

MPO: Charlotte County-Punta Gorda MPO

Revision #: 4

Reason:

Moving funds between expense line in Task 1 \$1,000 from Building Lease; \$500 from subscriptions; \$100 printing & Binding and \$200 from Departmental/Office Supplies adding \$1,200 in R/M Equipment/vehicle and \$600 in communication.

Fiscal Year: 2024

Contract #: a2813

Fund: FHWA - PL

Form: 1

of: 1

FUNDING CHANGES

Part of a De-Ob: No

Revision Type: Modification

Task #	Task Name	Original \$	Proposed \$	Difference
1	Administration	\$ 291,228.00	\$ 291,228.00	\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTAL FUNDING CHANGE		\$ 291,228.00	\$ 291,228.00	\$ 0.00
FHWA - PL Total Budget Amount for FY 2024				

OTHER UPWP CHANGES (NON-FINANCIAL)[illegible]

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Task Pages (including task budget tables)-Current & Proposed | <input checked="" type="checkbox"/> Signed Cost Certification |
| <input checked="" type="checkbox"/> Agency Participation Budget Table-Current & Proposed | <input checked="" type="checkbox"/> Fund Summary Budget Table-Current & Proposed |

Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (including task budget tables)-Current & Proposed
☐ Agency Participation Budget Table-Current & Proposed
☐ Fund Summary Budget Table-Current & Proposed

Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (if a change occurs) - Current & Proposed

Reviewing Action

FDOT	Reviewer: <i>Pamela Barr</i> Action: Approved 	Comments:
FHWA	Reviewer: <i>Carlos A. Gonzalez</i> Action:	Comments: Signed on August 18, 2023
FTA	Reviewer: Action:	Comments:

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 2021 – FY 2022 UPWP in May 2020
- Amended the FY 2021 – FY 2022 UPWP as required
- Publicized all meeting information on MPO website, Charlotte County website and the Charlotte County local newspaper in FY 2021 – FY 2022
- Submitted monthly signed and approved Visa® credit card statements along with original receipts to Fiscal Services for final review based on monthly deadline provided to allow for Fiscal review and to meet purchasing deadlines-ongoing
- Submitted all required MPO resolutions to MPO legal counsel for review
- Awarded the “Peggy Walters” Citizen Mobility Award to a citizen who made significant contributions to transportation planning within Charlotte County – July 2021
- Updated Continuity of Operations Plan (COOP)
- Continued maintenance and uploaded all MPO required documents on MPO Web Site
- Prepared and submitted invoices per standards required by 23 C.F.R. 420.121(c) and performed in accordance with 49 C.F.R
- Completed the Joint FDOT/MPO Annual Certification reviews
- Produced board and advisory committee’s agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Keep Charlotte Beautiful Calendar providing bicycle laws and safety information
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of January 2022.

Required Activities: MPO staff will provide the following services:

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- Provide oversight for development and update of MPO planning document deliverables such as the LRTP, TIP, PPP, etc.
- Provide oversight for Regional Transportation Studies affecting the MPO Planning Area
- Continue to coordinate with Charlotte County Purchasing, and Fiscal Services to maintain invoices for monthly office equipment rental, utilities, office supplies & materials - Ongoing
- Approve invoices on a daily basis and submit for payment through the County’s Invoicing process - Ongoing
- Continue to process various travel arrangements and reimbursement claims according to local and State requirements for MPO staff - ongoing
- Prepare and submit payroll based on bi-weekly timesheets to Clerk Payroll within the designated deadlines - Ongoing

- Submit monthly signed and approved Visa® credit card statements along with original receipts to Fiscal Services for final review based on monthly deadline provided to allow for Fiscal review and to meet Purchasing deadlines-ongoing
- Continue to process all legal advertising to meet the required deadlines - Ongoing
- 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 per the standards required by 23 C.F.R. 420.121(c) and performed in accordance with 49 C.F.R. (quarterly)
- Update as needed the Staff Services Agreement with Charlotte County
- Development and update of the Unified Planning Work Program (UPWP) for FY 2023 and FY 2024 by July 1, 2022, and July 1, 2023
- 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 CFR. as needed
- MPO Office renovations and modifications to enhance security and improve operations as needed
- Maintain financial records for an annual audit, if required
- Review and revise MPO/TAC/CAC/BPAC Bylaws to reflect the use of telephone and video teleconferencing devices and applications when health and physical emergencies preclude meeting physically as needed
- Sponsor Charlotte County safety programs in Keep Charlotte beautiful calendar - annually
- Utilize General Planning Consultant services as needed

End Products:

- Develop MPO planning document deliverables as required by Federal and State Statutes
- Develop Budgets, contracts and financial records reviewed and submitted to FDOT quarterly - ongoing
- Board and advisory committee's agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Training, workshop of the MPO Board, MPO Advisory Committees and MPO Staff to enhance understanding of the MPO Process and transportation decision making as needed
- Physical inventory to safeguard equipment and maintenance that meets the requirements of Federal Highway Administration (FHWA) Regulation 49 C.F.R. 18.32(d)(3) and (4) annually
- Disposal of equipment purchased with planning funds consistent with state law and FHWA Regulation 49 C.F.R. Part 18.32(e) updated as needed
- Developed UPWP for FY 2023 and FY 2024 – May 2022 and May 2023
- Annual audit report to the Federal Audit Clearinghouse Database March 2023 and March 2024, if

required

- Invoices to FDOT for review following end of each quarter through June 30, 2024 - quarterly
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business – as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, various resolutions, travel processing, meeting/public meeting s - ongoing
- MPO website updated and improved on a continuous basis
- Amendment/revision/modification of the UPWP/Section 5305 (d) as needed
- Renovation and rearrangement of MPO office for increased security and efficient operations if needed
- Revise and adopt amended MPO/TAC/CAC/BPAC Bylaws to allow utilization of meeting audio graphic or web teleconferencing methods - as needed
- Joint FDOT/MPO annual certification reviews - Annually by March 2023 and March 2024
- Keep Charlotte Beautiful safety programs calendar sponsorship – July 2023 and July 2024
- Three signed GPC contracts

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2023	FHWA (PL)	<u>\$ 321,228</u>
		TOTAL	\$ 321,228
	Year 2 – FY 2024	FHWA (PL)	<u>\$ 291,228</u>
		TOTAL	\$ 291,228

UPWP Modification: 4-7-23 adding \$30,000 from Task 8 salaries and benefits into Task 1 salary and benefits.

Task 1 ADMINISTRATION			
2023			
Funding Source	FHWA		FY 2023 Total
Contract Number	G2813		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2023 FHWA G2813 (PL)	2023 FHWA G2813 (Total)	
Personnel (salary and benefits)	\$ 230,132	\$ 230,132	\$ 230,132
Consultant	\$ -	\$ -	\$ -
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 82,469	\$ 82,469	\$ 82,469
Indirect Expenses	\$ -	\$ -	\$ -
Supplies	\$ 2,627	\$ 2,627	\$ 2,627
Equipment	\$ 500	\$ 500	\$ 500
2023 Totals	\$ 321,228	\$ 321,228	\$ 321,228
2024			
Funding Source	FHWA		FY 2024 Total
Contract Number	G2813		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2024 FHWA G2813 (PL)	2024 FHWA G2813 (Total)	
Personnel (salary and benefits)	\$ 202,132	\$ 202,132	\$ 202,132
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 80,469	\$ 80,469	\$ 80,469
Supplies	\$ 2,627	\$ 2,627	\$ 2,627
Equipment	\$ 500	\$ 500	\$ 500
2024 Totals	\$ 291,228	\$ 291,228	\$ 291,228
	FY 2023 & 2024 TOTAL		
Personnel (salary and benefits)	\$ 432,264		
Consultant	\$ -		
Travel	\$ 11,000		
Direct Expenses	\$ 162,938		
Indirect Expenses	\$ -		
Supplies	\$ 5,254		
Equipment	\$ 1,000		
Total	\$ 612,456		

Task 1 ADMINISTRATION			
2023			
Funding Source	FHWA		FY 2023 Total
Contract Number	G2813		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2023 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 230,132	-	\$ 230,132
Personnel (salary and benefits)	\$ 230,132	\$ 230,132	\$ 230,132
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage	\$ 4,000	-	\$ 4,000
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO	\$ 44,847	-	\$ 44,847
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Building Lease-Rent/Storage Cost	\$ 15,000	-	\$ 15,000
Subcriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 3,000	-	\$ 3,000
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 4,000		\$ 4,000
Postage and Freight Costs	\$ 2,500		\$ 2,500
Janitorial Cleaning Services Costs	\$ 850		\$ 850
Printing and Binding /Other	\$ 900		\$ 900
Equipment Leases/overage costs	\$ 5,500		\$ 5,500
Gas/Oil/Lubricants	\$ 750		\$ 750
Repair/Maintenance -Building	\$ 400		\$ 400
Educational Expenses-staff training,sponsorship, training registration, continue education	\$ 2,500		\$ 2,500
Communication -cell phone	\$ 300		\$ 300
R/M Equipment/vehicle	\$ 750		\$ 750
Direct Expenses Subtotal	\$ 82,469	\$ 82,469	\$ 82,469
Supplies			
Departmental/Office Supplies	\$ 2,627	-	\$ 2,627
Supplies Subtotal	\$ 2,627	\$ 2,627	\$ 2,627
Equipment			
Peripherals Equipment	\$ 500	-	\$ 500
Equipment Subtotal	\$ 500	\$ 500	\$ 500
Total	\$ 321,228	\$ 321,228	\$ 321,228

UPWP Modification: 4-7-23 adding \$30,000 from Task 8 salaries and benefits into Task 1 salary and benefits.

2024			
Funding Source	FHWA		FY 2024 Total
Contract Number	G2813		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 202,132	-	\$ 202,132
Personnel (salary and benefits)	\$ 202,132	\$ 202,132	\$ 202,132
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage	\$ 4,000	-	\$ 4,000
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO	\$ 44,847	-	\$ 44,847
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Building Lease-Rent/Storage Cost	\$ 13,000		
Subscriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 3,000		
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 4,000		
Postage and Freight Costs	\$ 2,500		
Janitorial Cleaning Services Costs	\$ 850		
Printing and Binding /Other Charges & Obligation	\$ 900		
Equipment Leases/overage costs for copier	\$ 5,500		
Gas/Oil/Lubricants	\$ 750		
Repair/Maintenance -Building	\$ 400		
Educational Expenses-staff training,sponsorship, training registration, continue education	\$ 2,500		
Communication -cell phone	\$ 300		
R/M Equipment/vehicle	\$ 750	-	\$ 750
Direct Expenses Subtotal	\$ 80,469	\$ 80,469	\$ 80,469
Supplies			
Departmental/Office Supplies	\$ 2,627	-	\$ 2,627
Supplies Subtotal	\$ 2,627	\$ 2,627	\$ 2,627
Equipment			
Peripherals Equipment	\$ 500	-	\$ 500
Equipment Subtotal	\$ 500	\$ 500	\$ 500
Total	\$ 291,228	\$ 291,228	\$ 291,228

Funding Source
July 18, 2022

Contract	Funding Source	Source Level			FY 2023 Funding Source				FY 2024 Funding Source			
			2023	2024	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2923	CTD	State	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 23,887	\$ -	\$ -	\$ -	\$ 25,124	\$ -
		CTD G2923 TOTAL	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 23,887	\$ -	\$ -	\$ -	\$ 25,124	\$ -
	Federal Other	Federal	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -
		Federal Other TOTAL	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -
G2446	FFY 21 FTA 5305(d)	Federal	\$ 48,836	\$ -	\$ 12,209	\$ 48,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FFY 21 FTA 5305(d) G2446 TOTAL	\$ 48,836	\$ -	\$ 12,209	\$ 48,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G2813	FHWA	PL	\$ 641,623	\$ 601,911	\$ 141,513	\$ 641,623	\$ -	\$ -	\$ 132,754	\$ 601,911	\$ -	\$ -
		FHWA G2813 TOTAL	\$ 641,623	\$ 601,911	\$ 141,513	\$ 641,623	\$ -	\$ -	\$ 132,754	\$ 601,911	\$ -	\$ -
	FHWA	SL	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	\$ 6,940.62	\$ 31,469	\$ -	\$ -
		FHWA TOTAL	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	\$ 6,941	\$ 31,469	\$ -	\$ -
	FTA 5307	Federal	\$ 39,418	\$ 300,000	\$ -	\$ 39,418	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
		FTA 5307 TOTAL	\$ 39,418	\$ 300,000	\$ -	\$ 39,418	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
	Local	Local	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ 12,717	\$ -	\$ -	\$ -	\$ 75,217
		Local TOTAL	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ 12,717	\$ -	\$ -	\$ -	\$ 75,217
		TOTAL	\$ 766,481	\$ 1,283,221	\$ 153,722	\$ 729,877	\$ 23,887	\$ 12,717	\$ 139,695	\$ 1,182,880	\$ 25,124	\$ 75,217
UPWP Amendment for FY 2024 - 7-17-23 Adding additional funds received from FDOT for 5305(d) in the amount of \$1,192 to Task 8-Transit & Transportation Disadvantaed (TD) Planning, added additional funds to Task 8-Transit & Transportation Disadvantaed (TD) Planning/CTD received in the amount of \$1,237 and added SL Funds in the amount of \$31,469. Also, moved \$20,000 from Task 2- Data Collection salary line into Task 2- consultant line.												

	Funding Source	CTD		Federal Other	FY 21 FTA 5305(d)	FHWA		FTA 5307		Local		
	Contract	G2923			G2446	G2813						
	Fiscal Year	2023	2024	2024	2023	2023	2024	2023	2024	2023	2024	
	Total Budget	\$ 23,887	\$ 25,124	\$ 249,500	\$ 48,836	\$ 641,623	\$ 633,380	\$ 39,418	\$ 300,000	\$ 12,717	\$ 75,217	
Task 1 ADMINISTRATION												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 230,132	\$ 202,132	\$ -	\$ -	\$ -	\$ -	
	Travel	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -	
	Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 82,469	\$ 80,469	\$ -	\$ -	\$ -	\$ -	
	Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,627	\$ 2,627	\$ -	\$ -	\$ -	\$ -	
	Equipment	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 321,228	\$ 291,228	\$ -	\$ -	\$ -	\$ -	
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	
Task 3 PUBLIC PARTICIPATION PLAN (PPP)												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	
Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 58,904	\$ 68,000	\$ -	\$ -	\$ -	\$ -	
	Consultant- SL Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 98,904	\$ 139,469	\$ -	\$ -	\$ -	\$ -	
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
Task 6 SPECIAL PROJECT PLANNING												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
	Consultant	\$ -	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500	
	Sub Total	\$ -	\$ -	\$ 249,500	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 62,500	
Task 7 REGIONAL PLANNING AND COORDINATION												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	
Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING												
	Personnel (salary and benefits)	\$ 23,887	\$ 25,124	\$ -	\$ 46,806	\$ 52,691	\$ 84,183	\$ -	\$ -	\$ -	\$ -	
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,418	\$ 300,000	\$ -	\$ -	
	Travel	\$ -	\$ -	\$ -	\$ 1,080	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
	Direct Expenses	\$ -	\$ -	\$ -	\$ 950	\$ 2,300	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
	Sub Total	\$ 23,887	\$ 25,124	\$ -	\$ 48,836	\$ 56,491	\$ 87,683	\$ 39,418	\$ 300,000	\$ -	\$ -	
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS												
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,667	\$ 10,667	
	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700	
	Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350	\$ 1,350	
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,717	\$ 12,717	
	TOTAL PROGRAMMED	\$ 23,887	\$ 25,124	\$ 249,500	\$ 48,836	\$ 641,623	\$ 633,380	\$ 39,418	\$ 300,000	\$ 12,717	\$ 75,217	
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- Submitted all required MPO resolutions to MPO legal counsel for review
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- Updated Continuity of Operations Plan (COOP)
- Continued maintenance and uploaded all MPO required documents on MPO Web Site
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- Provide oversight for development and update of MPO planning document deliverables such as the LRTP, TIP, PPP, etc.
- Provide oversight for Regional Transportation Studies affecting the MPO Planning Area
- Continue to coordinate with Charlotte County Purchasing, and Fiscal Services to maintain invoices for monthly office equipment rental, utilities, office supplies & materials - Ongoing
- Approve invoices on a daily basis and submit for payment through the County’s Invoicing process - Ongoing
- Continue to process various travel arrangements and reimbursement claims according to local and State requirements for MPO staff - ongoing
- Prepare and submit payroll based on bi-weekly timesheets to Clerk Payroll within the designated deadlines - Ongoing

- Submit monthly signed and approved Visa® credit card statements along with original receipts to Fiscal Services for final review based on monthly deadline provided to allow for Fiscal review and to meet Purchasing deadlines-ongoing
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- 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
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- 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 CFR. as needed
- MPO Office renovations and modifications to enhance security and improve operations as needed
- Maintain financial records for an annual audit, if required
- Review and revise MPO/TAC/CAC/BPAC Bylaws to reflect the use of telephone and video teleconferencing devices and applications when health and physical emergencies preclude meeting physically as needed
- Sponsor Charlotte County safety programs in Keep Charlotte beautiful calendar - annually
- Utilize General Planning Consultant services as needed

End Products:

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- Develop Budgets, contracts and financial records reviewed and submitted to FDOT quarterly - ongoing
- Board and advisory committee's agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Training, workshop of the MPO Board, MPO Advisory Committees and MPO Staff to enhance understanding of the MPO Process and transportation decision making as needed
- Physical inventory to safeguard equipment and maintenance that meets the requirements of Federal Highway Administration (FHWA) Regulation 49 C.F.R. 18.32(d)(3) and (4) annually
- Disposal of equipment purchased with planning funds consistent with state law and FHWA Regulation 49 C.F.R. Part 18.32(e) updated as needed
- Developed UPWP for FY 2023 and FY 2024 – May 2022 and May 2023
- Annual audit report to the Federal Audit Clearinghouse Database March 2023 and March 2024, if

required

- Invoices to FDOT for review following end of each quarter through June 30, 2024 - quarterly
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business – as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, various resolutions, travel processing, meeting/public meeting s - ongoing
- MPO website updated and improved on a continuous basis
- Amendment/revision/modification of the UPWP/Section 5305 (d) as needed
- Renovation and rearrangement of MPO office for increased security and efficient operations if needed
- Revise and adopt amended MPO/TAC/CAC/BPAC Bylaws to allow utilization of meeting audio graphic or web teleconferencing methods - as needed
- Joint FDOT/MPO annual certification reviews - Annually by March 2023 and March 2024
- Keep Charlotte Beautiful safety programs calendar sponsorship – July 2023 and July 2024
- Three signed GPC contracts

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2023	FHWA (PL)	<u>\$ 321,228</u>
		TOTAL	\$ 321,228
	Year 2 – FY 2024	FHWA (PL)	<u>\$ 291,228</u>
		TOTAL	\$ 291,228

8-11-23 Modification moving \$1,000 from Building Lease; \$500 from subscriptions; \$100 printing & Binding and \$200 from Departmental/Office Supplies adding \$1,200 in R/M Equipment/vehicle and \$600 in communication.

Task 1 ADMINISTRATION			
2023			
Funding Source	FHWA		FY 2023 Total
Contract Number	G2813		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2023 FHWA G2813 (PL)	2023 FHWA G2813 (Total)	
Personnel (salary and benefits)	\$ 230,132	\$ 230,132	\$ 230,132
Consultant	\$ -	\$ -	\$ -
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 82,469	\$ 82,469	\$ 82,469
Indirect Expenses	\$ -	\$ -	\$ -
Supplies	\$ 2,627	\$ 2,627	\$ 2,627
Equipment	\$ 500	\$ 500	\$ 500
2023 Totals	\$ 321,228	\$ 321,228	\$ 321,228
2024			
Funding Source	FHWA		FY 2024 Total
Contract Number	G2813		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2024 FHWA G2813 (PL)	2024 FHWA G2813 (Total)	
Personnel (salary and benefits)	\$ 202,132	\$ 202,132	\$ 202,132
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 80,669	\$ 80,669	\$ 80,669
Supplies	\$ 2,427	\$ 2,427	\$ 2,427
Equipment	\$ 500	\$ 500	\$ 500
2024 Totals	\$ 291,228	\$ 291,228	\$ 291,228

	FY 2023 & 2024 TOTAL
Personnel (salary and benefits)	\$ 432,264
Consultant	\$ -
Travel	\$ 11,000
Direct Expenses	\$ 163,138
Indirect Expenses	\$ -
Supplies	\$ 5,054
Equipment	\$ 1,000
Total	\$ 612,456

Task 1 ADMINISTRATION			
2023			
Funding Source	FHWA		FY 2023 Total
Contract Number	G2813		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2023 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 230,132	-	\$ 230,132
Personnel (salary and benefits)	\$ 230,132	\$ 230,132	\$ 230,132
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage	\$ 4,000	-	\$ 4,000
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO	\$ 44,847	-	\$ 44,847
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Building Lease-Rent/Storage Cost	\$ 15,000	-	\$ 15,000
Subscriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 3,000	-	\$ 3,000
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 4,000		\$ 4,000
Postage and Freight Costs	\$ 2,500		\$ 2,500
Janitorial Cleaning Services Costs	\$ 850		\$ 850
Printing and Binding /Other	\$ 900		\$ 900
Equipment Leases/overage costs	\$ 5,500		\$ 5,500
Gas/Oil/Lubricants	\$ 750		\$ 750
Repair/Maintenance -Building	\$ 400		\$ 400
Educational Expenses-staff training,sponsorship, training registration, continue education	\$ 2,500		\$ 2,500
Communication -cell phone	\$ 300		\$ 300
R/M Equipment/vehicle	\$ 750		\$ 750
Direct Expenses Subtotal	\$ 82,469	\$ 82,469	\$ 82,469
Supplies			
Departmental/Office Supplies	\$ 2,627	-	\$ 2,627
Supplies Subtotal	\$ 2,627	\$ 2,627	\$ 2,627
Equipment			
Peripherals Equipment	\$ 500	-	\$ 500
Equipment Subtotal	\$ 500	\$ 500	\$ 500
Total	\$ 321,228	\$ 321,228	\$ 321,228

2024			
Funding Source	FHWA		FY 2024 Total
Contract Number	G2813		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2024 FHWA G2813 (PL)	FHWA G2813 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 202,132	-	\$ 202,132
Personnel (salary and benefits)	\$ 202,132	\$ 202,132	\$ 202,132
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage	\$ 4,000	-	\$ 4,000
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO	\$ 44,847	-	\$ 44,847
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Building Lease-Rent/Storage Cost	\$ 12,000		\$ 12,000
Subcriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 2,500		\$ 2,500
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 4,000		\$ 4,000
Postage and Freight Costs	\$ 2,500		\$ 2,500
Janitorial Cleaning Services Costs	\$ 850		\$ 850
Printing and Binding /Other Charges & Obligation	\$ 800		\$ 800
Equipment Leases/overage costs for copier	\$ 5,500		\$ 5,500
Gas/Oil/Lubricants	\$ 750		\$ 750
Repair/Maintenance -Building	\$ 400		\$ 400
Educational Expenses-staff training,sponsorship, training registration, continue education	\$ 2,500		\$ 2,500
Communication -cell phone	\$ 900		\$ 900
R/M Equipment/vehicle	\$ 1,950	-	\$ 1,950
Direct Expenses Subtotal	\$ 80,669	\$ 80,669	\$ 80,669
Supplies			
Departmental/Office Supplies	\$ 2,427	-	\$ 2,427
Supplies Subtotal	\$ 2,427	\$ 2,427	\$ 2,427
Equipment			
Peripherals Equipment	\$ 500	-	\$ 500
Equipment Subtotal	\$ 500	\$ 500	\$ 500
Total	\$ 291,228	\$ 291,228	\$ 291,228
8-11-23 Modification moving \$1,000 from Building Lease; \$500 from subscriptions; \$100 printing & Binding and \$200 from Departmental/Office Supplies adding \$1,200 in R/M Equipment/vehicle and \$600 in communication.			

Funding Source
July 18, 2022

Contract	Funding Source	Source Level											
			2023	2024	FY 2023 Funding Source				FY 2024 Funding Source				
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local	
G2923	CTD	State	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 23,887	\$ -	\$ -	\$ -	\$ 25,124	\$ -	
		CTD G2923 TOTAL	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 23,887	\$ -	\$ -	\$ -	\$ 25,124	\$ -	
	Federal Other	Federal	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500.00	\$ -	\$ -	
		Federal Other TOTAL	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -	
G2446	FFY 21 FTA 5305(d)	Federal	\$ 48,836	\$ -	\$ 12,209.00	\$ 48,836.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		FFY 21 FTA 5305(d) G2446 TOTAL	\$ 48,836	\$ -	\$ 12,209	\$ 48,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
G2813	FHWA	PL	\$ 641,623	\$ 601,911	\$ 141,512.60	\$ 641,623.00	\$ -	\$ -	\$ 132,754	\$ 601,911.00	\$ -	\$ -	
		SL	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -	\$ 6,940.62	\$ 31,469.00	\$ -	\$ -	
		FHWA G2813 TOTAL	\$ 641,623	\$ 633,380	\$ 141,513	\$ 641,623	\$ -	\$ -	\$ 139,695	\$ 633,380	\$ -	\$ -	
	FHWA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		FHWA TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	FTA 5307	Federal	\$ 39,418	\$ 300,000	\$ -	\$ 39,418.00	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	
		FTA 5307 TOTAL	\$ 39,418	\$ 300,000	\$ -	\$ 39,418	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	
	Local	Local	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ 12,717.00	\$ -	\$ -	\$ -	\$ 75,217.00	
		Local TOTAL	\$ 12,717	\$ 75,217	\$ -	\$ -	\$ -	\$ 12,717	\$ -	\$ -	\$ -	\$ 75,217	
		TOTAL	\$ 766,481	\$ 1,283,221	\$ 153,722	\$ 729,877	\$ 23,887	\$ 12,717	\$ 139,695	\$ 1,182,880	\$ 25,124	\$ 75,217	
8-11-23 Modification moving \$1,000 from Building Lease; \$500 from subriptions; \$100 printing & Binding and \$200 from Departmental/Office Supplies adding \$1,200 in R/M Equipment/avehicle and \$600 in communication.													

Agency Participation
July 18, 2022

Funding Source Contract	CTD G2923		Federal Other		FFY 21 FTA 5305(d) G2446	FHWA G2813		FTA 5307		Local	
Fiscal Year	2023	2024	2023	2024	2023	2023	2024	2023	2024	2023	2024
Total Budget	\$ 23,887	\$ 25,124	\$ -	\$ 249,500	\$ 48,836	\$ 641,623	\$ 633,380	\$ 39,418	\$ 300,000	\$ 12,717	\$ 75,217
Task 1 ADMINISTRATION											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,132	\$ 202,132	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,469	\$ 80,669	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,627	\$ 2,427	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,228	\$ 291,228	\$ -	\$ -	\$ -	\$ -
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Task 3 PUBLIC PARTICIPATION PLAN (PPP)											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -
Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,904	\$ 68,000	\$ -	\$ -	\$ -	\$ -
SL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,469	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,904	\$ 139,469	\$ -	\$ -	\$ -	\$ -
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Task 6 SPECIAL PROJECT PLANNING											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500
Sub Total	\$ -	\$ -	\$ -	\$ 249,500	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 62,500
Task 7 REGIONAL PLANNING AND COORDINATION											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING											
Personnel (salary and benefits)	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 46,806	\$ 52,691	\$ 84,183	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,418	\$ 300,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,080	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 950	\$ 2,300	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 23,887	\$ 25,124	\$ -	\$ -	\$ 48,836	\$ 56,491	\$ 87,683	\$ 39,418	\$ 300,000	\$ -	\$ -
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS											
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,667	\$ 10,667
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350	\$ 1,350
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,717	\$ 12,717
TOTAL PROGRAMMED	\$ 23,887	\$ 25,124	\$ -	\$ 249,500	\$ 48,836	\$ 641,623	\$ 633,380	\$ 39,418	\$ 300,000	\$ 12,717	\$ 75,217
8-11-23 Modification moving \$1,000 from Building Lease; \$500 from subscriptions; \$100 printing & Binding and \$200 from Departmental/Office Supplies adding \$1,200 in R/M Equipment/vehicle and \$600 in communication.											



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Charlotte County-Punta Gorda MPO

Unified Planning Work Program - FY 2023-FY2024

Modified 8/11/2023

Revision Number: Revision 4

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

Name: Pamela Barr

Planning Specialist III, District One

Title and District

Pamela Barr

8/11/2023

Signature