

TECHNICAL ADVISORY COMMITTEE MEETING

CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

Tel: (941) 883-3535

9:30 a.m., Wednesday, February 14, 2018

East Port Environmental Campus

Training Room A

25550 Harbor View Road

Port Charlotte, FL 33980

- 1. Call to Order & Roll Call**
- 2. Public Comments on Agenda Items**
- 3. Florida Department of Transportation (FDOT) Report**
- 4. Consent Agenda:**
 - A. Approval of Minutes: November 15, 2017 Meeting**
- 5. Draft FY 2018/2019 – FY 2019-2020 Unified Planning Work Program (UPWP)**
- 6. 2018 Project Priorities – Discussion**
- 7. Charlotte County-Punta Gorda MPO Regional Bicycle-Pedestrian Master Plan – Status Report**
- 8. Public Comments**
- 9. Staff Comments**
- 10. Member Comments**
- 11. Adjournment (Next TAC Meeting – April 18, 2018)**

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 5:00 P.M., MONDAY THROUGH FRIDAY.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980-2503 Telephone: (941) 883-3535 Fax: (941) 883-3534

FEBRUARY 14, 2018
TECHNICAL ADVISORY COMMITTEE MEETING

CONSENT AGENDA # 4

FEBRUARY 14, 2018
TECHNICAL ADVISORY COMMITTEE MEETING

AGENDA ITEM # 4-A
APPROVAL OF MINUTES: NOVEMBER 15, 2017 MEETING

Purpose: To review and approve the Minutes of the previous Technical Advisory Meeting.

Agenda Item Presented by: MPO Staff

Discussion: To Be Determined

Recommendation: Motion to approve the Minutes of the Technical Advisory Committee Meeting of November 15, 2017

Attachments: Minutes of the November 15, 2017 Technical Advisory Committee Meeting

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

**MINUTES OF THE NOVEMBER 15, 2017
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**

MEMBERS ATTENDING

Mitchell Austin, City of Punta Gorda
Ron Ridenour, Charlotte County Airport Authority
Kay Tracy, Charlotte County Economic Development
Linda Sposito, City of Punta Gorda Public Works
Matt Trepal, Charlotte County Community Development
Chris Whittaker, City of North Port Planning and Zoning
Rick Kolar, Charlotte County, Transit Division
Venkat Vattikuti, Charlotte County Public Works

ADVISORY MEMBERS

D’Juan Harris, FDOT Liaison

MEMBERS ABSENT

Sgt. Tom Scott, Charlotte County Sheriff’s Office
Richard Duckworth, Charlotte County Public Schools
Earl Hahn, DeSoto County
Don Scott, Lee County MPO
Nichole Gwinnett, Southwest Florida Regional Planning Council (SWFRPC)
Jerry Mallet, Charlotte County Emergency Management Development

OTHERS IN ATTENDANCE

Alison Christie, City of North Port Planning and Zoning
Gary Harrell, MPO Director
Lakshmi N. Gurram, Planner III

1. Call to Order & Roll Call

Mitchell Austin, TAC Chair, called the meeting to order at 9:35 A.M. The roll call was taken using a sign-in sheet.

2. Public Comments on Agenda Items

There were no public comments.

3. Election of 2018 Officers

Gary Harrell opened the nominations for TAC Chair.

***Venkat Vattikuti**, Charlotte County Public Works Department, nominated **Mitchell Austin**, City of Punta Gorda Urban Design Group, as TAC Chair. **Linda Sposito**, City of Punta Gorda Public Works, seconded the nomination for TAC Chair. **Chris Whittaker**, City of North Port made a motion to close nominations. **Rick Kolar**, Charlotte County Transit Division seconded the motion. The motion was passed by a unanimous vote, and **Mitchell Austin** was declared as TAC Chair by unanimous consent.*

*The newly elected Chair **Mitchell Austin** called for nominations for TAC Vice Chair. **Chris Whittaker**, City of North Port nominated **Venkat Vattikuti**, Charlotte County Public Works Department as Vice Chair. **Linda Sposito**, City of Punta Gorda Public Works seconded the motion. **Venkat Vattikuti**, Charlotte County Public Works Department nominated **Kay Tracy**, Charlotte County Economic Development Department. **Kay Tracy** declined. **Rick Kolar**, Charlotte County Transit Division made a motion to close the nominations. **Chris Whittaker**, City of North Port seconded the motion. **Venkat Vattikuti** was declared as TAC Vice Chair by unanimous consent.*

4. Chair's Report

Mitchell Austin had nothing to report.

5. Florida Department of Transportation (FDOT) Report

D' Juan Harris, FDOT Liaison informed the members about the Tentative Work Program Additions and Deletions of Projects and welcomed any comments. The two changes in the Work Program were:

- Deferral of the Design for the US 41 at Carmalita Street Extension intersection improvement from FY 2021 to FY 2022
- Removal of local funds from a Punta Gorda Airport capital project

Mitchell Austin expressed his displeasure regarding the deferral of the US 41 at Carmalita Street Extension project.

6. Consent Agenda:

A. Approval of Minutes: October 16, 2017 Meeting

***Matt Trepal** made a motion to approve the Consent Agenda. **Chris Whittaker** seconded the motion. The motion passed by a unanimous vote.*

7. Florida Department of Transportation (FDOT) Safety Measures Targets

Gary Harrell stated that the Federal Highway Administration (FHWA) now requires states and MPOs to establish performance measures. The first step in the process is to develop targets for safety performance measures. The five national safety performance measures are:

- Number of Fatalities

- Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT)
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Serious Injuries

FDOT has identified “Vision Zero” targets (goal of no fatalities or injuries) for all five of the safety performance targets with the rationale that every life counts. Florida has become the only state in the nation to adopt “Vision Zero.” In addition, they have provided interim targets that set a specific number for each of the targets based on the last few years of data.

Each of the MPOs has until February 27, 2018, to accept the FDOT targets, or develop their own targets. Guidance regarding implementation of adopted targets was provided by FHWA to the MPO staff in October 2017.

Additionally, by May 27, 2018, MPOs must include a narrative description of the safety performance target(s) in their Transportation Improvement Programs (TIPs) addressing the performance targets, and the anticipated effects the TIP projects will collectively have on meeting these targets. Further, the Long Range Transportation Plan (LRTP) will also need to include narratives on the performance measures, either by the next major update or when/if the current LRTP gets amended after May 2018.

Mr. Harrell noted that FDOT’s Vision Zero’s “ultimate goal” is to stress that safety is key. He referenced comments at the last Florida MPOAC meeting, speculating that if all other states had followed FDOT’s safety program, the need to establish safety performance targets wouldn’t be required nationwide. He noted that FDOT is trying to establish a safety mindset approach. Since the MPO Board must adopt these safety measures by a firm deadline, this topic must be placed on the MPO’s December 18, 2017 agenda. MPO staff is recommending the adoption of FDOT’s safety measures targets by the Charlotte County-Punta Gorda MPO Board.

Venkat Vattikuti informed the Committee that the analysis is flawed since the data in the crash reports is inaccurate. The crash reports need standardization. He mentioned he would like to discuss the reports at the next CTST meeting. Mitchell Austin echoed his concerns regarding the inaccuracies in crash reports.

Venkat Vattikuti made a motion to recommend the MPO Board adopt FDOT’s Safety Targets for all five national safety measures. Linda Sposito seconded the motion. The motion passed by a unanimous vote.

8. FY 2023/2024 Shared – Use Non-Motorized (SUN) Trails Network Priorities

Gary Harrell informed the Committee that Florida Department of Transportation (FDOT) is soliciting on behalf of the Office of Greenways and Trails System (OGT) new potential projects for funding the SUN Trail program for inclusion in the next Tentative Five Year Work Program development cycle. Projects programmed for this cycle will be funded as early as FY 2023/2024. The deadline for submission of these applications is December 15, 2017.

Gary Harrell reviewed the four projects listed below:

1. Babcock Web Trail Corridor – On Tuckers Grade from US 41 to Babcock Ranch Entrance (Not on either SUN Trail or OGT but part of the 2040 LRTP)

2. West Coast Trail – Charlotte County Corridor – On CR 775 from Gasparilla Rd to SR 776 (Not on SUN Trail network but part of OGT)
3. Charlotte County Spine Trail 2 Corridor – On US 41 (East side) from Peace River Bridge to Murdock Circle
4. Cape Haze Pioneer Trail Corridor – On SR 776 from Murdock Circle to Myakka State Forest

He stated that as part of the Bicycle Pedestrian Master Plan study, the project consultant, Jacobs Engineering, Inc., was working with staff to consider these candidate projects. A discussion took place to remove Babcock Web Trail Corridor as an option for consideration in the FDOT's Tentative Work Program. After discussing each trail and its potential for funding a Feasibility Study, the TAC recommended the Cape Haze Pioneer Trail Corridor (fourth project on the list). Jacobs Engineering, Inc. has recommended applying for a feasibility study for this project by the deadline.

Mr. Harrell noted that the Cape Haze Pioneer Trail Corridor project seems to be the most promising, especially given the future development of Murdock Village and numerous other attractions along the route (such as the Charlotte Sports Park and the Myakka State Forest). He noted that Charlotte County has done well in the past in fighting for the limited funding available statewide for projects in the SUN Trail network.

Venkat Vattikuti mentioned that the West Coast Trail – Charlotte County Corridor on CR 775 will be tough to consider as part of SUN Trail. He also mentioned that the Cape Haze Pioneer Trail Corridor has a better chance of getting funded compared to other projects on the list.

Gary Harrell responded to Matt Trepal's question regarding the project limits on Cape Haze Pioneer Trail corridor and Charlotte County Spine Trail 2 Corridor. Matt Trepal recommended changing the limits on two projects:

- Charlotte County Spine Trail 2 Corridor to read: US 41 from the Peace river Bridge to SR 776;
- Cape Haze Pioneer Trail Corridor to read: SR 776 from the Myakka State Forest to US 41.

Kay Tracy highlighted the recent developments in Murdock Village and mentioned that the Cape Haze Pioneer Trail Corridor can help the Village become more pedestrian friendly. Gary Harrell mentioned the main purpose of the SUN Trails is to promote recreation, conservation and encourage alternative transportation.

Venkat Vattikuti made a motion to recommend the MPO Board consider submitting a Feasibility Study for the projects for the FY 2023/2024 Tentative Five-Year Work Program SUN Trail Program in the following order:

1. Cape Haze Pioneer Trail Corridor – On SR 776 from Myakka State Forest to US 41
2. Charlotte County Spine Trail 2 Corridor – On US 41 (East side) from Peace River Bridge to SR 776

Matt Trepal seconded the motion. *The motion passed by a unanimous vote.*

9. Public Comments

There were no public comments.

10. Staff Comments

Gary Harrell handed out the Project Priorities list for the upcoming program cycle and requested that the TAC members review and submit any comments/recommendations to the MPO Staff. The information packet is due to FDOT on February 1st, 2018.

D’Juan Harris, FDOT informed the Committee that an application for the Project Priorities is not required if the project is in the pipeline in the following year or in ROW funding phase.

Venkat Vattikuti responded to Gary Harrell’s question regarding the TRIP Project Priorities. He stated that Charlotte County is looking for additional TRIP funds for the Burnt Store Rd Phase – II project and recommended dropping the Piper Rd project.

Gary Harrell informed the Committee that the Bicycle-Pedestrian Master Plan is under way, and there will be a project status update at the December 18, 2017 MPO Board Meeting by Jacobs Engineering, Inc. A series of public meetings will start after the holidays.

He also informed the Committee that the Joint Meeting with the Lee County MPO Board has been postponed with a likely rescheduling to the February 2018 timeframe. One issue to discuss would be Babcock Ranch and proposed developments on SR 31.

11. Member Comments

There were no member comments.

12. Adjournment (NEXT MEETING – February 14, 2018)

The meeting was adjourned at 10:32 a.m. The next scheduled Regular TAC Meeting was announced to be February 14, 2018 at 9:30 a.m. at the East Port Environmental Campus, 25550 Harbor View Road in Port Charlotte.

FEBRUARY 14, 2018
TECHNICAL ADVISORY COMMITTEE MEETING

AGENDA ITEM # 5

**DRAFT FY 2018/2019- FY 2019/2020 UNIFIED PLANNING WORK PROGRAM
(UPWP)/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Purpose: To consider recommending that the MPO Board forward the Draft FY 2018/2019 – FY 2019/2020/Metropolitan Planning Organization Agreement to appropriate reviewing agencies.

Agenda Item Presented by: MPO Staff

Discussion:

The FY 2018/2019 – FY 2019/2020 Unified Planning Work Program (UPWP)/Metropolitan Planning Organization Agreement describes the transportation planning activities and establishes the MPO budget. The State Fiscal Year begins on July 1, 2018. The UPWP includes a narrative of the work to be accomplished and the cost estimates for each task activity. Federal and state regulations govern the types of activities that are eligible for federal and state funding. The timeline for the adoption of the FY 2018/2019 – FY 2019/2020 UPWP is listed below:

- March 15, 2018 – Deadline for MPO to transmit the Draft FY 2018/2019 – FY 2019/2020 UPWP to FDOT District One and reviewing agencies.
- April 15, 2018 – Deadline for District and reviewing agencies to provide the MPO with comments on the Draft FY 2018/2019 – FY 2019/2020 UPWP.
- May 15, 2018 – The MPO Board reviews the comments and adopts the Final FY 2018/2019 – FY 2019/2020 UPWP for distribution to the District and reviewing agencies.
- Within 10 working days of receipt – FDOT District One reviews the MPO adopted Final FY 2018/2019 – FY 2019/2020 UPWP. The MPO and District One staff resolves any outstanding issues. The District transmits the comments and responses to the FDOT Public Transportation Office and FHWA.

The Draft FY 2018/2019 – FY 2019/2020 UPWP includes Section 5305 (d) Transit Planning grant funds; Transportation Disadvantaged Planning funds and FHWA PL funds.

Recommendation: Motion to recommend that the MPO Board forward the Draft FY 2018/2019 – FY 2019/2020 UPWP/Metropolitan Planning Organization Agreement to appropriate reviewing agencies, allowing staff to make appropriate revisions needed.

Attachment: Draft FY 2018/2019 – FY 2019/2020 UPWP/Metropolitan Planning Organization Agreement

DRAFT

UNIFIED PLANNING WORK PROGRAM

FY 2018/2019 – FY 2019/2020

(July 1, 2018 through June 30, 2020)



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

25550 Harbor View Road, Suite 4

Port Charlotte, FL 33980-2503

(941) 883-3535

(941) 883-3534 Fax

(www.ccmppo.com)

Adopted: May 7, 2018

CFDA 20.205: Highway Planning & Construction

CFDA 20.505: Federal Transit Technical Studies Grant

Federal Aid Project (FAP): PL-0408 (54)

Financial Management (FM): 439316-2-14-01 for FY 2018/2019 and FY 2019/2020

Section 5305(d) Financial Management (FM): 410114-1-14

Transportation Disadvantaged Trust Fund (TD) Planning Funds

Stephen R. Deutsch
MPO Chairman

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 Stephen R. Deutsch, Chair
Commissioner James W. Herston, Vice Chair
Commissioner Christopher Constance
Commissioner Joseph Tiseo
Council Member Lynne Matthews

Non-Voting Advisor

FDOT District One Secretary, L.K. Nandam

This document was coordinated and prepared by the MPO Staff

Gary D. Harrell, MPO Director
Vacant, Principal Planner
Bekie E. Leslie, Administrative Services Coordinator
Lakshmi N. Gurram, Planner III
Wendy W. Scott, Planner II
Eugene W. Klara, Planner II



**RESOLUTION
NUMBER 2018-04**

**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 2018/2019 AND 2019/2020**

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 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 2018/2019 and FY 2019/2020;

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 2018/2019 - FY 2019/2020 with any revisions determined at the MPO Board Meeting on May 7th, 2018.
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 2018/2019 and FY 2019/2020 UPWP, Metropolitan Planning Organization Agreement and this Resolution shall be forwarded to the Florida Department of Transportation.

PASSED AND DULY ADOPTED this 7th day of May 2018.

CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

Stephen R. Deutsch, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

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

By: _____
Jannette S. Knowlton, County Attorney

TABLE OF CONTENTS

PAGE

Acronyms used in this UPWP	1
Cost Analysis Certification Statement	6
Introduction	7
Definition of the Unified Planning Work Program	7
Comprehensive Transportation Planning Activities	7
Soft Match Definition	8
Local Planning Priorities.....	8
Transportation related air quality planning activities (if applicable) anticipated in the non- attainment areas.....	9
Transit Planning.....	9
Public Involvement including Title VI and Title VIII.....	9
Organization and Management.....	11
MPO Agreements.....	12
Operational Procedures and Bylaws.....	13
Task 1: Administration.....	14
Task 1: Estimated Budget Detail For “Planning Task”	16
Task 2: Data Collection, Analysis and Mapping	18
Task 2: Estimated Budget Detail For “Planning Task”	20
Task 3: Public Participation.....	22
Task 3: Estimated Budget Detail For “Planning Task”	24
Task 4: Long Range Transportation Planning.....	26
Task 4: Estimated Budget Detail For “Planning Task”	28
Task 5: Transportation Improvement Program (TIP).....	30
Task 5: Estimated Budget Detail For “Planning Task”	32
Task 6: Special Projects and Systems Planning.....	34
Task 6: Estimated Budget Detail For “Planning Task”	36
Task 7: Regional Planning and Coordination.....	38
Task 7: Estimated Budget Detail For “Planning Task”	40
Task 8: Transit & Transportation Disadvantaged (TD) Planning.....	42
Task 8: Estimated Budget Detail For “Planning Task”	44
Task 9: Legislative Issues/Positions.....	46
Task 9: Estimated Budget Detail For “Planning Task”	48
Table 1: Agency Participation, FY 2018/2019.....	49

Table 2: Funding Participation FY 2018/2019.....50
Table 3: Agency Participation, FY 2019/2020.....51
Table 4: Funding Source, FY 2019/2020.....52
Multi-Year Business Plan53

Appendices

Appendix A - State and Federal Planning Emphasis Area Matrix
Appendix B - FY 2018/2019 – FY 2019/2020 Federal Planning Factors and FDOT’s Planning Emphasis Areas
Appendix C - FTA Section 5305 (d) Grant Application for Fiscal Year 2017/2018
Appendix D - Debarment and Suspension Certification
Appendix E - Lobbying Certification for Grants, Loans and Cooperative Agreements
Appendix F - Disadvantaged Business Enterprise Utilization
Appendix G - Title VI/Nondiscrimination Assurance
Appendix H - Appendices A and E
Appendix I - Joint Certification Statement on the Metropolitan Transportation Planning Process/Noteworthy Achievements
Appendix J – Response to Comments from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)
Appendix K - Response to Comments Florida Department of Transportation (FDOT)
Appendix L - Planning Studies for Agencies in MPO Planning Area
Appendix M - Florida Department of Transportation (FDOT) - District One District Wide Planning Activities/Contracts (FY 2018/2019 – FY 2019/2020)
Appendix N - Metropolitan Planning Organization Agreement

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
AER	Annual Expenditure Report
AHCA	Agency for Health Care Administration
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
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
LOS	Level of Service
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century

MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MSTU	Municipal Service Tax Unit
NPS	National Park Service
OPA	Official Planning Agency
PD&E	Project Development and Environmental Study
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PPE	Public Participation Element
PIP	Public Involvement Plan
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
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
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
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
USDOT	United States Department of Transportation
UA	Urbanized Area
YOE	Year of Expenditure

COST ANALYSIS AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES

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

District MPO Liaison

Signature

Date

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 2018/2019 – FY 2019/2020 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 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 Right-of-way (ROW) acquisition stage. The Piper Road extension, a County financed project has garnered much public interest. Additionally, the Harbor View Road widening project is in the PD&E 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 Interlocal Agreement with the Sarasota/Manatee 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. Joint Charlotte and Sarasota/Manatee MPO Board Meetings are 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 joint Charlotte and Lee MPO Board Meetings are 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 funding in the UPWP is \$100,105 for FY 2018/2019 and \$101,092 for FY 2019/2020. The State “soft match” amount is 18.07% of the Federal amount. Dollar amount is based on estimated availability.

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 updates
- Participate in the development of the Florida Strategic Intermodal System (SIS) plan
- Revalidate of the Interlocal Agreements with the Sarasota/Manatee MPO and 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
- 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 2040 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 of the Federal Transit Act through the activities in Task 8: Transit and Transportation Disadvantaged Planning, as well as possible activity under Task 8 General Planning Consultant. 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 Involvement 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 May 3, 2016 which 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 resulted in an increase in individuals seeking to fill committee vacancies and the establishment of 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 conspicuous 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 access 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 is followed with an emphasis on targeting 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, Consensus Building Participation Workshops for Stakeholders 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, two local newspapers and as an agenda item in the MPO Board, TAC, and CAC meeting agenda 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 posted on the website, with additional hard copies of the document available at the MPO offices.

ORGANIZATION AND MANAGEMENT

The MPO Board Membership:

<u>Agency</u>	<u>Representative</u>
Charlotte County Government	Commissioner Stephen R. Deutsch Commissioner Christopher Constance Commissioner Joseph Tiseo
City of Punta Gorda	Council Member Lynne Matthews
Charlotte County Airport Authority	Commissioner James W. Herston

Non-Voting Adviser

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:

Agreement	Agency	Date
JPA for Section 5305 (d) FTA Funds, FM# 4101141-14	FDOT	11/17/2015
Staff Services Agreement	Charlotte County	7/27/2010
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	07/1/2016
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 2016/2017 – FY 2017/2018 UPWP in May 2016
- Publicized all meeting information on MPO website, Charlotte County website and the Charlotte County local newspaper in FY 2016/2017 – FY 2017/2018
- 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 January 9, 2018
- Continued maintenance on MPO Web Site

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)
- 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 of Unified Planning Work Program (UPWP) for FY 2018/2019 and FY 2019/2020 by July 1, 2018 and July 1, 2019
- 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

End Products:

- 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 needed
- Training of the MPO Board and MPO Advisory Committees 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 2018/2019 and FY 2019/2020 – May 2018 and 2019
- 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 conducted by independent auditors in July 2018
- Invoices to FDOT for review following end of each quarter through June 30, 2019
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- MPO website updated and improved on a continuous basis
- Amendment/revision of the UPWP as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2018/2019	FHWA (PL)	<u>\$ 291,017</u>
		TOTAL	\$ 291,017

	Year 2 – FY 2019/2020	FHWA (PL)	<u>\$ 294,913</u>
		TOTAL	\$ 294,913

**UPWP TASK NUMBER 1 - ADMINISTRATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SL)	FTA 5303	FTA STATE MATCH	FTA LOCAL MATCH	TRANS. DISAD.	TOTAL
Personnel Services:	Salaries (100% effort)	\$ 187,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,101
	Fringe Benefits and other deductions	\$ 187,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,101
	Subtotal:	\$ 187,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,101
Consultant Services:								
		\$ -	\$ -					\$ -
	Subtotal:	\$ -	\$ -					\$ -
Travel:								
	Travel, in accordance with 112.061, Florida Statutes:							
	MPO Staffs	\$ 3,400		\$ -	\$ -	\$ -		\$ 3,400
	Board Members	\$ 1,569						\$ 500
	Subtotal:	\$ 4,969	\$ -	\$ -	\$ -	\$ -		\$ 3,900
Other Direct Costs:								
	County Central Indirect Costs: These charges are estimated for services provided by Charlotte County Government to the MPO...i.e Attorney, Finance, Purchasing, Fiscal Services, etc.	\$ 58,202	\$ -					\$ 58,202
	County Self Insurance Costs	\$ 2,500	\$ -					\$ 2,500
	Office Building: Lease/Storage	\$ 21,511						\$ 21,511
	Office Equipment Lease/overage charges	\$ 5,837						\$ 5,837
	Janitorial - Cleaning Services	\$ 837						\$ 837
	Peripheral equipment. Website	\$ 400						\$ 400
	Printing & Binding - Other Current Chrgs and Oblig	\$ 1,500						\$ 1,500
	Office Supplies & Departmental Supplies	\$ 1,700	\$ -					\$ 1,700
	Gas/Oil/Lubricants...use of County vehicle	\$ 600						\$ 600
	R/M equip/vehicle	\$ 950						\$ 950
	Telephone Expense	\$ 10						\$ 10
	Postage and Freight	\$ 1,600	\$ -					\$ 1,600
	Advertising	\$ 1,600	\$ -	\$ -	\$ -	\$ -		\$ 1,600
	Educational Expenses	\$ 500	\$ -					\$ 500
	Subscriptions (e.g. newspapers, MPO Website maintenance)	\$ 1,200	\$ -	\$ -	\$ -	\$ -		\$ 1,200
	Subtotal:	\$ 98,947	\$ -	\$ -	\$ -	\$ -		\$ 98,947
	Grand Total:	\$ 291,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291,017

**UPWP TASK NUMBER 1 - ADMINISTRATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SL)	FTA 5303	FTA STATE MATCH	FTA LOCAL MATCH	TRANS. DISAD.	TOTAL
Personnel Services:	Salaries (100% effort)	\$ 181,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,199
	Fringe Benefits and other deductions	\$ 181,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,199
	Subtotal:	\$ 181,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,199
Consultant Services:								
		\$ -	\$ -					\$ -
	Subtotal:	\$ -	\$ -					\$ -
Travels:								
	Travel, in accordance with 112.061, Florida Statutes:							
	MPO Staffs	\$ 3,400		\$ -	\$ -	\$ -		\$ 3,400
	Travel Advisory Board Members	\$ 1,500						\$ 1,500
	Subtotal:	\$ 4,900	\$ -	\$ -	\$ -	\$ -		\$ 4,900
Other Direct Costs:								
	County Central Indirect Costs: These charges is estimated for Charlotte County Government for services provided to MPO...i.e Attorney, Finance, Purchasing, Fiscal Services.	\$ 67,769	\$ -					\$ 67,769
	County Self Insurance Costs	\$ 2,500	\$ -					\$ 2,500
	Office Building: Lease/Storage	\$ 21,511						\$ 21,511
	Office Equipment Lease/overage charges	\$ 5,837						\$ 5,837
	Perpheral equipment, website	\$ 400						\$ 400
	Printing & Binding & Other Current Chrgs & Oblig	\$ 1,500						\$ 1,500
	Office Supplies & Departmental Supplies	\$ 1,700	\$ -					\$ 1,700
	Janitorial Cleaning Services	\$ 837						\$ 837
	Gas/Oil/Lubricants....use of County vehicle	\$ 600						\$ 600
	R/M equip/vehicle	\$ 950						\$ 950
	Telephone Expense	\$ 10						\$ 10
	Postage and Freight	\$ 1,600	\$ -					\$ 1,600
	Advertising	\$ 1,600	\$ -	\$ -	\$ -	\$ -		\$ 1,600
	Educational Expenses	\$ 500	\$ -					\$ 500
	Subscriptions (e.g. newspapers, MPO Website maintenance)	\$ 1,500	\$ -	\$ -	\$ -	\$ -		\$ 1,500
	Subtotal:	\$ 108,814	\$ -	\$ -	\$ -	\$ -		\$ 108,814
	Grand Total:	\$ 294,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294,913

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 2016/2017 and FY 2017/2018
- 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

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 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
- Utilize General Planning Consultant services as needed

End Products:

- Refined and reformatted GIS data for MPO plans and projects programs throughout FY 2018/2019 and FY 2019/2020
- Periodic review of databases to assist in prioritizing safety, highway, congestion management, and enhancement related projects throughout May 2018 and May 2019
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly)
- Prioritize lists addressing congestion management by July 2018 and July 2019
- Cube Voyager transportation model scenarios as required throughout FY 2018/2019 and FY2019/2020
- Allocate \$22,000 in PL Consultant funding for FDOT's effort to develop, fund and maintain Charlotte County's portion of the Districtwide Model – July 2018
- Validated 2015 District One Regional Planning Model (D1RPM)
- Validated Socio-economic data

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2018/2019	FHWA (PL)	<u>\$ 27,910</u>
		TOTAL	\$ 27,910
	Year 2 – FY 2019/2020	FHWA (PL)	<u>\$ 27,010</u>
		TOTAL	\$ 27,010

UPWP TASK NUMBER 2 - DATA COLLECTION, ANALYSIS AND MAPPING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"
FY 2018/2019

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Total
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 27,910	\$ -	\$ 27,910
	Subtotal:	\$ 27,910	\$ -	\$ 27,910
Consultant Services:	2015 District 1 Regional Planning Model	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -

**UPWP TASK NUMBER 2 - DATA COLLECTION, ANALYSIS AND MAPPING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA(SL)	Totals
Personnel Services:				
	Salaries (100% effort)	\$ 27,010	\$ -	\$ 27,010
	Fringe Benefits and other deductions			
	Subtotal:	\$ 27,010	\$ -	\$ 27,010
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 27,010	\$ -	\$ 27,010

TASK 3 - PUBLIC PARTICIPATION

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 2016 and 2017
- Amended PPP May 2016
- Conducted Workshops to solicit citizen opinions on 2040 LRTP Needs Plan and Cost Feasible Plan
- The MPO compiled and analyzed data received from the MPO's Evaluation/Comment survey. This information survey is annually conducted to assess and evaluate improved information options between the MPO and the citizens it serves.
- Awarded the Citizens Transportation Mobility Award in 2016 and 2017
- Quarterly updates and revisions to the MPO informational brochure.
- Throughout FY 2016/2017 and FY 2017/2018 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.
- Preparation of intra-county public involvement workshops in support of the Charlotte County Regional Bicycle-Pedestrian Master Plan
- 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
- 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
- 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 as needed
- Continue to solicit nominees and award a Citizens Transportation Mobility Award in 2018 and 2019

- 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) (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

End Products

- Continued inclusion of all public opinion, comments, and input on the MPO planning process
- Prepare MPO Public Participation Plan for the 2045 Long Range Transportation Plan
- Prepare and organized public participation workshops and public involvement events in support of the 2045 Long Range Transportation Plan.
- Preparation of annual Public Involvement Evaluation and Summary Reports in FY 2018/2019 and FY 2019/2020
- Revisions to the MPO brochure, the MPO website, and potential future technological improvements as they relate to improved public involvement as needed
- Solicit nominees for the annual Citizen Transportation Mobility Award July 2018 and July 2019
- Amendment/revision of the Public Participation Plan (PPP) as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2018/2019	FHWA (PL)	<u>\$ 10,000</u>
		TOTAL	\$ 10,000
	Year 2 – FY 2019/2020	FHWA (PL)	<u>\$ 10,000</u>
		TOTAL	\$ 10,000

**UPWP TASK NUMBER 3 - PUBLIC PARTICIPATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"
FY 2018/2019**

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Total
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 10,000	\$ -	\$ 10,000
	Subtotal:	\$ 10,000	\$ -	\$ 10,000
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 10,000	\$ -	\$ 10,000

**UPWP TASK NUMBER 3 - PUBLIC PARTICIPATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"
FY 2019/2020**

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Total
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 10,000	\$ -	\$ 10,000
	Subtotal:	\$ 10,000	\$ -	\$ 10,000
Consultant Services:		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 10,000	\$ -	\$ 10,000

TASK 4 LONG RANGE TRANSPORTATION PLANNING

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
- 2040 Long Range Transportation Plan (LRTP) Updated - October 2015

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 2040 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (D1RPM)

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
- Establish performance based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act
- Utilize a General Planning Consultant services as needed
- Adopt a 2045 LRTP by December 2020

End Products:

- Refined 2040 Land Use Data Forecasts (Ongoing)
- Refined 2040 Highway Network (Ongoing)
- Inclusion of the ETDM process into the overall planning process (Ongoing)

- Allocate \$22,000 in PL Consultant funding for FDOT's effort to develop, fund and maintain Charlotte County's portion of the Districtwide Model – July 2018
- Amendment to the LRTP as needed
- Adopted 2045 LRTP

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources: Year 1 - FY 2018/2019 FHWA (PL) \$36,018

TOTAL \$ 36,018

Year 2 - FY 2019/2020 FHWA (PL) \$ 53,000

TOTAL \$ 53,000

FHWA (SL) \$200,000

TOTAL \$200,000

**UPWP TASK NUMBER 4 - LONG RANGE TRANSPORTATION PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 7,000	\$ -	\$ 7,000
	Funds will be utilize by Planning Consultant	\$ -	\$ -	\$ -
	Subtotal:	\$ 7,000	\$ -	\$ 7,000
Consultant Services:	2045 LRTP Update	\$ 29,018	\$ -	\$ 29,018
	Subtotal:	\$ 29,018	\$ -	\$ 29,018
	Grand Total:	\$ 36,018	\$ -	\$ 36,018

**UPWP TASK NUMBER 4 - LONG RANGE TRANSPORTATION PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 10,000	\$ -	\$ 10,000
	Funds will be utilized by Planning Consultant	\$ -	\$ -	\$ -
	Subtotal:	\$ 10,000	\$ -	\$ 10,000
Consultant Services:	2045 LRTP Update			
		\$ 43,000	\$ 200,000	\$ 243,000
	Subtotal:	\$ 43,000	\$ 200,000	\$ 243,000
	Grand Total:	\$ 53,000	\$ 200,000	\$ 253,000

TASK 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Purpose: Develop Transportation Improvement Programs (TIP) for FY 2018/2019 and 2019/2020 that identifies all federal, state and locally funded transportation improvements.

Previous Work:

- Adopted the FY 2016/2017 – FY 2019/2020 TIP in cooperation with FDOT and local government agencies in May 2016
- Adopted the FY 2017/2018 – FY 2020/2021 TIP in cooperation with FDOT and local government agencies in May 2017
- Coordinated highway, transportation alternatives, Transportation Regional Incentive Program (TRIP) and congestion management transportation project priorities in May 2016 and May 2017
- Reviewed FDOT Draft Tentative Work Program for FY 2016/2017 through FY 2020/2021
- 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 a General Planning Consultant services as needed

End Products:

- FY 2018/2019 through 2022/2023 Transportation Improvement Programs (TIP) adopted May 2018
- FY 2019/2020 through 2023/2024 Transportation Improvement Programs (TIP) adopted May 2019
- Project Priorities Lists for FY 2018/2019 and FY 2019/2020 in May 2018 and May 2019 respectively
- FDOT Tentative Work Programs for FY 2019/2020 and FY 2020/2021 to be reviewed by MPO Board by December 2018 and December 2019 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

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2018/2019	FHWA (PL)	\$ <u>27,356</u>
		TOTAL	\$ 27,356

	Year 2 – FY 2019/2020	FHWA (PL)	\$ <u>25,356</u>
		TOTAL	\$ 25,356

**UPWP TASK NUMBER 5 - TRANSPORTATION IMPROVEMENT PROGRAM
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 27,356	\$ -	\$ 27,356
	Subtotal:	\$ 27,356	\$ -	\$ 27,356
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 27,356	\$ -	\$ 27,356

**UPWP TASK NUMBER 5 - TRANSPORTATION IMPROVEMENT PROGRAM
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 25,356	\$ -	\$ 25,356
	Subtotal:	\$ 25,356	\$ -	\$ 25,356
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 25,356	\$ -	\$ 25,356

TASK 6 SPECIAL PROJECTS AND SYSTEMS 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 2016 and 2017
- 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 2016
- Provided letters of support for the Community Redevelopment Agencies (CRAs) of Charlotte County grant applications
- Assisted Charlotte Harbor CRA in submitting a SUN Trail grant application
- Assisted the City of Punta Gorda 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 (ongoing)
- 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 development of a Bicycle/Pedestrian Master Plan (ongoing)
- 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 2018/9
- 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:

- Adopted Bicycle/Pedestrian Master Plan for Charlotte County
- Sidewalk and bikeways map and database update, as needed
- Updated Charlotte County Bicycle/Pedestrian map, as needed
- Updated Florida Greenways and Trails system map, 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

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

Funding Sources:	Year 1 – FY 2018/2019	FHWA (PL)	<u>\$ 26,856</u>
		TOTAL	\$ 26,856

	Year 2 – FY 2019/2020	FHWA (PL)	<u>\$ 25,356</u>
		TOTAL	\$ 25,356

**UPWP TASK NUMBER 6 - SPECIAL PROJECTS AND SYSTEMS PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:				
	Salaries (100% effort)	\$ 26,856	\$ -	\$ 26,856
	Fringe Benefits and other deductions			
	Subtotal:	\$ 26,856	\$ -	\$ 26,856
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 26,856	\$ -	\$ 26,856

**UPWP TASK NUMBER 6 - SPECIAL PROJECTS AND SYSTEMS PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 25,356	\$ -	\$ 25,356
	Subtotal:	\$ 25,356	\$ -	\$ 25,356
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 25,356	\$ -	\$ 25,356

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 River Road 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 2017
- 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)
- Participate in national and statewide policy development, i.e. Metropolitan Planning Organization Advisory Council (MPOAC) quarterly and Association of Metropolitan Planning Organizations (AMPO) (ongoing)

- 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)
- Participate 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 2018/2019 FHWA (PL) \$ 12,722

TOTAL \$ 12,722

Year 2 – FY 2019/2020 FHWA (PL) \$ 12,722

TOTAL \$ 12,722

**UPWP TASK NUMBER 7 - REGIONAL PLANNING AND COORDINATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 12,722	\$ -	\$ 12,722
	Subtotal:	\$ 12,722	\$ -	\$ 12,722
Consultant Services:		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 12,722	\$ -	\$ 12,722

**UPWP TASK NUMBER 7 - REGIONAL PLANNING AND COORDINATION
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	FHWA (PL)	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 12,722	\$ -	\$ 12,722
	Subtotal:	\$ 12,722	\$ -	\$ 12,722
Consultant Services:				
		\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -
	Grand Total:	\$ 12,722	\$ -	\$ 12,722

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).

Previous Work:

- Assisted Charlotte County with the development of the *Charlotte Rides* Transit Development Plan (TDP) for submittal to FDOT by September 1, 2014 (jointly with County utilizing 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)
- Completion of the annual Community Transportation Coordinator (CTC) evaluation in June 2018
- Training of LCB membership in January 2018
- Attendance at the annual Commission for the Transportation Disadvantaged (CTD) state training and technology conference
- Assistance with Dial-a-Ride marketing and planning
- Completion of the first annual update of the TDSP in May 2018
- Provided support and direction for potential Sarasota-Charlotte Counties transit connections for North port and Englewood
- Reappointment of Charlotte County Board of County Commissioner (BCC) to continue as the Community Transportation Coordinator (CTC) for Charlotte County in April 2016 for next five-year period

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)
- Assist with the LCB's annual evaluation of the CTC and provide LCB member training (annually)
- Advise on improved security, safety and accessibility issues with the Charlotte County Transit Division (ongoing)
- Coordinate and assist in expanding the 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 2018 in cooperation with Charlotte County Transit Division
- Participate in FDOT District One's Commuter Services Program (ongoing)
- Submit the FTA 5305 (d) FY 2018/2019 Grant Application to FDOT (annually)
- Utilize General Planning Consultant services as needed
- Establish performance based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act

- Assist Charlotte County Transit with development of new Transit Development Plan for submission to Florida Department of Transportation (FDOT) on September 1, 2019

End Products:

- FY 2018/2019 and FY 2019/2020 Section 5305 (d) Transit Planning Grants submitted – May 2018 and May 2019
- MPO input for subsequent iterations of the Smart Charlotte 2050 Comprehensive Plan in FY 2018/2019 (ongoing)
- Annual CTC Evaluation in February 2019 and February 2020
- TDSP/CPT-HSTP update in May 2019
- Other special transportation planning studies, as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2018/2019	FTA (Section 5305 (d) (FM # 4101141-01-14)	\$67,782
		FDOT (5305 (d) Match)	\$ 8,470
		Local (5305 (d) Cash Match)	\$ 8,471
		TD Planning Grant	<u>\$ 23,050</u>
		TOTAL	\$107,773
	Year 2 – FY 2019/2020	FTA (Section 5305 (d) (FM # 4101141-01-14)	\$67,782
		FDOT (5305 (d) Match)	\$ 8,470
		Local (5305 (d) Cash Match)	\$ 8,471
		TD Planning Grant	<u>\$23,050</u>
		TOTAL	\$107,773

**UPWP TASK NUMBER 8 - TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2018/2019

Budget Category	Budget Category Description	FHWA (PL)	FHWA(SL)	FTA 5303	FTA STATE MATCH	FTA LOCAL MATCH	TRANS. DISAD.	COUNTY LOCAL	TOTAL
Personnel Services:	Salaries (100% effort)								
	Fringe Benefits and other deductions	\$ -	\$ -	\$ 66,352	\$ 8,319	\$ 8,320	\$ 23,050	\$ -	\$ 106,041
	Subtotal:	\$ -	\$ -	\$ 66,352	\$ 8,319	\$ 8,320	\$ 23,050	\$ -	\$ 106,041
Consultant Services:									
		\$ -	\$ -						\$ -
	Subtotal:	\$ -	\$ -						\$ -
Travel:									
	Travel, in accordance with 112.061, Florida Statutes:								
	Travel MPO Staffs/Advisory Members	\$ -		\$ 900	\$ 90	\$ 90			\$ 1,080
Other Direct Costs:	Subtotal:	\$ -	\$ -	\$ 900	\$ 90	\$ 90			\$ 1,080
Advertising									
	Registration (TD Conference)	\$ -	\$ -	\$ 320	\$ 40	\$ 40			\$ 400
	Subtotal:	\$ -	\$ -	\$ 530	\$ 61	\$ 61			\$ 652
Grand Total:		\$ -	\$ -	\$ 67,782	\$ 8,470	\$ 8,471	\$ 23,050	\$ -	\$ 107,773

**UPWP TASK NUMBER 8 - TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Budget Category Description	FHWA (PL)	FHWA(SL)	FTA 5303	FTA STATE MATCH	FTA LOCAL MATCH	TRANS. DISAD.	COUNTY LOCAL	TOTAL
Personnel Services:									
	Salaries (100% effort)	\$ -	\$ -	\$ 66,352	\$ 8,319	\$ 8,320	\$ 23,050	\$ -	\$ 106,041
	Fringe Benefits and other deductions			\$ 66,352	\$ 8,319	\$ 8,320	\$ 23,050	\$ -	\$ 106,041
	Subtotal:	\$ -	\$ -						
Consultant Services:									
		\$ -	\$ -						\$ -
	Subtotal:	\$ -	\$ -						\$ -
Travel:									
	Travel, in accordance with 112.061, Florida Statutes:								
	Travel MPO Staffs/Advisory Members	\$ -		\$ 900	\$ 90	\$ 90			\$ 1,080
	Subtotal:	\$ -	\$ -	\$ 900	\$ 90	\$ 90			\$ 1,080
Other Direct Costs:									
	Advertising	\$ -	\$ -	\$ 320	\$ 40	\$ 40			\$ 400
	Registration (TD Conference)	\$ -	\$ -	\$ 210	\$ 21	\$ 21			\$ 252
	Subtotal:	\$ -	\$ -	\$ 530	\$ 61	\$ 61			\$ 652
	Grand Total:	\$ -	\$ -	\$ 67,782	\$ 8,470	\$ 8,471	\$ 23,050	\$ -	\$ 107,773

TASK 9 LEGISLATIVE ISSUES/POSITIONS

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.

Previous Work:

- Developed annual MPO Legislative Position Statement
- Continued discussions with elected officials on the MPO process, its role, mission, and goals
- Monitored State and local legislative sessions for introduction and changes to MPO related issues
- Continued to provide the community and the MPO Board with information related to proposed changes in small MPOs status and funding reductions, and the community wide consequences of the proposed legislation

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.

End Products:

- 2019 Legislative Position Statements prepared in December 2018
- 2020 Legislative Position Statements prepared in December 2019
- Attendance at state and local legislative sessions on MPO related issues, as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2018/2019	LOCAL	<u>\$1,200</u>
		TOTAL	\$1,200
	Year 2 – FY 2019/2020	LOCAL	<u>\$1,200</u>
		TOTAL	\$1,200

*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.

UPWP TASK NUMBER 9 - LEGISLATIVE ISSUES/POSITIONS
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"
FY 2018/2019

Budget Category	Direct Organizational support Expenses	LOCAL	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)	\$ 1,200	\$ -	\$ 1,200
	Fringe Benefits and other deductions			
	Staffs time in preparing the 2019 Legislative Position Statements prepared in December 2018 and attendance at state and local sessions on MPO related issues, as needed in FY 2018/2019		\$ -	
	Subtotal:	\$ 1,200	\$ -	\$ 1,200
	Grand Total:	\$ 1,200		\$ 1,200

**UPWP TASK NUMBER 9 - LEGISLATIVE ISSUES/POSITIONS
ESTIMATED BUDGET DETAIL FOR "PLANNING TASK"**

FY 2019/2020

Budget Category	Direct Organizational support Expenses	LOCAL	FHWA (SL)	Totals
Personnel Services:	Salaries (100% effort)			
	Fringe Benefits and other deductions	\$ 1,200	\$ -	\$ 1,200
	Staffs time in preparing the 2020 Legislative Position Statements prepared in December 2019 and attendance at state and local sessions on MPO related issues, as needed in FY 2019/2020		\$ -	
	Subtotal:	\$ 1,200	\$ -	\$ 1,200
	Grand Total:	\$ 1,200		\$ 1,200

TABLE 1
Agency Participation
Funding in Dollars for FY 2018/2019 UPWP

<u>Task #</u>	<u>Task Description</u>	<u>Federal</u>	<u>FDOT</u>	<u>CTD</u>	<u>LOCAL</u>	<u>TOTAL</u>
1	Administration	291,017	64,185			355,202
2	Data Collection, Analysis, and Mapping	27,910	6,156			34,066
3	Public Participation	10,000	2,206			12,206
4	Long Range Transportation Planning	36,018	7,944			43,962
5	Transportation Improvement Program	27,356	6,033			33,389
6	Special Projects and Systems Planning	26,856	5,923			32,779
7	Regional Planning and Coordination	12,722	2,806			15,528
8	Transit and Transportation Disadvantaged Planning	67,782	8,470	23,050	8,471	107,773
9	Legislative Issues/Positions	0	0		1,200	1,200
TOTAL		521,661	103,723	23,050	9,671	662,957

Note: FDOT contribution is to be supplied as a soft match, using state toll revenue credits.
Funds was reduced by \$22,000 for FDOT's Consultant to develop, fund and maintain Charlotte County's portion of the Districtwide Model

TABLE 2
Funding Source
Funding in Dollars for FY 2018/2019 UPWP

Task #	Task Description	FHWA PL		FTA Section 5305 (d)				CTD	State Grants	Totals
		Federal	State	County Local	Federal	State	Local			
1	Administration	291,017	64,185							355,202
2	Data Collection, Analysis, and Mapping	27,910	6,156							34,066
3	Public Participation	10,000	2,206							12,206
4	Long Range Transportation Planning	36,018	7,944							43,962
5	Transportation Improvement Program	27,356	6,033							33,389
6	Special Projects and Systems Planning	26,856	5,923							32,779
7	Regional Planning and Coordination	12,722	2,806							15,528
8	Transit and Transportation Disadvantaged Planning				67,782	8,470	8,471	23,050		107,773
9	Legislative Issues/Positions	-	-	1,200						1,200
TOTAL		431,879	95,253	1,200	67,782	8,470	8,471	23,050		636,104

Note: FDOT contribution is to be supplied as a soft match, using state toll revenue credits. Funds was reduced by \$22,000 for FDOT's Consultant to develop, fund and maintain Charlotte County's portion of the Districtwide Model

TABLE 3
Agency Participation
Funding in Dollars for FY 2019/2020 UPWP

<u>Task #</u>	<u>Task Description</u>	<u>Federal</u>	<u>FDOT</u>	<u>FHWA (SL)</u>	<u>CTD</u>	<u>LOCAL</u>	<u>TOTAL</u>
1	Administration	294,913	65,044				359,957
2	Data Collection, Analysis, and Mapping	27,010	5,957				32,967
3	Public Participation	10,000	2,206				12,206
4	Long Range Transportation Planning	63,000	13,895	200,000			276,895
5	Transportation Improvement Program	25,356	5,592				30,948
6	Special Projects and Systems Planning	25,356	5,592				30,948
7	Regional Planning and Coordination	12,722	2,806				15,528
8	Transit and Transportation Disadvantaged Planning	67,782	8,470		23,050	8,471	107,773
9	Legislative Issues/Positions	0	0			1,200	1,200
TOTAL		526,139	109,562	200,000	23,050	9,671	868,422

Note: FDOT contribution is to be supplied as a soft match, using state toll revenue credits.
SL Funds will be utilized for the 2045 LRTP Update

TABLE 4
Funding Source
Funding in Dollars for FY 2019/2020 UPWP

Task #	Task Description	FHWA PL		SL Funds	FTA Section 5305 (d)			CTD	State Grants	Totals
		Federal	State		County Local	Federal	State			
1	Administration	294,913	65,044							359,957
2	Data Collection, Analysis, and Mapping	27,010	5,957							32,967
3	Public Participation	10,000	2,206							12,206
4	Long Range Transportation Planning	63,000	13,895	200,000						276,895
5	Transportation Improvement Program	25,356	5,592							30,948
6	Special Projects and Systems Planning	25,356	5,592							30,948
7	Regional Planning and Coordination	12,722	2,806							15,528
8	Transit and Transportation Disadvantaged Planning					67,782	8,470	23,050		107,773
9	Legislative Issues/Positions	-	-		1,200					1,200
TOTAL		458,357	101,092	200,000	1,200	67,782	8,470	23,050		868,422

Note: FDOT contribution is to be supplied as a soft match, using state toll revenue credits.
SL Funds will be utilized for the 2045 LRTP Update

MULTI-YEAR BUSINESS PLAN

In an effort to ensure that adequate funding is available for short and long term projects contained in the FY 2015/2016 through FY 2019/2020 Unified Planning Work Program (UPWP), the MPO has prepared a five year business plan as part of the UPWP. The multi-year business plan outlines revenues and expenditures that are anticipated within the next five (5) years (FY 2015/2016 through FY 2019/2020).

The MPO receives funding from the FHWA known as "PL" or planning funds, Transportation Disadvantaged (TD), Section and FTA matching non Federal funds from FDOT (10%) and Local (10%). FHWA provides a non-cash (soft) match with activities planning from FDOT (18.07%).

Multi-Year Business Plan

FUNDING SOURCE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Federal Highway Administration (FHWA)	\$ 503,693	\$ 455,932	\$ 475,009	\$ 453,879	\$ 458,357
¹ Highway Administration (FHWA)-FDOT PL Advance payback		\$ (36,540)	\$ (36,539)	\$ (36,539)	\$ (36,539)
¹ Allocation of Non-Recurring PL Funds	\$ 8,942				
¹ FHWA Closeout			\$ 13,865		
¹ PL Reserve Distribution			\$ 14,193		
¹ Less Deobligation	\$ (28,400)	\$ (30,000)			
¹ FHWA Deobligation		\$ 28,400	\$ 30,000	\$ 41,800	\$ 41,800
Federal Transit Administration (FTA) 5305(d)	\$ 77,347	\$ 76,700	\$ 76,232	\$ 76,232	\$ 76,232
FTA 5305(d) Local Match	\$ 8,594	\$ 8,522	\$ 8,471	\$ 8,471	\$ 8,471
County Contributions for Lobbying	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
FTA Fed/State Carry over from Previous Year	\$ -	\$ 37,559	\$ 14,321	\$ 14,321	\$ 14,321
FTA Local Match Carry over from Previous Year		\$ 4,174	\$ 1,432	\$ 1,432	\$ 1,432
FL Commission for Transportation Disadvantaged (CTD) Planning	\$ 22,259	\$ 22,283	\$ 22,283	\$ 22,283	\$ 22,283
SL Funds(Use for 2045 LRTP Update)					\$ 200,000
TOTAL FUNDING	\$ 593,635	\$ 604,770	\$ 598,948	\$ 619,618	\$ 824,096
EXPENDITURES	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Personnel & Benefits	\$ 392,361	\$ 436,374	\$ 452,256	\$ 404,986	\$ 407,684
County Personnel/Benefits for Lobbying Non-reimbursable	\$ 348	\$ 1,090	\$ 1,090	\$ 1,090	\$ 1,090
Contract Services -FHWA	\$ 48,744	\$ -	\$ -	\$ -	\$ -
Contract Services -FTA	\$ -	\$ -	\$ -	\$ -	\$ -
Travel/Training for Staffs and Board Members	\$ 2,700	\$ 3,480	\$ 4,700	\$ 6,049	\$ 5,980
Other Direct Costs	\$ 108,544	\$ 104,509	\$ 110,777	\$ 99,599	\$ 109,466
² Long Range Transportation Plan Reserve Funds for 2045 LRTP Update				\$ 29,018	\$ 243,000
2015 District 1 Regional Planning Modal				\$ 22,000	
TOTAL EXPENDITURES	\$ 552,697	\$ 545,453	\$ 568,823	\$ 562,742	\$ 767,220
CARRY OVER TO NEXT YEAR	\$ 40,938	\$ 59,317	\$ 30,125	\$ 56,876	\$ 56,876

Key assumption to note in the anticipated revenues/carryover/deobligation/closeout expenditures of the business plan

¹ Total available FHWA funds includes PL fundsdeobligation, closeout, reserve funds & payback

² Funds set aside for upcoming 2045 LRTP (Funding Source SL-\$200,000 and PL \$72,018)

APPENDICES

APPENDIX A

State and Federal Planning Emphasis Area Matrix

UPWP FY 2018/2019 and 2019/2020 State and 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	Legislative Issues/Positions
Rural Transportation Planning	X	X	X	X	X	X	X	X	X
Transportation Performance Measures	X	X	X	X	X	X	X	X	X
ACES (Automated/Connected/Electric/Shared-Use) Vehicles	X	X	X	X		X		X	X
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.									
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
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 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 2018/2019 – FY 2019/2020 Federal Planning Factors and
FDOT's Planning Emphasis Areas**

Appendix 'B'

Federal Planning Factors and FDOT Planning Emphasis Area (PEA) for FY 2018-2019 & 2019-2020

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. SAFETEA-LU, MAP-21 and the subsequent rule making have specified eight specific planning factors that FTA and FHWA will use 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; and
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate Stormwater impacts of transportation system.

In addition to the existing factors, the Fixing America's Surface Transportation (FAST) Act added two planning factors:

1. Enhance travel and tourism.
2. Emphasize the preservation of the existing transportation system.

FDOT Planning Emphasis Areas

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

Rural Transportation Planning

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

Transportation Performance Measures

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

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

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

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

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

Advancing Multi-Modal Transportation Planning

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

Freight Planning

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

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a [Freight and Mobility and Trade Plan](#). The plan defines policies and investments that will enhance Florida's economic development efforts in the future.

Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their [Freight Planning](#) website.

Transit Planning

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel. Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's [Public Transit Office](#) webpage for more information.

Complete Streets

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

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

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

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

Bicycle/Pedestrian

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

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

and Bicycle Strategic Safety Plan and implemented Florida's Pedestrian and Bicycle Safety Coalition to assist with implementation of the plan.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2015 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started because of the issuance of the 2015 State Planning Emphasis Area. In 2017 the MPO, in partnership and financial backing from Charlotte County, hired a consultant to produce a County-wide Bicycle/Pedestrian Master Plan. The plan is scheduled to be completed by the summer of 2018.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: [FDOT Safety Office Webpage](#), [State of Florida Pedestrian & Bicycle Strategic Safety Plan](#), [Bicycle and Pedestrian Council](#), [Pinellas County Pedestrian Safety Plan](#) and [AlertTodayFlorida.com](#).

Federal Planning Emphasis Areas

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

MAP-21 Implementation

Transition to Performance-based Planning and Programming –State DOTs and are encouraged MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. The MPOs are encouraged to use the following resources to help develop their approach: [Performance Based Planning and Programming Guidebook](#), [Model Long Range Transportation Plans Guidebook](#), and [Small Metropolitan Areas: Performance Based Planning](#).

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decision making, State DOTs, MPOs, and providers of public transportation are encouraged to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. The MPOs are encouraged to use to visit FHWA's Regional Models of Cooperation and Every Day Counts Initiative Webpages for more information.

Ladders of Opportunity

Access to Essential Services – State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, are encouraged to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision making process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

APPENDIX C

**FTA Section 5305(d) Grant Application for Fiscal Year
2017/2018**

**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

May 1, 2017

Table of Contents

I. Application Content and Annual Submission

1. SF-424	1
2. Project Budget	4
3. GMIS Planning Line Item Codes	5
4. Authorizing Resolution	6
5. Certifications and Assurances	8
6. Certification Regarding Lobbying	10
7. Federal FY 2017-2018 Debarment and Suspension Certification	11
8. FY 2017 Title VI/Non-discrimination Policy Statement	12
9. FY 2017 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):

59-600541

* c. Organizational DUNS:

1461961960000

d. Address:

* Street1: 25550 Harbor View Road

Street2: Suite 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: Robert

Middle Name:

* Last Name: Herrington

Suffix:

Title: MPO Director

Organizational Affiliation:

* Telephone Number: 941-833-3535

Fax Number: 941-833-3534

* Email: office@compo.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

17

* b. Program/Project

17

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

10/01/2017

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	67,762.00
* b. Applicant	0.00
* c. State	8,470.00
* d. Local	8,471.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	84,703.00

*** 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: Mr. * First Name: Stephen

Middle Name: R.

* Last Name: Deutsch

Suffix:

* Title: MEO Chairman

* Telephone Number: 941-883-3535

Fax Number: 941-883-3534

* Email: office@ccmpo.com

* Signature of Authorized Representative:



* Date Signed:

9-6-17

Approved Project Budget for FFY17

(total dollars)

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	10,734
44.22.00	General Development and Comprehensive Planning	\$	4,293
44.23.00	Long Range Transportation Planning: System Level	\$	4,293
44.23.02	Long Range Transportation Planning	\$	4,293
44.24.00	Short Range Transportation Planning	\$	33,529
44.25.00	Transportation Improvement Program	\$	3,220
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	8,414
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	8,414
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	\$	2,147
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	\$	2,147
44.26.16	Incorporating Safety & Security in Transportation Planning	\$	1,073
44.27.00	Other Activities	\$	2,146
TOTAL NET PROJECT COST			\$ 84,703

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	56,778
44.30.02	Fringe Benefits (__ %)	\$	26,425
44.30.03	Travel	\$	1,000
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other	\$	500
44.30.08	Indirect Charges (__ %)		
TOTAL NET PROJECT COST			\$ 84,703

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	84,703
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
TOTAL NET PROJECT COST			\$ 84,703
Federal Share (80%)			\$ 67,762
Local Share (20%)			\$ 16,941

ACCOUNTING

<i>Classification</i>	<i>FPC</i>	<i>Description</i>	<i>Amount</i>
91.37.08.8P-2	02	Technical Studies - Planning	\$ 84,703

Section 5305(d)**Charlotte County-Punta Gorda MPO****GMIS Planning Line Item Codes - FFY17**

(FTA FUNDS ONLY)

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	8,587
44.22.00	General Development and Comprehensive Planning	\$	3,434
44.23.00	Long Range Transportation Planning: System Level	\$	3,434
44.23.02	Long Range Transportation Planning	\$	3,434
44.24.00	Short Range Transportation Planning	\$	26,823
44.25.00	Transportation Improvement Program	\$	2,576
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	6,731
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	6,731
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	\$	1,718
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	\$	1,718
44.26.16	Incorporating Safety & Security in Transportation Planning	\$	858
44.27.00	Other Activities	\$	1,718
TOTAL NET PROJECT COST		\$	67,762

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	45,422
44.30.02	Fringe Benefits (___ %)	\$	21,140
44.30.03	Travel	\$	800
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other	\$	400
44.30.08	Indirect Charges (___ %)		
TOTAL NET PROJECT COST		\$	67,762

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	67,762
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
TOTAL NET PROJECT COST		\$	67,762



RESOLUTION NUMBER 2017-01

A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION BOARD ("THE MPO BOARD") AUTHORIZING THE FILING OF AN APPLICATION WITH THE 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 BY THE FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST).

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 the 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; and

WHEREAS, the total Section 5305 (d) project cost is anticipated to be \$84,703 of which the Federal Transit Administration will fund an anticipated \$67,762; the local share of funds for the planning grant is an anticipated \$8,471 provided in a cash match by the Charlotte County Board of Commissioners; and an anticipated \$8,470 provided in cash by the Florida Department of Transportation.

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 MPO Chairman is authorized to execute and file a joint participation agreement (JPA) between the MPO and the Florida Department of Transportation for receipt of the federal funds and state cash match.
4. 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.

PASSED AND DULY ADOPTED this 1st day of May, 2017.



CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

By: 
Stephen R. Deutsch, Chairman

ATTEST:

By: 
Robert M. Harrington
Designated Clerk of the MPO Board

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 
Janette S. Knowlton, Counsel to MPO Board


FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

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

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

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. X

OR

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

<u>Category</u>	<u>Description</u>	
-----------------	--------------------	--

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

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

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

Name and Relationship of the Authorized Representative: Stephen R. Deutsch, MPO Chairman

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 2017, 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 2017.

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: May 1, 2017

Name Stephen R. Deutsch, 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: May 1, 2017

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

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award 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 FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FEDERAL FFY17 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.



Stephen R. Deutsch, Chairman
Charlotte County-Punta Gorda MPO

May 1, 2017
Date

FEDERAL FY 2017-2018 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.



Stephen R. Deutsch, Chairman
Charlotte County-Punta Gorda MPO

May 1, 2017
Date

FY17 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.



Stephen R. Deutsch
Chairman, Charlotte County-Punta Gorda MPO

May 1, 2017

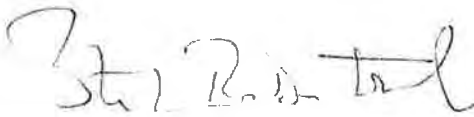
Date of Signature

FY 2017 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 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.



Stephen R. Deutsch
Chairman, Charlotte County-Punta Gorda MPO

May 1, 2017

Date of Signature

PROJECT DESCRIPTION FOR FTA SECTION 5305 (d) FUNDS

These funds will be used under FM #410114-1-14 (FY 2017/2018) 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 assisting with the preparation of annual Transit Development Plan (TDP) progress reports and development of the Charlotte County Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) Annual Updates together with the Community Transportation Coordinator (CTC), which is the Charlotte County Board of County Commissioners. 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 frequently 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.

MPO staff will maintain assistance to the Transit Division with other tasks as needed, in particular 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 2040 (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

Debarment and Suspension Certification

DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The 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: Stephen R. Deutsch
Title: MPO Chairman (or designee)

May 7, 2018
Date

APPENDIX E

Lobbying Certificate for Grants, Loan and Cooperative Agreement

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: Stephen R. Deutsch
Title: MPO Chairman (or designee)

May 7, 2018

Date

APPENDIX F

Disadvantaged Business Enterprise Utilization

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: Stephen R. Deutsch
Title: MPO Chairman (or designee)

May 7, 2018
Date

APPENDIX G

Title VI/Nondiscrimination Assurance

TITLE VI/ 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: Stephen R. Deutsch
Title: MPO Chairman (or designee)

May 7, 2018
Date

APPENDIX H

Appendices A and E

APPENDICES A and E

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

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The

Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

APPENDIX I

Joint Certification Statement on the Metropolitan Transportation Planning Process/Noteworthy Achievements

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

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 9, 2018.

Based on a joint review and evaluation, the Florida Department of Transportation and the Charlotte County-Punta Gorda MPO recommend that the Metropolitan Planning Process for the Charlotte County-Punta Gorda MPO be certified.

Name: L.K. Nandam
Title: District Secretary (or designee)

Date

Name: Stephen R. Deutsch
Title: MPO Chairman (or designee)

May 7, 2018
Date

NOTEWORTHY ACHIEVEMENTS-CHARLOTTE COUNTY-PUNTA GORDA MPO-2017

-On January 23, 2017, the Joint Regional Meeting between the Charlotte County-Punta Gorda and Sarasota/Manatee MPO Boards was held at the Venice Community Center in Venice, Florida. A number of Regional Discussion Items were placed on the meeting agenda including the River Road Interstate Connector. This 13-mile long road project entirely within Sarasota County is currently listed as the Number One priority on the 2016 Joint Transportation Regional Incentive Program (TRIP) for the Charlotte County MPO. It is on the Major Project Priority List for Sarasota County and serves as a major hurricane evacuation route for West County residents of Charlotte County. Cost estimates for major improvements to this roadway reach approximately \$60 million, and a public/private financing effort is envisioned to accomplish roadway improvements.

Also discussed at this joint meeting was the Southwest Coast Regional Trails Connector Gulf Coast Trail). This 300-mile paved trail for walking, running, biking or skating stretches from Pinellas County southward to Collier County and involves nine (9) MPOs (including Manatee Sarasota and Charlotte Counties) and 11 counties.

-In January 24, 2016, the Atlanta Braves of Major League Baseball announced plans to build a new 7,500 seat Spring Training Stadium and practice facilities in North Port. The Plan calls for this complex to encompass between 80 to 100 acres adjacent to the State College of Florida-Venice Campus in the West Villages and is slated for completion in early 2019. This facility may have a significant impact on traffic congestion along the River Road Regional Interstate Connector running from US 41 to I-75. Both the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs have identified this area for segmented improvements over the past decade. Currently the roadway experiences severe congestion during rush hour, and concerns have mounted regarding the additional traffic a spring training stadium would add to this substandard 2 lane roadway, especially at the height of the winter season. The Charlotte County-Punta Gorda MPO Board fully supports major improvements to this roadway as it is also a hurricane evacuation route for Englewood area residents. During their joint MPO Board meeting held on January 23, 2017 the Sarasota/Manatee and Charlotte County MPO Boards discussed future improvements to this roadway.

-Over 150 religious institutions were sent letters from the MPO staff asking for their interest in performing an invocation beginning with the May 1, 2017 meeting. Response has been excellent and provides the MPO with another opportunity to expand its public involvement efforts with religious congregations which are now a part of the MPO PPP contact list. The Invocations to begin MPO Board meeting are very moving and do focus members and

attendees on their roles as stewards and advisors in providing for an improved mobility experience throughout Charlotte County. A leader in the St. Vincent DePaul led program "Bridges out of Poverty" serves as the Citizen Advocate on the Transportation Disadvantaged LCB Board. The MPO staff additionally, will continue to monitor these efforts for potential expansion of public involvement and participation meeting places for future workshops and events.

-During the week of April 17, 2017, MPO staff attended the expanded "Try Transit Week" which grew from a one day initiative to a 4-day event. MPO staff coordinated with County health care professionals, the executive leadership of the Virginia B. Andes Volunteer Community clinic, and local hospital public relations staffs. The overall goal of this effort is to make hospital visitors, other health care facilities and retail business customers of the opportunities and advantages available when using the Charlotte County Transit (paratransit) bus program. The MPO staff will continue in 2017 to seek opportunities to participate in programs that help aid citizens in accessing current transit services for needed healthcare and other essential trips.

-The MPO attended the Charlotte County Health Departments, Community Health Program (CHIP) initiative. Through the Access to Health Care Subcommittee meeting, the MPO staff provides information on transit options affecting those in need to transportation for medical appointments and nutrition programs.

- On August 24, 2017 a "Kickoff Meeting" was held to begin development of the Charlotte County Regional Bicycle-Pedestrian Master Plan. The Plan is being prepared by Jacobs Engineering Inc. of Tampa Florida and Alta Planning and Design (subcontractor to Jacobs). The Plan is a joint effort between the MPO and the Charlotte County Department of Parks and Recreation. The Plan will take approximately one year to complete and will inventory, and synthesize various trails, and bicycle/pedestrian facilities relating to safety, connectivity, health and education. With MPO guidance the Plan will attempt to define overall program goals and objectives within an overall policy context, identifying key challenges, needs, and opportunities for the development of an effective countywide system. Currently, MPO staff briefs Plan updates to Bicycle/Pedestrian committee members and governmental agency advisors. It is anticipated that the MPO will provide Plan direction, give input on public participation tentatively scheduled for March/April 2018 and monitor Plan status and provide updates to MPO Committees. With unmanned drones used as a mapping tool for this Plan, MPO staff has gained valuable insight on the methods and application this evolving technology will play in the development of future planning efforts and visual representations.

-On October 2, 2017, Mr. Robert Herrington retired as Director of the Charlotte County-Punta Gorda MPO after serving nearly 7 years in that capacity. Principal Planner Gary D. Harrell was named interim Director and on October 23, 2017 permanent MPO Director. With 17 years of

experience, most of which were as Principal Planner with the MPO, Mr. Harrell leads a staff of planning professionals that average nearly 15 of MPO planning experience. It is noteworthy that, the MPO staff seamlessly continues to provide accurate, professional and timely planning documents and deliverables, as well as effective governmental agency coordination, with no measurable transition costs, staff disruptions or project delays being experienced.

-The MPO's Peggy Walter's Citizen Mobility Award now in its 8th year was bestowed at the August 7, 2017 MPO Board meeting. Local media attention has continued to grow each year the Award is presented. MPO Board members have observed that the Award informs citizens about community volunteers who help to improve the Charlotte County area's transportation mobility needs, while also recognizing the volunteers efforts.

-The MPO in early 2017 finalized major updates and improvement to its website. These include a more inviting, lighter overall site color scheme including larger font sizes for the dropdown menus and more and better use of video images. While cognizant that a significant majority of residents prefer more traditional means of media contact (newspaper, phones, hard copies of meeting agendas and minutes), the MPO staff will continue to encourage and provide citizens with easy to use electronic media opportunities and techniques going forward. The website now includes a separate section called the "Contact Page" where visitors can "click" to express their opinions on all MPO derived documents, plans and programs. The page includes an easy to navigate Google Map to aid citizens on identifying specific locations and areas where their concerns, comments or interests are focused. In addition, specific MPO staff members may be contacted using this Contact Page to answer specific questions or provide additional information to any website visitor.

-The MPO has initiated more extensive contact with the City of Punta Gorda and Charlotte County webmasters. This has led to MPO-derived information and public involvement opportunities being placed on City and County websites to expand, enhance and disseminate public participation opportunities. Additionally, a Punta Gorda City Councilmember uses her constituent newsletter to broadcast MPO information and public involvement opportunities. This additional coordination has led to the successful recruitment of a South County Representative to the MPO's Bicycle/Pedestrian Advisory Committee. Likewise, a member of the MPO's Citizens' Advisory Committee (CAC) has suggested and been encouraged by MPO staff to prepare a similar newsletter for member constituents with a 2018 initiation timeframe possible.

-In addition, new MPO efforts to recruit new Advisory Board and Committee members have recently proven to be successful. The MPO has utilized the Charlotte County website, and newsletter with vacancies as they occur. As a result, the MPO's Committees have former Charlotte County employees serving as members. Additionally, a current Charlotte County

employee was approved at the MPO Board's December 18, 2017 meeting and will begin serving as a South County Representative on the BPAC. These County workforce-derived members have a fully developed understanding of County government, local geographic understanding and professional interpersonal skills and make their presence on their respective Boards and Committees provide an effective and perceptive advocacy for their constituents.

-Additionally, a current Representative who has benefitted from the MPO policy of retaining applications from volunteers who are not selected to serve on Boards and Committees has had impact. As a result, the 2017 the MPO's CAC now has a Representative who lives in DeSoto County yet resides within the MPO Planning Area. This Representative now provides the MPO and CAC with a unique prospective of the issues and transportation needs in the northeastern part of the County and a more regional perspective into the adjoining Heartland TPO area.

-The MPO continues to strive for synergy between the MPO Boards and Committees. Recently, it resulted in the LCB's Children-at-Risk Representative attending BPAC meetings on behalf of her clientele.

-The MPO revised, printed, folded and distributed the 2016 Edition of the Charlotte County-Punta Gorda MPO Bicycle-Pedestrian Map beginning in October 2016 and has continuing throughout 2017. Map revisions were based on County Capital Improvement Program data and integrated into previous map versions.

-Beginning with the August 7, 2017 MPO Board meeting agenda, all agenda topics are now provided with hyperlinks where website readers can now directly follow an agenda topic by selecting the highlighted Agenda Item. With this improvement, users will no longer be required to scroll through the entire agenda packet to view the agenda item of interest, but may reach an item of interest directly.

-The MPO has scheduled and attended several discussions with Babcock Ranch and Lee staff, including the approval of a joint resolution between the MPO and the Lee County MPO for providing an additional backstop for FDOT for the SR 31 State Infrastructure Bank loan that the Babcock Ranch Independent Special District will be using. The MPO will review and coordinate efforts on the planning needs this development will require and will continue to seek opportunities and focus effort to further emphasize the future impact this region will assert in the coming years.

APPENDIX J

**Response to Comments from Federal Highway
Administration (FHWA) and Federal Transit
Administration(FTA)**

APPENDIX K

**Response to Comments from Florida Department of
Transportation (FDOT)**

APPENDIX L

Planning Studies for Agencies in MPO Planning Areas

2018/2019 - 2019/2020 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	Community Services	TBD	TBD	Local	
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	

Planning Studies Matrix for the City of Punta Gorda 2018/2019 - 2019/2020				
Project Info.	Lead Agency/Dept.	FY Project Started	Cost	Source of Funds
Climate Adaptation Plan Update	Consultant	2018	\$ 45,000	Local
Parks and Recreation Master Plan Update	Urban Design Staff	2016	\$ 20,000	Local
East Side Stormwater Bank	Consultant	TBD	\$ 200,000	Local
Boca Grande Stormwater Mitigation Project	Consultant & City Staff	2016	\$ 100,000	Local
Transportation & Build Out Study	Consultant	2018	\$ 75,000	Local

Planning Studies Matrix for the Charlotte County Airport Authority 2018/2019 - 2019/2020				
Project	Lead Agency/Dept.	FY Project Started	Cost	Source of Funds
Punta Gorda Airport Master Plan	Charlotte County Airport Authority	FY 2016	\$ 1,449,140	Airport - FAA - FDOT

APPENDIX M

**Florida Department of Transportation (FDOT) – District
One District Wide Planning Activities/Contracts (FY
2018/2019 – FU 2019/2020)**

Florida Department of Transportation- District One
District Wide Planning Activities/Contracts
(FY 2018/2019 – FY 2019/2020)

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

APPENDIX N

Metropolitan Planning Organization Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 1 of 11

Financial Project No.: <u>439316-2-14-01 and</u> <u>438260-1-18-02 (SL Funds)</u> (item-segment-phase-sequence) Contract No.: <u>G0B45</u> CFDA Number & Title: <u>20.205</u>	Fund: <u>PL & SL</u> Function: <u>215</u> Federal Award Identification No. (FAIN): <u>PL-0408 (54)</u> MPO DUNS No.: <u>146196196</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>790052</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F596000541056</u>
--	---	--

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 7th day of May, 2018 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 MPO (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").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$1,112,236. 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>439316-2-14-02</u>	<u>2018/2019</u>	<u>\$453,879</u>
<u>439316-2-14-02</u>	<u>2019/2020</u>	<u>\$458,357</u>
<u>438260-1-18-02 – SL Funds</u>	<u>2019/2020</u>	<u>\$200,000</u>

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2018 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2020. If the Agreement is fully executed after July 1, 2018, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2020. 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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 2 of 11

- 6. Renewals and Extensions:** This Agreement shall not be renewed or extended.
- 7. Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
- A. Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.
- 8. General Requirements:**
- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv. Effective control over, and accountability for, all funds, property, and other assets.
 - v. Comparison of expenditures with budget amounts for each Federal award.
 - vi. Written procedures to implement the requirements of §200.305 Payment.
 - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

9. Compensation and Payment:

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 4 of 11

the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

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

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

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

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

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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 5 of 11

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

10. Procurement and Contracts of the MPO

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 6 of 11

Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us 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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/18
Page 7 of 11

605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

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

- 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.

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

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

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

16. Compliance with Federal Conditions and Laws:

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 9 of 11

subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

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

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

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

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

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

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

18. Miscellaneous Provisions

A. Public Records:

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 3/16
Page 10 of 11

for immediate unilateral cancellation of this Agreement by the Department.

ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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

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

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

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

Stephen R. Deutsch

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chairman

Title

Title

Legal Review

MPO

Legal Review

Department of Transportation

EXHIBIT B

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205

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

***Award Amount:**

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate:

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

*The federal award amount may change with supplemental agreements

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

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

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

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

Exhibit "C"

TITLE VI ASSURANCES

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

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

 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

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

FEBRUARY 14, 2018
TECHNICAL ADVISORY COMMITTEE MEETING

AGENDA ITEM # 6
2018 PROJECT PRIORITIES - DISCUSSION

Purpose: To discuss 2018 project priorities for submission to FDOT

Agenda Item Presented by: MPO Staff

Discussion:

The MPO is required to annually develop a list of project priorities as part of the Transportation Improvement Program (TIP) process and to submit the list to FDOT. FDOT has asked that the initial priorities be submitted by February 1, 2018 to begin their review process. The MPO receives project candidates from the City of Punta Gorda and Charlotte County which include Highway projects, Transportation Alternatives Program (TAP) projects, and Congestion Management/Transportation System Management (CM/TSM) Box, and Transportation Regional Incentive Program (TRIP) projects. Attachment 1 is the list of Project Priorities approved by the MPO Board at the May 2017 meeting. Attachment 2 is the status of the project priorities.

Highway Projects

The current number one MPO Highway project priority, Burnt Store Road Phase II has been programmed with TRIP funds for Construction in the FY 2018/2019 cycle. The number two project priority, US 41 at Carmalita St. Extension, has been programmed for PD&E in FY 2018/2019 and Design phase was deferred from FY 2020/2021 to FY 2021/2022. The number three MPO Highway project priority, Harborview Road, is currently undergoing a Project Development and Environmental (PD&E) Study programmed in FY 2016/ 2017 Design in FY 2019/2020 and ROW phase was deferred from FY 2021/2022 to FY 2022/2023. The number four MPO Highway project, North Jones Loop Road (Burnt Store Road to Piper Road) programmed for PD&E was deferred from FY 2019/2020 to FY 2020/2021. The remaining projects are essentially requesting Complete Streets treatments on local roadways. There were no Complete Streets projects programmed in the previous cycle.

Transportation Alternatives Program (TAP) Projects

TAP projects are generally listed in priority order alternately between the City of Punta Gorda and Charlotte County. Charlotte County's number one project priority, a multi-use trail on Taylor Road from U.S. 41 (south) to Airport Road, is programmed for Project Development and Environmental (PD&E) Study in 2018/2019. The project was divided into two segments with the first segment from Jones Loop Road to Airport Road programmed for Design in FY 2021/2022. The second segment listed as the number two TAP project priority, is from US 41 (South) to Jones Loop Road. It is not programmed for any phase beyond the PD&E. The number three TAP project priority is a Multi-use trail on the East side of US 41 from Conway Blvd. to Midway Blvd. Design phase was

deferred from FY 2020/2021 to FY 2021/2022. Two other segments for US 41 sidewalks are programmed for Design in FY 2021/2022. They are US 41 East side from Melbourne St to Kings Hwy; and US 41 East side from Midway Blvd. to Paulson Dr. /Enterprise Dr.

Congestion Management/Transportation System Management (CM/TSM)

Charlotte County has submitted two new projects to the CM/TSM category:

a. Turn Lanes at various intersections on State Road 776 between Flamingo Blvd and Riverwood Drive. The intersections are: SR 776 at Charlotte Sports Park; SR 776 at Biscayne Drive; SR 776 at Cornelius Blvd; SR 776 at Jacobs Street.

b. Intersection Modifications at State Road 31 and County Road 74 (aka Bermont Road)

Based on previous MPO Board action the Congestion Management/Transportation Systems Management (CM/TSM) Box funding has been programmed for intersection improvements on US 41. The Number One Congestion Management project is the Intelligent Transportation System (ITS) County-wide Master Plan Communications System. It is funded for Design in FY 2020/2021. The next intersections to be programmed for Design/Construction are US 41 at Easy St.; US 41 at Forest Nelson Blvd/Crestview Circle; and US 41 at Carousel Plaza.

Transportation Regional Incentive Program (TRIP)

FDOT programmed \$1,000,000 TRIP funds for FY 2018/2019 towards Construction for Burnt Store Road Phase II, from North of Zemel Road to Notre Dame Blvd. Charlotte County is requesting continued funding for construction (Attachment 3)

Recommendations: Review and comment on Highway, TAP and CM/TSM Box and TRIP project priorities for 2018

Attachments:

1. 2017 Charlotte County-Punta Gorda MPO FY 2018/2019-FY 2022/2023 Project Priorities Adopted May 1, 2017
2. Charlotte County-Punta Gorda MPO Project Priorities 2018 Worksheet – DRAFT
3. Charlotte County-Punta Gorda MPO Transportation Regional Incentive Program (TRIP) Projects – 2018 - DRAFT

**2017 Charlotte County-Punta Gorda MPO FY 2018/2019 –
FY 2022/2023 Project Priorities**

Adopted May 1, 2017

December 18, 2017 addition in red letters italicized

(*) Designates Projects on the Regional System

(**) Designates Transportation Alternatives Program (TAP) Project on the Greenways
SUN Trail Regional System

HIGHWAY PROJECTS

- Transportation System Management, Fiscal Year 2022/2023 for Congestion Management projects identified for intersection improvements on US 41
- 1. *Burnt Store Road (Phase II) from a point north of Zemel Road to a point near Notre Dame Boulevard request \$2,000,000 towards **Construction**
- 2. *US 41 at Carmalita St. Extension: (US 41 at Carmalita Street): Extension of Carmalita Street creating a full access signalized intersection and extending a multi-use recreational trail from Linear Park (US 41 SB at W Helen Street) through the new intersection to Carmalita Street at Taylor Street, estimated cost \$1.5 million, **PD&E programmed in FY 2018/2019, Design programmed in FY 2020/2021. Request next phase, Construction for FY 2022/2023.**
- 3. *Harbor View Road: (Melbourne Street to I-75), 4 lanes divided, **Design programmed in FY 2019/2020, ROW programmed in FY 2021/2022. Request next phase, Construction for FY 2023/2024.**
- 4. *North Jones Loop Road (Burnt Store Road to Piper Road): 6 lanes divided, estimated cost \$.66 Million, **PD&E programmed in FY 2019/2020. Request next phase, Design for FY 2022/2023.**
- 5. Airport Road Complete Street Improvements (US 41 to Cooper Street): Provide sidewalk, bicycle facilities, decorative street lights, and street trees, estimated cost \$600,000, **PE/Construction for FY 2022/2023.**
- 6. Cooper Street Complete Street Improvements (Airport Road to E Marion Avenue): Provide sidewalk, bicycle facilities, decorative street lights, and street trees, estimated cost \$1.5 million, **PE/Construction for FY 2022/2023.**
- 7. Shreve Street Complete Street Improvements (Airport Road/Pompano Terrace to W. Virginia Ave): Provide decorative street lights including appropriate lighting for existing multi-use recreational trail, \$350,000, **PE/Construction for FY 2022/2023.**
- 8. *US 17 Complete Streets Improvements (E Marion Ave [US 17 SB] – from Cooper Street to Tamiami Trail [US 41 NB] and E Olympia Ave [US 17 NB] – from Cooper Street to Tamiami Trail [US 41 NB]): Design and install pavers

and tree wells in existing utility strips, bicycle facilities, ADA improvements, high visibility crosswalks and decorative finish intersections where appropriate, estimated cost \$3 million, **PE/Construction for FY 2022/2023.**

9. *US 41 Bridge Approach Decorative Finish Street Lights (Tamiami Trail [US 41 NB] – from E. Retta Esplanade to Peace River Bridge and Cross Street [US 41 SB] – from W Retta Esplanade to Peace River Bridge): Install decorative finish street lights for vehicular and pedestrian safety, estimated cost \$100,000, **Construction for FY 2022/2023.**
10. *SR 776: (CR 775 (Pine St.) to Spinnaker Blvd.), 6 lanes divided, estimated cost \$4.45 Million, **Design FY 2022/2023.**
11. *US 41 Charlotte Harbor Gateway Project, from Peace River Bridge to Kings Highway/Parmely St., develop and construct a boulevard concept on southbound US 41 and a secondary entrance into the historic neighborhood, estimated cost Planning Study \$75,000; Design \$400,000 **Planning Study/PD&E for FY 2022/2023.**

Transportation System Management (CM/TSM) Projects

*US 41 Intersection Improvements: (North of Peace River Bridge to SR 776)
FDOT US 41 Project Traffic Report (Short Term Improvements), **PE/ROW/Construction**

- a. Intelligent Transportation System (ITS) Master Plan **Construction**
- b. US 41 at Easy St: **Design/Construction**
- c. US 41 at Forrest Nelson Blvd/ Crestview Circle: **Design/Construction**
- d. US 41 at Carousel Plaza: **Design/Construction**

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECTS-LOCAL PROJECTS

1. Taylor Road from Jones Loop Road to Airport Road, multi-use trail, **Construction - County Project for FY 2022/2023**
2. Taylor Road from US 41 (South) to Jones Loop Road, multi-use trail, **PE/Construction – County Project for FY 2022/2023**
3. *US 41 Sidewalks: (Morningside Drive to Sarasota County), 8 foot sidewalk, **PE/Construction**
 - **a. US 41 East side (Conway Blvd. to Midway Blvd.), 8 foot sidewalk, estimated cost \$1.88 Million, **PE/Construction – County Project for FY 2022/2023**
 - **b. US 41 East side (Melbourne St. to Kings Hwy), 8 foot sidewalk, estimated cost \$1.05 Million, **Construction – County Project for FY 2022/2023**

- **c. US 41 East side (Midway Blvd. to Paulson Dr./Enterprise Dr.), 8 foot sidewalk, estimated cost \$1.88 Million, **Construction – County Project for FY 2022/2023**
 - **d. US 41 East side (Kings Hwy to Conway Blvd.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - e. US 41 East side (Tuckers Grade to Taylor Rd.), Multi-Use Recreational trail (MURT), estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - f. US 41 East side (Morningside Dr. to Tuckers Grade), Multi-Use Recreational trail (MURT), estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - g. US 41 West side (Tuckers Grade to Taylor Rd.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - h. US 41 West side (Morningside Dr. to Tuckers Grade), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - i. US 41 West side (Taylor Rd. to Burnt Store Road), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - **j. US 41 West side (Burnt Store Road to Aqui Esta Dr.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
4. *Harborwalk Phase III (Harborwalk at Cross Street [US 41 SB]): Improve the existing Harborwalk underpass at the US 41 bridge including path lighting and ADA connection to Cross Street (US 41 SB) sidewalk, estimated cost \$500,000, **Construction - City Project for FY 2022/2023**
 5. Charlotte Harbor CRA Trails and Way-finding Project: pedestrian pathways, street lighting and signage. Sibley Bay St. from Bayshore Rd. to US 41 (approximately 2112 feet), Estimated Design cost \$101,500; estimated construction cost \$744,000 **PE/Construction – County Project for FY 2022/2023**
 6. *Harborwalk Phase IV (Harborwalk at Tamiami Trail [US 41 NB]): Improve the existing Harborwalk underpass at the US 41 bridge including path lighting, estimated cost \$250,000, **Construction - City Project for FY 2022/2023**
 7. Parkside CRA, East side of Elcam Blvd. from US 41 to Midway Blvd., 8 Foot Multi-Use Trail, 30 streetlights, and a pedestrian bridge across Sunrise Waterway, estimated cost Design \$98,100 Construction \$1,318,605 CEI \$171,419 Total \$1,719,984 **PE/Construction - County Project for FY 2022/2023**

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECTS- REGIONAL PROJECTS

1. *US 41 Sidewalks: (Morningside Drive to Sarasota County), 8 foot sidewalk, **PE/Construction**

- **a. US 41 East side (Conway Blvd. to Midway Blvd.), 8 foot sidewalk, estimated cost \$1.88 Million, **PE/Construction – County Project for FY 2022/2023**
 - **b. US 41 East side (Melbourne St. to Kings Hwy), 8 foot sidewalk, estimated cost \$1.05 Million, **Construction – County Project for FY 2022/2023**
 - **c. US 41 East side (Midway Blvd. to Paulson Dr./Enterprise Dr.), 8 foot sidewalk, estimated cost \$1.88 Million, **Construction – County Project for FY 2022/2023**
 - **d. US 41 East side (Kings Hwy to Conway Blvd.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - e. US 41 East side (Tuckers Grade to Taylor Rd.), Multi-Use Recreational trail (MURT), estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - f. US 41 East side (Morningside Dr. to Tuckers Grade), Multi-Use Recreational trail (MURT), estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - g. US 41 West side (Tuckers Grade to Taylor Rd.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - h. US 41 West side (Morningside Dr. to Tuckers Grade), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - i. US 41 West side (Taylor Rd. to Burnt Store Road), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
 - **j. US 41 West side (Burnt Store Road to Aqui Esta Dr.), 8 foot sidewalk, estimated cost TBD, **PE/Construction – County Project for FY 2022/2023**
2. US 41 Multi-use Recreational Trail (MURT) Bridge (at Alligator Creek): - City Project
 *(Alligator Creek) Design and construct bicycle/pedestrian bridge estimated cost \$1.6 million, **Construction for FY 2022/2023**
3. *Cape Haze Pioneer Trail Corridor - SR 776 from Myakka State Forest to US 41 – Feasibility Study for SUN Trail alignment*

Charlotte County-Punta Gorda MPO Transportation Regional Incentive Program (TRIP)
Projects – 2018 (DRAFT)

1. **Burnt Store Road Phase II:** from a point north of Zemel Road to a point near Notre Dame Boulevard, four lanes divided. Total estimated project cost \$30,400,000. TRIP funds requested \$5,000,000 toward Construction.
2. **US 41 at Carmalita St. Extension:** (Making Carmalita St. two way through the US 41 NB and SB lanes), add traffic signals (mast arms) at both US 41 intersections; extend multi-use trail from Linear Park (US 41 at W. Helen Ave.) along US 41 SB to Carmalita Street and along Carmalita Street to Taylor Street, estimated cost \$1,700,000; \$850,000 local match Construction (some ROW may be required)

DRAFT
CHARLOTTE COUNTY-PUNTA GORDA MPO HIGHWAY PROJECT PRIORITIES 2018-WORKSHEET

PRIORITY	JURISDICTION	WPI #	PROJECT	LIMITS	DESCRIPTION OF PROJECT	COMMENTS & RECOMMEND.	STATUS
1	Charlotte County	4402671	Burnt Store Road Phase II (Regional Project)	North of Zemel Road to a point near Notre Dame Blvd.	4 lanes divided	Const.	Partially Funded
2	City of Punta Gorda	4350991	US 41 (Regional Project)	At Carmalita St.	Extend Carmalita St. and add signals	Const.	Unfunded Design Deferred to 2022
3	Charlotte County	4349651 4345692	Harbor View Rd. (Regional Project)	Melbourne St to I-75	4 lanes divided	Const.	Unfunded ROW Deferred to 2023
4	Charlotte County	4365631	North Jones Loop Road (Regional Project)	Burnt Store Road to Piper Road	6 lanes divided	Design	Unfunded PD&E Deferred to 2021
5	City of Punta Gorda		US 17 (E. Marion Ave) and US 17 (E. Olympia Ave) Complete Streets (Regional Project)	Cooper St. to US 41 NB	Landscape and hardscape, lighting, crosswalks	Design/Const.	Unfunded
6	City of Punta Gorda		US 41 (Regional Project)	US 41 NB from E. Retta Esplanade to Charlotte Harbor Bridge and US 41 SB from W. Retta Esplanade to Charlotte Harbor Bridge	Decorative Finish Street Lighting	Const.	Unfunded
7	Charlotte County		SR 776 (Regional Project)	CR 775 (Placida Rd/Pine St.) to Spinnaker Blvd	6 lanes	Design	Unfunded
8	Charlotte County		US 41, Gateway Project (Regional Project)	Peace River Bridge to Kings Highway/Parmely St	Develop Boulevard concept US 41 SB	Planning study/Design	Unfunded

DRAFT
TRANSPORTATION SYSTEM MANAGEMENT (CM/TSM) PROJECT PRIORITIES 2018--WORKSHEET

PRIORITY	JURISDICTION	WPI #	PROJECT	LIMITS	DESCRIPTION OF PROJECT	COMMENTS & RECOMMEND.	STATUS
	Charlotte County	1938331	Operational Improvements	County-wide	Congestion Management	Const.	Funded
1	Charlotte County	4382611	Intelligent Transportation System (ITS)	County-wide	ITS Master Plan Communications System	Const.	Unfunded
2	Charlotte County		US 41 Intersection Improvements	US 41 at Easy St	Intersection Improvements	Design/Const.	Unfunded
3	Charlotte County		US 41 Intersection Improvements	US 41 at Forest Nelson Blvd/Crestview Circle	Intersection Improvements	Design/Const.	Unfunded
4	Charlotte County		US 41 Intersection Improvements	US 41 at Carousel Plaza	Intersection Improvements	Design/Const.	Unfunded
5	Charlotte County		Intersection Improvements	SR 31 at CR 74 (Bermont Road)	Intersection Improvements	Design/Const.	New Project
6	Charlotte County		SR 776 Turn lanes	SR 776 at Charlotte Sports Park	Add turn lanes	Design/Const.	New Project
7	Charlotte County		SR 776 Turn lanes	SR 776 at Biscayne Drive	Add turn lanes	Design/Const.	New Project
8	Charlotte County		SR 776 Turn lanes	SR 776 at Cornelius Blvd	Add turn lanes	Design/Const.	New Project
9	Charlotte County		SR 776 Turn lanes	SR 776 at Jacobs Street	Add turn lanes	Design/Const.	New Project

DRAFT

Transportation Alternatives Program (TAP) Local Projects 2018-WORKSHEET

PRIORITY	JURISDICTION	WPI #	PROJECT	LIMITS	DESCRIPTION OF PROJECT	COMMENTS & RECOMMEND	STATUS
1	Charlotte County	4351051 4351052	Taylor Road	N. Jones Loop Rd to Airport Rd	Multi-Use Trail	Const.	Unfunded
2	Charlotte County	4351051	Taylor Road	US 41 (South) to N. Jones Loop Rd	Multi-Use Trail	Design/Const.	Unfunded
3	City of Punta Gorda		Harbor Walk Phase III	Harborwalk at Cross St. (US 41 SB)	Bridge Underpass	Const.	Unfunded
4	Charlotte County (Econ. Devel.)		Charlotte Harbor CRA Trails and Way finding Project	Sibley Bay from Bayshore Road to US 41	10-foot Multi-Use Trail, street lighting and landscaping	Design/Const.	Unfunded
5	City of Punta Gorda		Airport Road Complete Streets	US 41 to Cooper St.	Complete Streets, sidewalks, bicycle facilities, lighting, landscaping	Design/Const.	Unfunded
6	City of Punta Gorda		Cooper St. Complete Streets	Airport Road to E. Marion Ave (US 17 SB)	Complete Streets, sidewalks, bicycle facilities, lighting, landscaping	Design/Const.	Unfunded
7	City of Punta Gorda		Shreve St. Complete Streets	Airport Road/Pompano Terrace to W. Virginia Ave/Linear Park	Complete Streets, sidewalks, bicycle facilities, lighting, landscaping	Design/Const.	Unfunded
8	City of Punta Gorda		Harbor Walk Phase IV	Harborwalk at Tamiami Trail (US 41 NB)	Bridge Underpass	Const.	Unfunded
9	Charlotte County (Econ. Devel.)		Parkside CRA, on the East side of Elkcam Blvd.	US 41 to Midway Blvd.; pedestrian bridge over Sunrise Waterway	8-foot Multi-Use Trail, 30 streetlights, pedestrian bridge	Design/Const.	Unfunded

DRAFT
Transportation Alternatives Program (TAP) Regional Projects 2018-WORKSHEET

PRIORITY	JURISDICTION	WPI #	PROJECT	LIMITS	DESCRIPTION OF PROJECT	COMMENTS & RECOMMEND	STATUS
1	Charlotte County	4382621	US 41 Sidewalks/ Multi-Use Trails	Morningside Dr. to Sarasota County Line a. US 41 East side from Conway Blvd. to Midway Blvd. b. US 41 East side from Melbourne St. to Kings Hwy c. US 41 East side from Midway Blvd. to Paulson Dr.	Sidewalks (8 Foot)	a. Const. b. Const. c. Const.	a.Unfunded Design Deferred to 2022 b.Unfunded Design Deferred to 2022 c.Unfunded
2	City of Punta Gorda		US 41 Multi-Use Recreational Trail (MURT) Bridge	US 41 over Alligator Creek (south branch)	Bicycle/ pedestrian bridge	Const.	Unfunded

AGENDA ITEM # 7
**CHARLOTTE COUNTY-PUNTA GORDA MPO REGIONAL BICYCLE-
PEDESTRIAN MASTER PLAN - STATUS REPORT**

Purpose: To provide information on the status of the Charlotte County-Punta Gorda Regional Bicycle-Pedestrian Master Plan

Agenda Item Presented by: Jacobs Engineering Staff

Discussion:

The Charlotte County-Punta Gorda Regional Bicycle-Pedestrian Master Plan kicked off in August 2017 and is being prepared by Jacobs Engineering of Tampa Florida and Alta Planning and Design (subcontractor to Jacobs). The purpose of this first ever bicycle and pedestrian master plan is to identify where bicycle and pedestrian facilities can have the greatest impact on safety, connectivity, health, and education. The plan will also define overall program goals and objectives within a policy context, identifying key challenges, needs, and opportunities to develop an effective countywide system.

So far, the team has completed an existing conditions analysis; reviewed existing plans, policies, and studies; identified gaps and needs in the bicycle and pedestrian network; and developed criteria for evaluating them. The team also assisted MPO and County staff in preparing a SUN Trail application. In addition to the gaps and needs identified in coordination with representatives of the MPO, City of Punta Gorda, and Charlotte County Department of Parks and Recreation, the public will provide valuable input to the plan as well through an interactive online mapping tool underway and the community workshops scheduled for the spring.

The Jacobs team made a presentation on the plan to the MPO Board in December, and is presenting the initial findings of the gaps and needs analysis. The Jacobs Team has prepared a short PowerPoint presentation on the status of the plan. The project is anticipated to be complete in July, with MPO Board adoption at that time.

Recommendations: Review and comment on the presentation

Attachments: 1. To be provided at the meeting