**Completion Date:**
Updated/amended 2050 LRTP and component documentation*	Ongoing and as needed through end of FY 2028
Updated 2050 LRTP Data	Ongoing and as needed through end of FY 2028
Updated information for Central Florida Regional Planning Model (CFRPM)*	Ongoing and as needed through end of FY 2028
Environmental Screening Documentation*	Ongoing and as needed through end of FY 2028
Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.	As needed through end of FY 2028
Responsible Agency: Lake~Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F**.

Table 15: Task 4 Budget Tables for Fiscal Years 2027 and 2028

Task 4 - Long Range Transportation Plan		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL***	
Personnel (salary and benefits)	$10,994.10	$10,994.10
Consultant	$41,500.00	$41,500.00
2027 Totals	**$52,494.10**	**$52,494.10**
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source	**PL***	
Personnel (salary and benefits)	$12,182.63	$12,182.63
Consultant	$42,500.00	$42,500.00
2028 Totals	**$54,682.63**	**$54,682.63**

**These funds satisfy the requirements for the 2.5% PL set aside in § 11201; 23 U.S.C. 134. 2.5% of the total PL allocation for fiscal year 2026/27 is $26,755 of $1,070,188, and for fiscal year 2027/28, is $26,755 of $1,070,188. Activities under this task to achieve this requirement may include updates to the 2050 Long Range Transportation Plan and the Corridor Improvements Element.*

Task 5 – Special Studies

Table 16: Task 5 Activities for Fiscal Years 2027 and 2028

Purpose:	
To conduct planning activities that across various transportation modes and systems that may not fit in other categories. These activities multimodal, safety, operations, bicycle and pedestrian, TSM&O, ITS, and freight planning. This task also address public transportation, transportation disadvantaged, and the MPO's Congestion Management Process. Lake County Transit administers activities funded with FTA 5307.	
Previous Work Completed:	
Support and administration for Lake County and Sumter County TDCBs; Transit Development Plan Updates; Transportation Disadvantaged Service Plan (TDSP) updates for Sumter County and Lake County; Recommendation of CTCs for Lake County and Sumter County; bicycle and pedestrian planning; identified congested roadways and areas of safety concerns; managed ITS Study; context-based corridor planning; Freight Evaluation Summary Report and Subarea Assessment; assessment of projects for grant and discretionary funding eligibility and implementation strategies; Congestion Management Process updates.	
Required Activities:	
• Conduct multimodal planning, feasibility, and safety studies in support of MPO programs and in coordination with local partners • Public transportation planning and studies, including fixed-route transit and para-transit planning • Staff support, administration, and oversight for the Lake County TDCB and the Sumter County TDCB • Facilitate the TDLCB annual evaluation of the CTC • Coordinate process for annual minor updates to Lake County and Sumter County TDSPs	• Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting • Complete annual updates of Transit Asset Management (TAM) Plan and PTASP • Assessment of projects for grant/discretionary funding eligibility and project implementation strategies; grant application support • Completion of Congestion Management Plan (CMP) Annual Update • Manage consultant support
End Product:	**Completion Date:**
SR 50 Operational Improvements Study*	June 2027
Updated Vision Zero Safety Action Plan*	Biannually
Planning and Feasibility Studies*	As needed and Identified
Public Transportation Studies*	As Needed and Identified
Meetings and associated materials, minutes, and notifications	Quarterly
Annual review of Lake County and Sumter County CTCs*	June 30, 2027, and June 30, 2028
Updated Lake and Sumter TDSPs*	June 2027 and June 2028
PTASP Targets*	Annually

End Product:	Completion Date:
Updated PTASP and TAM Plan*	June 2027 and June 2028
Assessment of projects for grant/discretionary funding opportunities and other implementation strategies; grant applications*	As needed through end of FY 2028
Updated CMP*	Biannually
Manage consultant project teams; review and approve consultant invoices, project reports, and project documents.	As needed through end of FY 2028
Responsible Agency: Lake~Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F**.

Table 17: Task 5 Budget Tables for Fiscal Years 2027 and 2028

Task 5 - Special Studies						
2027						
Funding Source	**FHWA**			**CTD**		**FY 2027 Total**
Contract Number	**G3P55**					
Source Level	**PL***	**SA**	***Total***	**State**	***Total***	
Personnel (salary and benefits)	$31,790.16	$ -	$31,790	$ -	$ -	$31,790
Consultant	$63,957.00	$257,138.00	$321,095	$56,043	$56,043	$377,138.00
2027 Totals	**$95,747.16**	**$352,885.16**	**$95,747**	**$56,043**	**$56,043**	**$408,928.16**
2028						
Funding Source	**FHWA**			**CTD**		**FY 2028 Total**
Contract Number	**G3P55**					
Source	**PL***	**Total**		**State**	***Total***	
Personnel (salary and benefits)	$50,164	$50,164		$ -	$ -	$50,164
Consultant	$118,957	$118,957		$56,043	$56,043	$175,000
2028 Totals	**$169,121**	**$169,121**		**$56,043**	**$56,043**	**$225,164**

The Task 5 Budget Table for FY 2027 includes $257,138 of de-obligated FHWA SA funding from the FY 25-26 UPWP. Available after October 1, 2026 with FHWA approval.

**These funds satisfy the requirements for the 2.5% PL set aside in § 11201; 23 U.S.C. 134. 2.5% of the total PL allocation for fiscal year 2026/27 is $26,755 of $1,070,188, and for fiscal year 2027/28, is $26,755 of $1,070,188. Activities under this task to achieve this requirement may include corridor studies, congestion management process updates, and updates to the MPO's Vision Zero Safety Action Plan.*

Task 6 – Public Involvement

Table 18: Task 6 Activities for Fiscal Years 2027 and 2028

Purpose:	
To provide the requested information to the public, government agencies, and elected officials; to increase public awareness of the MPO, its role, and initiatives; to increase the opportunities for public participation consistent with federal and state requirements. This task includes required activities, tracking, and monitoring for applicable public outreach programs.	
Previous Work Completed:	
Provided active outreach to local communities through presentations and workshops associated with the 2050 Long Range Transportation Plan, Vision Zero Safety Action Plan, and other studies. Provided information to the public through the MPO website, updated printed materials, and social media resources.	
Required Activities:	
• Review, evaluate, and update the Public Participation Plan (PPP) and associated plans • Maintenance and updates to MPO website and MPO project-specific websites • Outreach through MPO social media platforms • ADA compliance for the MPO website and all Documents • Promote MPO planning activities and initiatives	• Develop and distribute surveys to obtain public and stakeholder feedback on MPO projects or initiatives • Facilitate in-person or virtual public meetings or workshops related to planning activities or projects • Manage consultant support
End Product:	**Completion Date:**
Updated Public Participation Plan and associated plans/activities*	As needed through end of FY 2028
Updated MPO website*	Ongoing through end of FY 2028
Postings to MPO social media platforms*	Ongoing through end of FY 2028
ADA-compliant website and documents*	Ongoing through end of FY 2028
Production and updates to public information materials*	As needed through end of FY 2028
Online survey and in-person survey reporting	As needed through end of FY 2028
Public meetings and workshops*	As needed through end of FY 2028
Manage consultant project teams; review and approve consultant invoices, progress reports, and project documents.	As needed through end of FY 2028
Responsible Agency: Lake Sumter MPO, unless otherwise noted.	

Consultant-supported activities are denoted by *. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. Scopes of Service for consultant supported activities are included in **Appendix F**.

Table 19: Task 6 Budget Tables for Fiscal Years 2027 and 2028

Task 6 - Public Outreach		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL**	
Personnel (salary and benefits)	$19,868.85	$19,868.85
Consultant	$75,000.00	$75,000.00
2027 Totals	**$94,868.85**	**$94,868.85**
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source	**PL**	
Personnel (salary and benefits)	$12,899.26	$12,899.26
Consultant	$45,000.00	$45,000.00
2028 Totals	**$57,899.26**	**$57,899.26**

Task 7 – MPO Regional Activities

Table 20: Task 7 Activities for Fiscal Years 2027 and 2028

Purpose:	
To coordinate with and assist those local agencies conducting studies of interest to Lake~Sumter MPO and the area-wide transportation planning process and stay current with local government comprehensive planning. This task is also used to promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA). An interlocal agreement can be found in **Appendix G** describing rules and activities of the CFMPOA. Participating agencies of CFMPOA include Lake~Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.	
Previous Work Completed:	
Staff participation in technical advisory committees as requested by partner agencies; staff attendance at monthly meetings of partner agencies (CFX Board, LYNX Board, GOAA Board, Community Traffic Safety Teams (CTST) & Safety Groups); participation in local agency partnering meetings with FDOT; staff participation on Project Advisory Committees or Groups with FDOT, Florida's Turnpike Enterprise, Central Florida Expressway Authority, and LYNX; participation in Statewide MPO Advisory Council (MPOAC); participation in Statewide Model Task Force (MTF); CFMPOA Regional priority project list; CFMPOA Quarterly meetings; CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA).	
Required Activities:	
• Serve on Project Advisory Committees for partner agencies • Attend meetings of local partners' governing boards and advisory committees • Attendance and coordination with local government partners and FDOT • Attendance at meetings of other MPO/TPO Boards in the region	• Attendance of State groups and committees (model task force, metropolitan planning partnership, MPO Advisory Council, etc.) • Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)
End Product:	**Completion Date:**
CFMPOA Regional Priority Project List	July 2026; July 2027
CFMPOA Regional Indicators Report	April 2026; April 2027
Continued CFMPOA coordination amongst regional MPO partners	Quarterly meetings/Ongoing
Responsible Agencies: Lake~Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO	

Table 21: Task 7 Budget Tables for Fiscal Years 2027 and 2028

Task 7 - MPO Regional Activities		
2027		
Funding Source	**FHWA**	**FY 2027 Total**
Contract Number	**G3P55**	
Source Level	**PL**	
Detail		
Personnel (salary and benefits)		
MPO Staff Salaries	$4,238.69	$4,238.69
Personnel (salary and benefits) Subtotal	**$4,238.69**	**$4,238.69**
Consultant		
CFMPOA (Transfer to MetroPlan Orlando)	$5,000.00	$5,000.00
Consultant	$16,000.00	$16,000.00
Consultant Subtotal	**$21,000.00**	**$21,000.00**
Total	**$25,238.69**	**$25,238.69**
2028		
Funding Source	**FHWA**	**FY 2028 Total**
Contract Number	**G3P55**	
Source Level	**PL**	
Detail		
Personnel (salary and benefits)		
MPO Staff Salaries	$1,433.25	$1,433.25
Personnel (salary and benefits) Subtotal	**$1,433.25**	**$1,433.25**
Consultant		
CFMPOA (Transfer to MetroPlan Orlando)	$5,000.00	$5,000.00
Consultant	$5,000.00	$5,000.00
Consultant Subtotal	**$10,000.00**	**$10,000.00**
Total	**$11,433.25**	**$11,433.25**

Orange formatting indicates outgoing funds.

Funding Summaries

Federal Metropolitan Planning Funds and Soft Match

Federal funds authorized by Title 23 U.S.C. generally require a non-federal match at the ratio of 80 (federal) to 20 (local). However, this is subject to a sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $472,068.

Table 22: UPWP Soft Match to Federal Funds

	FY 2026-27	FY 2027-28	Total
Federal Funds Soft Match	$236,034	$236,034	$472,068

Indirect Cost Rate

The MPO does not utilize an indirect cost rate.

Summary Budget Tables

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

- Funding Source FY 2027 and FY 2028 – Table 23 on pg. 44
- Agency Participation FY 2027 and FY 2028 – Table 24 on pg. 45

Table 23: FY 2027 and FY 2028 – Funding Sources

					Funding Source							
					FY 2027 Funding Source				FY 2028 Funding Source			
Contract	Funding Source	Source Level	2027	2028	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G25	CTD	State	$ 56,043.00	$ 56,043.00	$ -	$ -	$ 56,043.00	$ -	$ -	$ -	$ 56,043.00	$ -
		CTD G25 TOTAL	**$ 56,043.00**	**$ 56,043.00**	**$ -**	**$ -**	**$ 56,043.00**	**$ -**	**$ -**	**$ -**	**$ 56,043.00**	**$ -**
G3P55	FHWA	PL	$ 1,070,188.00	$1,070,188.00	$ 236,034.38	$1,070,188.00	$ -	$ -	$ 236,034.38	$1,070,188.00	$ -	$ -
		SA	$ 257,138.00	$ -	$ 56,712.85	$ 257,138.00	$ -	$ -	$ -	$ -	$ -	$ -
		FHWA G3P55 TOTAL	**$ 1,327,326.00**	**$1,070,188.00**	**$ 292,747.23**	**$1,327,326.00**	**$ -**	**$ -**	**$ 236,034.38**	**$ 1,070,188**	**$ -**	**$ -**
		TOTAL	**$ 1,383,369.00**	**$1,126,231.00**	**$ 292,747.23**	**$1,327,326.00**	**$ 56,043.00**	**$ -**	**$ 236,034.38**	**$ 1,070,188**	**$ 56,043.00**	**$ -**

The total for FY 2027 includes $257,138 of de-obligated FHWA SA funding from the FY 25-26 UPWP. Available after October 1, 2026 with FHWA approval.

Table 24: FY 2027 and FY 2028 – Agency Participation

Agency Participation				
Funding Source	*CTD*		*FHWA*	
Contract	*GXX*		*G3P55*	
Fiscal Year	2027	2028	2027	2028
Total Budget	$ 56,043.00	$ 56,043.00	$ 1,327,326.00	$ 1,070,188.00
Task 1 – Administration and Management				
Personnel (salary and benefits)	$ -	$ -	$ 287,125.35	$ 321,580.37
Consultant	$ -	$ -	$ 172,500.00	$ 107,500.00
Travel	$ -	$ -	$ 6,000.00	$ 6,000.00
Direct Expenses	$ -	$ -	$ 114,853.20	$ 116,807.91
Sub Total	$ -	$ -	$ 580,478.55	$ 551,888.28
Task 2 – Data Development and Management				
Personnel (salary and benefits)	$ -	$ -	$ 9,537.05	$ 10,319.41
Consultant	$ -	$ -	$ 36,000.00	$ 36,000.00
Sub Total	$ -	$ -	$ 45,537.05	$ 46,319.41
Task 3 – Transportation Improvement Program				
Personnel (salary and benefits)	$ -	$ -	$ 36,823.60	$ 39,844.38
Consultant	$ -	$ -	$ 139,000.00	$ 139,00.00
Sub Total	$ -	$ -	$ 175,823.60	$ 178,844.38
Task 4 – Long Range Transportation Plan				
Personnel (salary and benefits)	$ -	$ -	$ 10,994.10	$ 12,182.63
Consultant	$ 56,043.00	$ 56,043.00	$ 41,500.00	$ 42,500.00
Sub Total	$ 56,043.00	$ 56,043.00	$ 52,494.10	$ 54,682.63
Task 5 - Special Studies				
Personnel (salary and benefits)	$ -	$ -	$ 31,790.16	$ 50,163.79
Consultant	$ -	$ -	$ 321,095.00	$ 118,957.00
Sub Total	$ -	$ -	$ 352,885.16	$ 169,120.79
Task 6 – Public Outreach				
Personnel (salary and benefits)	$ -	$ -	$ 19,868.85	$ 12,899.26
Consultant	$ -	$ -	$ 75,000.00	$ 45,000.00
Sub Total	$ -	$ -	$ 94,868.85	$ 57,899.26
Task 7 - MPO Regional Activities				
Personnel (salary and benefits)	$ -	$ -	$ 4,238.69	$ 1,433.25
Consultant	$ -	$ -	$ 21,000.00	$ 10,000.00
Sub Total	$ -	$ -	$ 25,238.69	$ 11,433.25
Sub-Total (less the de-obligated funds)	$ 112,086.00		$ 2,140,376.00	
Total De-ob. Funds (PL)	$ -		$ -	
Total De-ob. (Other Source)	$ -		$ 257,138.00	
TOTAL PROGRAMMED	**$ 56,043**	**$ 56,043**	**$ 1,070,188**	**$ 1,070,188**

The total for FY 2027 includes $257,138 of de-obligated FHWA SA funding from the FY 25-26 UPWP. Available after October 1, 2026 with FHWA approval.

Lake-Sumter MPO

Metropolitan
Planning Organization

Appendix A

Definitions and Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(IIJA) Infrastructure and Investment Jobs Act: Federal law that includes the transportation reauthorization which replaces the FAST Act. Enacted in November of 2021.

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

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

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

(LRTP) Long Range Transportation Plan: A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, and economic factors in

determining overall regional goals and consider how transportation can best meet these goals discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.

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

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

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

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

(NCHRP) National Cooperative Highway Research Program: The National Cooperative Highway Research Program conducts research in problem areas that affect highway planning, design, construction, operation, and maintenance in the United States.t

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

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

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

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

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

(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).

(TAP) Transportation Alternative Program: Set-aside funds within the Surface Transportation Block Grant Program (STBG) for on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and other related programs.

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

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

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

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

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

(TPO) Transportation Planning Organization: A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.

(TRB) Transportation Research Board: A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.

(TIP) Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans. Federal regulations pertaining to statewide and metropolitan transportation Part 450 planning: (a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and (b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the Federal Planning Factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

(TRIP) Transportation Regional Incentive Program: TRIP was created to improve 2018 Unified Planning Work Program 85 regionally significant transportation facilities in "regional transportation

areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay for 50 percent of project costs, or up to 50 percent of the nonfederal share of project costs for public transportation facility projects.

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

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

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

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

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

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

Appendix B

Resolution Adopting the UPWP

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2026-4

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2027 THROUGH 2028.

WHEREAS, the Lake~Sumter Metropolitan Planning Organization is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Lake~Sumter MPO Planning Area; and

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

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

WHEREAS, the Lake~Sumter Metropolitan Planning Organization's FY 2027 through FY 2028 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure and complies with applicable state and federal law.

NOW, THEREFORE BE IT RESOLVED that the Lake~Sumter Metropolitan Planning Organization hereby adopts the Unified Planning Work Program for FY 2027 through FY 2028.

PASSED AND ADOPTED this 22 day of April, 2026.

Lake~Sumter Metropolitan Planning Organization

For

Sandy Gamble, Chair

Approved as to Form and Legality:

Melissa Martinez Utley, MPO Attorney

Appendix C

FDOT District Planning Activities

2026

FLORIDA DEPARTMENT OF TRANSPORTATION

DISTRICT 5

Planning Activities

FDOT Mission
The mission of the Florida Department of Transportation (FDOT) is to provide a safe, statewide transportation system that promotes the efficient movement of people and goods, supports the state's economic competitiveness, prioritizes Florida's environment and natural resources, and preserves the quality of life and connectedness of the state's communities.

FDOT Vision
As One FDOT Team, we serve the people of Florida by providing a transportation network that is well planned, supports economic growth, and has the goal of being congestion and fatality free.

FDOT COMPASS Framework
To achieve FDOT's mission and remain one of the nation's leading DOTs, FDOT Secretary Jared W. Perdue, P.E. implemented the FDOT COMPASS, with safety as true north and communities at the center of five strategic pillars:

- Safety
- Resiliency
- Supply Chain
- Technology
- Workforce Development

These focus areas guide FDOT District Five's planning, programming, and project delivery efforts as we serve residents and visitors in Central Florida.

Safety
Safety is embedded in all FDOT activities, with the goal of zero fatalities and serious injuries on all roadways. In accordance with federal requirements, FDOT uses performance-based planning to track system performance and establish data-driven targets related to roadway safety, bridge and pavement condition, and overall system performance. FDOT collaborates with MPOs, local governments, and other partners to integrate safety into planning activities, corridor studies, and bicycle and pedestrian plans and projects.

Resiliency
FDOT is focused on strengthening the resiliency of Florida's transportation system. The Resilience Action Plan (RAP) assesses risks to the State Highway System and helps to guide investment decisions. FDOT plans to expand RAP to the National Highway System, address additional hazards, and accelerate projects that protect vulnerable transportation infrastructure, particularly in coastal areas.

Supply Chain
Florida continues to experience increased freight activity driven by population growth, e-commerce, expanded manufacturing, and a strong economy. District Five works with regional

partners to minimize unnecessary delays across the transportation network and pursue strategic investments that enhance the efficiency, resiliency, and coordination of Florida's supply chain.

Technology

Technology and innovation play a key role in Central Florida's transportation future. FDOT is advancing aviation innovation, evaluating strategies for the integration of connected and automated vehicles (CAV), and enhancing Transportation Systems Management and Operations (TSM&O) using existing infrastructure. Florida has also led efforts to implement the work zone lane closure notification system, providing real-time construction data to third-party users and improving operational decision-making.

Workforce Development

Achieving Florida's long-term transportation objectives depends on a skilled and diverse workforce. FDOT supports workforce development through the Statewide Workforce Development Program, the Florida Transportation Academy, and the Florida Transportation Research Institute. Through these and other partnerships, FDOT continues to accomplish the following:

- Identify workforce skill gaps
- Develop, attract, and retain talent in construction, maintenance, and logistics
- Advance Florida's leadership in emerging transportation technologies
- Conduct workforce assessments, training, and student engagement activities

Application of the COMPASS

FDOT's application of the COMPASS framework has been strategic in realizing and maintaining clear direction and accountability of Florida's Transportation System. These accomplishments are enhanced by FDOT's continuing efforts to ensure delivery of vital transportation projects and services to the communities. To achieve this, FDOT has implemented a data-driven approach to determine and prioritize projects to address the transportation needs of the communities.

The Strategic Intermodal System (SIS) funding strategy is among the programs which benefit from this data driven approach, with consideration given to factors such as delay and connectivity. FDOT utilizes tools and weighs costs when ranking projects to ensure that the limited available funds are invested in the most effective manner.

Additional data-driven tools include:

- FDOT GIS Dashboard: A centralized platform for accessing and sharing geospatial data across FDOT districts
- Roadway Characteristics Inventory (RCI): Supports risk-based analysis to identify roadway characteristics associated with fatal and serious injury crashes and inform deployment of proven safety countermeasures

MPO / TPO Program Management

FDOT supports the administration of the Metropolitan Planning Organization (MPO) and Transportation Planning Organization (TPO) programs at both the state and district levels. In

Central Florida, FDOT District Five works collaboratively with MPOs and TPOs to support regional transportation planning.

District Five activities include:

- Oversight of MPO/TPO plans, programs, and federal planning funds to ensure compliance with federal requirements
- Liaison support to MPOs, TPOs, and local government agencies
- Technical assistance for core planning products, including:
    - Unified Planning Work Programs (UPWP)
    - Long Range Transportation Plans (LRTP/MTP)
    - Transportation Improvement Programs (TIP)
    - Local agreements
- Manage the annual MPO/TPO Joint Certification Review

Regional Planning

- Coordination on regional planning issues, including:
    - Freight and goods movement (including truck parking)
    - Expansion of transportation options and facilities
    - Coordination of MPO/TPO regional project priorities

Transportation Options and Other Strategic Initiatives

Aviation Activities

FDOT Aviation Office is actively involved in various aviation planning activities to ensure that Florida's aviation system meets the needs of its residents and visitors. These activities include Aviation System Plan, Statewide Aviation Economic Impact Study, and Airport Master Planning Guidance.

Seaport Activities

FDOT Seaport Office is responsible for statewide seaport system planning and coordination with state and districts freight planning, project management, and coordinating seaport infrastructure projects with Florida's 16 publicly owned seaports.

Space Activities

FDOT Spaceport Office develops and administers the Spaceport Improvement Program **(**SIP**).** Funding capital infrastructure projects and generating jobs which contribute to Florida's economy. More than 33% (this percentage is for global launches, however for the United States launches, Florida would be over 60%) of all global space flights are launched from Florida pads, exceeding the number of launches of every nation on earth.

Transit Activities
The FDOT Transit Office administers federal and state transit programs by awarding funding agreements to eligible transportation providers. The office monitors compliance with state and federal transit regulations and provides planning, procurement, and technical assistance to Central Florida transit agencies, local governments, and nonprofit organizations that deliver transportation services.

Environmental Management Activities
FDOT's environmental management activities ensure the effective implementation of state environmental policies, procedures, and practices. District Five evaluates potential environmental impacts during project development and coordinates with regulatory agencies to ensure compliance and responsible decision-making. These efforts support the efficient delivery of projects that are environmentally compliant.

Conclusion
FDOT District Five will continue to collaborate with MPOs and regional partners to advance transportation planning efforts. Through strategic analysis, stakeholder engagement, and data-driven decision-making, District Five remains committed to enhancing **connectivity, safety, resiliency, and accessibility** while addressing future transportation challenges and opportunities for residents, businesses, and visitors.

Appendix D

FDOT MPO Joint Certification Package

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

FDOT MPO Joint Certification

MPO Name: Lake-Sumter MPO

Calendar Year of Review Period: January 1, 2025, through December 31, 2025

Date Completed: 2/10/2026

Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) jointly certify the metropolitan transportation planning process, as described in 23 Code of Federal Regulations (CFR) 450.336. The FDOT MPO Joint Certification includes confirmation of the metropolitan transportation planning process, a summary of the MPO's noteworthy achievements, and, if applicable, a list of recommendations and/or corrective actions. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

The MPO completes Part 1, while the FDOT District completes Part 2. Please read and answer each question in the document. The FDOT MPO Joint Certification must be submitted to the Office of Policy Planning (OPP) by **June 1**.

Part 1: MPO

The MPO completes Part 1 of the Joint Certification.

Section 1.1: Statement of Compliance

The MPO Executive Director must review and sign the statement below to certify compliance with federal and state requirements.

I acknowledge and confirm that the MPO (check all):

- ☒ Incorporates the 10 Federal Planning Factors [23 CFR 450.306] into its planning process.
- ☒ Develops transportation plans and programs through a continuing, comprehensive, and cooperative process [23 CFR 450.306(b)].
- ☒ Ensures that federal-aid funds are expended in conformity with applicable federal and state laws, including 23 United States Code (USC) 134, 49 USC 5303, 2 CFR 200, and s.339.175, Florida Statutes (FS) and policies and procedures prescribed by FDOT and FHWA.

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

- ☒ Requires its consultants and contractors to comply with applicable federal and state laws pertaining to the use of federal-aid funds.
- ☒ Uses a financial management system that complies with the requirements outlined in 2 CFR 200.302.
- ☒ Ensures records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made.
- ☒ Submits supporting documentation in sufficient detail for proper monitoring, when required, to FDOT.
- ☒ Maintains and updates required agreements between the MPO and FDOT, other MPOs, and local stakeholders.

Please select options applicable to the MPO:

- ☐ The MPO is a standalone entity, a direct recipient of federal funds, and subject to an annual single audit.
- ☐ The MPO uses a federal or state-approved indirect cost rate.

  If **Yes**, please indicate which indirect cost rate the MPO uses:

  - ☐ Actual indirect costs (with receipts)
  - ☐ An approved Indirect Cost Allocation Plan (to be completed by the MPO, submitted to FDOT Office of Comptroller for review and approval PRIOR to contract execution)
  - ☐ De Minimus Rate: A percentage of Modified Direct Costs (currently, the De Minimus rate is 15%)

  ☐ If **Yes**, please check the box if the MPO submitted a Cost Allocation Plan.

- ☒ The MPO charges all eligible costs as direct costs.

☒ **FDOT and the MPO certify the metropolitan transportation planning process is carried out according to applicable requirements described in 23 CFR 450.336**.

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

By signing below, I certify the above information is true and accurate.

MPO Executive Director Signature: _____

Name: Michael Woods

Title: Executive Director

Date: 2/5/2026

FDOT Transportation Development Director Signature: DocuSigned by: 292113AFD861407... _____

Name: Jim Stroz, P.E.

Title: Director of Transportation Development

Date: 02/10/2026 | 3:11 PM EST

Section 1.2: Noteworthy Achievements and Practices

List the MPO's noteworthy achievements and practices below by year.

Month	Year	Noteworthy Achievement or Practice
June	2025	Partnering with UCF on the Vision Zero Safety Action Plan
December	2025	Lake Sumter MPO Freight & Rail Element - 2050 LRTP
December	2025	Lake Sumter MPO TSMO & ITS Element - 2050 LRTP

Section 1.3: MPO Comments

List items that require follow-up or action.

NA

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

Part 2: FDOT District

The FDOT District completes Part 2 of the Joint Certification.

Section 2.1: Risk Assessment

FDOT, as the recipient of federal-aid funds for the State, is responsible for ensuring that these funds are expended in accordance with 2 CFR 200.332(b), s.215.971,FS, and s.216.3475, FS. After coordination with the Office of Policy Planning (OPP), any of the considerations in 2 CFR 200.331(b) may result in an MPO being assigned the high-risk level.

The questions in this section assign a risk level to each MPO. The risk level determines the minimum frequency with which the District MPO Liaison reviews the MPO's supporting documentation for invoices for the following year.

Figure *1* shows the risk assessment and monitoring timeline.

Figure 1. Risk Assessment Process

1. **MPO Invoice Submittal**

   How often does the MPO submit invoices to the District for reimbursement?

   Quarterly

   The MPO must submit invoices within 90 days of the end of the invoice period. An invoice is late if it is submitted after 90 days. How many invoices did the MPO submit late? 0

2. **MPO Invoice Review Checklist**

   The MPO Invoice Review Checklist identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO invoice checklists have in the past year? 0

3. **MPO Supporting Documentation Review Checklist**

   The MPO Supporting Documentation Review Checklist identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO supporting documentation checklists have in the past year? 0

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

4. Risk Assessment Score

Please use the table below to select the MPO's risk level.

Total number of late invoices and significant findings: 0

Level of Risk: Low

Total Number of Late Invoices and Significant Findings	Risk Level	Frequency of Monitoring
Less than 10	Low	Annual
10-20	Moderate	Bi-annual
21-30	Elevated	Tri-annual
More than 30	High	Quarterly

Section 2.2: Planning Documents

1. Complete the table below.

Planning Document	Date Adopted	End/Horizon Date	Date Uploaded in GAP (if applicable)	Was the document made available to the public consistent with applicable federal regulations and the procedures identified in the MPOs PPP?
LRTP	**12/3/2025**	12/3/2030		Yes
TIP	**6/18/2025**	7/1/2026	**7/14/2025**	Yes
UPWP	**4/24/2024**	7/1/2026	**5/30/2024**	Yes
CMP	**10/1/2023**	6/30/2026		Yes
PPP	**6/19/2024**	12/11/2028		Yes

2. Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

   Yes

3. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

   Yes

Docusign Envelope ID: 30BA1108-536E-4DF6-BC38-C00947AEA753

Section 2.3: District Questions

List District questions or observations that require follow-up or action.

- What technical training or professional development opportunities could T/MPO Director(s) and staff benefit from that would enhance collaboration with partner agencies and stakeholders?

I believe an in-depth exploration of the complete Metropolitan Transportation Plan (MTP) development process, from initial pre-planning through final adoption and integration with other MPO products would be beneficial.

- What challenges does the T/MPO anticipate during the next UPWP cycle, and what specific assistance or support from FDOT would help address those challenges?

Our required deobligation of Federal Planning Funds (SA) and the three-month (July 1- October 1, 2026) delay in receiving the funds in the new UPWP cycle. The SR 50 Corridor Study will stop for three months with no activity during the Cities' Comprehensive Plan Development period.

Section 2.4: Recommendations and Corrective Actions

Identify any recommendations and corrective actions based on the information in this review below. Corrective actions should include a date by which the MPO must address them. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

Status of Recommendations and Corrective Actions from Prior Certifications

Recommendation/Corrective Action	Applicable Date/Response Date
All prior certification comments have been	
satisfied.	

Current Recommendation(s) for this Certification Cycle

Currently, we have no recommendations for the MPO

Current Corrective Action(s) for this Certification Cycle

Currently, we have no corrective actions for the MPO

Appendix E

Lake~Sumter MPO Travel Policy

Lake-Sumter MPO
Metropolitan Planning Organization

POLICY 2017-2

MPO TRAVEL POLICY

I. PURPOSE AND SCOPE

To establish a policy concerning travel and the reimbursement of travel expenses incurred by employees of the MPO.

II. DEFINITIONS:

a) Authorized person— A person who is authorized by the MPO head to incur travel expenses in the performance of his/her official duties, or a person who is hired by the MPO to provide services as a consultant or advisor or a person who is a candidate for executive or professional position.

b) Common carrier—Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

c) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.

d) Travel period—A period of time between the time of departure and time of return.

e) Class A travel—Continuous travel of 24 hours or more away from official headquarters.

f) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

g) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

h) Incidental Travel Expenses- The following incidental travel expenses may be reimbursed: taxi fare; bridge; ferry; road and tunnel tolls; storage or parking fees; resort fees; copy charges and fax expenses;

i) Mileage Reimbursement Rate-- The rate allowed for use of privately owned vehicles for official travel in lieu of publically owned vehicles or common carriers.

j) Official Headquarters—The office of the Lake~Sumter MPO and all land within a ten (10) mile radius of the office of the Lake~Sumter MPO.

III. REQUIREMENTS

A. All employees who will be traveling to conduct business (1) overnight, (2) outside of Lake County and Sumter County, Florida, including out of travel and (3) Class A Travel, Class B Travel or Class C Travel must obtain approval from the executive director of the MPO or designee.

B. Employees are required to complete a Lake County Travel Expense Reimbursement Form in order to claim reimbursement for travel expense and/or to account for travel advances received.

IV. POLICY

A. TRAVEL AUTHORIZATION AND ADVANCES:

Approval for Class A or Class B travelers should be obtained by completing a Lake County Travel Request Form. A copy of the program or agenda of a convention or conference, itemizing registration fees and any meals or lodging included in the fee, shall be attached to the Travel Request Form. Per diem rates for meals must be adjusted for any meals included in the cost of the event.

The employee may also request an advance for expenses expected to be incurred if the total expenses exceed $25.

Employees with purchasing cards would generally not be eligible for advance travel payments for items that could be paid for with the purchasing card.

After the request has been approved, registration and hotel costs may be paid using a purchasing card, or the employee(s) may request a direct payment to the sponsoring organization for registration and to the hotel for the cost of lodging. It is important to note that when transient rental accommodations are billed directly to and paid directly by a governmental entity, such accommodations are exempt from tax. This rule does not apply if the employee pays for lodging and then is reimbursed by a governmental entity.

Payments for airline tickets may be made upon the approval of the Travel Request Form. Airline reservations should be made by the MPO. A direct pay request may be submitted to the Lake County Finance department for payment, or a purchasing card issued by Lake County may be used.

B. TRAVEL PROCEDURES:

1. All travel must be by a usually traveled route. In the case where a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler. Employees are encouraged to carpool when possible.

2. Travel within an employee's official headquarters shall not be eligible for mileage or per diem reimbursement.

3. For travel outside of an employee's official headquarters, mileage shall be measured from the point of origin to the point of destination, and shall be computed on the basis of odometer readings for the beginning and end of the trip.

   Point of origin and point of destination may either be the employee's home or the employee's official headquarters. For example, if an employee's home is in Clermont, and the employee's official headquarters is the MPO office in Leesburg, and he/she is traveling to a meeting in Orlando, mileage should be computed as follows: Home to Orlando to home. However, if the employee returns to his/her office to work for a portion of the day, the mileage should be computed as follows: Home to Orlando to official headquarters.

4. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carrier is authorized. Whenever travel is by privately owned vehicle, the traveler will be reimbursed per mile equal to the standard mileage reimbursement rate for all federal employees as allowed by the IRS regulations. No other expenses related to the operation, maintenance or ownership of a privately owned vehicle are allowed.

5. Employees will be reimbursed for the cost of a rental vehicle at their destination, if public transportation is not available or not practical. The type and size of vehicle should reflect responsible use of MPO funds. A vehicle larger than mid-size should only be used when several people will be transported. A reservation for the rental vehicle should be made in advance, and, if necessary, secured by an employee credit card or by a County purchasing card. An estimate of the expense should be obtained from the rental car company so that a check may be requested to pay for the rental at the destination if so desired by the employee. Any differences between the estimated expense and the actual expense will be reconciled on the reimbursement form. The additional insurance provided by the rental company should be declined.

6. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another person or when he/she is transported by another traveler who is entitled to mileage reimbursement.

7. Incidental expenses, as defined above, and hotel accommodations will be reimbursed based upon a receipt.

8. Travel expenses fall in three categories: Class A, B and C travel as defined in

Definitions. Depending upon the class of travel incurred, the employee is allowed per diem at the maximum rate of $36 per day for meals, computed as follows:

BREAKFAST: $6.00 - when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

LUNCH: $11.00 - when travel begins before 12:00 noon and extends beyond 2:00 p.m.

DINNER: $19.00 - when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during nighttime hours due to special assignment.

ALTERNATIVE PER DIEM RATE: $80.00 per day, which includes meals and lodging.

9. For each day of authorized travel, the traveler is allowed to claim either:

   i. Per diem at the alternative rate which includes meals and lodging or
   ii. If actual expenses exceed the per diem, the amounts permitted above for meals plus actual expenses for lodging. Lodging expenses may be paid directly by the MPO to the hotel.

10. No allowance shall be paid for meals when travel is within Lake County or Sumter County. Class C Travel meals are fully taxable to the employee. Meals that are provided as a part of a conference or meeting registration are not reimbursable to the employee.

C. <u>REIMBURSEMENT FORM</u>

1. All travel must be approved by the MPO Executive Director in accordance with III(A) above.

2. All employees are required to complete a Travel Expense Reimbursement Form in order to claim reimbursement for travel expenses and/or to account for travel advances received. The form should be completed within thirty (30) days of completing the trip.

   i. Hour of departure and return must be shown for all travel.
   ii. The business purpose of the trip must be given. A copy of the conference, convention, meeting, or seminar agenda should be attached. If the employee obtained a direct payment to the hotel for the cost of lodging, the employee must obtain a hotel receipt and attach it to the Travel Expense Reimbursement Form.
   iii. All travel-related purchasing card charges must be accounted for on

the Travel Expense Reimbursement Form. Copies of receipts for all purchasing card charges must be attached. Charges must be reported in detail by type of expense. These expenses must be totaled in the "Advance/Purchasing Card" line and subtracted from the total travel expenses due to the traveler.

3. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution and/or corrective action up to and including termination. In addition, the employee will be held personally liable for repayment of funds obtained from filing a false claim.

4. Employees will be reimbursed for taxes paid in connection with lodging and incidental travel expenses.

Policy Approved on: February 22, 2017

Lake~Sumter Metropolitan Planning Organization

Pat Kelley , Chairman

Approved as to form and legality:

Melanie Marsh, MPO Attorney

Appendix F

Consultant Scope of Work Examples

SCOPE OF SERVICES

RFP # 22-538A

LAKE-SUMTER MPO GENERAL PLANNING CONSULTANT SERVICES

TASK ORDER: 2050 LONG RANGE TRANSPORTATION PLAN UPDATE PHASE 3

OVERVIEW

This Scope of Services will be a task order under the General Planning Consultant Services for Lake-Sumter Metropolitan Planning Organization (LSMPO), RFP # 22-538(A). This task order includes the following:

- Program Management, scheduling and budget monitoring for the development of the 2050 Long Range Transportation Plan (LRTP).
- Coordination with LSMPO General Planning Consultants on LRTP Elements.
- Coordination with Florida Department of Transportation (FDOT), neighboring Metropolitan Planning Organizations (Central Florida MPO Alliance) and Local Government Partners on the Long Range Plan Development.
- Adopt a fiscally constrained LRTP with a planning horizon of 2050.

Per the contract fully executed March 13, 2023, between Consultant and LSMPO (RFP # 22-538(A)), the hourly rate for these professional services includes local travel costs (defined as within Lake County and within a 75-mile radius of Tavares, Florida).

The Scope of Services within this Task Order are covered under **Task 3.0: Long Range Planning** of the LSMPO's Unified Planning Work Program (UPWP) for July 1, 2024 – June 30, 2025 & July 1, 2025 – June 30, 2026.

SCHEDULE & FEE

Work associated with this task order will be invoiced for percent complete based on the approved rate schedule (attached) with a not to exceed amount of $161,660. This fee is detailed in the attached staff hours. Project work will begin with Notice to Proceed and continue through June 30, 2026.

TASK ORDER SCOPE: Lake-Sumter MPO 2050 Long Range Transportation Plan Update Phase 3

The Lake-Sumter MPO strives for a seamless process as they continuously update and improve their long range transportation planning efforts.

TASK 1: PROJECT MANAGEMENT & ADMINISTRATION

The CONSULTANT will appoint a project manager who will be the point of contact with the Lake-Sumter MPO project manager, Mike Woods. Nick Lepp will serve as the CONSULTANT project manager for this project. The CONSULTANT Project Manager will be responsible for project deliverables and further be responsible for coordinating quality review of all materials prior to delivery to the Lake-Sumter MPO Project Manager.

Task 1.3: Project Reporting & Invoices (Phase 2 & Phase 3)

Invoices and status reports of completed work will be produced monthly.

Task 1.4: Monthly Coordination Meetings (Phase 2 & Phase 3)

Lake-Sumter MPO and the CONSULTANT will have monthly coordination meetings throughout the duration of the development of the 2050 LRTP Update.

TASK DELIVERABLES:

- Coordination Meeting Agenda / Notes (Monthly)
- Project Invoices (Monthly)

TASK 2: PUBLIC PARTICIPATION & STAKEHOLDER ENGAGEMENT

Creating a Long Range Transportation Plan that meets the community's needs requires robust and inclusive public participation throughout the long-range planning process. The Lake-Sumter MPO will seek participation from all segments of the community during the creation of the 2050 Plan, with a special focus on reaching populations that have traditionally been underserved in transportation planning. Public participation will be well documented and use innovative, cutting-edge techniques, strategies and tools to create a clear picture for members of the community, who can, in turn, provide feedback and opinions during the planning process.

Task 2.2 2050 LRTP TAC and CAC Presentations (Phase 2 & Phase 3)

In lieu of a Steering Committee, the project team will present 2050 LRTP Updates to the Technical Advisory Committee (TAC) and Community Advisory Committee (CAC). The purpose of these presentations will be for providing direction and oversight of the development of the 2050 LRTP. The project team present up to six (6) times to review elements of the LRTP and provide direction to the CONSULTANT and Lake-Sumter MPO Staff.

TAC and CAC Presentations can also include updates for the Active Transportation Plan and Transportation Systems Management and Operations (TSM&O) Master Plan Updates.

TASK DELIVERABLES:

- TAC and CAC Presentation Materials

TASK 3: DATA DEVELOPMENT AND INVENTORY

The CONSULTANT shall compile and review all documents and data pertaining to Lake-Sumter MPO multimodal transportation system and existing and forecasted travel activities in the urbanized area. These documents will include, but are not limited to, base and horizon year socio- economic data developed by the MPO and / or state. The Lake-Sumter MPO is developing the "Needs" through a series of modal master plan, the data from all individual plans shall be compiled as well as other vision plans, Florida Transportation Plan and Freight Mobility Plan, State Strategic Highway Safety Plan, ITS Master Plan, CAV Readiness Study and FDOT's Strategic Intermodal System plans.

Task 3.3 Community & Environmental Screening

The CONSULTANT will develop a Community & Environmental Screen for the 2050 LRTP Update. An Efficient Transportation Decision Making (ETDM) creates linkages between land use, transportation, and environmental resources through early interactive involvement of permitting and planning agencies. This involvement is expected to save resources and improve decision making by resolving project impact at an early stage. The CONSULTANT shall develop the information needed for review and comment by the Environmental Technical Advisory Team (ETAT). This information will be created for projects requiring right of way (ROW) in the Needs Assessment in accordance with FDOT's guidelines for ETDM. The CONSULTANT shall develop

the Purpose and Need Statement and a sociocultural profile for each project for inclusion in the ETDM Planning Screen.

TASK DELIVERABLES:

- Community & Environmental Screening

TASK 6: 2050 COST FEASIBLE PLAN DEVELOPMENT

Task 6.1 Cost Feasible Plan Development

Following the adoption of the 2050 LRTP Multimodal Needs Assessment, the CONSULTANT will develop a Cost Feasible Tech Memo with funding alternatives based on available resources and potential grant opportunities. The 2050 Revenue Handbook Projects will be the basis for the initial scenarios up to two (2) other financial scenarios could be explored using the adopted prioritization. This will include distribution of the district-wide revenues.

Task 6.2 Project Prioritization

Following the compilation of the Needs Assessment, the projects will be prioritized by a performance-based planning process linked to previously developed Goals, Objectives, and Performance Measures. Prioritization will be included in the 2050 LRTP Multimodal Needs Assessment Tech Memo.

TASK DELIVERABLES:

- 2050 LRTP Cost Feasible Tech Memo
- Cost Feasible Data Model
- Performance Based Planning Process Linked to Goals and Objectives, used to develop a List of Priority Projects (LoPP) for the next five-years, consistent with the LRTP Cost Feasible Plan
- Cost Feasible Project Sheets as an Appendix to the Tech Memo for projects within first ten (10) years of LoPP

TASK 7: PLAN ADOPTION AND SUBMITTAL

Task 7.1 Plan Adoption

The CONSULTANT will present the completed 2050 LRTP Update to the Lake-Sumter MPO Governing Board for adoption. Part of the adoption will include a public hearing following the Cost Feasible Plan update.

A one-page flyer will be developed with the overall 2050 LRTP Update process and key outcomes from the project duration, to be provided to attendees of the Governing Board and Public Hearing.

Task 7.2 Final Report

Pending the approval of Fiscal Year 2026 budget, the CONSULTANT will compile each previously developed tech memo into a final report. A checklist will be included for the 2050 LRTP for FHWA and FDOT review.

TASK DELIVERABLES:

- One Page Flyer of 2050 LRTP Updates
- Public Hearing Materials including boards, map development
- Presentation Development for Governing Board
- 2050 LRTP Final Report Summarizing Previous Deliverables
-

TASK 8: LRTP PROGRAM MANAGEMENT & REGIONAL COORDINATION (PHASE 2 & PHASE 3)

This task includes the review of the model structure, the transportation networks and the travel flow to ensure the forecasts used to build the LRTP are reasonable. The CONSULTANT shall review and suggest, if necessary, model specification adjustments and highway and transit network coding updates to reflect 2025, 2035 and 2045 conditions in order to produce accurate and dependable travel forecast projections. The CONSULTANT shall coordinate with FDOT to ensure the regional transportation network reflects the LRTP. Updating (coding) the network is the responsibility of MPO staff however the CONSULTANT shall conduct an independent review to assure quality.

TASK DELIVERABLES:

- Review and Update of Travel Demand Model (TDM)
- Regional Coordination with State & CFMPOA
- GPC Coordination

DELIVERABLE: Fiscal Year 2024/25 & FY 2025/26 Long Range Plan Schedule and Budget with GPC Consultant Support for Plan Adoption in before December 9th 2025.

TRANSPORTATION PLANNING SERVICES

LAKE-SUMTER MPO GENERAL PLANNING CONSULTANT SERVICES

TASK ORDER: FY 2025 & FY 2026 TIP ADMINISTRATION

RFP# 22-538A

August 16, 2024

SCOPE OF SERVICES

The Scope of Services within this Task Order are covered under Task 2.0: Transportation Improvement Program of the Lake-Sumter Metropolitan Planning Organization (LSMPO) Unified Planning Work Program (UPWP) for July 1, 2024 – June 30, 2025 & July 1, 2025 – June 30, 2026. The five-year Transportation Improvement Program (TIP) is required by state and federal laws and is developed annually and amended as needed to ensure consistency with the Florida Department of Transportation (FDOT) Work Program.

This Scope of Services will be a task order under the General Planning Consultant Services for LSMPO, RFP # 22-538(A). This task order includes the following:

- Manage the development, update, and publication of the annual fiscal year (FY) 2026-2030 TIP for adoption in June 2025 and the FY 2027-2031 TIP for adoption in June 2026 with support from the use of new EcoInteractive software acquired by LSMPO. The new software is intended to provide all the necessary tracking of projects, creation of tables and maps, and reports specifically for transportation related documents such as the TIP. The previously developed LSMPO TIP web app will also be updated and used in parallel for the first year (FY 2025) as the MPO transitions fully to the use of EcoInteractive software.
- Manage the processing of TIP amendments through June 2026 as needed based on the new EcoInteractive TIP software.
- Maintain all documents and database generated through the adoption of the FY 2027-2031 TIP within the new software.

Per the contract fully executed March 13, 2023 between Consultant and LSMPO (RFP # 22-538(A)), the hourly rate for these professional services includes local travel costs (defined as within Lake County and within a 75-mile radius of Tavares, Florida).

TASK 1: Project Management

TASK 1.1 COORDINATION MEETINGS

Consultant will schedule monthly 30-minute coordination teleconferences/virtual meetings with the LSMPO staff. These meetings will review upcoming tasks, work-in-progress, and collaborate efforts between LSMPO and assigned Consultant staff.

As part of the transitioning to use of EcoInteractive, two (2) Consultant staff will also attend up to ten (10) meetings with EcoInteractive representatives to kick-off set up of the software and to provide for adjustments in platform and layout as warranted.

TASK 1.2 INVOICING & STATUS REPORTS

Invoices and status reports of completed work will be produced monthly.

DELIVERABLE: Monthly invoices and status reports.

TASK 2: FY 2025 ANNUAL TIP ADMINISTATION

TASK 2.1 FY 2025-2029 TIP AMENDMENTS

Consultant will prepare amendments to the TIP for FY 2025-2029 adopted in June 2024 as directed by LSMPO staff. Amendments are expected to occur one per Board meeting with up to six (6) Board meetings per year. Each TIP amendment will include MPO Board agenda/packet materials for LSMPO staff to review and edits as needed for presentation to the Board. One (1) draft will be provided for each amendment along with one (1) round of revisions based on comments from LSMPO staff. Updates will also be made to the full TIP document and the interactive map via the EcoInteractive software platform, including for the annual Roll Forward amendment (typically processed in September). For this year, corresponding map updates will also be made in the existing LSMPO TIP web app, as well as prepared manually as in prior years as a quality control measure until the new software is fully integrated.

DELIVERABLE: Management and development of supporting materials for TIP Amendments.

TASK 2.2: FY 2026-2030 ANNUAL TIP DEVELOPMENT

Consultant will prepare the Annual FY 2026-2030 TIP for the LSMPO with guidance from the FDOT MPO Program Management Handbook, as well as the appropriate state and federal legislation (F.S., CFR 23, USC Title 49) for adoption in June 2025.

The FY 2026-2030 TIP is projected to be developed through the utilization of the new EcoInteractive TIP software that will provide tracking, project status reports, GIS and mapping visualization. Additionally, the software is projected to be able to program projects based on prioritization and readiness. As it is the first year in using such software, Consultant will focus on providing oversight and management of the process. Deliverables will need to be calibrated to best integrate the outputs generated from

the software but will continue to include all necessary narrative descriptions of the TIP toward achieving the applicable performance targets identified in the LRTP, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d). It will be consistent with and include or reference the goals, objectives, strategies, performance measures and targets in the LRTP and in other plans and processes as they relate to the federally required performance targets in the LRTP and the program of projects in the TIP. A summary of projects and funding amount by project category will be provided for the FY2026-2030 TIP Snapshot at the April 2025 committee and Board meetings.

As with previous TIPs, the final report will be developed to be Section 508 (e.g., ADA) compliant, including alternative text, visual contrast, and tagging and reading order.

Alternative text is new language that would describe images, figures, infographics, maps, and other visuals that can be read aloud. This language will be developed for each visual and is general in nature. For example, the language may be, “A photo of people on bicycles”. The descriptions scoped here do not include information beyond what would be generally observed.

Visual contrast is to address any color schemes or contrast element(s) that may be too subtle to differentiate or could present difficulties to someone who cannot see the differences between red-green, blue-yellow, etc. This service entails a review of each visual and updates when needed.

Tagging text refers to identifying text as a “header” style of various levels (header 1, header 2) to indicate the hierarchy of text as it should be interpreted. Body text and tables are also tagged as report content. Reading order refers to the logical flow of information as it is read aloud by a text-to-speech reader program. In some instances, such as infographics, this needs to be manually determined to communicate the information in a logical order. Consultant will manually specify the reading order when needed.

DELIVERABLE: FY 2026-2030 TIP document and updated software database consistent with FDOT work program. Summary of projects and funding amounts will be provided in the TIP Snapshot for the April committee and Board meetings. Final version of TIP document will be Section 508 compliant.

TASK 2.3: FY 2025 TIP FORUM

Transportation Forums are included as a Public Involvement Strategy within the Lake-Sumter MPO Public Involvement Plan. Consultant will prepare for and participate in one (1) virtual transportation forum to inform the public of the TIP and to provide an additional opportunity to receive feedback during the TIP public comment period. Consultant shall develop a virtual transportation forum plan, make the required arrangements for the virtual meeting via the GoToWebinar platform and provide the required materials and

displays in a virtual format approved by the LSMPO. This shall include, but may not be limited to, public access to pre and post meeting digital display(s) of meeting materials on the LSMPO website.

The virtual meeting shall include a formal PowerPoint presentation followed by an informal question and answer period through the platform's online chat function. The Consultant shall be responsible for facilitating virtual meeting logistics and preparing presentations and other materials in a digital format acceptable to the LSMPO. The Consultant will record the forum.

Consultant shall obtain direction from the LSMPO prior to beginning work on meeting presentation and materials and shall have the PowerPoint presentation and meeting materials (including script) in final format ready for review and approval by LSMPO staff three (3) weeks in advance of the virtual forum.

Consultant shall export the meeting recording, the attendance log and comments and questions log through the GoToWebinar platform and submit these to the MPO within two (2) business days of the meeting.

DELIVERABLE: LSMPO Transportation Forum attendance in FY 2025 and development of corresponding presentation materials, virtual forum recording and associated meeting logs.

TASK 2.4: OTHER FY 2025 TIP-RELATED SERVICES

As part of the management and oversight of the new TIP software, Consultant will produce reports, as needed, with analysis of new projects added to the TIP to understand how new projects will support performance targets and other priorities. In addition, with the use of the new TIP software, it is anticipated that community engagement/ stakeholder engagement services can begin to become more robust.

Engagement services are proposed to include developing interactive comment cards for capturing input along with educational video regarding the TIP process and projects and planning and execution of a virtual TIP public meeting.

DELIVERABLE: TIP-related performance measures summary to be incorporated into the FY 2026-2030 TIP document as an update to the performance-based planning section. Educational stakeholder outreach materials that may include interactive map comment cards, short video, or brochure about the TIP.

TASK 2.5: FY 2025 MEETING ATTENDANCE

Consultant staff will attend meetings (virtually or in-person) in FY 2025 with the Governing Board, Technical Advisory Committee (TAC) and Citizens Advisory Committee
(CAC) as needed, to present information related to the TIP, including Amendments. Work associated with each meeting includes the time to develop presentation materials. For the purposes of this task, it is assumed that Consultant staff will attend up to

six (6) meetings in FY 2025 in-person (one attendee), with up to six (6) additional meetings attended virtually.

DELIVERABLE: LSMPO Governing Board and Committee Meeting attendance in FY 2025 and development of corresponding presentation materials, as needed.

TASK 3: FY 2026 ANNUAL TIP ADMINISTRATION

TASK 3.1 FY2026-2030 TIP AMENDMENTS

Consultant will prepare amendments to the TIP for FY 2026-2030 adopted in June 2025 as directed by LSMPO staff. Amendments are expected to occur one per Board meeting with up to six (6) Board meetings per year. Each TIP amendment will include MPO Board agenda/packet materials for LSMPO staff to review and edits as needed for presentation to the Board. One (1) draft will be provided for each amendment along with one (1) round of revisions based on comments from LSMPO staff. Updates will also be made to the full TIP document and the interactive map via the EcoInteractive software platform, including for the annual Roll Forward amendment (typically processed in September).

DELIVERABLE: Management and development of supporting materials for TIP Amendments.

TASK 3.2: FY 2027-2031 ANNUAL TIP DEVELOPMENT

Consultant will prepare the Annual FY 2027-2031 TIP for the LSMPO with guidance from the FDOT MPO Program Management Handbook, as well as the appropriate state and federal legislation (F.S., CFR 23, USC Title 49) for adoption in June 2026. The TIP will include a narrative description of the anticipated effect of the TIP toward achieving the applicable performance targets identified in the LRTP, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d). This description will be at a systems or program level and not at the level of individual projects. It will be consistent with and include or reference the goals, objectives, strategies, performance measures and targets in the LRTP and in other plans and processes as they relate to the federally required performance targets in the LRTP and the program of projects in the TIP. A summary of projects and funding amount by project category will be provided for the FY 2027-2031TIP Snapshot at the April 2026 committee and Board meetings.

The TIP document will follow the more user-friendly format previously developed and will also be Section 508 (e.g., ADA) compliant, including alternative text, visual contrast, and tagging and reading order. The TIP document will also be developed to be Section 508 (e.g., ADA) compliant, including alternative text, visual contrast, and tagging and reading order.

TIP project updates will be fully developed using the EcoInteractive software. The TIP Report will be compiled using the exports and tools available from the software. The narrative will continue to be completed manually.

DELIVERABLE: FY 2027-2031 TIP document. Summary of projects and funding amounts will be provided in the TIP Snapshot for the April committee and Board meetings. Final version of TIP document will be Section 508 compliant.

TASK 3.3: FY 2026 TIP FORUM

Transportation Forums are included as a Public Involvement Strategy within the Lake-Sumter MPO Public Involvement Plan. Consultant will prepare for and participate in one (1) virtual transportation forum to inform the public of the TIP and to provide an additional opportunity to receive feedback during the TIP public comment period. Consultant shall develop a virtual transportation forum plan, make the required arrangements for the virtual meeting via the GoToWebinar platform and provide the required materials and displays in a virtual format approved by the LSMPO. This shall include, but may not be limited to, public access to pre and post meeting digital display(s) of meeting materials on the LSMPO website.

The virtual meeting shall include a formal PowerPoint presentation followed by an informal question and answer period through the platform's online chat function. The Consultant shall be responsible for facilitating virtual meeting logistics and preparing presentations and other materials in a digital format acceptable to the LSMPO. The Consultant will record the forum.

Consultant shall obtain direction from the LSMPO prior to beginning work on meeting presentation and materials and shall have the PowerPoint presentation and meeting materials (including script) in final format ready for review and approval by LSMPO staff three (3) weeks in advance of the virtual forum.

Consultant shall export the attendance log and comments and questions log through the GoToWebinar platform and submit these to the MPO within two (2) business days of the meeting.

Upon request, Consultant will support the promotion of the Transportation Forum through stakeholder outreach and/or the development of promotional collateral.

DELIVERABLE: LSMPO Transportation Forum attendance in FY 2026 and development of corresponding presentation materials, virtual forum recording and associated meeting logs.

TASK 3.4: OTHER FY 2026 TIP-RELATED SERVICES

Consultant staff will address other TIP-related services as needed in FY 2026, consistent with Task 2.0: Transportation Improvement Program in the UPWP. This will include analysis of new projects added to the TIP and how they will support performance

targets. The TIP will also include the FDOT Annual Performance Cut Sheets for the Federal Performance Measures calculated for the LMSPO Planning Area.

Engagement activities to expand from prior year and include community members access to interactive map comment functions and TIP town hall virtual meeting to further educate on the TIP.

DELIVERABLE: TIP-related performance measures summary to be incorporated into the FY 2027-2031 TIP document as an update to the performance-based planning section. Expanded engagement and educational stakeholder outreach materials that may include interactive map comments, short video, or brochure about the TIP.

TASK 3.5: FY 2026 MEETING ATTENDANCE

Consultant staff will attend meetings (virtually or in-person) in FY 2026 with the Governing Board, Technical Advisory Committee (TAC) and Citizens Advisory Committee
(CAC) as needed, to present information related to the TIP, including Amendments. Work associated with each meeting includes the time to develop presentation materials. For the purposes of this task, it is assumed that Consultant staff will attend up to six (6) meetings in person in FY 2026 (one attendee), with up to six (6) additional meetings attended virtually.

DELIVERABLE: LSMPO Governing Board and Committee Meeting attendance in FY 2026 and development of corresponding presentation materials, as needed.

SCHEDULE & FEE

Work associated with this task order will be invoiced for a lump sum fee of $182,315.00. This fee is detailed in the attached staff hours. Project work will begin with Notice to Proceed and continue through June 30, 2026.

ADDITIONAL WORK AND RATES

Any tasks not specifically included within this scope of services will be identified and presented to the client and may require additional funds added as a part of the fee. Hourly costs and reimbursable expenses will be in billed in accordance with the rate schedule established.

LAKE-SUMTER MPO WORK ORDER

VIRTUAL PUBLIC MEETING SUPPORT – FY 2026

Describing a specific agreement between Consultant, and the Lake-Sumter Metropolitan Planning Organization ("LSMPO"), in accordance with the terms of the Agreement for General Planning Consultant Services (RFP# 22-538B), dated February 22, 2023. The tasks to be conducted under this Work Order are consistent with LSMPOs *2024/25-2025/26 Unified Planning Work Program (UPWP)* and fulfill provisions within UPWP Task 1 (Administration and Management) and UPWP Task 5 (Public Outreach). The work under this agreement will be implemented to be consistent with LSMPO's *Public Participation Plan, June 19, 2024.*

PROJECT UNDERSTANDING

This scope of services is to provide LSMPO with support in the administration of virtual public meetings for MPO Committee meetings, Board meetings, and other activities.

SCOPE OF SERVICES

Consultant will support LSMPO in conducting the work described above through the following task, which will include the following project management activities:

- Preparation of a project schedule as appropriate for each task
- Coordination with the MPO as needed throughout the task duration through in-person meetings and conference calls.
- Preparation of monthly invoices and progress reports.
- Performance of quality assurance review of all deliverables submitted to the MPO.

Virtual Public Meeting Support

Consultant will support LSMPO with preparation for and facilitation of virtual meetings. Consultant will utilize the GoToMeeting & GoToWebinar platforms and will provide virtual meeting support for Transportation Disadvantaged Coordinating Board (TDCB), Technical Advisory Committee, Citizen Advisory Committee, Executive Committee, and Governing Board meetings, which includes the following:

1. Meeting Setup/Scheduling Coordination
2. Maintenance of virtual meeting instructions and other meeting materials as directed by the MPO
3. Meeting Hosting (Per Meeting)
    a. Assemble provided presentation materials
    b. Beginning 30 minutes before meeting
    c. Post Meeting Follow up/Close Out (Recordings/Materials). This does not include meeting minutes or summaries.

DELIVERABLES

1. Meeting recording and attendee lists/reports

SCHEDULE

All work under this Work Order will be completed by June 30, 2026.

LAKE-SUMTER MPO WORK ORDER

SR 50 (Clermont) Multimodal Operational Improvement Study

Describing a specific agreement between Consultant and the Lake-Sumter Metropolitan Planning Organization ("LSMPO"), in accordance with the terms of the Agreement for General Planning Consultant Services (RFP# 22-538B), dated February 22, 2023. The tasks to be conducted under this Work Order are consistent with LSMPOs *2024/25-2025/26 Unified Planning Work Program (UPWP)* and fulfills provisions within UPWP Task 4 (Special Studies). The work under this agreement will be implemented to be consistent with LSMPO's *Public Participation Plan, June 19, 2024.*

PROJECT UNDERSTANDING

This scope of services is for the preparation of a planning study ("Study") to address safety and traffic operational issues on State Road (SR) 50 between 12th Street (CR 561) and US 27 within the City of Clermont ("Study Area"). This study will precede a resurfacing project on SR 50 (FM# 454198-1) to be completed by the Florida Department of Transportation (FDOT) from 12th Street to Bloxam Avenue within the Study project limits.

SCOPE OF SERVICES

Consultant will complete the Study through the following tasks:

Task 1 – Data Collection and Existing/Future Conditions Analysis

As part of this task, Consultant will undertake the following:

A. Compile all readily available and applicable traffic and crash data for the corridor from LSMPO, City of Clermont ("City"), Lake County, and FDOT including previously completed studies and planning documents, and right-of-way data.

B. Schedule and conduct a kick-off meeting for the study with LSMPO, City of Clermont, Lake County, and FDOT.

C. Conduct up to two (2) field reviews of the corridor to document existing conditions and key features. The field reviews will be conducted on days and times to be determined in consultation with City staff.

D. Coordinate with LSMPO to obtain aggregated GPS and mobile device data via Streetlight or comparable platform. Data will be utilized to determine user Origin & Destination and other travel patterns along the SR 50 corridor.

<u>Task 1 Deliverables:</u>

- Kickoff Meeting Summary
- Field Review Summary
- Existing Conditions Summary

Task 2 – Short-Term Recommendations and Resurfacing Project

Coordination As part of this task, Consultant will undertake the following:

A. Facilitate coordination between Lake-Sumter MPO, City of Clermont, and FDOT to identify and propose improvements desired by the City that are not currently incorporated within the FDOT resurfacing project (FM# 454198-1) which is expected to begin design in Fiscal Year 2026.

- Confirm FDOT's deadline for the City to submit any requested improvements for potential inclusion in the scope of the resurfacing project. The feasibility of incorporating the City's requested improvements will depend on the alignment of FDOT's defined design schedule and the timing of the City's consensus prior to submitting the request.
- Any potential improvements identified through this study and requested by the City to be incorporated into the resurfacing project would be subject to approval by FDOT and are anticipated to be funded by the City.
- Short-term improvement recommendations associated with this task will not include those requiring right-of-way acquisition. Any initially identified improvements that require right-of-way will only be considered as "potential long-term options" under Task 3.

B. Review the recommended alternatives included within the December 2020 State Road 50 Corridor Planning Study completed by FDOT District Five (FPID#: 442924-1) to identify elements for potential inclusion in the resurfacing project.

C. Conduct up to three (3) meetings with LSMPO, FDOT, and/or City departmental representatives and officials as identified by the City's Project Manager to review potential short-term improvements and cost estimates to obtain consensus regarding the City's requests to FDOT associated with the resurfacing project.

D. Conduct a meeting with LSMPO, City of Clermont, and FDOT to review final short-term recommendations and requests from the City.

<u>Task 2 Deliverables:</u>

- Summary of recommended short-term improvement options to be incorporated with FDOT resurfacing project
- Cost estimates and conceptual plans depicting short-term improvements

Task 3 – Long-Term Corridor Recommendations and Options As part of this task, Consultant will undertake the following:

A. Identify potential long-term improvements and opportunities to address the study area's mobility and transportation needs following the completion of the FDOT resurfacing project. Potential long-term recommendations may include site-specific and corridor-wide improvements and will consider the following:

- Stakeholder and community input
- Improvements anticipated to be completed during the resurfacing project
- Context of surrounding land uses, business access, and accommodating anticipated future traffic and travel demand
- Potential impacts of future improvements outside the extents of the study area for SR 50 and other major corridors in the area
- Right-turn lane implementation opportunities along the study corridor
- Operational improvement opportunities at key intersections which may include the evaluation of the feasibility or justification of roundabouts
- Updates to applicable city planning documents, regulations, and draft development agreement language

Task 3 Deliverables:

- Conceptual long-term improvement exhibits and concepts
- Planning-level cost estimates
- Prioritized list of right-turn lane opportunities along the study corridor
- Summary of recommended long-term improvement options for the corridor

Task 4 – Stakeholder and Community Engagement

As part of this task, Consultant will undertake the following:

A. Prepare for, and conduct one (1) community engagement meeting, if needed based on the recommended long-term improvements. Attendees will be given the opportunity to view study-related information and provide feedback. The specific format, such as whether an open house or facilitated event, will be determined during the initial work planning. City staff will be responsible for securing the meeting location(s).

B. Prepare for, attend, and present at up to three (3) meetings with key community stakeholders to receive input regarding concerns on the corridor and needs that will inform development of recommended improvements. Key stakeholders will be identified in consultation with LSMPO and City staff and are expected to include representatives from public agencies, business community, community organizations, and elected officials.

C. Prepare for and attend up to three (3) 'pop-events' associated with existing Clermont community events (e.g. First Friday Food Trucks and Sunday Farmer's Market) where study-related materials and opportunities for public input will be provided. The potential events for consideration will be identified in conjunction with the City during initial work planning. The City of Clermont will be responsible for securing a location for the study-related tent/table at the events.

D. Develop an online survey to obtain input from the public related to the study corridor. The survey will include questions related to use of the study corridor, concern and priorities, potential improvement options and overall transportation objectives for the corridor.

E. Develop and host an online, interactive public comment map to provide the opportunity for the community and stakeholders to share feedback on specific locations along the corridor.

Task 4 Deliverables

- Materials for community engagement meeting, stakeholder meetings, and pop-up events
- Community engagement event summaries
- Stakeholder meeting summaries
- One online survey with up to five questions
- Summary of online public input map comments and survey results

Task 5 – Project Meetings and Administration

Consultant will provide project management and administration support for the execution of Tasks 1-4 through the following activities:

- Creation of the project schedule and updates throughout the duration of the task work order;
- Monthly invoices and progress reports;
- Up to twelve (12) monthly project status meetings with the MPO Project Manager and City Project Manager

- Ongoing project management, consisting of organization and oversight of scope, schedule adherence, and quality control
- Consolidated document that assembles all relevant summaries from Tasks 1-4

SCHEDULE

All work under this Work Order will be completed by June 30, 2027.

RFP# 22-538C
Task #5: Website and
Public Outreach Support

1. Background and UPWP Reference

The Lake-Sumter MPO has requested that Consultant provide support to the MPO for the following items: public participation and website updates. The MPO identifies the need for these activities in the ***Unified Planning Work Program (UPWP) for Fiscal Years 2025-2026***, as part of ***Task 5: Public Outreach***. The Purpose, Required Activities, and End Products of Task 5 as identified in the UPWP are shown below.

Task 5 Purpose:

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

- UPWP Task 5: Public Outreach (UPWP Description of Planning Work shown below)
    - Review, evaluate and update the PPP as needed
    - Maintenance and updates to MPO website and MPO project-specific websites
    - Outreach through MPO social media platforms
    - ADA Compliance for the MPO Website and all Documents
    - Promote MPO planning activities and initiatives
    - Facilitate in-person or virtual public meetings or workshops related to planning activities or projects

Resulting Products (As Identified in the UPWP) Include:

- UPWP Task 5: Public Outreach
    - Updated Public Participation Plan as needed
    - Updated MPO websites
    - Postings to MPO social media platforms
    - ADA-Compliant Website and Documents
    - Production and updates to public information materials
    - Public meetings and workshops

2. Scope of Services

Tasks to be completed include the following:

1. **Public Outreach (UPWP Task 5):**
    - Ongoing Website Support
        - Ongoing updates and maintenance to website.
        - Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies.
        - Ongoing updates to the LSMPO's website, including document uploads for meeting materials and reports and archiving of committee meetings and meeting materials.
        - Updates to web-based activity tracking tool and regularly input public involvement events throughout the year, as inputs into the Annual Public Participation Report.
    - As-Needed Website Improvements
        - Updates to the LSMPO's website, including graphic enhancements, functionality improvements, and online surveys as needed. A special emphasis will be placed on accessibility enhancements to the website to improve functionality for users with visual or auditory disabilities. This will include updates to MPO documents to improve accessibility.
        - Development of custom web forms for board and committee member applications.
    - Public Involvement Support
        - Prepare Annual Public Involvement Report for July 1, 2024 – June 30, 2025.
        - Develop recommendations for ADA accessibility improvements for public meetings including virtual meeting access.
        - Production and updates to public information materials.
    - Project Management
        - Ongoing coordination and quality control

Deliverables Include:

- UPWP Task 5: Public Outreach
    - Maintenance and updates to MPO website
    - Annual Public Involvement Report
    - Documentation of public involvement activities through web-based activity tracking tool
    - Custom web forms for board and committee member applications
    - ADA accessibility improvements for virtual meetings
    - Updates to public information materials

Timeframe:

- Work to be performed between September 1, 2025 and June 30, 2026.

RFP# 22-538C
Task #3: Miscellaneous Services:
Public Outreach Support

1. Background and UPWP Reference

The Lake-Sumter MPO has requested that Consultant provide support to the MPO for the following items: public participation and website updates. The MPO identifies the need for these activities in the ***Unified Planning Work Program (UPWP) for FY24/FY25 – FY25/FY26***, as part of ***Task 5: Public Outreach***. The Purpose, Required Activities, and End Products of Task 5 as identified in the UPWP are shown below.

Task 5 Purpose:

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

- UPWP Task 5: Public Outreach (UPWP Description of Planning Work shown below)
    - Amend the PPP as needed
    - Maintenance and updates to MPO website and MPO project-specific websites
    - Outreach through MPO social media platforms
    - ADA Compliance for the MPO Website and all Documents
    - Promote MPO planning activities and initiatives
    - Facilitate in-person or virtual public meetings or workshops related to planning activities or projects

End Products (As Identified in the UPWP) Include:

- UPWP Task 5: Public Outreach
    - Updated Public Participation Plan as needed
    - Updated MPO websites
    - Postings to MPO social media platforms
    - ADA-Compliant Website and Documents
    - Production and updates to public information materials
    - Public meetings and workshops

2. Scope of Services

Tasks to be completed include the following:

1. **Public Outreach (UPWP Task 5):**
    - Ongoing Website Support
        - Ongoing updates and maintenance to website.
        - Maintenance of MPO website/MPO Project websites/MPO social media platforms for MPO Studies.
        - Ongoing updates to the LSMPO's website, including document uploads for meeting materials and reports and archiving of committee meetings and meeting materials.
        - Updates to web-based activity tracking tool and regularly input public involvement events throughout the year, as inputs into the Annual Public Participation Report.
    - As-Needed Website Improvements
        - Updates to the LSMPO's website, including graphic enhancements, functionality improvements, and online surveys as needed. A special emphasis will be placed on accessibility enhancements to the website to improve functionality for users with visual or auditory disabilities. This will include updates to MPO documents to improve accessibility.
        - Development of custom web forms for board and committee member applications.
    - Public Involvement Support
        - Develop recommendations for ADA accessibility improvements for public meetings including virtual meeting access.
        - Production and updates to public information materials.
    - Project Management
        - Ongoing coordination and quality control

Deliverables Include:

- UPWP Task 5: Public Outreach
    - Maintenance and updates to MPO website
    - Documentation of public involvement activities through web-based activity tracking tool
    - Custom web forms for board and committee member applications
    - ADA accessibility improvements for virtual meetings
    - Updates to public information materials

Appendix G

CFMPOA Interlocal Agreement

CFN 2017031123, OR BK 7819 PAGE 1980.
Recorded 02/14/2017 at 01:35 PM, Scott Ellis, Clerk of Courts, Brevard County
Pgs:9

CENTRAL FLORIDA MPO ALLIANCE

APPROVED

10/14/16 CG

CERTIFICATION

STATE OF FLORIDA §

COUNTY OF ORANGE

I HEREBY CERTIFY that the foregoing is a true and correct copy of FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT CREATING THE CENTRAL FLORIDA MPO ALLIANCE approved in a regular meeting of the Central Florida MPO Alliance on October 14, 2016. The original copy of this document is on file in the Administrative Offices of MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of MetroPlan Orlando on behalf of the Central Florida MPO Alliance, this 14th day of October 2016.

By: Cathy Goldfarb

Cathy Goldfarb, Sr. Board Services Coordinator
Board Services and Recording Secretary

METROPLAN ORLANDO CORPORATE SEAL 1972 FLORIDA

CENTRAL FLORIDA MPO ALLIANCE

FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT CREATING THE CENTRAL FLORIDA MPO ALLIANCE

This Interlocal Agreement ("Agreement") is made and entered into this **14th** day of **October, 2016**, by and between the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO, and the Polk TPO.

RECITALS

WHEREAS, Central Florida MPO Alliance Resolution No. 2001-01 was adopted by MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, and the Lake County Board of County Commissioners (hereinafter referred to as Lake-Sumter MPO) to create and operate the Central Florida MPO Alliance;

WHEREAS, the service areas for MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO and the Polk TPO are as described in each respective organization's Interlocal Agreements.

WHEREAS, Resolution No. 2003-01 was adopted by the Central Florida MPO Alliance adding the Polk Transportation Planning Organization (TPO) to its membership;

WHEREAS, Resolution No. 2004-01 was adopted by the Central Florida MPO Alliance adding the Ocala/Marion County Transportation Planning Organization (TPO) to its membership;

WHEREAS, the 2005 Florida Legislature enacted Chapter 2005-290, Laws of Florida, relating to infrastructure planning and funding (the "Act");

WHEREAS, the Act provides that regional transportation plans may be developed in regional transportation areas in accordance with an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes, by two or more contiguous Metropolitan Planning Organizations;

WHEREAS, the parties hereto established the Central Florida MPO Alliance through the Interlocal Agreement dated October 19, 2005;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was amended by Resolution of each member of the Central Florida MPO Alliance in February 2007;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was further amended by Resolution of each member of the Central Florida MPO Alliance in February/March 2012;

WHEREAS, the parties hereto desire to continue the Central Florida MPO Alliance through this First Amended and Restated Interlocal Agreement in order to continue the region's collaborative transportation planning process, to comply with the applicable provisions of Chapter 2005-290, Laws of Florida, with regard to development of a regional transportation plan, and to access funds that are available to encourage regional transportation planning efforts; and

WHEREAS, Section 339.2819, Florida Statutes, creates within the Florida Department of Transportation a Transportation Regional Incentive Program (TRIP) that provides funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to Section 339.155(5), Florida Statutes.

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

1. The Central Florida MPO Alliance (the "Alliance") is hereby formed to:

    a. Maintain and update a regional transportation plan;

    b. Pursue funding opportunities to advance regionally significant facilities and services which may include the establishment of regional transportation project priorities for the TRIP;

    c. Serve as a forum for exchanging information between members, especially on projects of regional significance;

    d. Coordinate regional transportation planning and policy development with the Florida Department of Transportation;

    e. Identify regional transportation opportunities;

    f. Solve regional transportation issues; and

    g. Establish legislative priorities that will assist in addressing the region's transportation needs.

2. Each of the six organizations comprising the Alliance shall appoint three (3) voting policy Board members to serve on the Alliance. Each of the six organizations may appoint up to three (3) alternate representative who are also policy Board members. Terms of voting and alternate members shall run from the time of appointment by the member policy Board until said members no longer serve on the member MPO Board, or until replaced by the member MPO Board.

3. The Alliance will meet quarterly. Quarterly meetings shall be held at MetroPlan Orlando located at 250 S. Orange Ave, Suite 200, Orlando, FL 32801 or a location designated and approved by the Chairperson of the Alliance. Annually, at least one meeting may be held off-site, at a mutually agreed

upon location, for the purpose of holding a joint meeting with the West Central Florida Chairs Coordinating Committee/TBARTA MPOs Chairs Coordinating Committee.

4. At the last meeting in each calendar year, members of the Alliance shall select one of its members as a Chairperson, another member as Vice-Chairperson, and a third member as Secretary. The three officers shall serve a term of one year or until their successors are selected. In the event an officer is unable to complete the term of his or her office, a successor, from the same jurisdiction, shall be elected to complete the term or the Alliance may also choose the office remain vacant until the time of the next annual elections.

By mutual agreement of the Alliance members, MetroPlan Orlando staff will provide primary administrative support to the Alliance from existing staff. MetroPlan Orlando staff shall be responsible for preparing minutes, placement of advertisements and meeting notices, working with the member Directors to prepare an agenda, preparing and distributing agenda packages to all Alliance members and other interested parties, and providing orientation briefings to incoming Alliance members along with their respective members' staff. Also by mutual agreement, each member shall provide an annual contribution in the amount of five thousand dollars ($5,000) to MetroPlan Orlando for the purpose of covering expenses included, but not limited to, support staff as noted above, off-site meeting expenses, meeting advertising costs, copying and printing costs, technology costs, cost of postage and/or delivery service, and other publications/reports as approved by the Alliance such as a compilation of member organizations' Long Range Transportation Plans and Prioritized Project Lists into a regional document and compilation and publication of a Regional Indicators report. Other small scale studies may be approved by the Alliance based on funding availability.

5. The Alliance shall utilize the Scott, Foresman *Robert's Rules of Order* Newly Revised (9th ed. 1990), as the official rules of procedure.

6. Quorum. The Alliance shall consist of eighteen (18) members. The presence of ten (10) members at a meeting shall constitute a quorum. Every effort should be made to have at least one representative present from each member organization, however in the event this is unattainable, the Executive Director may act on behalf of their respective organization. No action shall be taken by the Alliance except upon a majority vote of those present and voting. Because the Alliance operates on the basis of consensus, no substantive action shall be adopted by the Alliance on any issue if the majority of the members of any delegation (i.e. MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO, or the Ocala/Marion County TPO) present and voting shall oppose the proposed action.

7. Technical and additional administrative support for the Alliance will be provided by existing staff from the members' respective organizations. All meetings of the Alliance shall be advertised at least three (3) days prior to said meeting by posting a notice at the office of each of the six (6) member organizations comprising the Alliance, setting forth the time, place, and date of said meeting and an agenda of said meeting, to include a notice published on the website of each organization. Further, a notice including the time, place, and date of the meeting shall be advertised in a newspaper of general circulation, as defined by Chapter 50, Florida Statutes, within Central Florida and the Florida Administrative Weekly. Minutes shall be taken at all Alliance meetings, and shall be consistent with the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes. All meetings and other public records shall be maintained at the offices of MetroPlan Orlando, with a true and correct copy provided to each member organization.

8. The organizations comprising the Alliance will maintain control of their respective funding and programming responsibilities, although opportunities may be identified for cooperative ventures such as through the Transportation Regional Incentive Program (TRIP) or other discretionary programs that may be established at the federal or state level.

9. The Alliance is a regional collaborative and has no regulatory power. The Alliance shall take no position, or advocate any position, on any substantive matter, except for the substantive positions advocated by Alliance member organizations. The primary purposes of the Alliance shall be to maintain and update a regional transportation plan, pursue funding opportunities to advance regionally significant facilities and services, act as a clearinghouse with regard to regional transportation issues, and serve as a cooperative forum for member organization fact-finding and advocacy of positions espoused by its member organizations.

10. The Alliance shall compare and review, at least every five (5) years, each member organization's adopted Long Range Transportation Plan for the purpose of identifying any potential planning area conflicts and/or opportunities for further regional coordination to advance projects of mutual interest. For the purposes of this review, the regional transportation area shall be all of Orange County, Seminole County, Osceola County, Volusia County, Brevard County, Lake County, Sumter County, Polk County, and Marion County. Additionally, Beverly Beach, Flagler Beach and portions of the cities of Palm Coast and Bunnell, as well as portions of unincorporated Flagler County are also included pursuant to the designated metropolitan planning area of the River to Sea TPO. This effort will be a collaborative effort involving all members of the Alliance with MetroPlan Orlando serving as the lead agency.

11. Disagreements regarding interpretation of this Agreement or disputes relating to the development or content of the regional transportation plan shall be resolved by alternate dispute resolution, either through mediation or binding arbitration, as provided in Chapter 44 and Chapter 682, Florida Statutes.

12. Amendments or modifications to this Agreement may only be made by written agreement signed by all parties hereto, with the same formalities as the original agreement.

13. This Agreement shall remain in effect until terminated by the parties to this Agreement, or as otherwise provided by law. Any party may withdraw from this Agreement after presenting in written form to the other parties of this Agreement a notice of intent to withdraw, at least ninety (90) days prior to the intended date of withdrawal. The withdrawing party and the remaining parties shall execute a memorandum reflecting the legal withdrawal of the party and the alteration of the list of parties that are signatories to this Agreement.

14. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed to each respective MPO as follows:

MetroPlan Orlando: Mr. Harold W. Barley, Executive Director 250 S. Orange Avenue, Suite 200 Orlando, FL 32801	**Space Coast TPO:** Mr. Bob Kamm, Executive Director 2725 Judge Fran Jamieson Way Bldg. B, MS 82 Viera, FL 32940
Lake-Sumter MPO: Mr. T J Fish, Director 1616 South 14th Street Leesburg, FL 34748	**Polk TPO:** Mr. Tom Deardorff, Director Drawer TS-05 P.O. Box 9005 Bartow, FL 33831-9005
River to Sea TPO: Ms. Lois Bollenback, Executive Director 2570 W. International Speedway Blvd Suite 100 Daytona Beach, FL 32114	**Ocala/Marion County TPO:** Executive Director 121 SE Watula Avenue Ocala, FL 34471

15. Interpretation.

a. Drafters of Agreement. The parties hereto were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

b. Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect, provided that such remainder would then continue to conform to the terms and requirements of applicable law.

16. Enforcement by Parties Hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney's fees in connection with such proceeding.

17. Agreement Execution; Use of Counterpart Signature Pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which is executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

18. Effective Date; Cost of Recordation. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party thereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located. The cost of recording shall be at the expense of each party.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY: [signature]

TITLE: Chairman

ATTEST: Virginia [signature]

TITLE: Director of Regional Partnerships

SPACE COAST TPO:

BY: [signature]

TITLE: Chairwoman

ATTEST: Georgianna [signature]

TITLE: Transportation Program Manager

LAKE-SUMTER MPO:

BY: [signature]

TITLE: Chairman

ATTEST: [signature]

TITLE: Executive Director

POLK TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

RIVER TO SEA TPO:

BY: [signature]

TITLE: Council Member

ATTEST: [signature]

TITLE: EXECUTIVE DIRECTOR

OCALA/MARION COUNTY TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

4844-7428-7922, v. 1

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

SPACE COAST TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

LAKE-SUMTER MPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

POLK TPO:

BY: Donald K. Selvage

TITLE: Chairman

ATTEST: [signature]

TITLE: Executive Director

RIVER TO SEA TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

OCALA/MARION COUNTY TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

SPACE COAST TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

LAKE-SUMTER MPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

POLK TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

RIVER TO SEA TPO:

BY:_____

TITLE:_____

ATTEST:_____

TITLE:_____

OCALA/MARION COUNTY TPO:

BY: [signature]

TITLE: President City Council

ATTEST: [signature]

TITLE: TRANSPORTATION PLANNER

4844-7428-7922, v. 1

Appendix H

UPWP Checklist, Agency Comments and Response

UPWP Review Checklist

MPO Name:	Lake-Sumter MPO	Draft or Final UPWP:	Draft
UPWP Fiscal Year:	FY 2026/27 - FY 2027/28	Reviewed by:	Chuck Koppernolle
UPWP Date:		Date of Review:	3/18/2026

Federal and State Requirements

Required Content — *See: 2 CFR 200.332, 23 CFR 420.111(b), 23 CFR 450.308(c), s. 339.175(9), FS, and FDOT/MPO Agreement*

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
Catalog of Federal Domestic Assistance (CFDA) number	Yes	Cover		
Financial Project Number (FPN)	Yes	Cover		
Federal Award Identification Number (FAIN) or Federal Aid Project Number (FAP)	Yes	Cover		
Correct state fiscal years	Yes	Cover		
The agencies providing funds for the UPWP	Yes	2		

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
Local and MPO planning priorities	Yes	11-13		
A description of work proposed for the next 2 years by major activity or task	Yes	22-41		
Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant)	Yes	22-41		
A schedule for completing the work	Yes	22-41		
The resulting work products	Yes	22-41		
The proposed funding or cost estimate by activity or task	Yes	22-41		
A summary of the total amounts and sources of federal and matching funds	Yes	22-41		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
Federal share by type of fund	Yes	43		
Matching rate by type of fund	Yes	43		
State and/or local matching share	Yes	43		
Other state or local funds	Yes	43		

Transportation Management Areas (TMA) — *See: 23 CFR 420.111(e)*

	Response	Page Number(s)	Comments	Comment Type
Does the MPO serve a TMA?	No			
If yes, does the UPWP identify and include cost estimates for planning, research, and technology transfer activities funded with other federal, state, or local funds within the MPO area?	N/A			

MPO Agreements — *See: 23 USC 134, 23 CFR 450.314, s. 339.175(2) FS, and FDOT/MPO Agreement*

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
FDOT/MPO Agreement, including date executed	Yes	19		
Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed	Yes	19		
Public Transportation Grant Agreements (PGTA), inlcuding date executed (if necessary)	Yes	19		

Indirect Costs

See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify the indirect cost rate, if applicable?	N/A			

Consolidated Planning Grant

See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the FDOT Guide for UPWP Development for sample statement text.)	Yes	14		

Soft Match

See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include the definition of the soft match?	Yes	14		
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	42		
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	43		

PL Set Aside

See: § 11201; 23 USC 134

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	32-37		

Costs

See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures

Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type
Personnel Services	Yes	27-28		
Equipment	Yes	26	Reference to equipment being leased as an ongoing expense	
Travel	Yes	27-28		
Supplies	Yes	27-28		
Direct Expenses	Yes	27-28		
Indirect Expenses (if the MPO has an approved indirect rate)	N/A			
Annual Audit Expense (if required)	Yes	27-28		

Annual Audits

See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a line item expense for the Annual Audit?	Yes	27-28		

MPO Public Involvement Process

See: 23 CFR 450.210 and 23 CFR 450.316

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	14		

Federal Planning Factors

See: 23 CFR 306(b) and 23 CFR 450.308(c)

	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes	11-12		

Memberships

See: 2 CFR 200.454

	Response	Page Number(s)	Comments	Comment Type
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	N/A			

Required Attachments

Are the following attachments included in the final UPWP?	Response	Page Number(s)	Comments	Comment Type
Signed resolution adopting the UPWP (23 CFR 450.308(b))	N/A		Draft UPWP	
Signed resolution adopting the travel policy, if the MPO does not use the FDOT policy (s. 112.061(14), FS)	N/A		Draft UPWP	
Signed Cost Analysis Certification Statement (s. 216.3475, FS)	N/A		Draft UPWP	
The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416)	N/A		Draft UPWP	

Recommended Content Framework *The following items are recommended for inclusion in the UPWP, in addition to the requirements listed above.*

UPWP Cover or Title Page

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
MPO name, address, and website?	Yes	Cover		
The UPWP adoption date of the final UPWP?	N/A		Draft UPWP	

UPWP Organization and Content

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
Introduction	Yes	7-14		
Organization and Management	Yes	15-21		
Planning Tasks	Yes	22-41		
Funding Summary	Yes	42		
Definitions and Acronyms	Yes	Appendix A		

Does the UPWP introduction include:	Response	Page Number(s)	Comments	Comment Type
A definition and purpose for the UPWP?	Yes	7-8		
An overview of the MPO's comprehensive transportation planning activities?	Yes	8		

Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
Is each Task Sheet in the UPWP named and numbered?	Yes	22-41		
Does the UPWP clearly identify funds de-obligated from the previous UPWP?	Yes	44	Placeholder	
Does the UPWP separately list atypical expenditures, including individual supplies costing more than $1,000 per item and individual equipment costing more than $5,000 per item?	Yes	26		

UPWP Budget Tables Template				
Does the UPWP use the UPWP budget tables template for task tables, summary tables, and regional activities?	Yes	22-41, 42-44		
Do the total amounts match across all funding tables?	Yes	22-41, 42-44		

MPO Organization and Management

Does the UPWP include information about the following items:	Response	Page Number(s)	Comments	Comment Type
Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager	Yes	15		
MPO Continuity of Operations Plan (COOP) or operational procedures	Yes	20		
MPO bylaws	Yes	21		

Does the UPWP discuss the following agreements, including date executed?	Response	Page Number(s)	Comments	Comment Type
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	Yes	19		
Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities	Yes	19		

Regional Activities

	Response	Page Number(s)	Comments	Comment Type
Is the MPO receiving or transferring any funds to another agency for a regional project or activity?	Yes	41		
If yes, does the UPWP provide information on the other agencies included in the regional activities and the funding amounts being transferred/received?	Yes	40-41		

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

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

Planning Comments

Document Name: UPWP FY27 & FY28		MPO: Lake~Sumter MPO	
Date of Document: 03/03/2026	Date Received 03/19/2026	Date Reviewed 04/01/2026	District: 5
Reviewed by: Erika Thompson			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
2		Critical	Please provide the deliverables/products for Tasks 2,4, and 6. Also include their completion dates, whether they align with the end of the first year, the end of the UPWP cycle, or another date.
3		Critical	Identify the planned activities within the Tasks 3, 4 and 5 that will satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.
4		Critical	Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels.
5		Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.
6		Editorial	Please note that any equipment purchases equal to or greater than $10,000(previously $5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.

7		Critical	Please include all Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
8		Select Type	
9		Select Type	
10		Select Type	
11		Select Type	
12		Select Type	
13		Select Type	
14		Select Type	
15		Select Type	
16		Select Type	
17		Select Type	

Ongoing and Future Planning Studies in the Lake~Sumter MPO Planning Area

Districtwide studies must be identified as an informational item in the UPWP if they are within the MPO's planning area. Below are studies underway or planned by the Lake~Sumter MPO, FDOT District Five and the counties within the MPO boundaries.

Table 4: Lake~Sumter MPO Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
SR 50 (Clermont) Operational Improvements Study	LSMPO	2025-2026	$500,000	SA

Table 5: FDOT District Five Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
None Identified				

Table 6: Other Local Government Ongoing Planning Studies

Name and Study Description	Lead Agency	Fiscal Year Initiated	Cost	Source of Funds
North Lake Trail Phases 1&2 Feasibility Study	Lake County	2025-2026	$102,000	Local Funds

Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/9/2026 12:56:35 PM

If there are any planning activities for Lake County Transit, please list them here (similar to the amended FY25-26 version). Please denote what FTA funds will be used and the associated amounts.

Table 23: FY 2027 and FY 2028 – Funding Sources

					Funding Source							
					FY 2027 Funding Source				FY 2028 Funding Source			
Contract	Funding Source	Source Level	2027	2028	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G25	CTD	State	$ 56,043	$ 56,043	$ -	$ -	$ 56,043.00	$ -	$ -	$ -	$ 56,043.00	$ -
		CTD G25 TOTAL	**$ 56,043**	**$ 56,043**	**$ -**	**$ -**	**$ 56,043**	**$ -**	**$ -**	**$ -**	**$ 56,043**	**$ -**
G2V34	FHWA	PL	$ 1,070,188	$ 1,070,188	$ 236,034.38	$1,070,188.00	$ -	$ -	$ 236,034.38	$1,070,188.00	$ -	$ -
		FHWA G2V34 TOTAL	**$ 1,070,188**	**$ 1,070,188**	**$ 236,034**	**$ 1,070,188**	**$ -**	**$ -**	**$ 236,034**	**$ 1,070,188**	**$ -**	**$ -**
		TOTAL	**$ 1,126,231**	**$ 1,126,231**	**$ 236,034**	**$ 1,070,188**	**$ 56,043**	**$ -**	**$ 236,034**	**$ 1,070,188**	**$ 56,043**	**$ -**

Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/9/2026 1:06:54 PM

If there are planning activities supported by FTA funds, they need to be listed here and distinguished by funding type (5303/5304/5307).

APPENDIX H: Agency Comments and MPO Responses

Lake~Sumter MPO Responses to Agency Comments on Draft FY 27-28 UPWP				
AGENCY	**PAGE**	**COMMENT TYPE**	**COMMENT**	**MPO RESPONSE**
FHWA		Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	Updated FAP and FM numbers are included on the cover of the final UPWP document.
FHWA		Critical	Please provide the deliverables/products for Tasks 2,4, and 6. Also include their completion dates, whether they align with the end of the first year, the end of the UPWP cycle, or another date.	Deliverables are provided, and completion dates for ongoing or as-needed products now reflect the end of FY 2028 (end of this UPWP cycle).
FHWA		Critical	Identify the planned activities within the Tasks 3, 4 and 5 that will satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.	The footnotes related to the 2.5% PL set aside for Tasks 3, 4, and 5 have been updated to identify the planned activities that will satisfy this requirement.
FHWA		Critical	Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels.	To develop the UPWP, the MPO utilized the funding identified in the FY 27/28 PL Programming spreadsheet provided by FDOT. In addition, the final UPWP notes the planned inclusion of $257,138 of de-obligated SA funds from the FY 25/26 UPWP for FY 2027 based on UPWP Amendment # 5 dated March 23, 2026.
FHWA		Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	Appendix H of the final UPWP includes reviewing agency comments and the MPO's responses.
FHWA		Editorial	Please note that any equipment purchases equal to or greater than $10,000 (previously $5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	The related footnote to Table 8: Task 1 Activities for Fiscal Years 2027 and 2028 has been updated to reflect the new $10,000 figure.

APPENDIX H: Agency Comments and MPO Responses

Lake~Sumter MPO Responses to Agency Comments on Draft FY 27-28 UPWP				
AGENCY	**PAGE**	**COMMENT TYPE**	**COMMENT**	**MPO RESPONSE**
FHWA		Critical	Please include all Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	These signed and dated forms have been included in the final UPWP within Appendix I.
FTA	Draft Pg. 10		If there are any planning activities for Lake County Transit, please list them here (similar to the amended FY25-26 version). Please denote what FTA funds will be used and the associated amounts.	Planned studies to be conducted by Lake County Transit have been added to Table 6 on Page 10 of the final UPWP.
FTA	Draft Pg. 43		If there are planning activities supported by FTA funds, they need to be listed here and distinguished by funding type (5303/5304/5307).	Comment acknowledged. The MPO recognizes that FTA 5305(d) funds are included in the Consolidated Planning Grant (page 14). FTA funds noted in the comment (5303/5304/5307) are not distributed to, or administered by, Lake-Sumter MPO. Therefore, the funding sources in the comment (5303/5304/5307) are not included in the Summary Budget Tables. Transit planning utilizing FTA 5307 would be administered by Lake County Transit, which is noted on page 35.

Appendix I

FDOT/MPO Agreement

Docusign Envelope ID: 1D07226E-B14A-47E3-8B13-06A71A47E269

FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: 439329-6-14-01, 439329-6-14-02 (item segment phase sequence)	Fund: ACPL,	FLAIR Approp.:
	ACSA	088854 FLAIR Obj.:
	Function: 615.	780000
Contract No.: G3P55	215	
	Federal Award Identification No. (FAIN): 0457-064-M	Org. Code: 55052000532
	MPO Unique Entity Identifier (UEI) No.: YNGDZU5GESN9	Vendor No.: F371882383001
CFDA Number & Title: 20.205 Highway Planning		

THIS FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on 04/30/2026 | 2:53 PM EDT , by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 719 S. Woodland Boulevard, Deland, Florida 32720 and the Lake-Sumter Metropolitan Planning Organization (MPO), whose address is 1300 Citizens Boulevard, Leesburg, FL 34748, and whose Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov) is: YNGDZU5GESN9 (collectively the "Parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR) § 450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.

2. **Purpose of the Agreement:** The purpose of this Agreement is for the Department to provide Federal financial assistance to the MPO in the form of FHWA funds to support transportation planning activities identified in the MPO's Unified Planning Work Program (UPWP). This Agreement sets forth the terms and conditions under which FHWA funds will be provided and outlines the manner in which work tasks and subtasks in the UPWP will be undertaken and completed. The work to be performed by the MPO is fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A."

3. **Consolidated Planning Grant (CPG):** The Department began participating in the Consolidated Planning Grant (CPG) program with the State fiscal year (FY) 2022/23 – 2023/24 UPWP cycle. The Department designated FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, FHWA and FTA annually deliver lump sum appropriations to the Department for allocation to MPOs for metropolitan planning activities. The federal funds are provided to the Department as FHWA Planning (PL) and FTA 5305(d) funds. The Department uses the CPG to combine the FHWA PL and FTA 5305(d) MPO allocations into a single grant administered by FHWA. The Department continues to calculate annual MPO funding allocations using the approved FHWA PL and FTA 5305(d) allocation formulas.

4. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement, including the Statement of Assurances, which are legally binding under this Agreement.

5. **Budgetary Ceiling:** The total budgetary ceiling for the UPWP is $2,397,514.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

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

Financial Project No.	Amount
439329-6-14-01	$2,140,376.00
439329-6-14-02	$257,138.00

6. **Non-federal Share:** It is the policy of the Department to fulfill the non-federal share or "soft match" with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.

7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2026 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2028. If the Agreement is fully executed after July 1, 2026, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2028. Expiration of this Agreement will be considered termination of the UPWP. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.

9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by the Parties with the same formalities as the original Agreement.

   A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP shall require either an Amendment or a Modification. Such revisions may be budgetary and/or programmatic in nature and may be either major or minor in scale. Minor revisions shall be processed by the MPO as a Modification, whereas major revisions shall be processed by the MPO as an Amendment. A major revision shall be defined as an alteration to the UPWP that materially impacts its original intent or anticipated outcomes.

   The following section further clarifies the actions necessitating UPWP Amendments and Modifications.

      i. **Amendments to the UPWP**

      UPWP Amendments are required for actions described in 2 CFR 200.308 and 29 CFR 1470.30, as referenced in the MPO Program Management Handbook, FHWA technical memorandums and guidance, FDOT Technical memorandums and guidance, as well as other federal regulations.

      In addition, a change in the MPO's staff director, organizational name, or voting structure requires a UPWP Amendment.

      ii. **Modifications to the UPWP**

      UPWP changes that do not require an Amendment may be processed as a UPWP Modification.

      iii. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required

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for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

10. General Requirements:

A. The MPO shall complete the UPWP with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.

B. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 CFR and 49 CFR, and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in UPWP costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.

C. The MPO's financial management system must comply with the requirements set forth in 2 CFR § 200.302, specifically:

i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.

ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in § 200.327 Financial reporting and § 200.328 Monitoring and reporting program performance.

iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

iv. Effective control over, and accountability for, all funds, property, and other assets.

v. Comparison of expenditures with budget amounts for each Federal award.

vi. Written procedures to implement the requirements of § 200.305 Payment.

vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles and the terms and conditions of the Federal award.

11. Compensation and Payment:

A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with the UPWP, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide

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any other data required by FHWA or the Department to justify and support the payment requested.

B. Pursuant to Section 287.058, F.S., the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The UPWP and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".

C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.

D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the UPWP which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.

E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the UPWP, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit "D" for Contract Payment Requirements.

F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061, F.S.

G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, F.S. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then- current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.

H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not

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disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.

I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the UPWP records, together with supporting documents and records, of the consultant and all subconsultants performing work on the UPWP, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.

J. The MPO must timely submit invoices and documents necessary for the close out of the UPWP. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR § 200.

K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.

L. In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), F.S., are hereby incorporated:

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

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

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

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

N. If, after UPWP completion, any claim is made by the Department resulting from an audit or for work or

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services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

O. Indirect Costs: A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 15% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

12. Procurement and Contracts of the MPO:

A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR § 200.

B. It is understood and agreed by the Parties that participation by the Department in a project as part of the UPWP with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, F.S., Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 CFR 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.

C. The MPO shall comply with and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

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

A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.

B. The MPO, a non-Federal entity as defined by 2 CFR Part 200.1, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:

i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. Exhibit "B", Federal Financial Assistance (Single Audit Act), to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal

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

ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).

iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 CFR Part 180 and 1200 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the UPWP or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and UPWP records as

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necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this Section is as follows:
Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

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

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

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

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

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

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

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

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

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

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

16. **Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters

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subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the Parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 11.N of this Agreement.

A. **Initial Resolution:** The affected Parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

B. **Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Lake-Sumter Metropolitan Planning Organization - the Chairperson of the MPO.

C. **Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the Parties may pursue any other remedies set forth in this Agreement or provided by law.

17. **Compliance with 49 CFR Part 26:** To the extent required by law, comply, and have your consultants and subconsultants comply, with the provisions of 49 CFR Part 26, as amended.

18. **Compliance with Laws and Regulations:**

A. The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this UPWP. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.

B. The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," as set forth in 2 CFR Part 180 and 1200, attached and incorporated into this Agreement in Exhibit "E", and when applicable the MPO shall include Exhibit "E" required provisions in all contracts and subcontracts entered into pursuant to this Agreement.

C. **Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation (USDOT) issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work as part of the UPWP to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and related statutes and regulations.

D. **Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or

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employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of Exhibit "F" be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

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

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

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

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

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

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

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

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

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

20. Miscellaneous Provisions:

A. Public Records:

i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

ii. In addition, the MPO shall comply with the requirements of Section 119.0701, F.S.

B. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.

C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the UPWP.

G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.

H. The MPO:

i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and

ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.

I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of

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this Agreement with a signature on behalf of a party will be legal and binding on such party.

J. The Parties agree to comply with s.20.055(5), F.S., and to incorporate in all subcontracts the obligation to comply with s.20.055(5), F.S.

K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

21. Exhibits: The following Exhibits are attached and incorporated into this Agreement:

A. Exhibit "A", UPWP

B. Exhibit "B", Federal Financial Assistance (Single Audit Act)

C. Exhibit "C", Title VI/Nondiscrimination Assurances

D. Exhibit "D", Contract Payment Requirements

E. Exhibit "E", Debarment and Suspension Certification

F. Exhibit "F", Lobbying Certification for Grants, Loans, and Cooperative Agreements

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

MPO Name
Lake-Sumter Metropolitan Planning Organization

MPO Executive Director Name
Michael Woods

MPO Executive Director Signature

Florida Department of Transportation

District Secretary or Designee Name
Secretary John Tyler, FDOT District 5

Signed by:
John E. Tyler
4ACA0FB45FC2461...

District Secretary or Designee Signature

MPO Chairperson or Designee Name
Sandy Gamble

MPO Chairperson or Designee Signature

FDOT Legal Reviewer Name & Title
J. Ryan Mahler, FDOT District 5 Chief Counsel

DocuSigned by:
Ryan Mahler
A5148259631D422...

FDOT Legal Reviewer Signature

Docusign Envelope ID: 1D07226E-B14A-47E3-8B13-06A71A47E269

MPO Legal Reviewer Name & Title
Melissa Martinez, MPO Legal Counsel

MPO Legal Reviewer Signature

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EXHIBIT "A"

UPWP

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EXHIBIT "B"

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.:	20.205
CFDA Title:	HIGHWAY PLANNING AND CONSTRUCTION Federal-Aid Highway Program, Federal Lands Highway Program
***Award Amount:**	$2,397,514.00
Awarding Agency:	Florida Department of Transportation
Indirect Cost Rate:	See UPWP
****Award is for R&D:**	No

*The federal award amount may change with supplemental agreements
**Research and Development as defined at 2 CFR § 200.87

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

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

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

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

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

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

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EXHIBIT "C"

TITLE VI/NONDISCRIMINATION ASSURANCES

Pursuant to Section 9 of US DOT Order 1050.2A, the Lake-Sumter Metropolitan Planning Organization 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 Metropolitan Planning Organization 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 Lake-Sumter Metropolitan Planning Organization's organization and to the general public. Such information shall be published where appropriate in languages other than English.

(3.) Insert the clauses labeled *Appendices A and E* below 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 Lake-Sumter Metropolitan Planning Organization.

APPENDICES A and E

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

(1.) **Compliance with REGULATIONS:** The contractor shall comply with the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the 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 this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.

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(3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this Agreement 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 Department or FHWA, FTA, Federal Aviation Administration (FAA), and Federal Motor Carrier Safety Administration (FMCSA) 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 Department, or FHWA, FTA, FAA, or FMCSA 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 Agreement, the Department shall impose such contract sanctions as it or FHWA, FTA, FAA, or FMCSA may determine to be appropriate, including, but not limited to:

a. withholding of payments to the contractor under the Agreement until the contractor complies, and/or

b. cancellation, termination or suspension of the Agreement, in whole or in part.

(6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub- contract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the Department or FHWA, FTA, FAA, or FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the Department, 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 U.S.C. § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-259), (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 USDOT regulations at 49 CFR parts 37 and 38; 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).

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EXHIBIT "D"
CONTRACT PAYMENT REQUIREMENTS
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed, indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the UPWP or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget, and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

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EXHIBIT "E"

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulations on Governmentwide Debarment and Suspension at 2 CFR Part 180 and 1200:

(1.) The Lake-Sumter Metropolitan Planning Organization 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 Metropolitan Planning Organization 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 USDOT.

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EXHIBIT "F"

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 that:

(1.) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Lake-Sumter Metropolitan Planning Organization, 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 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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

MODIFICATION TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project Number: (item segment phase sequence) 439329-6-14-01, 439329-6-14-02		Function: 615, 215	Flair Appropriation 088854
Contract Number: G3P55		Organization Code: 55052000532	FLAIR Object: 780000
MPO Unique Entity Identifier (UEI) No. YNGDZU5GEN9		Vendor No.: F371882383001	
Funding Source (Select all that apply)	**Assistance Listing Number (ALN)**	**Assistance Listing Title**	**Federal Award Identification Number (FAIN)**
☒ PL (26MP)	20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	693JJ2263000026MPFL0457064
☒ ACPL (Y450)	20.275	Metropolitan Planning Program (MPP)	120457064Y450
☐ SA, SU, SL, SM, SN	20.287	Surface Transportation Block Grant Program (STBG)	
☐ CM (Y400)	20.268	Congestion Mitigation and Air Quality Improvement Program (CMAQ)	

THIS MODIFICATION TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Modification) is made and entered into on this 16 day of July 2026, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is 719 S. Woodland Boulevard, Deland, FL 32720 and the Lake-Sumter Metropolitan Planning Organization (MPO), whose address is 1300 Citizens Boulevard, Leesburg, FL 34748, and whose Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov) is: YNGDZU5GESN9 (collectively the “Parties”).

RECITALS

WHEREAS, the Department and the MPO on April 30, 2026 entered into an FDOT/Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

Paragraph 5 of the Agreement is deleted in its entirety and replaced with the following:

Budgetary Ceiling: The total budgetary ceiling for the Project UPWP is $2,397,514.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

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

Financial Project No.	Amount
439329-6-14-01	$ 2,140,376.00
439329-6-14-02	$ 257,138.00
	$

Use the section below to describe any other changes to the Agreement:
This is a modification to the original agreement. The sole purpose of this modification is to add the updated FAIN, ALN, and ALN Title information to the MPO Agreement, as directed by the attached memorandum from the Office of Policy Planning titled: Federal Highway (FHWA) changes to 20.205 Federal Assistance Program.

Exhibit "A" of the Agreement is amended as described in the UPWP Revision Form #N/A, attached hereto, which is incorporated into and made a part of the Agreement.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

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

MPO Name

Florida Department of Transportation

MPO Executive Director Name

District Secretary or Designee Name
Charles Koppernolle

DocuSigned by:
Charles Koppernolle
90ED5449530F49F...

MPO Executive Director Signature

District Secretary or Designee Signature

MPO Chairperson or Designee Name

FDOT Legal Reviewer Name & Title

MPO Chairperson or Designee Signature

FDOT Legal Reviewer Signature

MPO Legal Reviewer Name & Title

MPO Legal Reviewer Signature

EXHIBIT "B"
AUDIT REQUIREMENTS FOR AWARDS OF FEDERAL FINANCIAL ASSISTANCE

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:
To determine the Assistance Listing Number (ALN) and FAIN, please enter the Federal Project number into Electronic Signatures. The ALN Title can be found on SAM.gov.

Funding Source (Select all that apply)	**ALN**	**ALN Title**	**FAIN**	***Award Amount:**
☒ PL (26MP)	20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	693JJ2263000026MPFL0457064	$209,009.00
☒ ACPL (Y450)	20.275	Metropolitan Planning Program (MPP)	120457064Y450	$1,931,367.00
☐ SA, SU, SL, SM, SN	20.287	Surface Transportation Block Grant Program (STBG)		$
☐ CM (Y400)	20.268	Congestion Mitigation and Air Quality Improvement Program (CMAQ)		$

*The federal award amount may change with supplemental agreements

ALN Program Site	https://sam.gov/federal-assistance
Awarding Agency:	Florida Department of Transportation
Indirect Cost Rate:	See UPWP %
***Award is for R&D? (Yes/No):**	No

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

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

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards www.ecfr.gov

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

Title 23 – Highways, United States Code
Title 49 – Transportation, United States Code
https://uscode.house.gov/

Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law")
https://www.congress.gov/117/bills/hr3684/BILLS-117hr3684enr.pdf

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.sam.gov

Federal Award Identification Number (FAIN) and Assistance Listing Number (ALN) Lookup Tool
FDOT OWPB - WP Reports; FAIN and ALN Lookup

Docusign Envelope ID: F51DC4F8-9C94-82AC-8030-52811A290E09

**If the full FAIN was not available at the time of the award, please use this site to look up the updated information*

Docusign Envelope ID: F51DC4F8-9C94-82AC-8030-52811A290E09

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

July 16, 2026

Lake-Sumter MPO
Mike Woods, Staff Director
1300 Ctizens Blvd., Suite 175
Leesburg, FL 34748

RE: Federal Highway (FHWA) changes to 20.205 Federal Assistance Program

Recently, the U.S. Office of Management and Budget issued Memorandum M-24-11, with updated requirements related to Assisted Listing Numbers (ALNs) and Federal Award Identification Numbers (FAIN). Effective immediately, MPO expenditures must be tracked by FAIN, ALN, and ALN title and reflected on the Schedule of Expenditures of Federal Awards (SEFA).

The table below lists the FAIN, ALN, and ALN title for each federal fund associated with your current FDOT MPO agreement. We will no longer use CFDA Number and CFDA Title.

Please contact your FDOT MPO Liaison with any questions.

FPID: 439329-6	**Federal ID**: 0457-064-M

FAIN	ALN	ALN Title
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Thank you,

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Office of Policy Planning