

UNIFIED PLANNING WORK PROGRAM

FY 2021 – FY 2022
(July 1, 2020 through June 30, 2022)



**CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**

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Adopted: May 18, 2020. Revised: July 17, 2020
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Amended: March 22, 2021, Amended: May 17, 2021
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CFDA 20.205: Highway Planning & Construction
CFDA 20.505: Federal Transit Technical Studies Grant
Federal Aid Project (FAP): PL-0408 (56)
FDOT Financial Project Number – 439316-3-14-01 – PL Funds
FDOT Financial Project Number – 439316-3-14-02 – SL Funds
Section 5305(d) Financial Management (FM): 410114-1-14-29,30
Transportation Disadvantaged Trust Fund (TD) Planning Funds

Joseph Tiseo
MPO Chair

Funding for this document was provided by the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the State of Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (FCTD) and Charlotte County.

**CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**

Board Members

Commissioner Joseph Tiseo, Chair
Commissioner Christopher G. Constance, MD, Vice Chair
Commissioner Stephen R. Deutsch
Commissioner James W. Herston
Mayor Lynne Matthews

Non-Voting Advisor

FDOT District One Secretary, L.K. Nandam

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Florida Department of Transportation

RON DESANTIS
GOVERNOR

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KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Charlotte County-Punta Gorda MPO

Unified Planning Work Program - FY 2021-FY2022

Select Status 7/19/2021

Revision Number: Revision 10

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

Name: Jesten J. Abraham

Liasion, District 1
Title and District

Signature



**RESOLUTION
NUMBER 2020-01**

**A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION (MPO) APPROVING
THE UNIFIED PLANNING WORK PROGRAM AND THE FLORIDA
DEPARTMENT OF TRANSPORTATION METROPOLITAN PLANNING
ORGANIZATION AGREEMENT FOR FISCAL YEARS 2021 AND 2022**

RECITALS

WHEREAS, the Unified Planning Work Program (UPWP) is the Charlotte County-Punta Gorda Metropolitan Planning Organization's biennial transportation planning work program and serves as the scope of work for the Florida Department of Transportation Metropolitan Planning Organization Agreement in compliance with sections 215.971 and 216.3475, Florida Statutes.

WHEREAS, the MPO Board has reviewed the UPWP and the Florida Department of Transportation Metropolitan Planning Organization Agreement for FY 2021 and FY 2022;

NOW, THEREFORE, BE IT RESOLVED, by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board that:

1. The MPO Board hereby approves the UPWP and the Metropolitan Planning Organization Agreement for FY 2021 and FY 2022 with any revisions determined at the MPO Board Meeting on May 18th, 2020.
2. The Charlotte County-Punta Gorda Metropolitan Planning Organization authorizes the MPO Chair to sign the UPWP and execute the Metropolitan Planning Organization Agreement or any amendments to the Agreement on behalf of the Charlotte County-Punta Gorda Metropolitan Planning Organization.
3. Copies of the Final FY 2021 and FY 2022 UPWP, Metropolitan Planning Organization Agreement and this Resolution shall be forwarded to the Florida Department of Transportation.

PASSED AND DULY ADOPTED this 18th day of May 2020.


CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION



Joseph Tiseo, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 

Gary D. Harrell
Designated Clerk of the
MPO Board

By: 

Janette S. Knowlton, County Attorney
LR 20-0199 

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ACRONYMS

For your information, these are some of the acronyms the MPO works with on a daily basis.

AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ACES	Automatic/Connected/Electric/Shared -use vehicles
ADA	Americans with Disabilities Act
ADS	Autonomous Driving System
AER	Annual Expenditure Report
AHCA	Agency for Health Care Administration
AI	Artificial Intelligence
AMPO	Association of Metropolitan Planning Organizations
APR	Annual Performance Report
ARRA	American Recovery and Reinvestment Act of 2009
ATMS	Automatic Traffic Management System
AV	Automated vehicles
BCC	Board of County Commissioners
BEBR	Bureau of Economic and Business Research
BPAC	Bicycle/Pedestrian Advisory Committee
BMS	Bridge Management System
CAC	Citizens Advisory Committee
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CCAA	Charlotte County Airport Authority
CDMS	Crash Data Management System
CFR	Code of Federal Regulations

CFASPP	Continuing Florida Aviation System Planning Process
CHHT	Charlotte Harbor Heritage Trails Master Plan
CIA	Community Impact Assessment
CIP	Capital Improvements Program
CMP	Congestion Management Process
CMS	Congestion Management System
COOP	Continuity of Operations Plan
CRA	Community Redevelopment Agency
CST	Construction
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
CPT-HSTP	Coordinated Public Transit - Human Services Transportation.
CTPP	Census Transportation Planning Package
CTST	Community Traffic Safety Team
CV	Connected vehicles
CUTR	University of South Florida Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Studies
DBE	Disadvantaged Business Enterprise
DOEA	Department of Elder Affairs
DRI	Development of Regional Impact
E+C	Existing plus committed network (used in modeling)
EAR	Comprehensive Plan Evaluation and Appraisal Report
EIC	Englewood Interstate Connector
EJ	Environmental Justice
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ETAT	Environmental Technical Advisory Team

ETDM	Efficient Transportation Decision Making
EV	Electric Vehicles
FAC	Florida Administrative Code
FACTS	Florida Association of Coordinated Transportation Systems
FAP	Federal Aid Program
FAST ACT	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FM	Financial Management
FSUTMS	Florida Standard Urban Transportation Model Structure
FS	Florida Statutes
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information Systems
GPC	General Planning Consultant
HOA	Home Owners Association
HP&R/D	Highway Planning and Research/Department, also known as state “D” funds.
ICAR	Intergovernmental Coordination and Review.
IMS	Intermodal Management System
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LCB	Local Coordinating Board
LeeTran	Lee County Transit
LEP	Limited English Proficiency

LIDAR	Light Detection and Radar
LOS	Level of Service
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MOA	Memorandum of Agreement
MOE	Measurement of Effectiveness
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MPM	Mobility Performance Measures
MSTU	Municipal Service Tax Unit
NPS	National Park Service
NTSB	National Transportation Safety Board
OPA	Official Planning Agency
PD&E	Project Development and Environmental Study
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PPE	Public Participation Element
PPP	Public Participation Plan
PL	FHWA Metropolitan Planning Funds
PMS	Pavement Management System
RFLI	Request for Letters of Interest
RPC	Regional Planning Council
RSF	Regionally Significant Facility
RTAP	Regional Transportation Alternatives Program
RTCA	Rivers, Trails, and Conservation Assistance Program
R/W or ROW	Right of Way

SCAT	Sarasota County Area Transit
SGA	State of Good Repair
SIS	Strategic Intermodal System
SMC	Sarasota/Manatee/Charlotte
SMS	Safety Management System
SPR	State Planning and Research
SWFRPC	Southwest Florida Regional Planning Council
SWFTI	Southwest Florida Transportation Initiative
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TPM	Transportation Performance Management
T/E	Trip and Equipment
TEA-21	Transportation Equity Act for the 21 st Century
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOP	Transportation Outreach Program
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program

TSM	Transportation System Management
TTF	Transit Task Force
UPWP	Unified Planning Work Program
USC	United States Code
USBC	United States Bureau of the Census
USDOT	United States Department of Transportation
UA	Urbanized Area
YOE	Year of Expenditure

INTRODUCTION

Definition of the MPO UPWP

This Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) study area.

This Work Program is consistent with all federal and state requirements. All product updates including the Transportation Improvement Program (TIP) and planning concepts and factors follow Federal and State guidelines. The MPO is complying with Title VI of the Civil Rights Act of 1964. Title VI specifically prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex. This applies in any and all applications of work by the MPO, including its administration, decision making and purchasing options.

The FY 2021 – FY 2022 UPWP for the Charlotte County-Punta Gorda MPO is prepared in accordance with the Florida Department of Transportation (FDOT) *MPO Program Management Handbook*. The UPWP is approved by the MPO Board and the appropriate state and federal agencies. All tasks performed in this document are conducted in accordance with *Title 23 U.S.C.*, *Title 49 U.S.C.* and the *Federal Transit Act*.

Comprehensive Transportation Planning Activities

The MPO is undertaking the 2045 Long Range Transportation Plan (LRTP) update as required by Federal and State Statute. The required adoption date is October 5, 2020. The MPO will emphasize the requirements of current and future transportation legislation authorization. The MPO will strategize and enhance the Transportation Improvement Program (TIP), which includes all projects in the metropolitan area that are proposed for funding with either federal or state monies. The MPO has an adopted Public Participation Plan (PPP) which has been updated to include Limited English Proficiency (LEP) provisions, demographic data collection, and transit-related public participation requirements. The PPP will continue to be reviewed periodically for additions, improvements and effectiveness. The MPO includes other relevant considerations such as intermodal connectivity, land use planning, citizen input, Efficient Transportation Decision Making (ETDM), Intelligent Transportation Systems Planning (ITS) for all improvements and concepts related to transit service enhancement, in addition to all federal requirements.

Significant highway projects in the planning or construction phase that may garner public interest include improvements to the Burnt Store Road corridor. The last segment is in the construction phase. Additionally, the Harbor View Road widening project is in the Design phase. The Transportation Alternatives Program (TAP) has projects of significant interest to include improving the US 41 corridor to FDOT standards by installing multi-use sidewalks on both sides of the corridor and installing a multi-use trail on Taylor Road that will service several underserved neighborhoods. The US 41 Corridor has also undergone a vision plan conducted by FDOT resulting in a vision statement based on public input.

The Interlocal Agreement with the Sarasota/Manatee MPO was rewritten and adopted at the January 22, 2018 Charlotte County-Punta Gorda & Sarasota/Manatee MPO Joint Regional Meeting. Other products finalized in previous years include an amended Public Participation Plan (PPP), a Joint Regional Roadway Network, a Joint Transportation Regional Incentive Program (TRIP) and Joint Regional Transportation Alternatives (RTAP) Project Priority Lists. Regional coordination for the Long Range Transportation Plan (LRTP) is on-going during

the LRTP Update phase of the plans and continues between Plan adoptions. A Joint Charlotte County- Punta Gorda and Sarasota/Manatee MPO Board Meeting is held annually.

A formal Interlocal Agreement with the Lee County MPO was adopted in December 13, 2013. The directors of these MPOs attend each other's TAC meetings, and a joint Charlotte County-Punta Gorda and Lee County MPO Board Meeting is held annually. Products finalized include Joint Transportation Regional Incentive Program (TRIP) Project Priority Lists.

The MPO participates in a quarterly FDOT/Charlotte County/City of Punta Gorda coordination meeting. These meetings provide the MPO additional insight, understanding, and concerns of federal, state and local planning agencies.

The MPO continues to coordinate with the Charlotte County Transit Division, the Transportation Disadvantaged Local Coordinating Board (LCB), Sarasota County Area Transit (SCAT) and Lee County's LeeTran to address the viability of additional transportation services in Charlotte County.

The Continuity of Operations Plan (COOP) is reviewed annually for improved effectiveness and situational and personnel changes, as required.

The planning activities of the Charlotte County-Punta Gorda MPO are consistent with Federal Planning Factors, the Florida Transportation Plan (FTP) and the Charlotte County and City of Punta Gorda Comprehensive Plans.

“Soft Match”

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 PL funding in the UPWP is **18.07%** of FHWA program funds for a total of \$101,929 for FY 2021 and \$125,144 for FY 2022. The “soft match” amount being utilized to match the FHWA SL funding in the UPWP is **18.07%** of FHWA program funds for a total of \$11,217 for FY 2021.

In accepting the FTA Section 5305(d) grant, the MPO will receive 80% FTA 5305 (d) funds and use FDOT transportation development credits (TDC) as authorized by Title 23 U.S.C. (Section 120) to satisfy the required 20-percent non-federal share (soft match). These funds are used for support services including guidance and technical assistance to the MPO staff and attendance at meetings.

Local Planning Priorities

The needs and level of planning of the Charlotte County-Punta Gorda MPO area are reflected in this UPWP. The objectives of this UPWP are to address the planning priorities of the Charlotte County-Punta Gorda MPO area as follows:

- Provide socio-economic, educational, and technical input for the planning and development of the MPO area's transportation network
- Continue to facilitate educational opportunities for the MPO Board and its advisory committees to

enhance and reinforce their understanding of transportation planning decision making and the MPO process

- Utilize, evaluate, and where possible, improve public participation and input in the transportation planning proposals and goals on a local and regional scale
- Monitor the current Transit Development Plan (TDP) and continue to gather public input and area transit needs information for the development of TDP progress reports
- Participate in the development of the Florida Strategic Intermodal System (SIS) plan
- Revalidate the Interlocal Agreements with the Sarasota/Manatee MPO and the Lee County MPO
- Develop and maintain a physical inventory of property obtained through federal funding, its maintenance and a final disposal procedure that meets FDOT and Federal Highway Administration (FHWA) regulations
- Adopt and update as required the 2040 LRTP ensuring regional coordination with neighboring MPOs
- Maintain and update the annual Transportation Improvement Program (TIP) seeking creative, supportable project priorities that meet community needs
- Continue to work towards receiving enhanced TRIP and regional project funding for the MPO

Air Quality Planning Activities

In the 2045 LRTP Update, the MPO adopted policies to protect existing air quality. Projected emissions are included in traffic model evaluation reports. These projections are used by the MPO and by local governments to help make road network and land use decisions. The MPO monitors all related air quality information collected in assessing transportation impacts on overall Air Quality.

Transit Planning

Transit planning tasks are performed with funds under Titles 23 and 49, U.S.C. through the activities in Task 8: Transit and Transportation Disadvantaged Planning, as well as possible activity under a Task 8 General Planning Consultant line. The Charlotte County Transit Division's significant role in providing transportation to Charlotte County residents continues to grow and evolve to meet demand at peak times with a paratransit-only system. The long-term efforts to clarify future spending for paratransit will continue. As evidenced in the Charlotte County Transit Development Plan (TDP), *Charlotte Rides*, transit planning remains at the forefront of the MPO's efforts to expand citizens' mobility options both within the urbanized area of the County and across County lines. The MPO works continually and cooperatively with the staff of the Charlotte County Transit Division, the Members of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) and representatives of adjoining County transit systems and MPOs to address current and emerging transit issues.

Public Participation including Title VI and Title VIII

The MPO's first Public Participation Plan (PPP) was adopted in 1994, while the most recent updated PPP was adopted by the MPO Board on March 29, 2019. It is consistent with Florida State Rule 14-73.001 and includes the demographic data on the MPO's Evaluation/Comment Form. Preliminary data analysis and "measures of effectiveness" indicate this concept has increased the number of committee applicants and resulted in more MPO Board input on the entire selection process.

MPO staff continues to revise the informational brochure detailing the history, purpose and mission of the MPO. The brochure encourages public involvement and meeting participation. Meeting agenda packets for the MPO Board and its Committee meetings are displayed in local government offices, all County library branches and other accessible locations for review by the general public. Additionally, the MPO developed a citizens'

transportation planning award in August 2009 named for a long-serving LCB and CAC member. This award was established to recognize achievement by an individual or group who through their efforts and accomplishments has made significant and noteworthy contributions to transportation planning in the area.

The MPO website is updated regularly to include current MPO, LCB and Committee meeting agendas. The website also provides direction to all MPO planning documents. The website includes a text box under the “Contact US” tab to aid citizens visiting the MPO site to easily comment on MPO plans and documents. The website also provides information and links to the local jurisdictions and other pertinent websites.

Consistent with Federal requirements, in recent years the MPO has placed increased emphasis on public involvement. The MPO has ensured that Title VI policy is followed including outreach to the county’s traditionally underserved population. The MPO’s primary strategy for engaging all populations in transportation decision making is through membership on both the Citizens’ Advisory Committee (CAC) and the Transportation Disadvantaged Local Coordinating Board (LCB). Additionally, the MPO has compiled a mailing list of Homeowner Associations within the County. This database is utilized whenever public involvement workshops and meetings are held. The MPO has also used specific studies and planning tools such as the Transit Development Plan (TDP), the Transportation Disadvantaged Service Plan (TDSP), and PD&E studies as a component of the public involvement process. Through the “Efficient Transportation Decision Making” (ETDM) process, the MPO incorporates public comments and ideas. For major plan updates such as the LRTP Update, Participation Workshops are held to build overall transportation planning consensus culminating in project priority ranking.

Citizens are provided opportunities to comment on all content and aspects of this UPWP. The draft UPWP is distributed to all Charlotte County libraries and the *Sun Herald*. It is also an agenda item in MPO Board, TAC, and CAC meeting packets. Additionally, the draft UPWP is sent to federal, state and local government agencies to solicit their comments. The MPO adopts the final UPWP only after all comments have been addressed and, where appropriate, integrated into the Work Program.

The final adopted UPWP is available in hard copies at the MPO offices or can be requested electronically.

ORGANIZATION AND MANAGEMENT

The MPO Board Membership:

<u>Agency</u>	<u>Representative</u>
Charlotte County Government	Commissioner Christopher G. Constance, MD Commissioner Stephen R. Deutsch Commissioner Joseph Tiseo
City of Punta Gorda	Mayor Lynne Matthews
Charlotte County Airport Authority	Commissioner James W. Herston
<u>Non-Voting Adviser</u>	
Florida Department of Transportation	District One Secretary L.K. Nandam

The Charlotte County-Punta Gorda MPO is the primary agency responsible for transportation planning in Charlotte County. The MPO Board consists of five voting members representing two local governments, the local airport authority, and one non-voting adviser from FDOT. The MPO is a legislative body with the power to develop and adopt plans, to manage priorities for the programming of improvements to the transportation system, and to program and administer federal and state planning grants.

The MPO Board appoints members to the Citizens' Advisory Committee (CAC), composed of eleven voting citizen representatives of the general population of the community. They are chosen to provide a diverse cross section of the population, representing three geographical areas (West-County, Mid-County, and South-County). Two (2) At-Large members are also included in the membership. The Committee is governed by Bylaws and is responsible for providing the MPO and its staff with public participation in the transportation planning process.

The Bicycle Pedestrian Advisory Committee (BPAC) is appointed by the MPO Board and is composed of bicycle advocates from the South, Mid and West county geographical areas, bicycle shop owners, bicycle club members, and a Historical, Cultural and Environmental representative. This Committee provides recommendations on bicycle and pedestrian plans and projects.

The MPO Board's Technical Advisory Committee (TAC) is composed of 13 voting members. They are technically qualified representatives of agencies responsible for maintaining, controlling, developing and improving the transportation system within the Charlotte County-Punta Gorda Urbanized Boundaries, including the City of North Port and a small portion of DeSoto County. A DeSoto County planner, a City of North Port planner and the Director of the Lee County MPO are also voting members of the TAC. Committee duties include coordination of transportation plans and programs arising from the review of all transportation technical studies and reports.

The MPO is the official planning agency to receive Transportation Disadvantaged (TD) trust funds for planning activities of the TD program in Charlotte County. The MPO staffs the Transportation Disadvantaged Local Coordinating Board (LCB), which is chaired by an elected official from the Charlotte County area.

The MPO Board directs the staff in managing MPO operations through a Director. The staff coordinates all planning projects and activities and administers all tasks to assure proper fulfillment of State and Federal requirements. The staff works with the TAC and the CAC, as well as other committees or groups dealing with transportation issues; acts as the primary local liaison to FDOT, the FHWA, and the FTA, as well as other agencies; and works with the staffs of local agencies and neighboring jurisdictions on transportation projects. The MPO has a total of six staff positions: a director, principal planner, three planners (two part-time and one full time) and an administrative services coordinator.

AGREEMENTS

The MPO has several agreements with other public agencies to promote a 3-C
(Comprehensive, Continuing and Cooperative) planning process:

Agreements	Agency	Date
Public Transportation Grant Agreement (PTGA) for Section 5305 (d) FTA Funds, FM# 4101141-14-29-30	FDOT	12/31/2021
Staff Services Agreement/*Partnership Agreement between Budget & Administrative Services Department/Fiscal Services Division and MPO	Charlotte County	7/27/2010/*9/10/2018
Interlocal Agreement for Joint Regional Transportation Planning	Sarasota/Manatee MPO	1/22/2018
Interlocal Agreement for Joint Regional Transportation Planning	Lee County MPO	12/13/2013
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	FDOT CCAA SWFRPC CC (Transit Division)	2/22/2006
The State of Florida Department of Transportation Metropolitan Planning Organization Agreement	FDOT	07/1/2020 thru 06/30/2022
Interlocal Agreement for Creation of the MPO	FDOT City of Punta Gorda Charlotte County CCAA	2/22/2006

OPERATIONAL PROCEDURES AND BYLAWS

The MPO is an independent, separate legal entity authorized pursuant to Florida Law. The MPO operates under a duly adopted set of bylaws. In addition to MPO Staff, support service staff of Charlotte County Government provide administrative, legal, financial, purchasing, and personnel support.

The Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) Board consists of local elected officials from County, City and Airport Authority constituencies. This Board meets a minimum of five times per year to establish transportation policies and evaluate and review transportation needs within the MPO's Urbanized Area. The MPO Board operates under a set of formal bylaws.

Additionally, the MPO has three standing Advisory Committees, these are the Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), and the Bicycle/Pedestrian Advisory Committee (BPAC). The TAC and CAC meet five times per year, while the BPAC meets quarterly.

The MPO is the Official Planning Agency to receive Transportation Disadvantaged (TD) Trust Funds utilized for planning activities of the TD program in urbanized areas. The MPO staffs the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) that meets quarterly and operates under a set of formal bylaws.

The Official Records are located at the:

Charlotte County-Punta Gorda Metropolitan Planning Organization
25550 Harbor View Road, Suite 4
Port Charlotte, Florida 33980-2503
Tel: (941) 883-3535 Fax: (941) 883-3534
Website: www.ccmppo.com
Email: office@ccmpo.com

All MPO records are available for public inspection during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays). The Charlotte County-Punta Gorda MPO fully complies with the Public Records Laws and the Sunshine Laws of the State of Florida.

TASK 1 ADMINISTRATION

Purpose: Properly manage the transportation planning process in the Charlotte County-Punta Gorda area that responds to the needs of the community. This includes the monitoring and managing of local planning tasks to ensure that the local planning process complies with all state and federal requirements utilizing consultant services as needed.

Previous Work:

- Provided staff support and assistance to the MPO Board and its advisory committees
- Adopted the FY 2018/2019 – FY 2019/2020 UPWP in May 2018
- Publicized all meeting information on MPO website, Charlotte County website and the Charlotte County local newspaper in FY 2018/2019 – FY 2019/2020
- Awarded the “*Peggy Walters*” Citizen Mobility Award to a citizen who made significant contributions to transportation planning within Charlotte County
- Updated Continuity of Operations Plan (COOP)
- FDOT Certification February 19, 2020
- Continued maintenance on MPO Web Site
- Keep Charlotte Beautiful Calendar providing bicycle laws and safety information

Required Activities: MPO staff will provide the following services:

- Provide oversight for overall agency administrative activities and staff management including graphics production, evaluation and resolution of any special issues which may arise (daily)
- Provide oversight for development and update of MPO Planning products such as LRTP, TIP, PPP, etc
- Provide oversight for Regional Transportation Studies affecting the MPO Planning Area
- Assist local agencies and interested parties on planning increased security and safety of the transportation system, including airport, rail and transit modes (daily)
- Distribute agenda packets for all MPO Board and advisory committee meetings to members, adjacent county MPOs, local media and government sponsored information outlets as needed
- Provide orientation, training and staff support to the MPO Board and its advisory committees as needed
- Provide training and support by attending US DOT and FDOT approved training courses as available
- Prepare and submit invoices as per the standards required by 23 C.F.R. 420.121(c) and performed in accordance with 49 C.F.R. (quarterly)
- Continue to monitor Air Quality issues within the planning area (annually)
- Update as needed the Staff Services Agreement with Charlotte County
- Development and update of the Unified Planning Work Program (UPWP) for FY 2020/2021 and FY 2021/2022 by July 1, 2020 and July 1, 2021
- Participate in FDOT/Charlotte County Public Works/Punta Gorda Public Works Coordination Meetings - quarterly
- Continue maintenance on MPO Web Site (ongoing)
- Continue software update and selected peripheral equipment purchases with county IT Department and other Federal, State, and local government Planning Agencies as needed
- Seek justification from FDOT for Capital Purchases exceeding budget estimates as needed
- Procure and or replace the necessary capital equipment to maintain the same level of service as is currently available at the MPO, and security (anti-virus) software will continue to be upgraded as required by 49 C.F.R. as needed
- Utilize General Planning Consultant services as needed

- MPO Office renovations and rearrangements to enhance security and improve operations
- Maintain financial records for an annual audit, if required
- Review and revise MPO/TAC/CAC/BPAC Bylaws to reflect the use of telephone and video teleconferencing devices and applications when health and physical emergencies preclude meeting physically
- Sponsor Charlotte County safety programs in Keep Charlotte beautiful calendar

End Products:

- MPO planning products required by Federal and State Statutes
- Budgets, contracts and financial records reviewed and submitted to FDOT quarterly - ongoing
- Board and advisory committee agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Training of the MPO Board, MPO Advisory Committees and MPO Staff to enhance understanding of the MPO Process and transportation decision making as needed
- Physical inventory to safeguard equipment and maintenance that meets the requirements of Federal Highway Administration (FHWA) Regulation 49 C.F.R. 18.32(d)(3) and (4) annually
- Disposal of equipment purchased with planning funds consistent with state law and FHWA Regulation 49 C.F.R. Part 18.32(e) updated as needed
- UPWP for FY 2021 and FY 2022 – May 2020 and May 2021
- Attendance at USDOT, FDOT and Florida Commission for the Transportation Disadvantaged (CTD) approved training courses, and the procurement of educational materials as provided
- Annual audit report to the Federal Audit Clearinghouse Database March 2021 and March 2022, if required
- Invoices to FDOT for review following end of each quarter through June 30, 2022
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business – as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, travel
- MPO website updated and improved on a continuous basis
- Amendment/revision/modification of the UPWP as needed
- Renovation and rearrangement of MPO office for increased security and efficient operations
- Revise and adopt amended MPO/TAC/CAC/BPAC Bylaws to allow utilization of meeting audio graphic or web teleconferencing methods
- Joint FDOT/MPO annual certification reviews - Annually by March 2021 and March 2022
- Keep Charlotte Beautiful safety programs calendar sponsorship – July 2021 and July 2022

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2021	FHWA (PL)	<u>\$ 328,869</u>
		TOTAL	\$ 328,869
	Year 2 – FY 2022	FHWA (PL)	<u>\$394,579</u>
		TOTAL	\$394,579

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Local Funds	TOTAL less Soft Matches
Task 1: Administration										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 240,549	\$ 53,054								\$ 240,549
Consultant Services	\$ -	\$ -								
Travel: In accordance with 112.061, Florida Statutes.										
Travel/Training MPO Staff	\$ 1,550	\$ 342								\$ 1,550
Travel/Training MPO Board Members	\$ 1,099	\$ 242								\$ 1,099
Other Direct Costs:		\$ -								
County's Central/Indirect Costs: These charges are estimated for services provided by Charlotte County Government to the MPO..i.e. Attorney, Fiscal, Payroll, Finance Audit, HR, Purchasing, IT, etc.	\$ 44,847	\$ 9,891								\$ 44,847
County's Self Insurance Costs	\$ 2,067	\$ 456								\$ 2,067
Office Building: Lease/Storage Cost	\$ 13,500	\$ 2,977								\$ 13,500
Office Equipment Lease/overage charges	\$ 5,967	\$ 1,316								\$ 5,967
Subscriptions (e.g. newspapers, MPO Website updates/Maintenance, Books & Publications)	\$ 1,700	\$ 375								\$ 1,700
Advertising Costs	\$ 4,000	\$ 882								\$ 4,000
Postage and Freight	\$ 2,500	\$ 551								\$ 2,500
Office Supplies & Departmental Supplies	\$ 2,500	\$ 551								\$ 2,500
Janitorial - Cleaning Services	\$ 800	\$ 176								\$ 800
Printing & Binding/Other Current Chargs & Obligation	\$ 900	\$ 198								\$ 900
Gas/Oil/Lubricants...use of County Vehicle	\$ 600	\$ 132								\$ 600
R/M equipment/vehicle	\$ 1,820	\$ 401								\$ 1,820
Educational Expenses-Staff training, sponsor Keep Charlotte Beautiful bicycle safety message, registration	\$ 1,770	\$ 390								\$ 1,770
Repair/Maintenance Building-Office Reconfiguration	\$ 2,600	\$ 573								\$ 2,600
Periheral Equipment	\$ 100	\$ 22								\$ 100
TASK TOTAL	\$ 328,869	\$ 72,533								\$ 328,869

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Local Funds	TOTAL less Soft Matches
Task 1: Administration										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 294,859	\$ 65,032								\$ 294,859
Consultant Services	\$ -	\$ -								
Travel: In accordance with 112.061, Florida Statutes.		\$ -								
Travel/Training MPO Staff	\$ 3,420	\$ 754								\$ 3,420
Travel/Training MPO Board Members	\$ 2,069	\$ 456								\$ 2,069
Other Direct Costs:		\$ -								
County's Central/Indirect Costs: These charges are estimated for services provided by Charlotte County Government to the MPO..i.e. Attorney, Fiscal, Payroll, Finance Audit, HR, Purchasing, IT, etc.	\$ 44,847	\$ 9,891								\$ 44,847
County's Self Insurance Costs	\$ 2,067	\$ 456								\$ 2,067
Office Building: Lease/Storage Cost	\$ 15,000	\$ 3,308								\$ 15,000
Office Equipment Lease/overage charges	\$ 6,967	\$ 1,537								\$ 6,967
Subscriptions (e.g. newspapers, MPO Website updates/Maintenance, Books & Publications)	\$ 4,200	\$ 926								\$ 4,200
Advertising Costs	\$ 4,500	\$ 992								\$ 4,500
Postage and Freight	\$ 3,500	\$ 772								\$ 3,500
Office Supplies & Departmental Supplies	\$ 2,500	\$ 551								\$ 2,500
Janitorial - Cleaning Services	\$ 1,000	\$ 221								\$ 1,000
Printing & Binding/Other Current Chargs & Obligation	\$ 2,400	\$ 529								\$ 2,400
Gas/Oil/Lubricants...use of County Vehicle	\$ 800	\$ 176								\$ 800
R/M equipment/vehicle	\$ 1,950	\$ 430								\$ 1,950
Educational Expenses-Staff training, sponsor Keep Charlotte Beautiful bicycle safety message, registration	\$ 3,000	\$ 662								\$ 3,000
Repair/Maintenance Building-Office Reconfiguration	\$ 500	\$ 110								\$ 500
Periheral Equipment	\$ 1,000	\$ 221								\$ 1,000
TASK TOTAL	\$ 394,579	\$ 87,026								\$ 394,579

TASK 2 DATA COLLECTION, ANALYSIS AND MAPPING

Purpose:

- Monitor and map area travel characteristics and affecting factors such as socio-economic and land use data, transportation system data, and natural, physical, and human environment information
- Continue participation and training in facilitating the Efficient Transportation Decision Making (ETDM) process
- Continue participation and training in Cube Voyager modeling software and Model Task Force Meetings

Previous Work:

- Continued working with Florida Department of Transportation (FDOT) in the implementation of the ETDM process through analysis of work projects in FY 2018/2019 and FY 2019/2020
- Analyzed accident and congestion data for the safety management system, and participated with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds
- Analyzed traffic data using Cartography Asset Management System (CAMS) to analyze and organize crash data for implementing the Congestion Management Process (CMP) to prioritize transportation projects
- Updated Cube Voyager modeling software for use in regional Transportation Model
- Utilized 2010 DIRPM for transportation analysis
- Validated Socio-economic data completed in November 2019
- Validated 2015 District One Regional Planning Model (DIRPM) completed in January 2020

Required Activities:

- Utilize the Travel Demand Model for analysis of existing network and to develop alternative planning scenarios with Cube Voyager as needed
- Utilize the 2015 travel demand model for regional transportation modeling as needed
- Update data efforts relating to public transportation and multimodal considerations to be done in support of and in conjunction with Task #8 as needed
- Collect primary and secondary data for analysis including the Census Bureau, Bureau of Economic and Business Research (BEBR), County and City Geographic Information Systems (GIS), County and City Public Works Departments, County and City Community Development Departments, Southwest Florida Regional Planning Council (SWFRPC), Sheriff and Police Departments and State agencies to update the travel demand model as needed
- Continue to analyze accident and congestion data for the safety management system, and participate with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds (quarterly)
- Continue to enhance the integration and connectivity of the regional transportation system through increased data collection and analysis, including map enhancement as needed
- Continue to identify and catalog information to be placed in a central database for use in the Efficient Transportation Decision Making (ETDM) process, as well as public transportation and multi-modal considerations, including ITS as needed

- Utilize General Planning Consultant services as needed

End Products:

- Refine and enhance GIS data for MPO plans and projects programs throughout FY 2021 and FY 2022 – snapshot adoption date – October 2020 (Ongoing)
- Review of databases to assist in prioritizing safety, highway, congestion management, and enhancement related projects throughout 2021 and 2022 snapshot adoption date – October 2020 (Ongoing)
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly) - Ongoing
- Prioritize lists of projects addressing congestion management in 2021 and 2022, target completion July 2020 and July 2021
- Cube Voyager transportation model scenarios as required throughout FY 2021 and FY 2022 target completion September 2020

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2021	FHWA (PL)	<u>\$ 30,000</u>
		TOTAL	\$ 30,000
	Year 2 – FY 2022	FHWA (PL)	<u>\$37,399</u>
		TOTAL	\$37,399

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 2: Data Collection, Analysis, and Mapping								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 30,000	\$ 6,617						\$ 30,000
Consultant Services	\$ -	\$ -						
TASK TOTAL	\$ 30,000	\$ 6,617						\$ 30,000

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds		FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 2: Data Collection, Analysis, and Mapping								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 37,399	\$ 8,249						\$ 37,399
Consultant Services	\$ -	\$ -						
TASK TOTAL	\$ 37,399	\$ 8,249						\$ 37,399

FY 2022 - Task 2 Increased by \$7,399

Amended: July 19, 2021

TASK 3 - PUBLIC PARTICIPATION PLAN

Purpose:

- To provide opportunities for public participation in the MPO Process consistent with Federal and State requirements.

Previous Work:

- Prepared MPO Public Participation Plan (PPP) Annual Evaluation/Summary for calendar years 2018 and 2019
- Revised PPP Plan and Title VI Program March 2019
- Initiated and coordinated with CC-TV 20 production staff the script, development and video recording of selected MPO, CAC, BPAC, LCB and the Punta Gorda Airport leading to the completion of an MPO/2045 LRTP information video. This video shown at all the workshops, MPO Committee and Board meetings and on CC-TV 20.
- Prepared outline and content for 2045 LRTP Public Participation Survey in 2019
- Aided in preparation of 2045 LRTP Workshop materials including “Route to 2045” branded brochure
- Conducted public workshops in February and June 2020 in support of the 2045 LRTP Needs Plan and Cost Feasible Plan
- The MPO revised, compiled and analyzed data received from the MPO’s Evaluation/Comment survey. This survey was conducted as a part of the February and June 2020 workshops held to solicit public opinion and comment on the 2045 LRTP
- Awarded the Citizens Transportation Mobility Award in 2018 and 2019. The award is now in its 10th year
- Quarterly updates and revisions to the MPO informational brochure.
- Throughout FY 2018/2019 and FY 2019/2020 MPO staff attended meetings at civic and non-profit organizations to discuss the MPO planning process, public involvement opportunities, and future planning ideas and options.
- Active participation in Association of Metropolitan Planning Organizations (AMPO) FHWA, USDOT and FDOT public participation-based webinars and local training programs
- Active discourse and discussion with other Florida MPOs concerning effective public involvement techniques and programs
- Continued content improvement and as needed revisions to the MPO Orientation Manual; with attendant preparation for an orientation meeting for new MPO Board and Advisory Committee members

Required Activities:

- Annual review and update of the PPP as needed
- Provide public participation opportunities for all MPO related transportation plans, hearings, workshops and events as needed
- Solicit citizen volunteers for the MPO Advisory Committee
- Provide timely notification to the public of all MPO related meetings, hearings, workshops, special and joint meetings, and plan reviews by all forms of informational media including electronic, print, audio, and video as needed

- Prepare MPO Public Participation Plan for the 2045 Long Range Transportation Plan
- Continue to respond to citizen, agency and media queries on all MPO related topics and plans as needed
- Continue to attend civic, non-profit, professional and business group meetings and forums when available
- Continue to review and improve the MPO website. Website improvements include ADA compliance and 2045 LRTP additions as needed
- Continue to solicit nominees and award a Citizens Transportation Mobility Award in 2020 and 2021
- Continue to implement creative electronic, print or visual techniques and methods to provide citizens with information (ongoing)
- Continual review and update of the MPO informational brochure on a quarterly basis
- Continue to solicit citizen input on methods to improve roadway safety and, potential bicycle and pedestrian improvements (ongoing)
- Continue to develop relationships with traditionally underserved populations (Environmental Justice-EJ targets). MPO has worked with FHWA and FDOT staff to review and solicit comments on the EJ and Socio-cultural aspects of the developing 2045 LRTP (ongoing)
- Continue to work with MPO Advisory Committee members in developing their roles as MPO information conduits to their constituents, clients and friends (ongoing)
- Utilize a General Planning Consultant services as needed
- Utilize the MPO website for improved public outreach and participation as needed
- Prepare an MPO Evaluation/Comment Survey, disseminate at all MPO public participation events (live and virtual) and compile survey responses

End Products

- Inclusion of all public surveys, interactive mapping tools, verbal and written public comment and opinion in the MPO process and all planning documents
- Public participation workshops and public involvement events in support of the 2045 Long Range Transportation Plan
- Annual Public Participation Summary and Evaluation Report in FY 2021 and FY 2022
- MPO brochure, the MPO website, and potential future technological improvements as they relate to improved public involvement as needed
- Citizen Transportation Mobility Award July 2020 and July 2021
- Public Participation Plan (PPP) amendment/revisions as needed
- 2045 LRTP with all requisite public participation opportunities and guidelines met
- Citizen volunteers for various MPO Advisory Committees
- Evaluation/Comment Survey for all public involvement events, including participant demographic and meeting logistic/venue responses

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2021	FHWA (PL)	<u>\$ 9,000</u>
		TOTAL	\$ 9,000
	Year 2 – FY 2022	FHWA (PL)	<u>\$13,836</u>
		TOTAL	\$13,846

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 3: Public Participation Plan								
Personnel Services:								
Salaries (100% PL), Benefits and Other Deductions	\$ 9,000	\$ 1,985						\$ 9,000
Consultant Services	\$ -	\$ -						
TASK TOTAL	\$ 9,000	\$ 1,985						\$ 9,000

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 3: Public Participation Plan								
Personnel Services:								
Salaries (100% PL), Benefits and Other Deductions	\$ 13,836	\$ 3,052						\$ 13,836
Consultant Services	\$ -	\$ -						
TASK TOTAL	\$ 13,836	\$ 3,052						\$ 13,836

FY 2022 - Task 3 increased by \$4,836

Amended: July 19, 2021

TASK 4 LONG RANGE TRANSPORTATION PLANNING (LRTP)

Purpose:

- Apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management system projects
- Continue participating in the statewide Model Task Force technical meetings leading to conversion of FSUTMS from Tranplan to the new Statewide model software
- Routinely evaluate and update the MPO's Long Range Transportation Plan as needed
- Implement MPO's Long Range Transportation Plan Amendment Procedures as needed
- Utilize General Planning Consultant services as needed
- 2045 Long Range Transportation Plan (LRTP) Updated - October 2020

Previous Work:

- Adopted 2040 Long Range Transportation Plan (LRTP) Update October 2015
- Endorsed Model Validation (Spring 2015)
- Endorsed Goals, Objectives and Socio-Economic Data for 2045 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (D1RPM)
- Adopted 2045 LRTP Socio-Economic Data and endorsed 2015 Model Validation Data
- Refined 2045 Socio-Economics Data control totals completed in December 2019
- Refined 2045 D1RPM Model March 2020
- Validated 2015 District One Regional Planning Model (DIRPM) – November 2019

Required Activities:

- Incorporate the Validated Network and Socio-Economic Data into the FSUTMS models
- Incorporate the Federal modeling requirements into the District One Regional Planning Model
- Utilize 2040 computerized transportation planning models (FSUTMS) for traffic impact and alternative analysis as needed
- Continue to attend training courses on FSUTMS and Cube when available
- Include the Efficient Transportation Decision Making (ETDM) process in the overall planning process as needed
- Maintain communications with the area residents (ongoing)
- Incorporate Federal requirements policy and revenue projections in LRTP update as needed
- Incorporate the Federal Requirements regarding Congestion Management Process as needed
- Analyze and implement Year of Expenditure (YOE) and Present-Day Costs (PDC) as needed
- Include analysis from Autonomous, Connected Electric, and Shared (ACES) vehicle research provided by FDOT
- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing

- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT’s 2018 safety targets, which set the target at “0” for each performance measure
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America’s Surface Transportation (FAST) Act
- Utilize the FDOT District One model for analysis of the existing network as needed
- Coordinate the FDOT District One Consultant to update and validate the 2015 DIRPM model as needed
- Adopt 2045 LRTP by October 5, 2020
- Utilize General Planning Consultant services. - (See Appendix H)

End Products:

- Inclusion of the ETDM process into the overall planning process (Ongoing)
- Refine 2045 LRTP with updated Transportation Performance Measures October 2020
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) – October 2020
- Amendment to the LRTP as needed
- Adopt 2045 LRTP - October 2020

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2021	FHWA (PL)	<u>\$42,780</u>
		TOTAL	\$42,780
	Year 1 – FY 2021	SL FUNDS	<u>\$50,857</u>
		TOTAL	\$50,857
	Year 2 - FY 2022	FHWA (PL)	<u>\$44,312</u>
		TOTAL	\$44,312

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Local Funds	TOTAL less Soft Matches
Task 4: Long Range Transportation Plan (LRTP)										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 38,300	\$ 8,447								\$ 38,300
Consultant Services: 2045 Long Range Transportation Plan	\$ 4,480	\$ 988	\$ 50,857	\$ 11,217						\$ 55,337
TASK TOTAL	\$ 42,780	\$ 9,435	\$ 50,857	\$ 11,217						\$ 93,637

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Local Funds	TOTAL less Soft Matches
Task 4: Long Range Transportation Plan (LRTP)										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 44,312	\$ 9,773								\$ 44,312
Consultant Services:	\$ -	\$ -								\$ -
TASK TOTAL	\$ 44,312	\$ 9,773								\$ 44,312

TASK 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Purpose: Develop Transportation Improvement Programs (TIP) for FY 2020/2021 and 2021/2022 that identifies all federal, state and locally funded transportation improvements.

Previous Work:

- Adopted the FY 2019/2020 – FY 2023/2024 TIP in cooperation with FDOT and local government agencies in May 2019
- Adopted the FY 2020/2021 – FY 2024/2025 TIP in cooperation with FDOT and local government agencies in May 2020
- Coordinated highway, transportation alternatives, Transportation Regional Incentive Program (TRIP) and congestion management transportation project priorities in May 2019 and May 2020
- Reviewed FDOT Draft Tentative Work Program for FY 2020/2021 through FY 2024/2025
- Coordinated with the City of Punta Gorda and Charlotte County to incorporate Capital Improvements Program into adopted TIPs

Required Activities:

- Coordinate input from the City of Punta Gorda, Charlotte County and the Charlotte County Airport Authority (CCAA) for establishing project priorities (annually)
- Review project priorities with FDOT, TAC, CAC and BPAC while obtaining public input and ideas through the Committee process (annually)
- Ensure project priorities are in accordance with the Long Range Transportation Plan (LRTP) Updates as needed
- Ensure that documentation on project priority methodology is included within the Transportation Improvement Program (TIP) (annually)
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act
- Coordinate TIP Amendments with FDOT, the City of Punta Gorda and Charlotte County, as required
- Review recommended TIP Amendments with FDOT, TAC, CAC and BPAC while obtaining public input through the Committee process as needed
- Ensure all amendments are in accordance with the adopted LRTP Update as needed
- Review the FDOT Draft Tentative Work Programs with FDOT, TAC, CAC and BPAC (annually)
- Assist FDOT in implementing its Adopted Work Program by notifying sponsors whose projects have moved into the first year of the MPO TIP (annually)
- Coordinate with Sarasota/Manatee MPO to identify regional projects in TIP
- Coordinate with Sarasota/Manatee and Lee County MPOs in establishing Transportation Regional Incentive Program (TRIP) and Regional Transportation Alternative project priorities, as required
- Implement the MPO's Congestion Management Process (CMP) incorporated in the 2040 LRTP Update as needed
- Maintain the Congestion Management System (CMS) per Federal transportation legislation, FDOT and local agency requirements (annually)
- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing

the vision of eliminating fatalities and reducing serious injuries on all public roads

- Utilize the FDOT's safety-related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2018 safety targets, which set the target at "0" for each performance measure
- Utilize a General Planning Consultant services as needed

End Products:

- FY 2021/2022 through 2025/2026 Transportation Improvement Programs (TIP) adopted by May 2021
- FY 2022/2023 through 2026/2027 Transportation Improvement Programs (TIP) adopted by May 2022
- Project Priorities Lists for FY 2021/2022 and FY 2022/2023 in May 2021 and May 2022 respectively
- FDOT Tentative Work Programs for FY 2021/2022 and FY 2022/2023 to be reviewed by MPO Board by December 2020 and December 2021 respectively
- Amendments to the Transportation Improvement Program (TIP) as needed
- Performance based planning incorporated in TIP in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act adopted by May 2021 and May 2022 respectively
- Update FDOT performance measures and safety targets in FY 2021/2022 through 2025/2026 TIP and FY 2022/2023 through 2026/2027 TIP adopted by May 2021 and May 2022 respectively

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2021	FHWA (PL)	\$ <u>24,000</u>
		TOTAL	\$ 24,000

	Year 2 – FY 2022	FHWA (PL)	\$ <u>32,810</u>
		TOTAL	\$32,810

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 5: Transportation Improvement Program (TIP)								
Personnel Services:								
Salaries (100% PL), Benefits and Other Deductions	\$ 24,000	\$ 5,293						\$ 24,000
Consultant Services:	\$ -	\$ -						\$ -
TASK TOTAL	\$ 24,000	\$ 5,293						\$ 24,000

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 5: Transportation Improvement Program (TIP)								
Personnel Services:								
Salaries (100% PL), Benefits and Other Deductions	\$ 32,810	\$ 7,236						\$ 32,810
Consultant Services:	\$ -	\$ -						\$ -
TASK TOTAL	\$ 32,810	\$ 7,236						\$ 32,810

FY 2022 increased by \$8,810

Amended: July 19, 2021

TASK 6 SPECIAL PROJECT PLANNING

Purpose: Complete various recurring and non-recurring planning projects

Previous Work:

- Supported and provided input for funding the City of Punta Gorda and Charlotte County projects in December 2018 and 2019
- Participated in the Efficient Transportation Decision Making (ETDM) process in the MPO's overall planning process
- Participated in Traffic Incident Management (TIM) Team for Charlotte, Sarasota, Manatee, Collier and Lee Counties
- Monitored activity of the Continuing Florida Aviation System Planning Process (CFASPP)
- Attended when possible Charlotte County Airport Authority (CCAA) meetings
- Attended when possible City Council of Punta Gorda meetings
- Worked with Charlotte County with the development of a Bicycle/Pedestrian Master Plan
- Coordinated the MPO Bicycle/Pedestrian Committee
- Developed a Charlotte County Bicycle/Pedestrian map for 2019
- Provided letters of support for the Community Redevelopment Agencies (CRAs) of Charlotte County grant applications
- Assisted Murdock in submitting a SUN Trail grant application
- Organized and participated on the Community Traffic Safety Team (CTST)

Required Activities:

- Support the Charlotte County Airport Authority, an emerging SIS
- Represent the MPO at by-monthly TIM Team and CTST meetings
- Review road designs and proposed developments for appropriate incorporation of bicycle and pedestrian facilities as needed
- Continue to lead the effort for Charlotte County and the City of Punta Gorda review and updating of Bicycle/Pedestrian Master Plans
- Work with Government agencies, citizens' groups involved in alternate transportation projects
- Coordinate Safe Routes to Schools (SRTS) initiatives
- Coordinate with the Florida Office of Greenways and Trails and regional organizations for SUN Trail and opportunity trail projects
- Update and produce a Charlotte County Bicycle/Pedestrian map for 2020/2021
- Continued support of the CRAs of Charlotte County (ongoing)
- Continue to Coordinate the MPO Bicycle/Pedestrian Committee (quarterly)
- Utilize a General Planning Consultant services as needed
- Coordination with Charlotte County Utilities Department regarding planned transportation projects

End Products:

- Bicycle/Pedestrian Master Plan Update for Charlotte County
- Sidewalk and bikeways map and database update, as needed
- Charlotte County Bicycle/Pedestrian map update, as needed
- Florida Greenways and Trails system map update, as needed
- ETDM review of designated projects, as needed
- Florida's SIS System Plan inputs, as needed
- Traffic Incident management (TIM) Team participation, (quarterly)
- DRI reviews of proposed large developments, as needed
- CTST coordination and participation (quarterly)
- BPAC coordination and participation (quarterly)

Responsible Agency: Charlotte County- Punta Gorda MPO/Charlotte County Government

Funding Sources:	Year 1 – FY 2021	FHWA (PL)	<u>\$ 25,000</u>
		TOTAL	\$ 25,000
	Year 2 – FY 2022	FHWA (PL)	<u>\$34,472</u>
		TOTAL	\$34,472

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 6: Special Project Planning								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 25,000	\$ 5,514						\$ 25,000
Consultant Services:	\$ -	\$ -						\$ -
TASK TOTAL	\$ 25,000	\$ 5,514						\$ 25,000

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 6: Special Project Planning								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 34,472	\$ 7,603						\$ 34,472
Consultant Services:	\$ -	\$ -						\$ -
TASK TOTAL	\$ 34,472	\$ 7,603						\$ 34,472

FY 2022 Task 6 increased by \$9,472

Amended: July 19, 2021

TASK 7 REGIONAL PLANNING AND COORDINATION

Purpose: This task provides for coordinated planning efforts between regional entities, i.e., other MPOs, Transportation Planning Organizations (TPOs), and regional transportation planning agencies.

Previous Work:

- Joint MPO Board meetings with Lee County and Sarasota/Manatee MPOs
- Coordinated with the Lee County MPO to attend each other's respective TAC meetings
- Adopted the Interlocal Agreement for Joint Regional Transportation Planning and Coordination with Lee County MPO
- Adopted the Revised Interlocal Agreement for Joint Regional Transportation Planning and Coordination with Sarasota/Manatee MPO January 2018
- Coordinated with Lee County MPO on the development of transportation system serving Babcock Ranch
- Continued coordination with the Lee County MPO on proposed improvements along the Burnt Store Road Corridor
- Participated in the Coordinated Urban Transportation Studies (CUTS) Committee of FDOT District One MPOs on a quarterly basis
- Negotiated the Joint Regional Project Priority list developed with the Sarasota/Manatee MPO
- Discussed improvements to Englewood Interstate Corridor and improved access to I-75 with Sarasota/Manatee MPO
- Participated in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) on a quarterly basis
- Participated in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, November 2019
- Participated with Tampa Bay Area Regional Transportation Authority (TBARTA) in the organization of the Southwest Coastal Regional Trail initiative
- Served on the MPOAC Freight Committee

Required Activities:

- Continue the procedures identified in the Joint Regional Transportation Planning and Coordination Interlocal Agreements with Sarasota/Manatee MPO and Lee County MPO (ongoing)
- Continue to execute procedures identified in the adopted MPO Public Participation Plan for regional issues, as needed
- Continue to coordinate with Lee County and the Southwest Florida Regional Planning Council (SWFRPC) on providing input and analysis for the Development of Regional Impact (DRI) (ongoing)
- Continue to coordinate with Sarasota/Manatee and Lee County MPOs in setting Regional Project Priorities (annually)
- Continue to coordinate with Sarasota/Manatee and Lee County MPOs to enhance the integration and connectivity of the transportation system (ongoing)
- Support and participate in the CUTS Committee of FDOT District One MPOs (quarterly)

- Participation in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) and associated subcommittees (quarterly)
- Participation in FDOT/City/County Coordination Meetings, (quarterly)
- Participate in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, (annually)
- Prepare the MPO annual Certification responses for FDOT
- Utilize a General Planning Consultant services as needed

End Products:

- Joint Regional MPO Board Meetings (annually)
- Assessments of the effectiveness of all regional public involvement techniques for additions and improvements as needed
- Coordination efforts with Sarasota/Manatee, Lee, Collier MPOs and Heartland TPO (ongoing)
- Update Regional Roadways Network through coordination with Sarasota/Manatee and Lee County MPOs, as required
- Participation in the Coordinated Urban Transportation Studies (CUTS) of FDOT District One MPOs (quarterly)
- Participation in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) (quarterly)
- Participation in FDOT/City/County Coordination Meetings, (quarterly)
- Participation in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, (annually)
- MPO annual Certification (annually)

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2021	FHWA (PL)	<u>\$ 7,500</u>
		TOTAL	\$ 7,500
	Year 2 – FY 2022	FHWA (PL)	<u>\$10,000</u>
		TOTAL	\$10,000

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 7: Regional Planning & Coordination								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 7,500	\$ 1,654						\$ 7,500
Consultant Services: 2045	\$ -	\$ -						\$ -
TASK TOTAL	\$ 7,500	\$ 1,654						\$ 7,500

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SL Funds	FDOT 18.07% Soft Match to SL	FTA 5305(d)	CTD	Local Funds	TOTAL less Soft Matches
Task 7: Regional Planning & Coordination								
Personnel Services:								
Salaries (100% PL), Benefits	\$ 10,000	\$ 2,206						\$ 10,000
Consultant Services:	\$ -	\$ -						\$ -
TASK TOTAL	\$ 10,000	\$ 2,206						\$ 10,000

FY 2022 Task 7 increased by \$2,500

Amended: July 19, 2021

TASK 8 TRANSIT & TRANSPORTATION DISADVANTAGED (TD) PLANNING

Purpose: Support existing transit programs and assist in implementing recommendations of the Transit Development Plan (TDP) and the Transportation Disadvantaged Service Plan (TDSP), as well as utilize staff /consultant services in the development of the 2045 Long Range Transportation Plan (LRTP).

Previous Work:

- Assisted Charlotte County with the development of the *Charlotte Rides* Transit Development Plan (TDP) for submittal to FDOT by September 1, 2019 (utilizing only the County's FTA Section 5307 funds)
- Execution of a Joint Participation Agreement between FDOT and the MPO in November 2015 for Federal Transit Administration Section 5305 (d) funding through December 31, 2018
- Staffing of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) quarterly
- Completion of the annual Community Transportation Coordinator (CTC) evaluation in February 2020
- Training of LCB membership in January 2020
- Attendance at the annual Commission for the Transportation Disadvantaged (CTD) state training and technology conference
- Assistance with Charlotte Transit marketing and planning
- Completion of the second annual update of the TDSP in May 2019 and the third annual update May 2020
- Provided support and assistance to Sarasota County Area Transit (SCAT) and Charlotte County Transit in improving transit opportunities for the North Port and Englewood areas
- Assisted with the LCB's annual evaluation of the CTC in February 2020
- Developed LCB Bylaws – September 2019
- Developed LCB Grievance Procedures – November 2019

Required Activities:

- Assist with a marketing plan for Charlotte County Transit, as well as FTA Section 5310 and 5311 programs (ongoing)
- Coordinate with the LCB in planning for TD services with the cooperation of the CTC, including the planning and review of transit operations (ongoing)
- Advise on improved security, safety and accessibility issues with the Charlotte County Transit Division (ongoing)
- Coordinate and assist in expanding regional transit routes with Sarasota, DeSoto and Lee Counties (ongoing)
- Update the Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit — Human Services Transportation Plan (CPT-HSTP) in May 2021 in cooperation with Charlotte County Transit Division. Develop a new TDSP/CPT-HSTP following a new five-year CTC designation
- Participate in FDOT District One's Commuter Services Program (ongoing)
- Execute FTA 5305 (d) FY 2021-2022 Public Transit Grant Agreement (PGTA) (annually)
- Utilize General Planning Consultant services as needed i.e., 2045 Long Range Transportation Plan (LRTP) or any other transit-related studies (See Appendix H)
- Establish performance based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST)
- Assist Charlotte County Transit with future annual progress reports for the Transit Development Plan
- Appointment of Charlotte County Board of County Commissioner (BCC) to continue as the Community Transportation Coordinator (CTC) for Charlotte County in April 2021 for next five-year period

- Review Charlotte County Transit Public Transportation Agency Safety Plan (PTASP)
- Develop LCB Bylaws – September 2020 and September 2021
- Develop LCB Grievance Procedures – November 2020 and November 2021

End Products:

- FY 2021 and FY 2022 Section 5305 (d) Transit Planning Grants submitted – July 2021 and July 2022 (annually)
- CTC Evaluation February 2022
- New TDSP/CPT-HSTP in September 2021
- 2045 LRTP Update by October 2020
- Charlotte County Annual Progress Report for the TDP by September 2020 and September 2021
- Charlotte County Transit Public Transportation Agency Safety Plan (PTASP) review at October 2020 MPO Board Meeting
- LCB Bylaws – September 2020 and September 2021
- LCB Grievance Procedures – November 2020 and November 2021
- Other special transportation planning studies, as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources: Year 1 – FY 2021	FTA (Section 5305 (d) (FM # 410114-1-14-29, 30)	\$121,136
	FFY 19 FTA Carryover State Match	\$ 5,798
	Local Funds	\$15,143
	FTA Section 5307(County)	\$56,582
	TD Planning Grant	<u>\$23,095</u>
	TOTAL	\$221,754
Year 2 – FY 2022	FTA FFY 2020 (Section 5305 (d) (FM # 410114-1-14-30)	*\$51,065
	FTA FFY 2021 (Section 5305 (d) (FM # 410114-1-14-31)	** <u>\$72,329</u>
	Local Funds FFY 2020	***\$6,383
	Local Funds FFY 2021	****\$9,041
	FTA Section 5307 – FFY (County)	\$50,545
	TD Planning Grant	<u>\$23,842</u>
	TOTAL	\$213,205

*Updated FY 2020 Section 5305(d) with remaining encumbrance

**Added new FFY 2021 FTA funds

***Updated FFY 2020 Local Funds contribution.

****Added FFY 2021 Local Funds

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	FHWA PL	FDOT Soft Match to FHWA (18.07%)**	FHWA SL Funds	FDOT Soft Match to SL (18.07%)**	FFY 19 Carryover FTA 5305(d)			FFY 20 FTA 5305(d)			CTD	Local Funds	TOTAL less State Soft Match
					FTA 5305(d) Federal 80%	FTA 5305(d) State 10% Match	FTA 5305(d) County 10% Match	FTA 5305(d) Federal	FTA 5305(d) Soft match**	FTA Section 5307			
Task 8: Transit & Transportation Disadvantaged Planning													
Personnel Services:													
Salaries (100% PL), Benefits and Other Deductions					\$ 38,720	\$ 4,845	\$ 4,847	\$ 72,707	\$ -		\$ 23,095	\$ 13,936	\$ 153,304
Consultant Services: 2045 LRTP Update					\$ 5,517	\$ 690	\$ 690					\$ 690	\$ 6,897
Consultant Services: TDP Annual Progress Report						\$ 18,687.00					\$ 56,582		\$ 56,582
Travel: In accordance with 112.061, Florida Statutes													
Travel/Training MPO Staff/LCB Board Members					\$ 1,080	\$ 135	\$ 135	\$ 1,080				\$ 270	\$ 2,565
Other Direct Costs:													
Advertising Costs					\$ 640	\$ 80	\$ 80	\$ 640				\$ 160	\$ 1,520
Operating Supplies/Office Supplies					\$ 112	\$ 7	\$ 7	\$ 80				\$ 17	\$ 216
Registration/Subscription					\$ 320	\$ 40	\$ 40	\$ 240				\$ 70	\$ 670
TASK TOTAL					\$ 46,369	\$ 5,798	\$ 5,799	\$ 74,747	\$ 18,687	\$ 56,582	\$ 23,095	\$ 15,143	\$ 221,754

** FDOT uses toll credits to fulfill the required FHWA PL, SL, & FTA 5305(d) non-Federal share

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	FHWA PL	FDOT Soft Match to FHWA (18.07%)**	FHWA SL Funds	FDOT Soft Match to SL (18.07%)**	FFY 20- FFY21 FTA 5305(d) Funds	FTA 5305(d) Soft Match**	FTA Section 5307	CTD	Local Funds	TOTAL less State Soft Match
Task 8: Transit & Transportation Disadvantaged Planning										
Personnel Services:										
Salaries (100% PL), Benefits and Other					\$ 116,194			\$ 23,842	\$ 14,654	\$ 154,690
Consultant Services: TDP Annual							\$ 50,545			\$ 50,545
Travel: In accordance with 112.061, Florida Statutes										
Travel/Training MPO Staff/LCB Board Members					\$ 3,600				\$ 270	\$ 3,870
Other Direct Costs:										
Advertising Costs					\$ 2,540				\$ 300	\$ 2,840
Operating Supplies/Office Supplies					\$ 310				\$ 100	\$ 410
Registration/Subscription					\$ 750				\$ 100	\$ 850
TASK TOTAL					\$ 123,394	\$ 36,770	\$ 50,545	\$ 23,842	\$ 15,424	\$ 213,205

** FDOT uses toll credits to fulfill the required FHWA PL, SL, & FTA 5305(d) non-Federal share

Updated FFY 20 remaining encumbrance and added FFY 21 New Allocation in the amount of \$72,329 to FTA Section 5305(d) current FFY 20 Funds

Adjusted Local Funds to reflect updated funds

Amended: October 18, 2021

TASK 9 AGENCY EXPENDITURES USING LOCAL FUNDS

Purpose: To facilitate activities and informational discussions to educate and advocate relevant legislative positions to federal, state, and local officials on issues that impact the operation and function of the MPO. The MPO revised this task to include local fund expenditures for items that are not reimbursable from state and federal grant sources or used as a local match. The MPO will utilizing

Required Activities:

- Monitor all Legislative Delegation meetings that could impact the MPO process or its overall mission.
- Coordinate with the Metropolitan Planning Organization Advisory Council (MPOAC) on statewide legislative issues affecting the MPO.
- Meet and discuss MPO relevant legislative issues with members of State, Federal, and local officials and local organizational entities and associations.
- Provide information and facts for the development of MPO Legislative positions.
- Provide refreshments at meetings to maximize productivity for Joint Regional MPO Meetings
- Award The Peggy Walters Citizens Transportation Planning Award.
- Reimburse staff for Class C related travel that is not covered by State and Federal regulations

End Products:

- 2021 Legislative Position Statements prepared in December 2021
- 2022 Legislative Position Statements prepared in December 2022
- Attendance at state and local legislative sessions on MPO related issues, as needed
- Provide refreshments at meetings to maximize productivity for Joint Regional MPO Meetings
- Non-reimbursable expenses covered over the years by the County i.e., award plaques, meeting refreshments, operating expenses, membership fees, Class C Meals, salaries and benefits

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2021	*LOCAL FUNDS	<u>\$3,500</u>
		TOTAL	\$3,500
	Year 2 – FY 2022	*LOCAL FUNDS	<u>\$3,500</u>
		TOTAL	\$3,500

*No appropriated federal funds are used to influence or lobby, any member of Congress or their employees in connection with the awarding of contracts, grants, loans, agreements or their extension, renewal, modification or continuation.

Estimated Budget Detail for "Planning Task" Fiscal Year 2021

Budget Category/Description	Local Funds	TOTAL LOCAL FUNDS
Task 9: Agency Expenditure		
Non-Reimbursable Expenses - Legislative Activities, promotional items, meeting refreshments, meals, mileage, operating expenses & sponsorship	\$ 3,500	\$ 3,500
TASK TOTAL	\$ 3,500	\$ 3,500

Estimated Budget Detail for "Planning Task" Fiscal Year 2022

Budget Category/Description	Local Funds	TOTAL LOCAL FUNDS
Task 9: Agency Expenditure		
Non-Reimbursable Expenses - Legislative Activities, promotional items, meeting refreshments, meals, mileage, operating expenses & sponsorship	\$ 3,500	\$ 3,500
TASK TOTAL	\$ 3,500	\$ 3,500

SUMMARY BUDGET TABLES

UPWP FY 2021

The FY 2021 UPWP is funded by federal and local sources in the form of grant, local funds and non cash (soft) match services. An estimate of the costs associated with the individual tasks and the source of funding is listed in the following tables.

Fiscal Year 2021 Agency Participation and Funding Sources by Task

FY 20 Carryover FTA 5305(d)												
Budget Category/Description	FHWA PL	FDOT Soft Match to FHWA (18.07%)**	FHWA SL Funds	FDOT Soft Match to SL (18.07%)**	FTA 5305(d) Federal 80%	FTA 5305(d) State Soft Match (10%)	FTA 5305(d) Local Match (10%)	FTA 5305(d) Federal 80%	CTD	FTA 5307	Local Funds	TOTAL less Soft/Local Match
Task 1: Administration												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 240,549	\$ 53,054										\$ 240,549
Consultant Services	\$ -	\$ -										
Travel: In accordance with 112.061, Florida Satutes.												
Travel/Training MPO Staff	\$ 1,550	\$ 342										\$ 1,550
Travel/Training MPO Board Members	\$ 1,099	\$ 242										\$ 1,099
Other Direct Costs:												
County's Central/Indirect Costs: These charges are estimated for services provided by Charlotte County Government to the MPO..i.e. Attorney, Fiscal, Payroll, Finance Audit, HR, Purchasing, IT,etc.	\$ 44,847	\$ 9,891										\$ 44,847
County's Self Insurance Costs	\$ 2,067	\$ 456										\$ 2,067
Office Building: Lease/Storage Cost	\$ 13,500	\$ 2,977										\$ 13,500
Office Equipment Lease/overage charges	\$ 5,967	\$ 1,316										\$ 5,967
Subscriptions (e.g. newspapers, MPO Website updates/Maintenance, Books & Publications)	\$ 1,700	\$ 375										\$ 1,700
Advertising Costs	\$ 4,000	\$ 882										\$ 4,000
Postage and Freight	\$ 2,500	\$ 551										\$ 2,500
Office Supplies & Departmental Supplies	\$ 2,500	\$ 551										\$ 2,500
Janitorial - Cleaning Services	\$ 800	\$ 176										\$ 800
Printing & Binding/Other Current Chargs & Obligation	\$ 900	\$ 198										\$ 900
Gas/Oil/Lubricants...use of County Vehicle	\$ 600	\$ 132										\$ 600
R/M equipment/vehicle	\$ 1,820	\$ 401										\$ 1,820
Educational Expenses-Staff trainings, Sponsor keep Charlotte Beautiful Bicycle safety message, registrations	\$ 1,770	\$ 390										\$ 1,770
Repair/maintenance - Building...i.e office reconfiguration	\$ 2,600	\$ 573										\$ 2,600
Perheral Equipment	\$ 100	\$ 22										\$ 100
TASK TOTAL	\$ 328,869	\$ 72,533										\$ 328,869
Task 2: Data Collection, Analysis, and Mapping												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 30,000	\$ 6,617										\$ 30,000
Consultant Services	\$ -	\$ -										
TASK TOTAL	\$ 30,000	\$ 6,617										\$ 30,000
Task 3: Public Participation Plan												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 9,000	\$ 1,985										\$ 9,000
Consultant Services	\$ -	\$ -										
TASK TOTAL	\$ 9,000	\$ 1,985										\$ 9,000
Task 4: Long Range Transportation Plan (LRTP)												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 38,300	\$ 8,447										\$ 38,300
Consultant Services: 2045 Long Range Transportation Plan Update (LRTP)	\$ 4,480	\$ 988	\$ 50,857	\$ 11,217								\$ 55,337
TASK TOTAL	\$ 42,780	\$ 9,435	\$ 50,857	\$ 11,217								\$ 93,637
Task 5: Transportation Improvement Program (TIP)												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 24,000	\$ 5,293										\$ 24,000
Consultant Services:	\$ -	\$ -										\$ -
TASK TOTAL	\$ 24,000	\$ 5,293										\$ 24,000
Task 6: Special Project Planning												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 25,000	\$ 5,514										\$ 25,000
Consultant Services:	\$ -	\$ -										\$ -
TASK TOTAL	\$ 25,000	\$ 5,514										\$ 25,000
Task 7: Regional Planning & Coordination												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions	\$ 7,500	\$ 1,654										\$ 7,500
Consultant Services: 2045 Long Range Transportation Plan Update (LRTP)	\$ -	\$ -										\$ -
TASK TOTAL	\$ 7,500	\$ 1,654										\$ 7,500
Task 8: Transit & Transportation Disadvantaged Planning												
Personnel Services:												
Salaries (100% PL), Benefits and Other Deductions					\$ 38,720	\$ 4,846	\$ 4,847	\$ 72,707	\$ 23,095		\$ 13,936	\$ 153,304
Consultant Services: 2045 LRTP Update					\$ 5,517	\$ 690	\$ 690				\$ 690	\$ 6,897
Consultant Services: TDP Progress Report										\$ 56,582		\$ 56,582
Travel: In accordance with 112.061, Florida Satutes.												
Travel/Training MPO Staff/LCB Board Members					\$ 1,080	\$ 135	\$ 135	\$ 1,080			\$ 270	\$ 2,565
Other Direct Costs:												
Advertising Costs					\$ 640	\$ 80	\$ 80	\$ 640			\$ 160	\$ 1,520
Operating Supplies/Office Supplies					\$ 112	\$ 7	\$ 7	\$ 80			\$ 17	\$ 216
Registration					\$ 320	\$ 40	\$ 40	\$ 240			\$ 70	\$ 670
TASK TOTAL					\$ 46,389	\$ 5,798	\$ 5,799	\$ 74,747	\$ 23,095	\$ 56,582	\$ 15,143	\$ 221,754
Task 9: Agency Expenditures with Local Funds												
Non-Reimbursable Expenses - Legislative Activities, promotional items, meeting refreshments, meals, mileage, operating expenses, memberships & sponsorships											\$ 3,500	\$ 3,500
TASK TOTAL											\$ 3,500	\$ 3,500
Total Planning Funds	\$ 467,149	\$ 103,032	\$ 50,857	\$ 11,217	\$ 46,389	\$ 5,798	\$ 5,799	\$ 74,747	\$ 23,095	\$ 56,582	\$ 18,643	\$ 743,260

** FDOT uses transportation development credits (TDC) to satisfy the required 20% non-federal share (soft match).

FTA 5307 Funding Source Increased by \$28,291 for FY 21 of the UPWP

Amended May 17, 2021

SUMMARY BUDGET TABLES

UPWP FY 2022

The FY 2022 UPWP is funded by federal and local sources in the form of grant, local funds and non cash (soft) match services. An estimate of the costs associated with the individual tasks and the source of funding is listed in the following tables.

Fiscal Year 2022 Agency Participation and Funding Sources by Task

Budget Category/Description	FHWA PL	FDOT Soft Match to FHWA (18.07%)**	FHWA SL Funds	FDOT Soft Match to SL (18.07%)**	FFY 20 - FFY 21 FTA 5305(d) Federal Funds	FTA State "Soft Match"	CTD	FTA 5307	Local Funds	TOTAL less Soft Match
Task 1: Administration										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 294,859	\$ 65,032								\$ 294,859
Consultant Services	\$ -	\$ -								
Travel: In accordance with 112.061, Florida Statutes.										
Travel/Training MPO Staff	\$ 3,420	\$ 754								\$ 3,420
Travel/Training MPO Board Members	\$ 2,069	\$ 456								\$ 2,069
Other Direct Costs:										
County's Central/Indirect Costs: These charges are estimated for services provided by Charlotte County Government to the MPO..i.e. Attorney, Fiscal, Payroll, Finance Audit, HR, Purchasing, IT, etc.	\$ 44,847	\$ 9,891								\$ 44,847
County's Self Insurance Costs	\$ 2,067	\$ 456								\$ 2,067
Office Building: Lease/Storage Cost	\$ 15,000	\$ 3,308								\$ 15,000
Office Equipment Lease/overage charges	\$ 6,967	\$ 1,537								\$ 6,967
Subscriptions (e.g. newspapers, MPO computer software, i.e. Photoshop, GIS), website updates/Maintenance, Books & Publications)	\$ 4,200	\$ 926								\$ 4,200
Advertising Costs	\$ 4,500	\$ 992								\$ 4,500
Postage and Freight	\$ 3,500	\$ 772								\$ 3,500
Office Supplies & Departmental Supplies	\$ 2,500	\$ 551								\$ 2,500
Janitorial - Cleaning Services	\$ 1,000	\$ 221								\$ 1,000
Printing & Binding/Other Current Charges & Obligation	\$ 2,400	\$ 529								\$ 2,400
Gas/Oil/Lubricants...use of County Vehicle	\$ 800	\$ 176								\$ 800
R/M equipment/vehicle	\$ 1,950	\$ 430								\$ 1,950
Educational Expenses-Staff trainings, sponsor Keep Charlotte Beautiful Bicycle Safety Message, registrations	\$ 3,000	\$ 662								\$ 3,000
Repair/maintenance - Building...i.e office reconfiguration	\$ 500	\$ 110								\$ 500
Perheral Equipment	\$ 1,000	\$ 221								\$ 1,000
TASK TOTAL	\$ 394,579	\$ 87,026								\$ 394,579
Task 2: Data Collection, Analysis, and Mapping										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 37,399	\$ 8,249								\$ 37,399
Consultant Services:	\$ -	\$ -								
TASK TOTAL	\$ 37,399	\$ 8,249								\$ 37,399
Task 3: Public Participation Plan										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 13,836	\$ 3,052								\$ 13,836
Consultant Services	\$ -	\$ -								
TASK TOTAL	\$ 13,836	\$ 3,052								\$ 13,836
Task 4: Long Range Transportation Plan (LRTP)										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 44,312	\$ 9,773								\$ 44,312
Consultant Services:	\$ -	\$ -								\$ -
TASK TOTAL	\$ 44,312	\$ 9,773								\$ 44,312
Task 5: Transportation Improvement Program (TIP)										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 32,810	\$ 7,236								\$ 32,810
Consultant Services:	\$ -	\$ -								\$ -
TASK TOTAL	\$ 32,810	\$ 7,236								\$ 32,810
Task 6: Special Project Planning										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 34,472	\$ 7,603								\$ 34,472
Consultant Services:	\$ -	\$ -								\$ -
TASK TOTAL	\$ 34,472	\$ 7,603								\$ 34,472
Task 7: Regional Planning & Coordination										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions	\$ 10,000	\$ 2,206								\$ 10,000
Consultant Services:	\$ -	\$ -								\$ -
TASK TOTAL	\$ 10,000	\$ 2,206								\$ 10,000
Task 8: Transit & Transportation Disadvantaged Planning										
Personnel Services:										
Salaries (100% PL), Benefits and Other Deductions					\$ 116,194		\$ 23,842		\$ 14,654	\$ 154,690
Consultant Services: TDP Progress Report								\$ 50,545		\$ 50,545
Travel: In accordance with 112.061, Florida Statutes.										
Travel/Training MPO Staff/LCB Board Members					\$ 3,600				\$ 270	\$ 3,870
Other Direct Costs:										
Advertising Costs					\$ 2,540				\$ 300	\$ 2,840
Operating Supplies/Office Supplies					\$ 310				\$ 100	\$ 510
Registrations/Subscriptions					\$ 750				\$ 100	\$ 850
TASK TOTAL					\$ 123,394		\$ 23,842	\$ 50,545	\$ 15,024	\$ 213,205
Task 9: Agency Expenditures with Local Funds										
Non-Reimbursable Expenses - Legislative Activities, promotional items, meeting refreshments, meals, mileage, operating expenses, memberships & sponsorships									\$ 3,500	\$ 3,500
TASK TOTAL									\$ 3,500	\$ 3,500
Total Planning Funds	\$ 567,408	\$ 125,144			\$ 123,394	\$ 36,770	\$ 23,842	\$ 50,545	\$ 18,924	\$ 784,113

** FDOT uses toll credits to fulfill the required FHWA PL, SL, & FTA 5305(d) non-Federal share

Amended: October 18, 2021

Updated FFY 20 remaining encumbrance and added FFY 21 New Allocation in the amount of \$72,329 to FTA Section 5305(d) current FFY 20 Funds

Adjusted Local Funds to reflect updated Funds

Multi-Year Business Plan

FUNDING SOURCE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Federal Highway Administration (FHWA)	\$ 450,146	\$ 453,879	\$ 458,357	\$ 457,669	\$ 457,669
Highway Administration (FHWA)-FDOT PL Advance payback	\$ (109,617)				
Allocation of Non-Recurring PL Funds		\$ 5,769			
FHWA Closeout	\$ 13,865				\$ 112,924
2017/2018 Closeout-PL	\$ 46,931		\$ 46,931		
Federal PL Rescission		\$ (3,344)			
Non-Recurring PL Reserve Distribution	\$ 17,537				
Less Amendments		\$ (14,025)	\$ 14,025		
FHWA Deobligation (PL)/(SL)	\$ 30,000		\$ (60,337)	\$ 9,480	
Federal Transit Administration (FTA) 5305(d)	\$ 76,232	\$ 118,427	\$ 64,527	\$ 74,747	\$ 74,747
FTA 5305(d) Local Funds	\$ 8,470	\$ 13,159	\$ 7,170	\$ 9,344	\$ 9,344
Agency Expenditures with Local Funds	\$ 1,200	\$ 1,200	\$ 1,200	\$ 3,500	\$ 3,500
Estimated FTA Fed/State Carry over from Previous Year	\$ 14,321	\$ (64,527)	\$ 64,527	\$ 52,187	
FTA Local Funds Carry over from Previous Year	\$ 1,432	\$ (7,170)	\$ 7,170	\$ 5,799	
FL Commission for Transportation Disadvantaged (CTD) Planning	\$ 23,050	\$ 23,081	\$ 23,095	\$ 23,095	\$ 23,095
SL Funds (Use for 2045 LRTP Update)			\$ 149,143	\$ 50,857	
TOTAL FUNDING	\$ 573,567	\$ 526,449	\$ 775,808	\$ 686,678	\$ 681,279
EXPENDITURES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Personnel & Benefits	\$ 350,944	\$ 355,634	\$ 412,021	\$ 455,995	\$ 455,995
Contract Services -FHWA-2045 LRTP Update	\$ -	\$ 5,975	\$ 177,557	\$ 55,337	\$ -
Contract Services -FTA	\$ -	\$ -	\$ 19,077	\$ 6,897	\$ -
Travel/Training for Staffs and Board Members	\$ 3,732	\$ 3,160	\$ 5,000	\$ 5,000	\$ 5,000
Other Direct Costs	\$ 95,066	\$ 89,428	\$ 109,814	\$ 109,814	\$ 109,814
Agency Expenditures with Local Funds	\$ 1,381	\$ 2,766	\$ 2,766	\$ 2,766	\$ 2,766
² EXPENDITURES	\$ 451,123	\$ 454,197	\$ 726,235	\$ 633,043	\$ 570,809

² Outer years expenditures are based on estimates.

FY 2020 deobligation includes \$9,480 (PL) and \$50,857 (SL), which was added to Task 4 -LRTP

FY 2020 FTA Section 5305(d) carryover from FY 2020 into FY 2021 total \$57,986

Closeout balance for FY 2019

3/24/2020

APPENDICES

APPENDIX A

State and Federal Planning Emphasis Area Matrix

UPWP FY 2021 and 2022 State Planning Factors Matrix

	Administration	Data Collection, Analysis & Mapping	Public Participation	Long Range Transportation	Transportation Improvement Plan	Special Projects & System Planning	Regional Planning & Coordination	Transit & TD Planning	Agency Expenditures using Local Funds
Safety	X	X	X	X	X	X	X	X	
System Connectivity	X	X	X	X	X	X	X	X	
Resilience	X	X	X	X	X	X	X	X	
ACES									
(Automated/Connected/Electric/Shared-Use) Vehicles	X	X	X	X	X	X	X	X	

UPWP FY 2021 and 2022 Federal Planning Factors Matrix

	Administration	Data Collection, Analysis & Mapping	Public Participation	Long Range Transportation	Transportation Improvement Plan	Special Projects & System Planning	Regional Planning & Coordination	Transit & TD Planning	Agency Expenditures using Local Funds
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X
Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X	X
Increase the accessibility and mobility of people and for freight.	X	X	X	X	X	X	X	X	X
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.	X	X	X	X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		X	X	X	X	X	X	X	X
Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate	X								
Stormwater impacts of transportation	X		X	X	X		X	X	X
Enhance travel and tourism	X		X	X		X	X	X	X
Emphasize the preservation of the existing transportation system.	X	X	X	X	X		X		X

APPENDIX B

**FY 2021-2022 Federal Planning Factors and FDOT's
Planning Emphasis Areas**

Appendix ‘B’

Florida Planning Emphasis Areas

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

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

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

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation

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

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

Federal Planning Emphasis Area (PEA)

The FTA and FHWA have in the past identified PEAs annually to promote priority themes for consideration, as appropriate, in metropolitan and statewide Unified Planning Work Programs proposed for FTA and FHWA funding.

MAP-21 Federal Planning Factors

MAP-21 and the FAST Act identified ten planning factors that FTA and FHWA uses in determining MPO and UPWP compliance with federal and state requirements.

These factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the 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. Improve the resiliency and reliability of the transportation system and reduce or mitigate Stormwater impacts of transportation system.
9. Enhance travel and tourism; and
10. Emphasize the preservation of the existing transportation system.

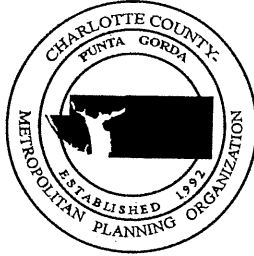
APPENDIX C

FTA Section 5305(d) Grant Application for FFY 2021

FTA Section 5305(d) Grant Application for FFY 2021

SECTION 5305 (d) GRANT:

PLANNING & TECHNICAL STUDIES



Submitted by: Charlotte County-Punta Gorda
Metropolitan Planning Organization

25550 Harbor View Road, Suite 4
Port Charlotte, Florida 33980-2503
(941) 883-3535

Submitted to: Federal Transit Administration
Florida Department of Transportation

Project: Transit and Transportation Disadvantaged
Planning

July 20, 2020
Revised: December 2, 2020

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Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <div style="border: 1px solid black; height: 15px; width: 100%;"></div> * Other (Specify): <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
* 3. Date Received: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	4. Applicant Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
5a. Federal Entity Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		5b. Federal Award Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
State Use Only:		
6. Date Received by State: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	7. State Application Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <div style="border: 1px solid black; padding: 2px;">Charlotte County-Punta Gorda Metropolitan Planning Org.</div>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">59-6000541</div>		* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">1461961960000</div>
d. Address:		
* Street1: <div style="border: 1px solid black; padding: 2px;">25550 Harbor View Road</div>		
Street2: <div style="border: 1px solid black; padding: 2px;">Suite 4</div>		
* City: <div style="border: 1px solid black; padding: 2px;">Port Charlotte</div>		
County/Parish: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
* State: <div style="border: 1px solid black; padding: 2px;">FL: Florida</div>		
Province: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
* Country: <div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>		
* Zip / Postal Code: <div style="border: 1px solid black; padding: 2px;">33980-2503</div>		
e. Organizational Unit:		
Department Name: <div style="border: 1px solid black; padding: 2px;">Charlotte Cty-Punta Gorda MPO</div>		Division Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <div style="border: 1px solid black; padding: 2px;">Mr.</div>	* First Name: <div style="border: 1px solid black; padding: 2px;">Gary</div>	
Middle Name: <div style="border: 1px solid black; padding: 2px;">D.</div>		
* Last Name: <div style="border: 1px solid black; padding: 2px;">Harrell</div>		
Suffix: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
Title: <div style="border: 1px solid black; padding: 2px;">MPO Director</div>		
Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
* Telephone Number: <div style="border: 1px solid black; padding: 2px;">941-883-3535</div>		Fax Number: <div style="border: 1px solid black; padding: 2px;">941-883-3534</div>
* Email: <div style="border: 1px solid black; padding: 2px;">office@ccmpo.com</div>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

Metropolitan Planning Org.

*** 10. Name of Federal Agency:**

FTA

11. Catalog of Federal Domestic Assistance Number:

20-505

CFDA Title:

49 U.S.C. 5305 (d)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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


Transit and Transportation Disadvantaged Planning

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="17"/>	* b. Program/Project: <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2020"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="74,746.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="9,344.00"/>
* d. Local	<input type="text" value="9,344.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="93,434.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Joseph"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Tiseo"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="MPO Chairman"/>	
* Telephone Number: <input type="text" value="941-883-3535"/>	Fax Number: <input type="text" value="941-883-3534"/>
* Email: <input type="text" value="office@ccmpo.com"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="7/20/20"/>

Approved Project Budget for Fiscal Year FFY21

\$93,434

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	17,025
44.22.00	General Development and Comprehensive Planning	\$	4,736
44.23.00	Long Range Transportation Planning: System Level	\$	4,236
44.23.02	Long Range Transportation Planning	\$	16,000
44.24.00	Short Range Transportation Planning	\$	19,984
44.25.00	Transportation Improvement Program	\$	3,664
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	9,000
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	9,500
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	\$	2,591
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	\$	2,091
44.26.16	Incorporating Safety & Security in Transportation Planning	\$	1,517
44.27.00	Other Activities	\$	3,090

TOTAL NET PROJECT COSTS \$ 93,434

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	60,457
44.30.02	Fringe Benefits	(__%)	\$ 30,625
44.30.03	Travel	\$	1,200
44.30.04	Equipment		
44.30.05	Supplies	\$	100
44.30.06	Contractual	\$	-
44.30.07	Other	\$	1,052
44.30.08	Indirect Charges	(__%)	

TOTAL NET PROJECT COSTS \$ 93,434

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	93,434
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 93,434

Federal Share (80%) \$ 74,747

Local Share (20%) \$ 18,687

ACCOUNTING

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 93,434

GMIS Planning Line Item Codes

\$ 74,746

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	13,620
44.22.00	General Development and Comprehensive Planning	\$	3,789
44.23.00	Long Range Transportation Planning: System Level	\$	3,389
44.23.02	Long Range Transportation Planning	\$	12,800
44.24.00	Short Range Transportation Planning	\$	15,985
44.25.00	Transportation Improvement Program	\$	2,931
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	7,200
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	7,600
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	\$	2,073
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	\$	1,673
44.26.16	Incorporating Safety & Security in Transportation Planning	\$	1,214
44.27.00	Other Activities	\$	2,472

TOTAL NET PROJECT COSTS \$ 74,746

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	48,364
44.30.02	Fringe Benefits	(__%)	\$ 24,500
44.30.03	Travel	\$	960
44.30.04	Equipment		
44.30.05	Supplies	\$	80
44.30.06	Contractual	\$	-
44.30.07	Other	\$	842
44.30.08	Indirect Charges	(__%)	

TOTAL NET PROJECT COSTS \$ 74,746

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	74,746
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 74,746



**RESOLUTION
NUMBER 2020-02**

A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION BOARD ("THE MPO BOARD") AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) FOR TRANSIT PROJECTS WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION, FOR A SECTION 5305 (d) GRANT UNDER THE FEDERAL TRANSIT LAWS-49 U.S.C. CHAPTER 53, AS AMENDED.

RECITALS

WHEREAS, federal transit laws, codified in sections of Titles 49 and 23, United States Code, authorize the Secretary of Transportation to make grants for a transportation program that emphasizes a multi-modal approach;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, the applicant gives an assurance it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder;

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts, or consultant and other services;

WHEREAS, the total Section 5305 (d) project cost is anticipated to be an 80% share from the Federal Transit Administration a 10% share from local funds for the planning grant provided in a cash match by the Charlotte County Board of Commissioners; and a 10% match provided in cash by the Florida Department of Transportation; and

WHEREAS, Charlotte County-Punta Gorda MPO has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended.

NOW THEREFORE, BE IT RESOLVED, by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board that:

1. The MPO Chairman is authorized to execute and file an application on behalf of the Charlotte County-Punta Gorda Metropolitan Planning Organization with the U.S.

Department of Transportation to aid in the financing of planning projects pursuant to Section 5305 (d) of the Urban Mass Transportation Act of 1964, as amended.

2. The MPO Director is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. The Public Transportation Grant Agreement (PTGA) for Item-Segment-Phase-Sequence (Financial Management Number) 410114-1-14-30 is approved.
4. The MPO Chairman is authorized to enter into, modify or terminate the Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for receipt of the federal funds and state cash match, unless specifically rescinded.
5. The MPO Director is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application and/or the project.
6. The MPO Board authorizes the MPO Director and Chairman to make minor changes and adjustments as needed (including amending the FTA 5305(d) application, project budget and corresponding Unified Planning Work Program pages related to the 5305(d) allocation including but not limited to the Task, Financial Tables, Funding Source Tables and Agency Tables should the total funding allocated to the Charlotte County-Punta Gorda MPO deviate from the amount in the original application).

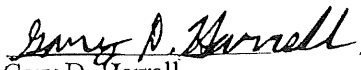
PASSED AND DULY ADOPTED this 20th day of July 2020.

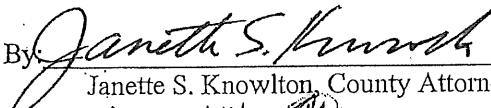

CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

By: 
Joseph Tiseo, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 
Gary D. Harrell
Designated Clerk of the MPO Board

By: 
Janette S. Knowlton, County Attorney
LR 20-0444 

FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION (FTA) ASSISTANCE PROGRAMS

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

Name of Applicant: Charlotte County-Punta Gorda Metropolitan Planning Organization

The Applicant certifies to the applicable provisions of Categories 01 – 18. X

OR

The Applicant certifies to the applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Certification</u>
01. Certifications and Assurances Required of Each Applicant	_____
02. Tax Liability and Felony Convictions	_____
03. Lobbying	_____
04. Private Sector Protections	_____
05. Transit Asset Management Plan	_____
06. Rolling Stock Buy America Reviews and Bus Testing	_____
07. Urbanized Area Formula Grants Program	_____
08. Formula Grants for Rural Areas	_____
09. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11. Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12. State of Good Repair Grants	_____
13. Infrastructure Finance Programs	_____
14. Alcohol and Controlled Substances Testing	_____
15. Rail Safety Training and Oversight	_____
16. Demand Responsive Service	_____
17. Interest and Financing costs	_____
18. Construction Hiring Preferences	_____

FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES SIGNATURE
PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: Charlotte County-Punta Gorda Metropolitan Planning Organization

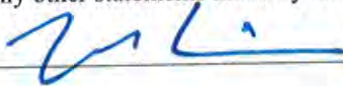
BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2021.

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

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

Signature _____



Date: July 20, 2020

Name Joseph Tiseo, MPO Chairman

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Charlotte County-Punta Gorda Metropolitan Planning Organization


As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____



Date: July 20, 2020

Name: Janette S. Knowlton, Counsel to MPO Board
Attorney for Applicant LA 20-0444 

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


FEDERAL FFY21 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, 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.
- (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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

Date July 20, 2020

FEDERAL FY21 DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non-Procurement) at 49 CFR 29.510

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



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

July 20, 2020
Date of Signature

FY21 Title VI / Non-Discrimination Policy Statement

The Charlotte County-Punta Gorda MPO assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Charlotte County-Punta Gorda MPO further agrees to the following responsibilities 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 subrecipient'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 subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
- 3 Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
- 4 Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.



Joseph Tiseo
Chairman, Charlotte County-Punta Gorda MPO

July 20, 2020
Date of Signature

FY 2021 Disadvantaged Business Enterprise Utilization

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

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

The Charlotte County-Punta Gorda MPO shall require its consultants to not discriminate on the bases of race, color, national origin and sex, age handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.



Joseph Tiseo
Chairman, Charlotte County-Punta Gorda MPO

July 20, 2020

Date of Signature

PROJECT DESCRIPTION FOR FTA SECTION 5305 (d) FUNDS

These funds will be used under FM #410114-1-14-30 (FY 2021) to include public participation/ADA compliance and assistance in promoting Charlotte County transit programs (including interaction with potential customers, such as medical facilities, major employers, government offices, human service non-profit agencies and libraries). Also included are the hosting of workshops and quality assessment surveys of all system riders (both general public and the Transportation Disadvantaged), as well as coordination with the Florida Commission on Transportation Disadvantaged (CTD) through the Transportation Disadvantaged Local Coordinating Board (LCB). The MPO will work to incorporate public input into the planning and review of transit operations. Major emphasis will be placed upon supporting the Charlotte County Transit Division with the implementation of its 2019 Transit Development Plan (TDP). MPO staff will also jointly develop the Charlotte County Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) (Fourth Annual Update, as well as the new five-year initial document) together with the current Community Transportation Coordinator (CTC), which is the Charlotte County Board of County Commissioners/Charlotte County Transit Division and any future designated CTC. This document is a requirement for Charlotte County to receive funding under the Federal Transit Administration (FTA) Section 5310 program.

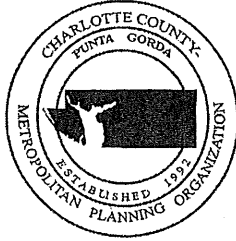
The Charlotte County Transit Division (CCTD) service commitment is continually evolving. The MPO will continue to evaluate potential system upgrades. Staff will meet as needed with staff from Sarasota County Area Transit, the City of North Port, the Sarasota/Manatee MPO, Charlotte County Transit and other adjoining County transit agencies to explore possible regional transit options.

Charlotte County Transit expects to begin work on a new transit facility utilizing Section 5339 funding. MPO staff will assist with state and federal coordination efforts, as needed.

MPO staff will support the Transit Division with other tasks as needed, such as occasional graphics, mapping and data assistance. Additionally, transit data will be collected and utilized in support of the transit section of the Long Range Transportation Plan 2045 (LRTP), fostering a multi-modal approach. The MPO will continue to use Section 5305 (d) funds to ensure that transit options are prominently featured in all future multi-modal studies and commuter assistance efforts.

SECTION 5305 (d) GRANT:

PLANNING & TECHNICAL STUDIES



Submitted by: Charlotte County-Punta Gorda
Metropolitan Planning Organization

25550 Harbor View Road, Suite 4
Port Charlotte, Florida 33980-2503
(941) 883-3535

Submitted to: Federal Transit Administration
Florida Department of Transportation

Project: Transit and Transportation Disadvantaged
Planning

October 18, 2021

Table of Contents

I. Application Content and Annual Submission

1. SF-424	1
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8. FY 2021 Title VI/Non-discrimination Policy Statement	12
9. FY 2021 Disadvantaged Business Enterprise Utilization	13
10. Project Description	14

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Charlotte County-Punta Gorda Metropolitan Planning Org.

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000541

*** c. UEI:**

146196196000

d. Address:

*** Street1:** 25550 Harbor View Road

Street2: Spite 4

*** City:** Port Charlotte

County/Parish:

*** State:** FL: Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 33980-2503

e. Organizational Unit:

Department Name:

Charlotte Cty-Punta Gorda MPO

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

*** First Name:**

Gary

Middle Name:

D.

*** Last Name:**

Harrell

Suffix:

Title: MPO Director

Organizational Affiliation:

*** Telephone Number:** 941-883-3535

Fax Number: 941-883-3534

*** Email:** office@ccmpo.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

Metropolitan Planning Org.

*** 10. Name of Federal Agency:**

FTA

11. Catalog of Federal Domestic Assistance Number:

20-505

CFDA Title:

49 U.S.C. 5305 (d)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Transit and Transportation Disadvantaged Planning

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="72,329.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value="18,082.00"/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="90,411.00"/>

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

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

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Approved Project Budget for Fiscal Year FFY21

\$72,329

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	13,601
44.22.00	General Development and Comprehensive Planning	\$	3,789
44.23.00	Long Range Transportation Planning: System Level	\$	3,389
44.23.02	Long Range Transportation Planning	\$	12,800
44.24.00	Short Range Transportation Planning	\$	13,587
44.25.00	Transportation Improvement Program	\$	2,931
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	7,200
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	7,600
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	\$	2,073
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	\$	1,673
44.26.16	Incorporating Safety & Security in Transportation Planning	\$	1,214
44.27.00	Other Activities	\$	2,472

TOTAL NET PROJECT COSTS \$ 72,329

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	47,200
44.30.02	Fringe Benefits (___%)	\$	21,929
44.30.03	Travel	\$	1,600
44.30.04	Equipment		
44.30.05	Supplies	\$	160
44.30.06	Contractual	\$	-
44.30.07	Other	\$	1,440
44.30.08	Indirect Charges (___%)		

TOTAL NET PROJECT COSTS \$ 72,329

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	72,329
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 72,329

Federal Share (100%) \$ 72,329

ACCOUNTING

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 72,329

GMIS Planning Line Item Codes

\$ 72,329

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration		\$	13,601
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TOTAL NET PROJECT COSTS				\$ 72,329

FUND ALLOCATIONS

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44.40.02	Transit Operator Activities			
44.40.03	State and/or Local Agency Activities			
TOTAL NET PROJECT COSTS				\$ 72,329



**RESOLUTION
NUMBER 2021-04**

A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION BOARD ("THE MPO BOARD") AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) FOR TRANSIT PROJECTS WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION, FOR A SECTION 5305 (d) GRANT UNDER THE FEDERAL TRANSIT LAWS-49 U.S.C. CHAPTER 53, AS AMENDED.

RECITALS

WHEREAS, federal transit laws, codified in sections of Titles 49 and 23, United States Code, authorize the Secretary of Transportation to make grants for a transportation program that emphasizes a multi-modal approach;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, the applicant gives an assurance it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder;

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts, or consultant and other services;

WHEREAS, the Section 5305 (d) project cost is anticipated to be a combination of Federal Transit Administration (FTA) Section 5305 (d) grant funding and Florida Department of Transportation (FDOT) soft match (Toll Development Credits); and

WHEREAS, Charlotte County-Punta Gorda MPO has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended.

NOW THEREFORE, BE IT RESOLVED, by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board that:

1. The MPO Chairman is authorized to execute and file an application on behalf of the Charlotte County-Punta Gorda Metropolitan Planning Organization with the U.S.

Department of Transportation to aid in the financing of planning projects pursuant to Section 5305 (d) of the Urban Mass Transportation Act of 1964, as amended.

2. The MPO Director is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. The Public Transportation Grant Agreement (PTGA) for Item-Segment-Phase-Sequence (Financial Management Number) 410114-1-14-31 is approved.
4. The MPO Chairman is authorized to enter into, modify or terminate the Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation for receipt of the federal funds and state cash match, unless specifically rescinded.
5. The MPO Director is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application and/or the project.
6. The MPO Board authorizes the MPO Director and Chairman to make minor changes and adjustments as needed (including amending the FTA 5305(d) application, project budget and corresponding Unified Planning Work Program pages related to the 5305(d) allocation including but not limited to the Task, Financial Tables, Funding Source Tables and Agency Tables should the total funding allocated to the Charlotte County-Punta Gorda MPO deviate from the amount in the original application).

PASSED AND DULY ADOPTED this 18th day of October, 2021.

CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

By: 
Joseph Tiseo, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 
Gary D. Harrell
Designated Clerk of the MPO Board

By: 
Janette S. Knowlton, County Attorney
LR21-0667 

FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION (FTA) ASSISTANCE PROGRAMS

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

Name of Applicant: Charlotte County-Punta Gorda Metropolitan Planning Organization

The Applicant certifies to the applicable provisions of Categories 01 – 18. ☒

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09. Formula Grants for Rural Areas	_____
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20. Cybersecurity Certification for Rail Rolling Stock and Operations	_____
21. Tribal Transit Programs	_____

FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES SIGNATURE
PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: Charlotte County-Punta Gorda Metropolitan Planning Organization

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

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

Signature  Date: October 18, 2021

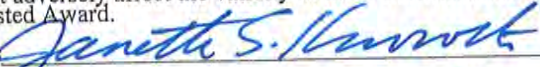
Name Joseph Tiseo, MPO Chairman Authorized Representative of Applicant


AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Charlotte County-Punta Gorda Metropolitan Planning Organization

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: October 18, 2021

Name: Janette S. Knowlton, Counsel to MPO Board
Attorney for Applicant 

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


FEDERAL FFY21 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, 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.
- (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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

October 18, 2021
Date

FEDERAL FY21 DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension
(Nonprocurement) at 49 CFR 29.510

(1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:

(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 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 U.S. DOT.



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

October 18, 2021
Date of Signature


FY21 Title VI / Non-Discrimination Policy Statement

The Charlotte County-Punta Gorda MPO assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Charlotte County-Punta Gorda MPO further agrees to the following responsibilities 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 subrecipient'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 subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

October 18, 2021
Date of Signature

FY 2021 Disadvantaged Business Enterprise Utilization

It is the policy of the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Charlotte County-Punta Gorda MPO contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

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

The Charlotte County-Punta Gorda MPO shall require its consultants to not discriminate on the bases of race, color, national origin, sex, age handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.



Joseph Tiseo, Chairman
Charlotte County-Punta Gorda MPO

October 18, 2021

Date of Signature

PROJECT DESCRIPTION FOR FTA SECTION 5305 (d) FUNDS

These funds will be used under FM #410114-1-14-31 (FY 2021) to include public participation/ADA compliance and assistance in promoting Charlotte County transit programs (including interaction with potential customers, such as medical facilities, major employers, government offices, human service non-profit agencies and libraries). Also included are the hosting of workshops and quality assessment surveys of all system riders (both general public and the Transportation Disadvantaged), as well as coordination with the Florida Commission on Transportation Disadvantaged (CTD) through the Transportation Disadvantaged Local Coordinating Board (LCB). The MPO will work to incorporate public input into the planning and review of transit operations. Major emphasis will be placed upon supporting the Charlotte County Transit Division with the implementation of its 2019 Transit Development Plan (TDP). MPO staff will also jointly develop the Charlotte County Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) new five-year initial document together with the current Community Transportation Coordinator (CTC), which is the Charlotte County Board of County Commissioners/Charlotte County Transit Division. This document is a requirement for Charlotte County to receive funding under the Federal Transit Administration (FTA) Section 5310 program.

The Charlotte County Transit Division (CCTD) service commitment is continually evolving. The MPO will continue to evaluate potential system upgrades. Staff will meet as needed with staff from Sarasota County Area Transit, the City of North Port, the Sarasota/Manatee MPO, Charlotte County Transit and other adjoining County transit agencies to explore possible regional transit options.

Charlotte County Transit is underway on a new transit facility utilizing Section 5339 funding. MPO staff will assist with state and federal coordination efforts, as needed.

MPO staff will support the Transit Division with other tasks as needed, such as occasional graphics, mapping and data assistance. Additionally, transit data will be collected and utilized in support of any needed revisions to the transit section of the Long Range Transportation Plan 2045 (LRTP), fostering a multi-modal approach. The MPO will continue to use Section 5305 (d) funds to ensure that transit options are prominently featured in all future multi-modal studies and commuter assistance efforts.

APPENDIX D

STATEMENTS AND ASSURANCES

DBE

Debarment and Suspension

Lobbying

Title VI Nondiscrimination Agreement

Appendix A and Appendix E

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

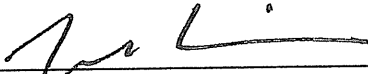
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: Joseph Tiseo
Title: MPO Chairman (or designee)

5/18/2020
Date


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

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DEBARMENT and SUSPENSION CERTIFICATION

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

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


Name: Joseph Tiseo
Title: MPO Chairman (or designee)

Date

5/19/2020

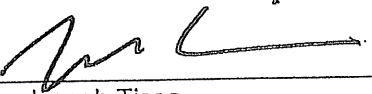
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

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 Charlotte County-Punta Gorda MPO that:

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



Name: Joseph Tiseo
Title: MPO Chairman (or designee)

5/13/2020
Date

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

525-010-08
POLICY PLANNING
05/18


TITLE VII/ NONDISCRIMINATION ASSURANCE

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

The Charlotte County-Punta Gorda MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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



Name: Joseph Tiseo
Title: MPO Chairman (or designee)

5/13/2020

Date

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

525-010-08
POLICY PLANNING
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APPENDICES A and E

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

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

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

APPENDIX E

Planning Studies for Agencies in MPO Planning Areas

FY 2020 - FY 2021 Planning Studies Information in Charlotte County				
Project Info	Lead Agency/Dept.	Project Start Date/ In-Progress	In-house/ Consulting Cost	Source of Funds
Charlotte County Sewer Master Plan	Utilities Department	In-Progress	\$ 624,000	Local
Sunrise Park Master Plan Update	Public Works	In-Progress	\$ 56,285	State & Local
Murdock CRA	Murdock Village CRA/Economic Development	In-Progress	In-House Project /Consulting	Local
Parkside CRA	Parkside CRA/Economic Development/Public Works	In-Progress	Harbor blvd -Design: \$512,640.00 Construction: \$7,253,668.72	Local
Parkside CRA	Parkside CRA/Economic Development/Public Works	In-Progress	Olean blvd -\$ 1,000,000	Local
Regional Bicycle-Pedestrian Master Plan	Community Services	In-Progress	\$ 125,000	Local
Transit Development Plan Annual Progress Report	Budget & Administrative Services	TBD	TBD	FTA Section 5307
Manasota Key Master Plan and Design	Manasota Key MSTU/ Public Works	In-Progress	\$ 240,000	Local
County Operations and Maintenance Complex Master Plan	Public Works	In-Progress	\$ 180,140	Local
Gulf Cove Community Plan	Community Development/Public Works	In-Progress	TBD but \$50,000 max	Local/MSBU

Planning Studies Matrix for the City of Punta Gorda 2020/2021 - 2021/2022

Project Info.	Lead Agency/Dept.	FY Project Started	Cost	Source of Funds
Climate Adaptation Plan Update	Consultant	2018 Complete	\$ 45,000	Local
Parks and Recreation Master Plan Update	Urban Design Staff	2016 - ongoing	\$ 20,000	Local
East Side Stormwater Bank	Consultant	TBD	\$ 200,000	Local
Boca Grande Stormwater Mitigation Project	Consultant & City Staff	2016 - Ongoing	\$ 100,000	Local
Transportation & Build Out Study	Consultant	2018 - Complete	\$ 75,000	Local
Plan Punta Gorda 2019 Citywide Masterplan	Consultant	2019 - Complete	\$ 75,000	Local
Comprehensive Plan Updates	Consultant	2020	\$ 125,000	Local
Land Development Regulation Rewrite	Consultant	2020	\$ 225,000	Local

Leslie, Bekie

From: Ron Ridenour <rridenour@flypgd.com>
Sent: Thursday, January 16, 2020 7:56 AM
To: Leslie, Bekie
Subject: RE: Airport Planning Studies

Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

Hi Bekie,
We have no Airport Planning Studies planned or programmed for FY 2021 or FY 2022.

The master plan update we conducted between August 2016 and April 2019 is the only recent Airport Planning Study we have conducted.

Please let us know if you have any questions.
Thanks,

Ron Ridenour | Project Manager



NOTICE: This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify me immediately by phone, fax or e-mail.

From: Leslie, Bekie <Bekie@ccmpo.com>
Sent: Wednesday, January 15, 2020 11:38 AM
To: Ron Ridenour <rridenour@flypgd.com>
Subject: Airport Planning Studies

Ron:

Can you please provide the MPO with a list of the Airport Planning Studies for FY 2021 & FY 2022. This is required for the preparation of our FY 2021 and FY 2022 Unified Planning Work Program (UPWP) that is going to the TAC/CAC at its March 11 meeting and MPO Board meeting on March 23. I attached a spreadsheet where you can input your information.

APPENDIX F

**Florida Department of Transportation (FDOT) – District
One District Wide Planning Activities/Contracts
(FY 2021-FY 2022)**

Florida Department of Transportation- District One
District Wide Planning Activities/Contracts
(FY 2021 – FY 2022)

Contract Work
GIS Application Development and System Maintenance
Systems Planning and Reviews
Interchange Reviews
Travel Demand Model Development
ETDM/Community Impact Assessment
Statistics
Federal Functional Classification
Traffic Counts Program
Modal Development Technical Support
Commuter Services
State Highway System Corridor Studies
Complete Streets Studies
Growth Management Impact Reviews
Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

APPENDIX G

Metropolitan Planning Organization Agreement

AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439316-3-14-01(PL) & 439316-3-14-02(SL)</u> (item-segment-phase-sequence)	Fund: <u>PL</u>	FLAIR Approp.: <u>088854</u>
Contract No.: <u>G1M83</u>	Function: <u>215</u>	FLAIR Obj.: <u>78000</u>
CFDA Number & Title: <u>20.205</u>	Federal Award Project No.: <u>PL-0408(56)</u>	Org. Code: <u>55012010130</u>
	MPO DUNS No.: <u>146196196</u>	Vendor No.: <u>F596000541056</u>

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this ____ day of _____, 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, 801 North Broadway Avenue, Bartow, FL 33831 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980, and whose Data Universal Numbering System (DUNS) Number is: 146196196 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on _____ entered into a 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 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,085,414. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
<u>4393161-3-14-01</u>	<u>FY 2021 – FY 2022</u>	<u>\$924,818</u>
<u>4393161-3-14-04 (SL)</u>	<u>FY 2021</u>	<u>\$ 50,857</u>
<u>4393161-3-14-01</u>	<u>FY 2022 (added FY 2019-FY 2020 Closeout)</u>	<u>\$109,739</u>

**AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

2. Exhibit A (Scope of Work) of the Agreement is amended as follows: Adding FY 2019-FY 2020 UPWP closeout to year two of the FY 2022 UPWP in the amount of \$109,739. This amendment is more fully described in the attached UPWP Amendment Form.

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 Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Charlotte County-Punta Gorda MPO

MPO Name

Joseph Tiseo

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chairman

Title

Title

Legal Review

MPO

LOR 21-0537

Legal Review

Department of Transportation

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Financial Project No.: <u>439316-3-14-01 & 439316-3-14-04</u> (item-segment-phase-sequence) Contract No.: <u>G1M83</u> CFDA Number & Title: <u>20.205</u>	Fund: <u>PL & SL</u> Function: <u>615</u> Federal Award Identification No: (FAIN): <u>PL-0408 (56)</u> MPO DUNS No.: <u>146196196</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F596000541056</u>
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28 THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this day of MAY, 2020, 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, 801 North Broadway Ave., Bartow, FL, 33831 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Harborview Rd., Ste. 4, Port Charlotte, FL, 33980, and whose Data Universal Numbering System (DUNS) Number is: 146196196 (collectively the "parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$975,675. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
439316-3-14-01 (PL Funds)	\$924,818
439316-3-14-04 (SL Funds)	\$50,857

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2020 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2022. If the Agreement is fully executed after July 1, 2020, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2022. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
6. **Renewals and Extensions:** This Agreement shall not be renewed or extended.

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7. Amendments: Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.

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

8. General Requirements:

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
 - i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv.** Effective control over, and accountability for, all funds, property, and other assets.
 - v.** Comparison of expenditures with budget amounts for each Federal award.
 - vi.** Written procedures to implement the requirements of §200.305 Payment.
 - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

9. Compensation and Payment:

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

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Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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

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

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

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

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments

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due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- O. Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

10. Procurement and Contracts of the MPO

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

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

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

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conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us 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 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 - 5. Withhold further Federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450

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FDOTSingleAudit@dot.state.fl.us

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

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

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

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

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

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

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

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

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

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

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

- 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.

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

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

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

16. Compliance with Federal Conditions and Laws:

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

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

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

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

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

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

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

18. Miscellaneous Provisions

A. Public Records:

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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

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

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI Assurances

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

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MPO

Florida Department of Transportation

Charlotte County-Punta Gorda MPO

MPO Name

Joseph Tiseo

Signatory (Printed or Typed)

Signature

MPO Chairman

Title

Legal Review

MPO

Janette S. Knowlton, Counsel to MPO Board

LR 20-0199

L.K. Nandam

Department of Transportation

L.K. Nandam

Signature

District Secretary

Title

DocuSigned by:

Don Conway

Legal Review

Department of Transportation

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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:** \$975675

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: 0

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

*The federal award amount may change with supplemental agreements
**Research and Development as defined at §200.87, 2 CFR Part 200

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

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

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

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

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

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

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

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

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Exhibit "C"
TITLE VI ASSURANCES

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination

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on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX H

Long Range Transportation Scope is available upon request