

# UNIFIED PLANNING WORK PROGRAM (UPWP)

**FY 2022/2023 – FY 2023/2024**

(July 1, 2022 through June 30, 2024)



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

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**Modified: April 17, 2023**

**Amended: July 17, 2023**

**Modified: August 11, 2023**

**Amended: October 16, 2023**

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CFDA 20.205: Highway Planning & Construction  
CFDA 20.505: Federal Transit Technical Studies Grant  
Federal Aid Project (FAP): PL-0408-060-M  
FDOT Financial Project Number – 439316-4-14-01 – PL Funds  
FDOT Financial Project Number – 439316-4-14-02 – SL Funds  
Section 5305(d) PTGA Financial Management (FM): 410114-1-14-31  
Transportation Disadvantaged Trust Fund (TD) Planning Funds

**Christopher G. Constance, MD  
MPO Chairman**

The MPO does not discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, or family status. For more information on the MPO's commitment to equity and nondiscrimination, or to express concerns visit [www.ccmpto.com](http://www.ccmpto.com) or contact Wendy W. Scott with the Charlotte County-Punta Gorda MPO at 941-883-3535 or by email at [scott@ccmpo.com](mailto:scott@ccmpo.com)

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.

This document was prepared by the staff of the Charlotte County-Punta Gorda Metropolitan Planning Organization in cooperation with the Florida Department of Transportation (FDOT) and local government agencies.

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**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**

Amended 3/21/2024

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.

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Name: Pamela Barr

Planning Specialist III, District One

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Title and District

DocuSigned by:  
*Pamela Barr*  
FOA9E54140A0418...

3/21/2024

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Signature



**RESOLUTION  
NUMBER 2022-01**

**A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION (MPO) APPROVING THE  
UNIFIED PLANNING WORK PROGRAM (UPWP) AND CONSOLIDATED PLANNING GRANT  
(CPG) PROGRAM AND THE FLORIDA  
DEPARTMENT OF TRANSPORTATION METROPOLITAN PLANNING  
ORGANIZATION AGREEMENT FOR FISCAL YEAR 2022/2023 AND FISCAL YEAR 2023/2024**

**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 Federal Transit Administration (“FTA”) 49 U.S.C. Section 5305(d) Metropolitan Planning Program funds and Federal Highway Administration (FHWA) Metropolitan Planning (PL) funds are the principal federal fund sources annually provided to MPOs to administer and manage metropolitan transportation planning activities; and

**WHEREAS**, the FTA Circular C 8100.1D and FHWA Order 4551.1 offer state departments of transportation, such as the Florida Department of Transportation (“FDOT) the option to participate in the Consolidated Planning Grant (“CPG”) program; and

**WHEREAS**, the CPG allows for FHWA PL and FTA 5305(d) funds to be combined into a single consolidated grant; and

**WHEREAS**, the FHWA has elected to participate in the CPG program, as the designated recipient of FTA 5305(d) and FHWA PL funds; and

**WHEREAS**, FDOT selects FHWA to serve as the CPG Administrator; and

**WHEREAS**, the MPOs are a stakeholder in the implementation of the CPG program in partnership with FDOT, FTA and FHWA.

**NOW, THEREFORE, BE IT RESOLVED** by the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) as follows:

1. The MPO Board hereby authorizes the MPO Chair and/or the MPO Director, or their designee, to execute amendments, supplemental agreements, administrative documents, contracts, UPWPs and other time sensitive agreements as needed in the future to meet mandatory deadlines.


2. The MPO Director is hereby authorized to make administrative modifications to adopted UPWPs by shifting funds among line-item tasks as needed providing that:
  - a) The revision does not increase or decrease the total MPO budget in an adopted UPWP.
  - b) The revision does not change the scope of the work to be accomplished within any line-item task.
  - c) The revision does not add or delete a line-item task in a UPWP.
  - d) All modifications are coordinated with the appropriate funding agencies.
3. Copies of the Final FY 2022/2023 and FY 2023/2024 UPWP, Metropolitan Planning Organization Agreement and this Resolution shall be forwarded to the Florida Department of Transportation and Federal Highway Administration (FHWA).

PASSED AND DULY ADOPTED this 16<sup>th</sup> day of May, 2022.

CHARLOTTE COUNTY-PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION

By:   
Christopher G. Constance, MD, Chairman

ATTEST:

By:   
D'Juan L. Harris  
Designated Clerk of the  
MPO Board

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By:   
Janette S. Knowlton, County Attorney  
LA 22-0210 

**ACRONYMS**

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

|                                |  |
|--------------------------------|--|
| <a href="#"><u>AAASWFL</u></a> | Area Agency on Aging for Southwest Florida                         |
| <b>AADT</b>                    | Average Annual Daily Traffic                                       |
| <a href="#"><u>AARP</u></a>    | American Association of Retired Persons                            |
| <a href="#"><u>AASHTO</u></a>  | American Association of State Highway and Transportation Officials |
| <a href="#"><u>ADA</u></a>     | Americans with Disabilities Act                                    |
| <b>ADS</b>                     | Autonomous Driving System  |
| <b>AER</b>                     | Annual Expenditure Report  |
| <a href="#"><u>AHCA</u></a>    | Agency for Health Care Administration                              |
| <b>AI</b>                      | Artificial Intelligence  |
| <a href="#"><u>AMPO</u></a>    | Association of Metropolitan Planning Organizations                 |
| <b>APR</b>                     | Annual Performance Report  |
| <a href="#"><u>APTA</u></a>    | American Public Transit Association                                |
| <a href="#"><u>ARRA</u></a>    | American Recovery and Reinvestment Act of 2009                     |
| <b>ATMS</b>                    | Advanced Traffic Management System                                 |
| <b>AV</b>                      | Autonomous Vehicles  |
| <a href="#"><u>BCC</u></a>     | Board of County Commissioners                                      |
| <a href="#"><u>BEBR</u></a>    | Bureau of Economic and Business Research                           |
| <a href="#"><u>BPAC</u></a>    | Bicycle/Pedestrian Advisory Committee                              |
| <b>BMS</b>                     | Bridge Management System   |
| <a href="#"><u>CAC</u></a>     | Citizens Advisory Committee  |
| <b>CAMP</b>                    | Corridor Access Management Plan                                    |
| <b>CAP</b>                     | Commuter Assistance Program  |
| <a href="#"><u>CCAA</u></a>    | Charlotte County Airport Authority                                 |

|                      |  |
|----------------------|--|
| <b>CCC</b>           | Continuing, Comprehensive and Cooperative Planning Process           |
| <b>CDMS</b>          | Crash Data Management System   |
| <b><u>CFR</u></b>    | Code of Federal Regulations  |
| <b><u>CFASPP</u></b> | Continuing Florida Aviation System Planning Process                  |
| <b>CHHT</b>          | Charlotte Harbor Heritage Trails Master Plan                         |
| <b><u>CHIP</u></b>   | Community Health Improvement Plan                                    |
| <b><u>CIA</u></b>    | Community Impact Assessment  |
| <b>CIP</b>           | Capital Improvements Program   |
| <b><u>CMAQ</u></b>   | Congestion Mitigation Air Quality                                    |
| <b><u>CMP</u></b>    | Congestion Management Process  |
| <b>CMS</b>           | Congestion Management System   |
| <b>COOP</b>          | Continuity of Operations Plan  |
| <b>CPG</b>           | Consolidated Planning Grant  |
| <b>CPT-HSTP</b>      | Coordinated Public Transit-Human Services Transportation             |
| <b>CRA</b>           | Community Redevelopment Agency                                       |
| <b>CST</b>           | Construction   |
| <b>CTC</b>           | Community Transportation Coordinator                                 |
| <b><u>CTD</u></b>    | Florida Commission for the Transportation Disadvantaged              |
| <b>CTPP</b>          | Census Transportation Planning Package                               |
| <b>CTST</b>          | Community Traffic Safety Team  |
| <b><u>CUTR</u></b>   | Center for Urban Transportation Research-University of South Florida |
| <b>CUTS</b>          | Coordinated Urban Transportation Studies                             |
| <b>CV</b>            | Connected Vehicles   |
| <b>DBE</b>           | Disadvantaged Business Enterprise                                    |
| <b><u>DOEA</u></b>   | Department of Elder Affairs  |



|                        |   |
|------------------------|---|
| <b>DRI</b>             | Development of Regional Impact                            |
| <b><u>DIRPM</u></b>    | (FDOT) District 1 Regional Planning Model                 |
| <b>E+C</b>             | Existing plus committed (network used in modeling)        |
| <b>EAR</b>             | Evaluation and Appraisal Report (Comprehensive Plan)      |
| <b>EIC</b>             | Englewood Interstate Connector                            |
| <b>EIS</b>             | Environmental Impact Statement                            |
| <b>EJ</b>              | Environmental Justice                                     |
| <b>EOP</b>             | Emergency Operations Plan                                 |
| <b><u>EPA</u></b>      | Environmental Protection Agency                           |
| <b>ETAT</b>            | Environmental Technical Advisory Team                     |
| <b>ETDM</b>            | Efficient Transportation Decision Making                  |
| <b>EV</b>              | Electric Vehicles   |
| <b><u>FAC</u></b>      | Florida Administrative Code                               |
| <b><u>FACTS</u></b>    | Florida Association of Coordinated Transportation Systems |
| <b>FAP</b>             | Federal Aid Program                                       |
| <b><u>FAA</u></b>      | Federal Aviation Administration                           |
| <b><u>FAST ACT</u></b> | Fixing America’s Surface Transportation Act               |
| <b><u>FDOT</u></b>     | Florida Department of Transportation                      |
| <b><u>FGTS</u></b>     | Florida Greenways and Trails System                       |
| <b><u>FHWA</u></b>     | Federal Highway Administration                            |
| <b>FIHS</b>            | Florida Intrastate Highway System                         |
| <b><u>FPTA</u></b>     | Florida Public Transportation Association                 |
| <b>FM</b>              | Financial Management                                      |
| <b><u>FSUTMS</u></b>   | Florida Standard Urban Transportation Model Structure     |
| <b><u>FS</u></b>       | Florida Statutes  |

|                   |  |
|-------------------|--|
| <b><u>FTA</u></b> | Federal Transit Administration   |
| <b><u>FTC</u></b> | Florida Transportation Commission                                      |
| <b><u>FTP</u></b> | Florida Transportation Plan  |
| <b>FY</b>         | Fiscal Year  |
| <b>GIS</b>        | Geographic Information Systems   |
| <b>GPC</b>        | General Planning Consultant  |
| <b>HOA</b>        | Homeowners Association   |
| <b>HOV</b>        | High Occupancy Vehicle Lanes   |
| <b>HP&amp;R/D</b> | Highway Planning and Research/Department also known as state “D” funds |
| <b>HSR</b>        | High Speed Rail  |
| <b>ICAR</b>       | Intergovernmental Coordination and Review                              |
| <b>IIJA</b>       | Infrastructure Investment and Jobs Act (IIJA)                          |
| <b>IMS</b>        | Intermodal Management System   |
| <b>ISTEA</b>      | Intermodal Surface Transportation Efficiency Act                       |
| <b>IT</b>         | Information Technology   |
| <b>ITS</b>        | Intelligent Transportation System                                      |
| <b>IVHS</b>       | Intelligent Vehicle Highway Systems                                    |
| <b>JARC</b>       | Job Access Reverse Commute   |
| <b>JPA</b>        | Joint Participation Agreement  |
| <b>LAP</b>        | Local Area Program   |
| <b><u>LCB</u></b> | Local Coordinating Board   |
| <b>LEP</b>        | Limited English Proficiency  |
| <b>LIDAR</b>      | Light Detection and Radar  |
| <b>LOS</b>        | Level of Service   |
| <b>LRT</b>        | Light Rail Transit   |

|                      |   |
|----------------------|---|
| <b><u>L RTP</u></b>  | Long Range Transportation Plan                            |
| <b><u>MAP-21</u></b> | Moving Ahead for Progress in the 21 <sup>st</sup> Century |
| <b>MOA</b>           | Memorandum of Agreement                                   |
| <b>MOE</b>           | Measurement of Effectiveness                              |
| <b>MPA</b>           | Metropolitan Planning Area                                |
| <b><u>MPO</u></b>    | Metropolitan Planning Organization                        |
| <b><u>MPOAC</u></b>  | Metropolitan Planning Organization Advisory Council       |
| <b>MPM</b>           | Mobility Performance Measures                             |
| <b>MSTU</b>          | Municipal Service Tax Unit                                |
| <b><u>MTP</u></b>    | Metropolitan Transportation Plan                          |
| <b><u>NEPA</u></b>   | National Environmental Policy                             |
| <b>NHS</b>           | National Highway System                                   |
| <b><u>NPS</u></b>    | National Park Service                                     |
| <b><u>NTSB</u></b>   | National Transportation Safety Board                      |
| <b>OPA</b>           | Official Planning Agency                                  |
| <b>PD&amp;E</b>      | Project Development and Environmental Study               |
| <b>P+R</b>           | Park and Ride   |
| <b>PE</b>            | Preliminary Engineering (Design)                          |
| <b>PEA</b>           | Planning Emphasis Area                                    |
| <b>PL</b>            | FHWA Metropolitan Planning Funds                          |
| <b>PMS</b>           | Pavement Management System                                |
| <b>PPE</b>           | Public Participation Element                              |
| <b>PPP</b>           | Public Participation Plan                                 |
| <b>RFLI</b>          | Request for Letters of Interest                           |
| <b>RFP</b>           | Request for Proposals                                     |

|                          |   |
|--------------------------|---|
| <b>RPC</b>               | Regional Planning Council   |
| <b>RSF</b>               | Regionally Significant Facility   |
| <b>RTAP</b>              | Rural Transit Assistance Plan   |
| <b>RTCA</b>              | Rivers, Trails, and Conservation Assistance Program                                     |
| <b>RTP</b>               | Regional Transportation Plan  |
| <b>R/W or ROW</b>        | Right of Way  |
| <b><u>SAFETEA-LU</u></b> | Safe, Accountable, Flexible, Efficient, Transportation Equity Act-A<br>Legacy for Users |
| <b>SCAT</b>              | Sarasota County Area Transit  |
| <b>SGA</b>               | State of Good Repair  |
| <b>SIS</b>               | Strategic Intermodal System   |
| <b>SMS</b>               | Safety Management System  |
| <b>SPR</b>               | State Planning and Research   |
| <b>SR</b>                | State Route   |
| <b>SRTS</b>              | Safe Routes to School   |
| <b>STIP</b>              | Statewide Transportation Improvement Program  |
| <b>STP</b>               | Surface Transportation Program  |
| <b>STTF</b>              | State Transportation Trust Fund   |
| <b><u>SWFRPC</u></b>     | Southwest Florida Regional Planning Council   |
| <b>SWFTI</b>             | Southwest Florida Transportation Initiative   |
| <b><u>TAC</u></b>        | Technical Advisory Committee  |
| <b>TAM</b>               | Transit Asset Management  |
| <b>TAMP</b>              | Transportation Asset Management Plan  |
| <b>TAZ</b>               | Traffic Analysis Zone   |
| <b>TD</b>                | Transportation Disadvantaged  |
| <b>TDM</b>               | Transportation Demand Management  |

|                      |  |
|----------------------|--|
| <b><u>TDP</u></b>    | Transit Development Plan                                   |
| <b><u>TDSP</u></b>   | Transportation Disadvantaged Service Plan                  |
| <b>TPM</b>           | Transportation Performance Management                      |
| <b>T/E</b>           | Trip and Equipment   |
| <b>TE</b>            | Transportation Enhancement                                 |
| <b><u>TEA-21</u></b> | Transportation Equity Act for the 21 <sup>st</sup> Century |
| <b>TIGER</b>         | Transportation Investment Generating Economic Recovery     |
| <b>TIM</b>           | Traffic Incident Management                                |
| <b><u>TIP</u></b>    | Transportation Improvement Program                         |
| <b>TMA</b>           | Transportation Management Area                             |
| <b>TOD</b>           | Transit Oriented Development                               |
| <b>TOP</b>           | Transportation Outreach Program                            |
| <b>TPO</b>           | Transportation Planning Organization                       |
| <b>TRB</b>           | Transportation Research Board                              |
| <b><u>TRIP</u></b>   | Transportation Regional Incentive Program                  |
| <b>TSM</b>           | Transportation System Management                           |
| <b>TTF</b>           | Transit Task Force   |
| <b><u>UPWP</u></b>   | Unified Planning Work Program                              |
| <b><u>USC</u></b>    | United States Code   |
| <b><u>USBC</u></b>   | United States Bureau of the Census                         |
| <b><u>USDOT</u></b>  | United States Department of Transportation                 |
| <b>UZA</b>           | Urbanized Area   |
| <b>VMT</b>           | Vehicle Miles Traveled                                     |
| <b>VPD</b>           | Vehicles per Day   |
| <b>YOE</b>           | Year of Expenditure  |

## INTRODUCTION

### Definition of the MPO UPWP

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

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

The FY 2023 – FY 2024 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 be developing the 2050 Long Range Transportation Plan (LRTP) update as required by Federal and State Statute. The required adoption date will be on or before October 3, 2025. The MPO adopted its 2045 LRTP on October 5, 2020. The MPO will emphasize the requirements of current and future transportation legislative initiatives. The MPO will continually maintain and update the Transportation Improvement Program (TIP) to ensure all projects within the metropolitan area leveraged with federal, state and or local funding is reflected accurately for public transparency. 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 all necessary updates as required. . In addition to all federal requirements, the MPO includes other relevant considerations pertinent to intermodal connectivity such as, land use planning, citizen input, Efficient Transportation Decision Making (ETDM), Intelligent Transportation Systems Planning (ITS) and all factors essential for efficient transit service within Charlotte County.

The highway projects that garnered public interest include improvements to the Burnt Store Road corridor. Burnt Store Road Phase II is the last segment of the road improvements completed in November 2021. Additionally, the Harbor View Road widening project is currently in the Design phase. The Transportation Alternatives Program (TAP) has projects of significant interest that will progress improvements along the US 41 corridor in Charlotte County per FDOT design standards. These projects include implementation of multi-use sidewalks on both sides of the US 41 corridor. There are also plans to construct a multi-use trail on Taylor Road, greatly improving multi-modal connectivity in a traditionally underserved neighborhood. Lastly, the US 41 Corridor has recently undergone a visioning study by FDOT's District One Planning Studio. The visioning study ensures that future proposed improvements along the US 41 Corridor is in sync with the needs and desires of local stakeholders in Charlotte County. This strategic approach to collaborative planning for state roadways in District One, solidifies transportation planning partnerships and proactively identifies community concerns before project priorities enter the production pipeline.

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

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

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

The MPO continues to coordinate with the Charlotte County Transit Division, the Transportation Disadvantaged Local Coordinating Board (LCB), Sarasota County Area Transit (SCAT) and Lee County's Lee-Tran 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.

## **Statement of CPG Participation**

“The FDOT and the Charlotte County-Punta Gorda MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.”

## **“Soft Match”**

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA PL funding in the UPWP is **18.07%** of FHWA program funds for a total of \$132,900 for FY 2023 and \$185,417 for FY 2024.

## Local Planning Priorities

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

- Provide socio-economic, educational, and technical input for the planning and development of the MPO area's transportation network
- Continue to facilitate educational opportunities for the MPO Board and its advisory committees to enhance and reinforce their understanding of transportation planning decision making and the MPO process
- Utilize, evaluate, and where possible, improve public participation and input in the transportation planning proposals and goals on a local and regional scale
- Monitor the current Transit Development Plan (TDP) and continue to gather public input and area transit needs information for the development of TDP progress reports
- Participate in the development of the Florida Strategic Intermodal System (SIS) plan
- Revalidate the Interlocal Agreements with the Sarasota/Manatee MPO and the Lee County MPO
- Develop and maintain a physical inventory of property obtained through federal funding, its maintenance and a final disposal procedure that meets FDOT and Federal Highway Administration (FHWA) regulations
- Adopt and update as required the 2050 LRTP ensuring regional coordination with neighboring MPOs
- Maintain and update the annual Transportation Improvement Program (TIP) seeking creative, supportable project priorities that meet community needs
- Continue to work towards receiving enhanced TRIP and regional project funding for the MPO

## Air Quality Planning Activities

In the 2050 LRTP Update, the MPO will adopt policies to protect existing air quality. Projected emissions are included in traffic model evaluation reports. These projections are used by the MPO and by local governments to help make road network and land use decisions. The MPO monitors all related air quality information collected in assessing transportation impacts on overall Air Quality.

## Transit Planning

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



## Public Participation including Title VI and Title VIII

The MPO's first Public Participation Plan (PPP) was adopted in 1994, while the most recent updated PPP was adopted by the MPO Board on July 20, 2020. It is consistent with Florida State Rule 14-73.001 and includes the demographic data on the MPO's Evaluation/Comment Form. Preliminary data analysis and "measures of effectiveness" indicate this concept has increased the number of committee applicants and resulted in more MPO Board input on the entire selection process.

MPO staff continues to revise the informational brochure detailing the history, purpose and mission of the MPO. The brochure encourages public involvement and meeting participation. Meeting agenda packets for the MPO Board and its Committee meetings are displayed in local government offices, all County library branches and other accessible locations for review by the general public. Additionally, the MPO developed a citizens' transportation planning award in August 2009 named for a long-serving LCB and CAC member. This award was established to recognize achievement by an individual or group who through their efforts and accomplishments has made significant and noteworthy contributions to transportation planning in the area.

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

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

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

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

## ORGANIZATION AND MANAGEMENT

The MPO Board Membership:

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

The Charlotte County-Punta Gorda MPO is the primary agency responsible for transportation planning in Charlotte County. The MPO Board consists of five voting members representing two local governments, the local airport authority, and one non-voting advisor 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 (one job share position partially filled and one full time) and an administrative services coordinator.

## AGREEMENTS

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

| Agreements   | Agency  | Date                                |
|--|---|-------------------------------------|
| Public Transportation Grant Agreement (PTGA) for Section 5305 (d) FTA Funds, FM# 4101141-14-31                                       | FDOT  | 1/7/2022 – 12/31/2023               |
| Staff Services Agreement/*Partnership Agreement between Budget & Administrative Services Department/Fiscal Services Division and MPO | Charlotte County  | 7/27/2010/*9/10/2018                |
| Interlocal Agreement for Joint Regional Transportation Planning  | Sarasota/Manatee MPO                                    | 1/22/2018                           |
| Interlocal Agreement for Joint Regional Transportation Planning  | Lee County MPO  | 12/13/2013                          |
| Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)                | FDOT<br>CCAA<br>SWFRPC<br>CC (Transit Division)         | 2/22/2006, currently under revision |
| The State of Florida Department of Transportation Metropolitan Planning Organization Agreement                                       | FDOT  | 07/1/2022 thru 06/30/2024           |
| Interlocal Agreement for Creation of the MPO   | FDOT<br>City of Punta Gorda<br>Charlotte County<br>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.ccmpto.com](http://www.ccmpto.com)  
Email: [office@ccmpo.com](mailto:office@ccmpo.com)

All MPO records are available for public inspection during regular business hours (Monday through Friday, 8:00 a.m. to 4:00 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 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:

- Provide day-to-day oversight of overall agency administrative activities and staff management including graphics production, evaluation and resolution of any special issues which may arise
- 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 meetings - 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

|                         |                  |                             |
|-------------------------|------------------|-----------------------------|
| <b>Funding Sources:</b> | Year 1 - FY 2023 | FHWA (PL) <u>\$ 321,228</u> |
|                         |                  | <b>TOTAL \$ 321,228</b>     |
|                         | Year 2 – FY 2024 | FHWA (PL) <u>\$327,340</u>  |
|                         |                  | <b>TOTAL \$327,340</b>      |

**10-16-23 amendment adding \$36,112 of FY 2021/FY2022 closeout in Task 1 - salaries/benefits. Moving from FY 2024 Task 1- Administration \$1,000 Building/Lease account line moving \$500 in subscriptions account line and \$500 R/M Equipment/vehicle .**





| Task 1 ADMINISTRATION  |                         |                       |                   |
|--|-------------------------|-----------------------|-------------------|
| 2023   |                         |                       |                   |
| Funding Source   | FHWA                    |                       | FY 2023 Total     |
| Contract Number  | G2813                   |                       |                   |
| Source Level   | PL                      | Total                 |                   |
| MPO Budget Reference   |                         |                       |                   |
| Lookup Name  | 2023 FHWA<br>G2813 (PL) | FHWA G2813<br>(Total) |                   |
| <b>Personnel (salary and benefits)</b>   |                         |                       |                   |
| Salaries, Benefits and other deduction   | \$ 230,132              | -                     | \$ 230,132        |
| <b>Personnel (salary and benefits)</b>   | <b>\$ 230,132</b>       | <b>\$ 230,132</b>     | <b>\$ 230,132</b> |
| <b>Travel</b>  |                         |                       |                   |
| 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          |
| <b>Travel Subtotal</b>   | <b>\$ 5,500</b>         | <b>\$ 5,500</b>       | <b>\$ 5,500</b>   |
| <b>Direct Expenses</b>   |                         |                       |                   |
| 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            |
| <b>Direct Expenses Subtotal</b>  | <b>\$ 82,469</b>        | <b>\$ 82,469</b>      | <b>\$ 82,469</b>  |
| <b>Supplies</b>  |                         |                       |                   |
| Departmental/Office Supplies   | \$ 2,627                | -                     | \$ 2,627          |
| <b>Supplies Subtotal</b>   | <b>\$ 2,627</b>         | <b>\$ 2,627</b>       | <b>\$ 2,627</b>   |
| <b>Equipment</b>   |                         |                       |                   |
| Peripherals Equipment  | \$ 500                  | -                     | \$ 500            |
| <b>Equipment Subtotal</b>  | <b>\$ 500</b>           | <b>\$ 500</b>         | <b>\$ 500</b>     |
| <b>Total</b>   | <b>\$ 321,228</b>       | <b>\$ 321,228</b>     | <b>\$ 321,228</b> |

**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) |                   |
| <b>Personnel (salary and benefits)</b>   |                      |                    |                   |
| Salaries, Benefits and other deduction   | \$ 238,244           | -                  | \$ 238,244        |
| Personnel (salary and benefits)  | \$ 238,244           | \$ 238,244         | \$ 238,244        |
| <b>Travel</b>  |                      |                    |                   |
| 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          |
| <b>Direct Expenses</b>   |                      |                    |                   |
| 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   | \$ 11,000            |                    | \$ 11,000         |
| 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 Charges & Obligation   | \$ 800               |                    | \$ 800            |
| Equipment Leases/overage costs for copier  | \$ 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  | \$ 2,450             | -                  | \$ 2,450          |
| Direct Expenses Subtotal   | \$ 80,669            | \$ 80,669          | \$ 80,669         |
| <b>Supplies</b>  |                      |                    |                   |
| Departmental/Office Supplies   | \$ 2,427             | -                  | \$ 2,427          |
| Supplies Subtotal  | \$ 2,427             | \$ 2,427           | \$ 2,427          |
| <b>Equipment</b>   |                      |                    |                   |
| Peripherals Equipment  | \$ 500               | -                  | \$ 500            |
| Equipment Subtotal   | \$ 500               | \$ 500             | \$ 500            |
| <b>Total</b>   | <b>\$ 327,340</b>    | <b>\$ 327,340</b>  | <b>\$ 327,340</b> |

10-16-23 amendment adding \$36,112 of FY 2021/FY2022 closeout in Task 1 - salaries/benefits. Moving from FY 2024 Task 1- Administration \$1,000 Building/Lease account line moving \$500 in subscriptions account line and \$500 R/M Equipment/vehicle .

## TASK 2 DATA COLLECTION, ANALYSIS AND MAPPING

### Purpose:

- Monitor and map area travel characteristics and impacting 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
- Continue training as the modeling software transition from Cube Voyager to Visum software.
- Collaborate with FDOT District One to choose a PTV Visum software platform and develop a schedule for model conversions from Cube Voyager
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022

### Previous Work:

- Continued coordination with Florida Department of Transportation (FDOT) in the implementation of the ETDM process through analysis of work projects in FY 2019/2020 and FY 2020/2021
- 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) 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.
- Utilized 2015 D1RPM for transportation analysis and providing Traffic volumes data to member entities.
- Validated Socio-economic data completed in November 2019
- Validated 2015 District One Regional Planning Model (DIRPM) completed in January 2020.
- Attended webinars and training related to download, install and familiar to PTV Visum modeling software
- Analyzed, downloaded, and modified Signal Four crash data reports for presentations at the Board and committee meetings

### 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 General Planning Consultant services as needed in the development of socio-economic data for development of 2050 travel demand model
- Update 2015 travel demand model data to 2020 base line data for the development socio economic data.
- Update 2020 validated base year model data to 2050 Future year socio economic data.
- Utilize 2015 District One Regional Planning Model (D1RPM) for regional transportation modeling as

needed.

- Utilize 2020 District One Regional Planning Model (D1RPM) 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 update maps of multimodal facilities, crash data and traffic volumes
- Continue to analyze accident and congestion data for the safety management system, and participate with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds (quarterly)
- Continue to enhance the integration and connectivity of the regional transportation system through increased data collection and analysis, including map enhancement as needed
- Continue to identify and catalog information to be placed in a central database for use in the Efficient Transportation Decision Making (ETDM) process, as well as public transportation and multi-modal considerations, including ITS as needed
- Utilize General Planning Consultant services as needed.
- Continue to use Signal Four data for analysis.
- Continue participation in PTV Visum software updates and training activities
- Participation at trainings, conferences including MPOAC and Model Task Force meetings.

#### **End Products:**

- Cube Voyager and PTV Visum transportation model scenarios as required throughout FY 2022 and FY 2023 target completion September 2023
- Prioritize lists of projects addressing congestion management in 2022 and 2023, target completion July 2022 and July 2023
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly) - Ongoing
- Review of databases to assist in prioritizing safety, highway, congestion management, and enhancement related projects throughout 2022 and 2023 snapshot adoption date – October 2025 (Ongoing)
- Refine and enhance GIS data for MPO plans and projects programs throughout FY 2022 and FY 2023 – snapshot adoption date – October 2025 (Ongoing)
- Three signed GPC contracts
- Familiarity with the new PTV modeling software and other model related activities
- Validated 2020 base year socio economic data
- Validated 2050 Future year socio economic data
- Completion of mapping crashes, traffic volumes, multimodal network features, and other needs as determined

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|                         |                  |              |                    |
|-------------------------|------------------|--------------|--------------------|
| <b>Funding Sources:</b> | Year 1 – FY 2023 | FHWA (PL)    | <u>\$45,951.86</u> |
|                         |                  | <b>TOTAL</b> | <b>\$45,951.86</b> |
|                         | Year 2 – FY 2024 | FHWA (PL)    | <u>\$94,567</u>    |
|                         |                  | <b>TOTAL</b> | <b>\$94,567</b>    |

**10-16-23 amendment: Moving from FY 23 consultant line \$39,048.14 adding it into FY 2024 Task 2 - \$20,000 in salaries and benefits and \$19,048.14 into consultant line. Also added \$20,519 of FY 2022 closeout into Task 2 - Data Collection, Analysis & Mapping salaries & benefits account line.**



| Task 2 DATA COLLECTION, ANALYSIS AND MAPPING   |                         |                       |                     |
|--|-------------------------|-----------------------|---------------------|
| 2023   |                         |                       |                     |
| Funding Source   | FHWA                    |                       | FY 2023 Total       |
| Contract Number  | G2813                   |                       |                     |
| Source Level   | PL                      | Total                 |                     |
| Lookup Name  | 2023 FHWA<br>G2813 (PL) | FHWA G2813<br>(Total) |                     |
| Personnel (salary and benefits)  |                         |                       |                     |
| Salaries, benefits and other deductions  | \$ 35,000               | -                     | \$ 35,000           |
| <b>Personnel (salary and benefits)</b>   | <b>\$ 35,000</b>        | <b>\$ 35,000</b>      | <b>\$ 35,000</b>    |
| Consultant   |                         |                       |                     |
| 2050 Socioeconomic (SE) Data   | \$ 10,951.86            | -                     | \$ 10,952           |
| <b>Consultant Subtotal</b>   | <b>\$ 10,951.86</b>     | <b>\$ 10,952</b>      | <b>\$ 10,952</b>    |
| <b>Total</b>   | <b>\$ 45,951.86</b>     | <b>\$ 45,952</b>      | <b>\$ 45,952</b>    |
| 2024   |                         |                       |                     |
| Funding Source   | FHWA                    |                       | FY 2024 Total       |
| Contract Number  | G2813                   |                       |                     |
| Source   | PL                      | Total                 |                     |
| MPO Budget Reference   |                         |                       |                     |
| Lookup Name  | 2024 FHWA<br>G2813 (PL) | FHWA G2813<br>(Total) |                     |
| Personnel (salary and benefits)  |                         |                       |                     |
| Salaries, benefits and other deductions  | \$ 55,519               | -                     | \$ 55,519           |
| <b>Personnel (salary and benefits) Subtotal</b>  | <b>\$ 55,519</b>        | <b>\$ 55,519</b>      | <b>\$ 55,519</b>    |
| Consultant   |                         |                       |                     |
| 2050 Socioeconomic (SE) Data Development   | \$ 39,048.14            | -                     | \$ 39,048.14        |
| <b>Consultant Subtotal</b>   | <b>\$ 39,048.14</b>     | <b>\$ 39,048</b>      | <b>\$ 39,048.14</b> |
| <b>Total</b>   | <b>\$ 94,567.14</b>     | <b>\$ 94,567</b>      | <b>\$ 94,567.14</b> |
| <p><b>10-16-23 amendment: Adding \$20,519 in salaries/benefits from FY 2021- FY2022 closeout in Task 2-Data Collection, Analysis &amp; Mapping. Moving from FY 2023 \$39,048.14 consultant line adding FY 2024 \$20,000 in Task 2 - salaries/benefits and \$19,048.14 in Task 2 - Consultant line.</b></p> |                         |                       |                     |

## TASK 3 - PUBLIC PARTICIPATION PLAN

### Purpose:

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

### Previous Work:

- Prepared MPO Public Participation Plan (PPP) Annual Evaluation/Summary for calendar years 2018 and 2019- did we do this for 2020- I don't recall doing this for 2021
- Revised PPP Plan and Title VI Program ongoing
- Initiated and coordinated with CC-TV 20 production staff the script, development and video recording of selected MPO, CAC, BPAC, LCB and the Punta Gorda Airport leading to the completion of an MPO/2045 LRTP information video. This video was shown at all the workshops, MPO Committee and Board meetings and on CC-TV 20.
- Prepared outline and content for 2045 LRTP Public Participation Survey in 2019
- Aided in preparation of 2045 LRTP Workshop materials including "Route to 2045" branded brochure
- Conducted public workshops in February and June 2020 in support of the 2045 LRTP Needs Plan and Cost Feasible Plan
- The MPO revised, compiled and analyzed data received from the MPO's Evaluation/Comment survey. This survey was conducted as a part of the February and June 2020 workshops held to solicit public opinion and comment on the 2045 LRTP
- Awarded the Citizens Transportation Mobility Award in 2020 and 2021. The award is now in its 12<sup>th</sup> year
- Quarterly updates and revisions to the MPO informational brochure.
- Throughout FY 2020/2021 and FY 2021/2022 MPO staff attended meetings at civic and non-profit organizations to discuss the MPO planning process, public involvement opportunities, and future planning ideas and options.
- Active participation in Association of Metropolitan Planning Organizations (AMPO) FHWA, USDOT and FDOT public participation-based webinars and local training programs
- Active discourse and discussion with other Florida MPOs concerning effective public involvement techniques and programs
- Continued content improvement and as needed revisions to the MPO Orientation Manual; with attendant preparation for an orientation meeting for new MPO Board and Advisory Committee members

### Required Activities:

- Annual review and update of the PPP as needed
- Provide public participation opportunities for all MPO related transportation plans, hearings, workshops and events as needed
- Solicit citizen volunteers for the MPO Advisory Committee



- Provide timely notification to the public of all MPO related meetings, hearings, workshops, special and joint meetings, and plan reviews by all forms of informational media including electronic, print, audio, and video as needed
- Prepare MPO Public Participation Plan for the 2050 Long Range Transportation Plan
- Continue to respond to citizen, agency and media queries on all MPO related topics and plans as needed
- Continue to attend civic, non-profit, professional and business group meetings and forums when available
- Continue to review and improve the MPO website. Website improvements include ADA compliance and 2050 LRTP additions as needed
- Continue to solicit nominees and award a Citizens Transportation Mobility Award in 2020 and 2021
- Continue to implement creative electronic, print or visual techniques and methods to provide citizens with information (ongoing)
- Continual review and update of the MPO informational brochure on a quarterly basis
- Continue to solicit citizen input on methods to improve roadway safety and, potential bicycle and pedestrian improvements (ongoing)
- Continue to develop relationships with traditionally underserved populations (Environmental Justice-EJ targets). MPO has worked with FHWA and FDOT staff to review and solicit comments on the EJ and Socio-cultural aspects of the developing 2050 LRTP (ongoing)
- Continue to work with MPO Advisory Committee members in developing their roles as MPO information conduits to their constituents, clients and friends (ongoing)
- Utilize a General Planning Consultant services as needed
- Utilize the MPO website for improved public outreach and participation as needed
- Prepare an MPO Evaluation/Comment Survey, disseminate at all MPO public participation events (live and virtual) and compile survey responses

**End Products**

- Inclusion of all public surveys, interactive mapping tools, verbal and written public comment and opinion in the MPO process and all planning documents
- Public participation workshops and public involvement events in support of the 2050 Long Range Transportation Plan
- Annual Public Participation Summary and Evaluation Report in FY 2021 and FY 2022
- MPO brochure, the MPO website, and potential future technological improvements as they relate to improved public involvement as needed
- Citizen Transportation Mobility Award July 2021 and July 2022
- Public Participation Plan (PPP) amendment/revisions as needed
- 2050 LRTP with all requisite public participation opportunities and guidelines met
- Citizen volunteers for various MPO Advisory Committees
- Evaluation/Comment Survey for all public involvement events, including participant demographic and meeting logistic/venue responses

|                            |                                  |              |                  |
|----------------------------|----------------------------------|--------------|------------------|
| <b>Responsible Agency:</b> | Charlotte County-Punta Gorda MPO |              |                  |
| <b>Funding Sources:</b>    | Year 1 – FY 2023                 | FHWA (PL)    | <u>\$ 13,000</u> |
|                            |                                  | <b>TOTAL</b> | <b>\$ 13,000</b> |
|                            | Year 2 – FY 2024                 | FHWA (PL)    | <u>\$ 13,000</u> |
|                            |                                  | <b>TOTAL</b> | <b>\$ 13,000</b> |



## TASK 4 LONG RANGE TRANSPORTATION PLANNING (LRTP)

### Purpose:

- Apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management system projects
- Continue participating in the statewide Model Task Force technical meetings leading to conversion of FSUTMS from Cube Voyager to the new Statewide PTV Visum model software
- Routinely evaluate and update the MPO's 2045 Long Range Transportation Plan as needed
- Implement MPO's Long Range Transportation Plan Amendment Procedures as needed
- Utilize 2021-2024 General Planning Consultant services as needed
- Participation in the development of D1RPM update for 2050 LRTP.
- Development of 2050 Long Range Transportation Plan (LRTP) Update with adoption date on - October 5<sup>th</sup>, 2025.
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.

### Previous Work:

- Adopted 2040 Long Range Transportation Plan (LRTP) Update October 2015
- Endorsed Model Validation (Spring 2015)
- Endorsed Goals, Objectives and Socio-Economic Data for 2045 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (D1RPM)
- Adopted 2045 LRTP Socio-Economic Data and endorsed 2015 Model Validation Data
- Refined 2045 Socio-Economics Data control totals completed in December 2019
- Refined 2045 D1RPM Model March 2020
- Validated 2015 District One Regional Planning Model (DIRPM) – November 2020
- Three signed GPC contracts.
- Amendments to the 2045 LRTP as needed
- Adopt 2045 LRTP - October 2020.
- Updated 2045 computerized transportation planning model (FSUTMS) for traffic impact and alternative analysis.
- Adopted 2020 FDOTs Vision Zero safety performance targets.

### Required Activities:

- Incorporate the 2020 Validated Network and Socio-Economic Data into the FSUTMS models
- Utilize 2050 D1RPM for traffic impact and alternative analysis as needed
- Continue to attend training courses on FSUTMS, Cube and transition from Cube to PTV Visum when available
- Incorporate the Federal Requirements regarding Congestion Management Process as needed
- Analyze and implement Year of Expenditure (YOE) and Present-Day Costs (PDC) as needed
- Include analysis from Autonomous, Connected Electric, and Shared (ACES) vehicle research provided by

FDOT

- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Incorporate federally required safety performance targets for the 2021 and 2022.
- Utilize the FDOTs safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT’s 2020 safety targets, which set the target at “0” for each performance measure
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America’s Surface Transportation (FAST) Act
- Utilize the FDOT District One model for analysis of the existing network as needed
- Coordinate the FDOT District One Consultant to update and validate the 2015 DIRPM model as needed
- Adopt 2050 LRTP by October 3, 2025
- Adopt 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- Utilize General Planning Consultant services. - (See Appendix H)

**End Products:**

- Inclusion of the ETDM process into the overall planning process (Ongoing)
- Refine 2045 LRTP with updated Transportation Performance Measures October 2020
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) – October 2020
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.
- Adopted 2050 LRTP
- Adopted 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- 2050 travel demand model.
- Federal Safety Performance targets.

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|                         |                  |              |                 |
|-------------------------|------------------|--------------|-----------------|
| <b>Funding Sources:</b> | Year 1 - FY 2023 | FHWA (PL)    | <u>\$40,000</u> |
|                         |                  | <b>TOTAL</b> | <b>\$40,000</b> |
|                         | Year 2 - FY 2024 | FHWA (PL)    | \$40,000        |
|                         |                  | FHWA (SL)    | <u>\$31,469</u> |
|                         |                  | <b>TOTAL</b> | <b>\$71,469</b> |

**3-21-24 UPWP de-obligation moving from FY 2023 consultant line \$58,904 and from FY 2024 consultant line \$179,627 adding total of \$238,531 in new FY 2025, Task 4-LRTP consultant line. These monies will be utilized for the production of the LRTP major update.**



| Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)  |                      |                    |                      |                    |                  |
|---|----------------------|--------------------|----------------------|--------------------|------------------|
| 2023  |                      |                    |                      |                    |                  |
| Funding Source  | FHWA                 |                    | FHWA                 |                    | FY 2023 Total    |
| Contract Number   | G2813                |                    | G2813                |                    |                  |
| Source Level  | PL                   | Total              |                      | Total              |                  |
| Lookup Name   | 2023 FHWA G2813 (PL) | FHWA G2813 (Total) |                      | FHWA (Total)       |                  |
| Personnel (salary and benefits)   |                      |                    |                      |                    |                  |
| Salaries, Benefits and other deductions   | \$ 40,000            | -                  |                      | -                  | \$ 40,000        |
| <b>Personnel (salary and benefits)</b>  | <b>\$ 40,000</b>     | <b>\$ 40,000</b>   | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ 40,000</b> |
| Consultant  |                      |                    |                      |                    |                  |
| 2050 LRTP Update  | \$ -                 | -                  |                      | -                  | \$ -             |
| <b>Consultant Subtotal</b>  | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ -</b>      |
| <b>Total</b>  | <b>\$ 40,000</b>     | <b>\$ 40,000</b>   | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ 40,000</b> |
| 2024  |                      |                    |                      |                    |                  |
| Funding Source  | FHWA                 |                    | FHWA                 |                    | FY 2024 Total    |
| Contract Number   | G2813                |                    | G2813                |                    |                  |
| Source  | PL                   | Total              | SL                   | Total              |                  |
| Lookup Name   | 2024 FHWA G2813 (PL) | FHWA G2813 (Total) | 2024 FHWA G2813 (SL) | FHWA G2813 (Total) |                  |
| Personnel (salary and benefits)   |                      |                    |                      |                    |                  |
| Salaries, Benefits and other  | \$ 40,000            | -                  |                      | -                  | \$ 40,000        |
| <b>Personnel (salary and benefits)</b>  | <b>\$ 40,000</b>     | <b>\$ 40,000</b>   | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ 40,000</b> |
| Consultant  |                      |                    |                      |                    |                  |
| 2050 LRTP Update  | \$ -                 | -                  | \$ 31,469            | -                  | \$ 31,469        |
| <b>Consultant Subtotal</b>  | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ 31,469</b>     | <b>\$ 31,469</b>   | <b>\$ 31,469</b> |
| <b>Total</b>  | <b>\$ 40,000</b>     | <b>\$ 40,000</b>   | <b>\$ 31,469</b>     | <b>\$ 31,469</b>   | <b>\$ 71,469</b> |
| <p>3-21-24 UPWP de-obligation moving from FY 2023 consultant line \$58,904 and from FY 2024 consultant line \$179,627 adding total of \$238,531 in new FY 2025, Task 4-LRTP consultant line. These monies will be utilized for the production of the LRTP major update.</p> |                      |                    |                      |                    |                  |

## TASK 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Purpose:** Develop Transportation Improvement Programs (TIP) for FY 2021/2022 and 2022/2023 that identifies all federal, state and locally funded transportation improvements.

### Previous Work:

- Adopted the FY 2019/2020 – FY 2023/2024 TIP in cooperation with FDOT and local government agencies in May 2019
- Adopted the FY 2020/2021 – FY 2024/2025 TIP in cooperation with FDOT and local government agencies in May 2020
- Adopted the FY 2021/2022 – FY 2025/2026 TIP in cooperation with FDOT and local government agencies in May 2021
- Coordinated regional highway, transportation alternatives, Transportation Regional Incentive Program (TRIP) and congestion management transportation project priorities in May 2019 and May 2020
- Reviewed FDOT Draft Tentative Work Program for FY 2020/2021 through FY 2024/2025
- Coordinated with the City of Punta Gorda and Charlotte County to incorporate Capital Improvements Program into adopted TIPs.
- Adopted FDOT's statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2018 safety targets as MPOs vision zero targets.
- FY 2021/2022 through 2025/2026 Transportation Improvement Programs (TIP) adopted by May 2021
- 

### 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 21<sup>st</sup> 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.
- Coordinate with Charlotte County and City of Punta Gorda in developing 2022 and 2023 Project Priorities
- 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 20500 LRTP Update as needed
- Maintain the Congestion Management System (CMS) per Federal transportation legislation, FDOT and local agency requirements (annually)
- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Utilize the FDOTs safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT’s 2020 safety targets, which set the target at “0” for each performance measure
- Utilize a General Planning Consultant services as needed

**End Products:**

- FY 2022/2023 through 2026/2027 Transportation Improvement Programs (TIP) adopted by May 2022
- FY 2023/2024 through 2027/2028 Transportation Improvement Programs (TIP) adopted by May 2023
- Project Priorities Lists for FY 2022/2023 and FY 2023/2024 in May 2022 and May 2023 respectively
- FDOT Tentative Work Programs for FY 2022/2027 and FY 2023/2028 to be reviewed by MPO Board by December 2021 and December 2022 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 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America’s Surface Transportation (FAST) Act adopted by May 2021 and May 2022 respectively
- Update FDOT performance measures and safety targets in FY 2022/2023 through 2026/2027 TIP and FY 2023/2024 through 2027/2028 TIP adopted by May 2022 and May 2023 respectively

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|                         |                  |              |                  |
|-------------------------|------------------|--------------|------------------|
| <b>Funding Sources:</b> | Year 1 – FY 2023 | FHWA (PL)    | \$ <u>30,000</u> |
|                         |                  | <b>TOTAL</b> | <b>\$ 30,000</b> |
|                         | Year 2 – FY 2024 | FHWA (PL)    | \$ <u>30,000</u> |
|                         |                  | <b>TOTAL</b> | <b>\$ 30,000</b> |





## TASK 6 SPECIAL PROJECT PLANNING

**Purpose:** Complete various recurring and non-recurring planning projects

**Previous Work:**

- Supported and provided input for funding the City of Punta Gorda and Charlotte County projects in December 2018 and 2019
- Participated in the Efficient Transportation Decision Making (ETDM) process in the MPO's overall planning process
- Participated in Traffic Incident Management (TIM) Team for Charlotte, Sarasota, Manatee, Collier and Lee Counties
- Monitored activity of the Continuing Florida Aviation System Planning Process (CFASPP)
- Attended when possible, Charlotte County Airport Authority (CCAA) meetings
- Attended when possible, City Council of Punta Gorda meetings
- Worked with Charlotte County with the development of a Bicycle/Pedestrian Master Plan
- Coordinated the MPO Bicycle/Pedestrian Committee
- Developed a Charlotte County Bicycle/Pedestrian map for 2019
- Coordinated and distributed Charlotte County Bicycle/Pedestrian Map with local Bicycle shop owners, Visitor Information Center and Chambers of Commerce throughout Charlotte County
- Provided letters of support for the Community Redevelopment Agencies (CRAs) of Charlotte County grant applications
- Assisted Charlotte County Division of Parks and Recreation in submitting a SUN Trail grant application
- Organized and participated on the Community Traffic Safety Team (CTST) Assisted in the participation, discussion and approval of the SUN Trail Feasibility Study at the BPAC, CAC, TAC and MPO Board meetings
- Coordinated with the FDOT in the additions of North Jones Loop Road from I-75 to Piper Rd and Piper Rd from North Jones Loop to US 17 as NHS projects
- Supported the Charlotte County Airport Authority, an emerging SIS facility

**Required Activities:**

- Represent the MPO at by-monthly TIM Team and CTST meetings
- Review roadway design plans and proposed developments for appropriate incorporation of bicycle and pedestrian improvements as needed
- Continue to lead the coordination effort for Charlotte County and the City of Punta Gorda for review and updating of Bicycle/Pedestrian Master Plans
- Work with Government agencies, citizens' groups involved in alternate transportation projects
- Coordinate Safe Routes to Schools (SRTS) initiatives
- Coordinate with the Florida Office of Greenways and Trails and regional organizations for SUN Trail and opportunity trail projects
- Update and produce a Charlotte County Bicycle/Pedestrian map for 2022
- Continued support of the CRAs of Charlotte County (ongoing)
- Continue to coordinate the MPO Bicycle/Pedestrian Committee (quarterly)

- Utilize General Planning Consultant services to begin development of the Charlotte County Comprehensive Safety Action Plan using Safe Street and Roads for All (SS4All) grant award
- Coordination with Charlotte County Utilities Department regarding planned transportation projects.
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.

**End Products:**

- 2022 Bicycle- Pedestrian map
- Sidewalk and bikeways shapefiles database update, as needed
- Charlotte County Bicycle/Pedestrian map update, as needed
- Florida Greenways and Trails system map update, as needed
- ETDM review of designated projects, as needed
- Florida’s SIS System Plan inputs, as needed
- Traffic Incident management (TIM) Team participation, (quarterly)
- DRI reviews of proposed large developments, as needed
- CTST coordination and participation (by-monthly)
- BPAC coordination and participation (quarterly)
- Three signed GPC contracts
- Final report for the Charlotte County Comprehensive Safety Action Plan – March 2025

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

|                         |                  |              |                   |
|-------------------------|------------------|--------------|-------------------|
| <b>Funding Sources:</b> | Year 1 – FY 2023 | FHWA (PL)    | <u>\$ 25,000</u>  |
|                         |                  | <b>TOTAL</b> | <b>\$ 25,000</b>  |
|                         | Year 2 – FY 2024 | FHWA (PL)    | \$ 25,000         |
|                         | Year 2 – FY 2024 | Federal      | \$ 249,500        |
|                         | Year 2 – FY 2024 | Local Funds  | <u>\$ 62,500</u>  |
|                         |                  | <b>TOTAL</b> | <b>\$ 337,000</b> |

| Task 6 SPECIAL PROJECT PLANNING   |                      |                    |                            |                       |                    |                  |                   |
|---|----------------------|--------------------|----------------------------|-----------------------|--------------------|------------------|-------------------|
| 2023  |                      |                    |                            |                       |                    |                  |                   |
| Funding Source  | FHWA                 |                    | Federal Other              |                       |                    |                  | FY 2023 Total     |
| Contract Number   | G2813                |                    |                            |                       |                    |                  |                   |
| Source Level  | PL                   | Total              | Other                      | Total                 |                    | Total            |                   |
| Lookup Name   | 2023 FHWA G2813 (PL) | FHWA G2813 (Total) | 2023 Federal Other (Other) | Federal Other (Total) |                    | (Total)          |                   |
| Personnel (salary and benefits)   |                      |                    |                            |                       |                    |                  |                   |
| Salaries, Benefits and other deductions   | \$ 25,000            | -                  |                            | -                     |                    | -                | \$ 25,000         |
| <b>Personnel (salary and benefits)</b>  | <b>\$ 25,000</b>     | <b>\$ 25,000</b>   | <b>\$ -</b>                | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ -</b>      | <b>\$ 25,000</b>  |
| <b>Total</b>  | <b>\$ 25,000</b>     | <b>\$ 25,000</b>   | <b>\$ -</b>                | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ -</b>      | <b>\$ 25,000</b>  |
| 2024  |                      |                    |                            |                       |                    |                  |                   |
| Funding Source  | FHWA                 |                    | Federal Other              |                       | Local              |                  | FY 2024 Total     |
| Contract Number   | G2813                |                    |                            |                       |                    |                  |                   |
| Source  | PL                   | Total              | Federal                    | Total                 | Local              | Total            |                   |
| MPO Budget Reference  |                      |                    |                            |                       |                    |                  |                   |
| Lookup Name   | 2024 FHWA G2813 (PL) | FHWA G2813 (Total) | Other (Federal)            | Federal Other (Total) | 2024 Local (Local) | Local (Total)    |                   |
| Personnel (salary and benefits)   |                      |                    |                            |                       |                    |                  |                   |
| Salaries, Benefits and other  | \$ 25,000            | -                  | \$ -                       | -                     | \$ -               | -                | \$ 25,000         |
| <b>Personnel (salary and benefits)</b>  | <b>\$ 25,000</b>     | <b>\$ 25,000</b>   | <b>\$ -</b>                | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ -</b>      | <b>\$ 25,000</b>  |
| Consultant  |                      |                    |                            |                       |                    |                  |                   |
| Consultant conduct comprehensive Study for Charlotte County to significantly improve roadway safety using Safe Street for All grant.  |                      |                    | \$ 249,500                 | -                     | \$ 62,500          | -                | \$ 312,000        |
| <b>Consultant Subtotal</b>  | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ 249,500</b>          | <b>\$ 249,500</b>     | <b>\$ 62,500</b>   | <b>\$ 62,500</b> | <b>\$ 312,000</b> |
| <b>Total</b>  | <b>\$ 25,000</b>     | <b>\$ 25,000</b>   | <b>\$ 249,500</b>          | <b>\$ 249,500</b>     | <b>\$ 62,500</b>   | <b>\$ 62,500</b> | <b>\$ 337,000</b> |
| <b>FY 2024 UPWP 7-17-23- Task 6 - Special Project Planning - Added Safe Street for All Grant Award to Consultant line reflecting under Federal Other and Local share. This is for information and transparency.</b> |                      |                    |                            |                       |                    |                  |                   |

|                                 | FY 2023 & 2024 TOTAL |
|---------------------------------|----------------------|
| Personnel (salary and benefits) | \$ 50,000            |
| Consultant                      | \$ 312,000           |
| <b>Total</b>                    | <b>\$ 362,000</b>    |

## TASK 7 REGIONAL PLANNING AND COORDINATION

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

### Previous Work:

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

### Required Activities:

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

- Participation in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) and associated subcommittees (quarterly)
- Participation in FDOT/City/County Coordination Meetings, (quarterly)
- Participate in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, (annually)
- Prepare the MPO annual Certification responses for FDOT
- Utilize a General Planning Consultant services as needed.
- Attend TAC and BPAC meetings of the Lee County MPO and the Sarasota/Manatee MPO when possible.

**End Products:**

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

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|                         |                  |              |                  |
|-------------------------|------------------|--------------|------------------|
| <b>Funding Sources:</b> | Year 1 – FY 2023 | FHWA (PL)    | <u>\$ 12,000</u> |
|                         |                  | <b>TOTAL</b> | <b>\$12,000</b>  |
|                         | Year 2 – FY 2024 | FHWA (PL)    | <u>\$12,000</u>  |
|                         |                  | <b>TOTAL</b> | <b>\$12,000</b>  |



## TASK 8 TRANSIT & TRANSPORTATION DISADVANTAGED (TD) PLANNING

**Purpose:** Support existing transit programs and assist in implementing recommendations of the Transit Development Plan (TDP) and the Transportation Disadvantaged Service Plan (TDSP), as well as utilize staff /consultant services in the development of the 2050 Long Range Transportation Plan (LRTP).

### Previous Work:

- Assisted with annual progress reports for the *Charlotte Rides* 2019 Transit Development Plan (TDP) (utilizing only the County's FTA Section 5307 funds)
- Execute FTA 5305 (d) FFY 2020-2021 Public Transit Grant Agreement (PGTA)
- Staffing of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) quarterly
- Completion of the annual Community Transportation Coordinator (CTC) evaluation in May 2022
- Training of LCB membership in January 2022
- Attendance at the annual Commission for the Transportation Disadvantaged (CTD) state training and technology conference
- Assistance with Charlotte Transit marketing and planning/driver recruitment strategy
- Adopted new TDSP in September 2021 and amended it in May 2022
- Provided support and assistance to Sarasota County Area Transit (SCAT) and Charlotte County Transit in improving transit opportunities for the North Port and Englewood areas
- Assisted with the LCB's annual evaluation of the CTC in May 2022
- Appointment of Charlotte County Board of County Commissioner (BCC) to continue as the Community Transportation Coordinator (CTC) for Charlotte County in April 2021 for next five-year period
- Developed LCB Bylaws – September 2021
- Developed LCB Grievance Procedures – November 2021

### Required Activities:

- Assist with a marketing plan for Charlotte County Transit, as well as FTA Section 5310 and 5311 programs (ongoing)
- Coordinate with the LCB in planning for TD services with the cooperation of the CTC, including the planning and review of transit operations (ongoing)
- Advise on improved security, safety and accessibility issues with the Charlotte County Transit Division (ongoing)
- Coordinate and assist in modifying 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 2023 in cooperation with Charlotte County Transit Division
- Execute FTA Section 5305 (d) FFY 2022 Public Transit Grant Agreement (PTGA)
- Execute FTA Section 5305 (d) Consolidated Planning Grant (CPG) FFY 2023 - 2024
- Utilize General Planning Consultant services as needed i.e., 2050 Long Range Transportation Plan (LRTP) or any other transit-related studies (See Appendix H)
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) and subsequent federal transportation - Ongoing
- Assist Charlotte County Transit with the current annual progress report and the 2024 Transit Development



Plan

- Utilize General Planning Consultant Services as needed i.e., (2050 Long Range Transportation Plan (LRTP))
- Conducting a new CTC evaluation – May 2023
- Review Charlotte County Transit Public Transportation Agency Safety Plan (PTASP) as needed
- Review Charlotte County Transit Asset Management (TAM) targets as needed
- Develop LCB Bylaws – September 2022 and September 2023
- Develop LCB Grievance Procedures – November 2022 and November 2023

**End Products:**

- FFY 2023 and FFY 2024 Section 5305 (d) Transit Planning Grant Applications submitted – Annually
- FTA Section 5305 (d) FFY 2022 Public Transit Grant Agreement (PTGA)
- FTA Section 5305 (d) Consolidated Planning Grant (CPG) FFY 2023 - 2024
- Attendance at USDOT, FDOT and Florida Commission for the Transportation Disadvantaged (CTD) approved training courses, and the procurement of educational materials as provided
- CTC Evaluation May 2023 and May 2024
- TDSP/CPT-HSTP Annual Updates in May 2023 and May 2024
- Charlotte County Annual Progress Report for the TDP by September 2022 and September 2023
- LCB Bylaws – September 2022 and September 2023
- LCB Grievance Procedures – November 2022 and November 2023
- 2050 Long Range Transportation Plan (LRTP) Update – October 2025
- Other special transportation planning studies, as needed

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|   |  |                 |
|---|--|-----------------|
| <b>Funding Sources:</b> Year 1 – FFY 2022 | PTGA-FTA Section 5305 (d)<br>(FM # 410114-1-14-31) | *\$48,836.06    |
| Year 1 -FY 2023                           | FHWA (PL)  | \$56,491        |
| Year 1 – FY 2023                          | FTA Section 5307(County)                           | \$39,418        |
| Year 1 – FY 2023                          | TD Planning Grant                                  | <u>\$23,887</u> |
|   | <b>TOTAL</b>                                       | \$168,632.06    |

**FY 2023 UPWP Modification 4-7-23 moving \$30,000 from Task 8 adding it into Task 1.**

|                  |                           |                   |
|------------------|---------------------------|-------------------|
| Year 2 –FY 2024  | FHWA (PL)                 | *\$87,683         |
| Year 2 – FY 2024 | FTA Section 5307 (County) | \$300,000         |
| Year 2 – FY 2024 | TD Planning Grant         | <u>**\$25,124</u> |
|                  | <b>TOTAL</b>              | <b>\$412,807</b>  |

**\*FY 2024 UPWP Amendment 7-17-23- Added additional funds received for Transit Planning in the amount of \$1,192.**

**\*\*FY 2024 UPWP Amendment 7-17-23 - Added additional funds received for TD Planning in the amount of \$1,237.**



| Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING                |   |                                  |                        |                    |                         |                   |                         |                  |                   |
|--|---|----------------------------------|------------------------|--------------------|-------------------------|-------------------|-------------------------|------------------|-------------------|
| 2023   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Funding Source   | FFY 21 FTA 5305(d)                      |                                  | FHWA                   |                    | CTD                     |                   | FTA 5307                |                  | FY 2023 Total     |
| Contract Number  | G2446                                   |                                  | G2813                  |                    | G2923                   |                   |                         |                  |                   |
| Source Level   | Federal                                 | Total                            | PL                     | Total              | State                   | Total             | Federal                 | Total            |                   |
| Lookup Name  | 2023 FFY 21 FTA 5305(d) G2446 (Federal) | FFY 21 FTA 5305(d) G2446 (Total) | 2023 FHWA G2813 (PL)   | FHWA G2813 (Total) | 2023 CTD G2923 (State)  | CTD G2923 (Total) | 2023 FTA 5307 (Federal) | FTA 5307 (Total) |                   |
| Personnel (salary and benefits)  |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Salaries, Benefits and other deductions                                      | \$ 46,806                               | -                                | \$ 52,691              | -                  | \$ 23,887               | -                 |                         | -                | \$ 123,384        |
| <b>Personnel (salary and benefits)</b>                                       | <b>\$ 46,806</b>                        | <b>\$ 46,806</b>                 | <b>\$ 52,691</b>       | <b>\$ 52,691</b>   | <b>\$ 23,887</b>        | <b>\$ 23,887</b>  | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 123,384</b> |
| Consultant   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| TDP Annual Progress Report   |   | -                                |                        | -                  |                         | -                 | \$ 39,418               | -                | \$ 39,418         |
| <b>Consultant Subtotal</b>   | <b>\$ -</b>                             | <b>\$ -</b>                      | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ 39,418</b>        | <b>\$ 39,418</b> | <b>\$ 39,418</b>  |
| Travel   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Travel for Staff and LCB Board Member for trainings, meetings and conference | \$ 1,080                                | -                                | \$ 1,500               | -                  |                         | -                 |                         | -                | \$ 2,580          |
| <b>Travel Subtotal</b>   | <b>\$ 1,080</b>                         | <b>\$ 1,080</b>                  | <b>\$ 1,500</b>        | <b>\$ 1,500</b>    | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 2,580</b>   |
| Direct Expenses  |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Advertising Costs  | \$ 400                                  | -                                | \$ 1,000               | -                  |                         | -                 |                         | -                | \$ 1,400          |
| Registrations, training and conference                                       | \$ 400                                  | -                                | \$ 1,000               | -                  |                         | -                 |                         | -                | \$ 1,400          |
| Subscriptions - GoToMeetings   | \$ 150                                  | -                                | \$ 300                 | -                  |                         | -                 |                         | -                | \$ 450            |
| <b>Direct Expenses Subtotal</b>  | <b>\$ 950</b>                           | <b>\$ 950</b>                    | <b>\$ 2,300</b>        | <b>\$ 2,300</b>    | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 3,250</b>   |
| <b>Total</b>   | <b>\$ 48,836</b>                        | <b>\$ 48,836</b>                 | <b>\$ 56,491</b>       | <b>\$ 56,491</b>   | <b>\$ 23,887</b>        | <b>\$ 23,887</b>  | <b>\$ 39,418</b>        | <b>\$ 39,418</b> | <b>\$ 168,632</b> |
| 2024   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Funding Source   | FHWA                                    |                                  | CTD                    |                    | FTA 5307                |                   |                         |                  | FY 2024 Total     |
| Contract Number  | G2813                                   |                                  | G2175                  |                    |                         |                   |                         |                  |                   |
| Source   | PL                                      | Total                            | State                  | Total              | Federal                 | Total             |                         | Total            |                   |
| Lookup Name  | 2024 FHWA G2813 (PL)                    | FHWA G2813 (Total)               | 2024 CTD G2175 (State) | CTD G2175 (Total)  | 2024 FTA 5307 (Federal) | FTA 5307 (Total)  |                         | (Total)          |                   |
| Personnel (salary and benefits)  |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Salaries, benefits and other deductions                                      | \$ 84,183                               | -                                | \$ 25,124              | -                  |                         | -                 |                         | -                | \$ 109,307        |
| <b>Personnel (salary and benefits)</b>                                       | <b>\$ 84,183</b>                        | <b>\$ 84,183</b>                 | <b>\$ 25,124</b>       | <b>\$ 25,124</b>   | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 109,307</b> |
| Consultant   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| TDP Major Update   |   | -                                |                        | -                  | \$ 300,000              | -                 | \$ -                    | -                | \$ 300,000        |
| <b>Consultant Subtotal</b>   | <b>\$ -</b>                             | <b>\$ -</b>                      | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ 300,000</b>       | <b>\$ 300,000</b> | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 300,000</b> |
| Travel   |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Travel for Staff and LCB Board Member for trainings, meetings and conference | \$ 1,500                                | -                                |                        | -                  |                         | -                 |                         | -                | \$ 1,500          |
| <b>Travel Subtotal</b>   | <b>\$ 1,500</b>                         | <b>\$ 1,500</b>                  | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 1,500</b>   |
| Direct Expenses  |   |                                  |                        |                    |                         |                   |                         |                  |                   |
| Advertising Costs  | \$ 1,000                                | -                                |                        | -                  |                         | -                 |                         | -                | \$ 1,000          |
| Registrations, training and conference                                       | \$ 1,000                                | -                                |                        | -                  |                         | -                 |                         | -                | \$ 1,000          |
| Subscriptions - GoToMeetings   | \$ -                                    | -                                |                        | -                  |                         | -                 |                         | -                | \$ -              |
| <b>Direct Expenses Subtotal</b>  | <b>\$ 2,000</b>                         | <b>\$ 2,000</b>                  | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ -</b>       | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 2,000</b>   |
| <b>Total</b>   | <b>\$ 87,683</b>                        | <b>\$ 87,683</b>                 | <b>\$ 25,124</b>       | <b>\$ 25,124</b>   | <b>\$ 300,000</b>       | <b>\$ 300,000</b> | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ 412,807</b> |

**Amendment: July 18, 2022 - FTA Section 5305(d) FFY 2021.**  
 Updating the estimated carryforward in the FY 2023 UPWP for FTA Section 5305(d) FFY 2021 with an additional \$2,138.06. The total is rounded.  
 Modification: 4-7-23 moving \$30K from FY 2023 Task 8 salary and benefits into FY 2023 Task 1 - Administration.  
**FY 2024 UPWP amendment 7-17-23 - Add additional funds received for Transit Planning in the amount of \$1,192 and CTD Planning additional funds received for FY 2024 in the amount of \$1,247. Reduced Direct expense line by \$300 adding it into salary and benefits line for Task 8.**

## TASK 9 AGENCY EXPENDITURES USING LOCAL FUNDS

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

**Required Activities:**

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

**End Products:**

- 2023 Legislative Position Statements prepared in December 2023
- 2024 Legislative Position Statements prepared in December 2024
- Attendance at state and local legislative sessions on MPO related issues, as needed
- Provide refreshments at meetings to maximize productivity for Joint Regional MPO Meetings
- Non-reimbursable expenses covered over the years by the County i.e., award plaques, meeting refreshments, operating expenses, other planning /transit activities, membership fees, Class C Meals, salaries and benefits

**Responsible Agency:** Charlotte County-Punta Gorda MPO

|                         |                  |                     |                 |
|-------------------------|------------------|---------------------|-----------------|
| <b>Funding Sources:</b> | Year 1 – FY 2023 | <b>*LOCAL FUNDS</b> | <u>\$12,717</u> |
|                         |                  | <b>TOTAL</b>        | <b>\$12,717</b> |
|                         | Year 2 – FY 2024 | <b>*LOCAL FUNDS</b> | <u>\$12,717</u> |
|                         |                  | <b>TOTAL</b>        | <b>\$12,717</b> |

\*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.





| Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS                                      |                    |                  |                  |
|--|--------------------|------------------|------------------|
| 2023   |                    |                  |                  |
| Funding Source   | Local              |                  | FY 2023 Total    |
| Contract Number  |                    |                  |                  |
| Source Level   | Local              | Total            |                  |
| Lookup Name  | 2023 Local (Local) | Local (Total)    |                  |
| Personnel (salary and benefits)  |                    |                  |                  |
| Staff salaries and benefits for all MPO lobbying activities.                     | \$ 1,450           | -                | \$ 1,450         |
| Local contribution provided to the MPO by County for Transit related activities. | \$ 9,217           | -                | \$ 9,217         |
| <b>Personnel (salary and benefits)</b>   | <b>\$ 10,667</b>   | <b>\$ 10,667</b> | <b>\$ 10,667</b> |
| Travel   |                    |                  |                  |
| Mileage not covered by FDOT for Class C trips, meals and local trips             | \$ 700             | -                | \$ 700           |
| <b>Travel Subtotal</b>   | <b>\$ 700</b>      | <b>\$ 700</b>    | <b>\$ 700</b>    |
| Direct Expenses  |                    |                  |                  |
| MPO Board and Committee Meeting refreshments                                     | \$ 650             | -                | \$ 650           |
| Peggy Walters Award Plaque   | \$ 150             | -                | \$ 150           |
| Any promotional items and operating expenses                                     | \$ 100             | -                | \$ 100           |
| Memberships and Dues not allowable by State                                      | \$ 450             | -                | \$ 450           |
| <b>Direct Expenses Subtotal</b>  | <b>\$ 1,350</b>    | <b>\$ 1,350</b>  | <b>\$ 1,350</b>  |
| <b>Total</b>   | <b>\$ 12,717</b>   | <b>\$ 12,717</b> | <b>\$ 12,717</b> |
| 2024   |                    |                  |                  |
| Funding Source   | Local              |                  | FY 2024 Total    |
| Contract Number  |                    |                  |                  |
| Source   | Local              | Total            |                  |
| Lookup Name  | 2024 Local (Local) | Local (Total)    |                  |
| Personnel (salary and benefits)  |                    |                  |                  |
| Staff salaries and benefits for all MPO lobbying activities.                     | \$ 1,450           | -                | \$ 1,450         |
| Local contribution provided to the MPO by County for Transit related activities. | \$ 9,217           | -                | \$ 9,217         |
| <b>Personnel (salary and benefits)</b>   | <b>\$ 10,667</b>   | <b>\$ 10,667</b> | <b>\$ 10,667</b> |
| Travel   |                    |                  |                  |
| Mileage not covered by FDOT for Class C trips, meals and local trips             | \$ 700             | -                | \$ 700           |
| <b>Travel Subtotal</b>   | <b>\$ 700</b>      | <b>\$ 700</b>    | <b>\$ 700</b>    |
| Direct Expenses  |                    |                  |                  |
| MPO Board and Committee Meeting refreshments                                     | \$ 650             | -                | \$ 650           |
| Peggy Walters Award Plaque   | \$ 150             | -                | \$ 150           |
| Any promotional items and operating expenses                                     | \$ 100             | -                | \$ 100           |
| Memberships and Dues not allowable by State                                      | \$ 450             | -                | \$ 450           |
| <b>Direct Expenses Subtotal</b>  | <b>\$ 1,350</b>    | <b>\$ 1,350</b>  | <b>\$ 1,350</b>  |
| <b>Total</b>   | <b>\$ 12,717</b>   | <b>\$ 12,717</b> | <b>\$ 12,717</b> |

| 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        | \$ -             |
|   |                    | <b>CTD G2923 TOTAL</b>                | <b>\$ 23,887</b>  | <b>\$ 25,124</b>    | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ 23,887</b> | <b>\$ -</b>      | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ 25,124</b> | <b>\$ -</b>      |
|   | Federal Other      | Federal                               | \$ -              | \$ 249,500          | \$ -                   | \$ -              | \$ -             | \$ -             | \$ -                   | \$ 249,500          | \$ -             | \$ -             |
|   |                    | <b>Federal Other TOTAL</b>            | <b>\$ -</b>       | <b>\$ 249,500</b>   | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>            | <b>\$ 249,500</b>   | <b>\$ -</b>      | <b>\$ -</b>      |
| G2446   | FFY 21 FTA 5305(d) | Federal                               | \$ 48,836         | \$ -                | \$ 12,209              | \$ 48,836         | \$ -             | \$ -             | \$ -                   | \$ -                | \$ -             | \$ -             |
|   |                    | <b>FFY 21 FTA 5305(d) G2446 TOTAL</b> | <b>\$ 48,836</b>  | <b>\$ -</b>         | <b>\$ 12,209</b>       | <b>\$ 48,836</b>  | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>      | <b>\$ -</b>      |
| G2813   | FHWA               | PL                                    | \$ 543,671        | \$ 629,590          | \$ 119,909             | \$ 543,671        | \$ -             | \$ -             | \$ 138,859             | \$ 629,590          | \$ -             | \$ -             |
|   |                    | SL                                    | \$ -              | \$ 31,469           | \$ -                   | \$ -              | \$ -             | \$ -             | \$ 6,940.62            | \$ 31,469           | \$ -             | \$ -             |
|   |                    | <b>FHWA G2813 TOTAL</b>               | <b>\$ 543,671</b> | <b>\$ 661,059</b>   | <b>\$ 119,909</b>      | <b>\$ 543,671</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 145,799</b>      | <b>\$ 661,059</b>   | <b>\$ -</b>      | <b>\$ -</b>      |
|   | FHWA               |                                       | \$ -              | \$ -                | \$ -                   | \$ -              | \$ -             | \$ -             | \$ -                   | \$ -                | \$ -             | \$ -             |
|   |                    | <b>FHWA TOTAL</b>                     | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>      | <b>\$ -</b>      |
|   | FTA 5307           | Federal                               | \$ 39,418         | \$ 300,000          | \$ -                   | \$ 39,418         | \$ -             | \$ -             | \$ -                   | \$ 300,000          | \$ -             | \$ -             |
|   |                    | <b>FTA 5307 TOTAL</b>                 | <b>\$ 39,418</b>  | <b>\$ 300,000</b>   | <b>\$ -</b>            | <b>\$ 39,418</b>  | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>            | <b>\$ 300,000</b>   | <b>\$ -</b>      | <b>\$ -</b>      |
|   | Local              | Local                                 | \$ 12,717         | \$ 75,217           | \$ -                   | \$ -              | \$ -             | \$ 12,717        | \$ -                   | \$ -                | \$ -             | \$ 75,217        |
|   |                    | <b>Local TOTAL</b>                    | <b>\$ 12,717</b>  | <b>\$ 75,217</b>    | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ 12,717</b> | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>      | <b>\$ 75,217</b> |
| <b>TOTAL</b>  |                    |                                       | <b>\$ 668,529</b> | <b>\$ 1,310,900</b> | <b>\$ 132,118</b>      | <b>\$ 631,925</b> | <b>\$ 23,887</b> | <b>\$ 12,717</b> | <b>\$ 145,799</b>      | <b>\$ 1,210,559</b> | <b>\$ 25,124</b> | <b>\$ 75,217</b> |
| <p>3-21-24 UPWP de-obligation moving from FY 2023 consultant line \$58,904 and from FY 2024 consultant line \$179,627 adding total of \$238,531 in new FY 2025, Task 4-LRTP consultant line. These monies will be utilized for the production of the LRTP major update.</p> |                    |                                       |                   |                     |                        |                   |                  |                  |                        |                     |                  |                  |



**Agency Participation  
March 21, 2024**

| Funding Source   | CTD<br>G2923     |                  | Federal Other     | Y 21 FTA 5305<br>G2446 | FHWA<br>G2813     |                   | FTA 5307         |                   | Local            |                  |
|--|------------------|------------------|-------------------|------------------------|-------------------|-------------------|------------------|-------------------|------------------|------------------|
| Contract   | 2023             | 2024             | 2024              | 2023                   | 2023              | 2024              | 2023             | 2024              | 2023             | 2024             |
| Fiscal Year  | 2023             | 2024             | 2024              | 2023                   | 2023              | 2024              | 2023             | 2024              | 2023             | 2024             |
| Total Budget   | \$ 23,887        | \$ 25,124        | \$ 249,500        | \$ 48,836              | \$ 543,671        | \$ 661,059        | \$ 39,418        | \$ 300,000        | \$ 12,717        | \$ 75,217        |
| <b>Task 1 ADMINISTRATION</b>   |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 230,132        | \$ 238,244        | \$ -             | \$ -              | \$ -             | \$ -             |
| Consultant   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ -              | \$ -              | \$ -             | \$ -              | \$ -             | \$ -             |
| Travel   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 5,500          | \$ 5,500          | \$ -             | \$ -              | \$ -             | \$ -             |
| Direct Expenses  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 82,469         | \$ 80,669         | \$ -             | \$ -              | \$ -             | \$ -             |
| Supplies   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 2,627          | \$ 2,427          | \$ -             | \$ -              | \$ -             | \$ -             |
| Equipment  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 500            | \$ 500            | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 321,228        | \$ 327,340        | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 2 DATA COLLECTION, ANALYSIS AND MAPPING</b>                  |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 35,000         | \$ 55,519         | \$ -             | \$ -              | \$ -             | \$ -             |
| Consultant   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 10,952         | \$ 39,048         | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 45,952         | \$ 94,567         | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 3 PUBLIC PARTICIPATION PLAN (PPP)</b>                        |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 13,000         | \$ 13,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 13,000         | \$ 13,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>                  |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 40,000         | \$ 40,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| Consultant   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ -              | \$ -              | \$ -             | \$ -              | \$ -             | \$ -             |
| SL   | \$ -             | \$ -             | \$ -              | \$ -                   | \$ -              | \$ 31,469         | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 40,000         | \$ 71,469         | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>               |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 30,000         | \$ 30,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 30,000         | \$ 30,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 6 SPECIAL PROJECT PLANNING</b>                               |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 25,000         | \$ 25,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| Consultant   | \$ -             | \$ -             | \$ 249,500        | \$ -                   | \$ -              | \$ -              | \$ -             | \$ -              | \$ -             | \$ 62,500        |
| Sub Total  | \$ -             | \$ -             | \$ 249,500        | \$ -                   | \$ 25,000         | \$ 25,000         | \$ -             | \$ -              | \$ -             | \$ 62,500        |
| <b>Task 7 REGIONAL PLANNING AND COORDINATION</b>                     |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| Personnel (salary and benefits)                                      | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 12,000         | \$ 12,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| Sub Total  | \$ -             | \$ -             | \$ -              | \$ -                   | \$ 12,000         | \$ 12,000         | \$ -             | \$ -              | \$ -             | \$ -             |
| <b>Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING</b> |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| 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        | \$ -             | \$ -             |
| <b>Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS</b>                   |                  |                  |                   |                        |                   |                   |                  |                   |                  |                  |
| 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        |
| <b>TOTAL PROGRAMMED</b>  | <b>\$ 23,887</b> | <b>\$ 25,124</b> | <b>\$ 249,500</b> | <b>\$ 48,836</b>       | <b>\$ 543,671</b> | <b>\$ 661,059</b> | <b>\$ 39,418</b> | <b>\$ 300,000</b> | <b>\$ 12,717</b> | <b>\$ 75,217</b> |

3-21-24 UPWP de-obligation moving from FY 2023 consultant line \$58,904 and from FY 2024 consultant line \$179,627 adding total of \$238,531 in new FY 2025, Task 4-LRTP consultant line. These monies will be utilized for the production of the LRTP major update.

# APPENDICES

# **APPENDIX A**

## **State, Federal and FTA Planning Emphasis Area Matrix**

**UPWP FY 2021 State Planning Factors Matrix**

|                   | Administration | Data Collection, Analysis & Mapping | Public Participation | Long Range Transportation | Transportation Improvement Plan | Special Projects & System Planning | Regional Planning & Coordination | Transit & TD Planning | Agency Expenditures using Local Funds |
|-------------------|----------------|-------------------------------------|----------------------|---------------------------|---------------------------------|------------------------------------|----------------------------------|-----------------------|---------------------------------------|
| Safety            | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     |                                       |
| Equity            | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     |                                       |
| Resilience        | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     |                                       |
| Emerging Mobility | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     |                                       |

**UPWP FY 2021 Federal and FTA Planning Factors Matrix**

|  | Administration | Data Collection, Analysis & Mapping | Public Participation | Long Range Transportation | Transportation Improvement Plan | Special Projects & System Planning | Regional Planning & Coordination | Transit & TD Planning | Agency Expenditures using Local Funds |
|--|----------------|-------------------------------------|----------------------|---------------------------|---------------------------------|------------------------------------|----------------------------------|-----------------------|---------------------------------------|
| Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future       | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Equity and Justice in Transportation Planning                                      | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Complete Streets   | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Public Involvement   | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Federal Land Management Agency (FLMA) Coordination                                 | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Planning & Environmental Linkages (PEL)  | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |
| Data in Transportation Planning  | x              | x                                   | x                    | x                         | x                               | x                                  | x                                | x                     | x                                     |

# **APPENDIX B**

## **FY 2021 State Planning Factors Emphasis Areas**

## Florida Planning Emphasis Areas 2021

The Florida Department of Transportation (FDOT) Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). 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 (7) 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.

Florida MPOs should consider emphasizing the following four (4) planning topics when updating their UPWPs.

### Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

### Equity

Executive Order 14008, [\*Tackling the Climate Crisis at Home and Abroad\*](#), created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, [\*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government\*](#), outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

### Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing



conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

## Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

### Contact Information:

**Abra Horne, FDOT, Metropolitan Planning Administrator 850-**

**414-4901**

**[Abra.Horne@dot.state.fl.us](mailto:Abra.Horne@dot.state.fl.us)**

# **APPENDIX C**

## **FY 2021 Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Planning Emphasis Areas**





U.S. Department  
of Transportation

**Federal Highway  
Administration**

Office of the Administrator 1200 New Jersey Ave., SE Washington, D.C. 20590

Federal Transit Administration

December 30, 2021

**Attention:** FHWA Division Administrators  
FTA  
Regional Administrators

**Subject:** 2021 Planning Emphasis Areas for use in the development of Metropolitan and  
Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez  
Administrator  
Federal Transit Administration

Stephanie Pollack  
Acting Administrator  
Federal Highway Administration

Enclosure

## **2021 Planning Emphasis Areas:**

### **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future**

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)

### **Equity and Justice in Transportation Planning**

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

### **Complete Streets**

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

## **Public Involvement**

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

## **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

## **Federal Land Management Agency (FLMA) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

### **Planning and Environment Linkages (PEL)**

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

### **Data in Transportation Planning**

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

# **APPENDIX D**

## **STATEMENTS AND ASSURANCES**

### **DBE**

Debarment and Suspension

Lobbying

Title VI Nondiscrimination Agreement

Appendix A and Appendix E

**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

\_\_\_\_\_  
Name: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

## **LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the CharlotteCounty-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: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date



**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: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

## **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: Christopher G. Constance, MD  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

## 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.

**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

- (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 E**

## **Planning Studies for Agencies in MPO Planning Areas**

| <b>Planning Studies Matrix for the City of Punta Gorda FY 2023 -FY 2024</b> |                          |                           |             |                        |
|---|--------------------------|---------------------------|-------------|------------------------|
| <b>Project Info.</b>  | <b>Lead Agency/Dept.</b> | <b>FY Project Started</b> | <b>Cost</b> | <b>Source of Funds</b> |
| Parks and Recreation Master Plan Update                                     | Urban Design Staff       | 2016 - Ongoing            | \$ 20,000   | Local                  |
| East Side Stormwater Bank   | Consultant               | TBD                       | \$ 200,000  | Local                  |
| Boca Grande Stormwater Mitigation Project                                   | Consultant & City Staff  | 2016 - Ongoing            | \$ 100,000  | Local                  |
| Comprehensive Plan Updates  | Consultant               | 2020 - Ongoing            | \$ 125,000  | Local                  |
| Land Development Regulation Rewrite   | Consultant               | 2020 - Ongoing            | \$ 225,000  | Local                  |

**FY 2023 - FY 2024 Planning Studies Information in Charlotte County**

| <b>Project Info</b>                                   | <b>Lead Agency/Dept.</b>                       | <b>Project Start Date/ In-Progress</b> | <b>In-house/ Consulting Cost</b> | <b>Source of Funds</b> |
|---|--|--|----------------------------------|------------------------|
| 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                            | Olean blvd -\$ 1,000,000         | Local                  |
| Transit Development Plan Annual Progress Report       | Budget & Administrative Services               | TBD                                    | TBD                              | FTA Section 5307       |
| Manasota Key Master Plan and Design                   | Manasota Key MSTU/ Public Works                | In-Progress                            | \$ 240,000                       | Local                  |
| County Operations and Maintenance Complex Master Plan | Public Works                                   | In-Progress                            | \$ 180,140                       | Local                  |
| Gulf Cove Community Plan                              | Community Development/Public Works             | In-Progress                            | TBD but \$50,000 max             | Local/MSBU             |

**From:** Ron Ridenour <[rredenour@flypgd.com](mailto:rredenour@flypgd.com)>  
**Sent:** Friday, December 10, 2021 2:54 PM  
**To:** Leslie, Bekie <[Bekie@ccmpo.com](mailto:Bekie@ccmpo.com)>  
**Cc:** Harris, D’Juan <[harris@ccmpo.com](mailto:harris@ccmpo.com)>; Gurram, Lakshmi N <[Gurram@ccmpo.com](mailto:Gurram@ccmpo.com)>  
**Subject:** RE: Charlotte County Airport Authority Planning Studies

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

---

Good Afternoon Bekie,  
No major studies planned at the current time. Our last major planning study was our Master Plan Update completed in January 2018. We do have some minor planning studies. One was a conceptual study for rental car agencies, and we have an upcoming terminal planning study for future expansion. Let me know if you need any of these.  
Thanks,

**Ron Ridenour** | Project Manager



**Punta Gorda Airport (PGD)** 28000 A-  
1 Airport Road Punta Gorda, FL  
33982 Office: 941.639.1101 ext: 129  
Cell: [941-380-7494](tel:941-380-7494)  
Email: [rredenour@flypgd.com](mailto:rredenour@flypgd.com)

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# **APPENDIX F**

**Florida Department of Transportation (FDOT) – DistrictOne  
District Wide Planning Activities/Contracts**

**(FY 2023-FY 2024)**

**Florida Department of Transportation - District One District**  
**Wide Planning Activities/Contracts**  
**(FY 2022- FY 2023)**

| <b>Contract Work</b>  |
|---|
| GIS Application Development and System Maintenance  |
| System Planning Reviews   |
| Interchange Reviews   |
| Travel Demand Model Development   |
| ETDM/Community Impact Assessment  |
| Statistics  |
| Federal Functional Classification   |
| Traffic Count Program   |
| Modal Development Technical Support   |
| Commuter Services   |
| State Highway Systems Corridor Studies  |
| Complete Street Studies   |
| Freight Mobility Support  |
| Promoting and coordinating Safety for all modes of Transportation, including bicycle and pedestrian |

# **APPENDIX G**

**FY 2022/2023 – FY 2023/2024 UPWP Comments received from FDOT,  
FHWA and FTA**



## **UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST**

MPO: *Charlotte County – Punta Gorda*

UPWP Draft # or Date: *Draft #1*

Review #: *1*

Date of Review: *March 30, 2022*

Reviewed By: *Tanya Merkle*

The following UPWP Review Checklist is provided to assist in the review of the MPO’s UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statues that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

### **UPWP Cover & Title Page**

Does the cover or title page include the following information?

- MPO name, address, website? [Yes If yes, page number: 1/Cover](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? [Yes If yes, page number: 1/Cover](#)
- Identification of agencies providing funds for the UPWP? [Yes If yes, page number: 1/Cover](#)
- Financial Project Number (FPN) for each contract shown in UPWP? [Yes If yes, page number: 1/Cover](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? [Yes If yes, page number: 1/Cover](#)
- Correct State Fiscal Years? [Yes If yes, page number: 1/Cover](#)
- Statement of nondiscrimination? [No If yes, page number: Click or tap here to enter text.](#)
- DRAFT UPWP: Space for adoption date and revision dates? [Yes If yes, page number: 1/Cover](#)
- FINAL UPWP: Adoption date and space for revision dates? [Yes If yes, page number: 1/Cover](#)

*Enhancement*

Please add a statement of nondiscrimination to the cover page. A nondiscrimination assurance is included on page 56.

## Required Content

Does the UPWP have the following information?

- Introduction? [Yes](#) If yes, page number: 14
- Organization and Management? [Yes](#) If yes, page number: 18
- UPWP Planning Task Pages? [Yes](#) If yes, page number: 21-50
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: 49-50
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: 7-13
- District Planning Activities? [Yes](#) If yes, page number: 14
- Indirect Rate Approval (if required)? [Not Applicable](#) If yes, page number: xx
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable](#) If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes](#) If yes, page number: 71-72
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes](#) If yes, page number: 5-6
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable](#) If yes, page number: xx
  - A place for the Cost Analysis Certification Statement? [Yes](#) If yes, page number: 4
  - A place for the FHWA Certifications and Assurances? [Yes](#) If yes, page number: Appendix D, 64-69
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Select response](#) If yes, page number: xx
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable](#) If yes, page number: xx
  - The signed Cost Analysis Certification Statement? [Select response](#) If yes, page number: xx
  - The signed FHWA Certifications and Assurances? [Select response](#) If yes, page number: xx
  - UPWP Comments? [Select response](#) If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Not Applicable](#) If yes, page number: xx

[No comment](#)

[Click here to enter comments](#)

---

## Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 14
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 14-15
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 16
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes If yes, page number: 15](#)

- Definition of 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 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes If yes, page number: 15](#)
- Description of public involvement process used in development of MPO's UPWP? [Yes](#)  [No](#)  [Page number: 17](#)
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: 53](#)
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: 55-62](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Yes If yes, page number: 16](#)

[Choose a category](#)

[Click here to enter comments](#)

---

## MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 18-19](#)
- Discussion of agreements, including date executed
  - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: 19](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: 19](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes If yes, page number: 19](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: 19](#)
  - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [Yes If yes, page number: 19](#)
- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [Yes If yes, page number: 15](#)
  - MPO Bylaws: [Yes If yes, page number: 20](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes If yes, page number: 66](#)
  - Debarment and Suspension Certification? [Yes If yes, page number: 64](#)

- Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes](#) *If yes, page number: 65*
- Title VI/Nondiscrimination Assurances? [Yes](#) *If yes, page number: 67*
- Appendices A and E? [Yes](#) *If yes, page number: 68-69*
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Not Applicable](#) *If yes, page number: xx*

[No comment](#)

[Click here to enter comments](#)

---

## Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) *If yes, page number: 21-24*
- Transportation Improvement Program (TIP)? [Yes](#) *If yes, page number: 35-37*
- Long Range Transportation Plan (LRTP)? [Yes](#) *If yes, page number: 32-34*
- MPO Regional Activities Task (if required)? [Yes](#) *If yes, page number: 41-43*

[No comment](#)

[Click here to enter comments](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Tasks Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Not Applicable](#) *If yes, page number: xx*

[No comment](#)

[Click here to enter comments](#)

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## Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [Yes](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes](#) *page number: 24, 28, 31, 34, 37,40,43,46, 48-50*

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes](#) *If yes, page number: 24*
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes](#) *If yes, page number: 24*
- Travel? [Yes](#) *If yes, page number: 24*
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes](#) *If yes, page number: 24*

- Direct Expenses? [Yes](#) If yes, page number: 24
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes](#) If yes, page number: 24
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Not Applicable](#) If yes, page number: xx
- Is Annual Audit expense included, if required? [Not Applicable](#) If yes, page number: xx

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Select response page number: 43](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? [Yes](#) If yes, page number: 41-42
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Not Applicable](#) If yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? [Not Applicable](#) If yes, page number: xx
- Show activities the funds are being used for? [Not Applicable](#) If yes, page number: xx
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [Yes](#) If yes, page number: 43
  - Task name, activity description(s) and budgeted funds [Yes](#) If yes, page number: 43

[No comment](#)

[Click here to enter comments](#)

## Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Yes](#)



### Total FY 2023 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s PL Spreadsheet **total should not include estimated amount to be de-ob’d from FY 2021-22**)? [Yes](#) If yes, [page number: 50](#)
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet which will include the MPO Board approved de-ob’d amount)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob’d funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Select response](#)

[No comment](#)

[Click here to enter comments](#)

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### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton’s PL Spreadsheet)? [Yes](#) If yes, [page number: 50](#)
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob’d funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Select response](#)

[No comment](#)

[Click here to enter comments](#)

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Since the UPWP is the “Scope of Service” for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Not Applicable](#)

[No comment](#)

[Click here to enter comments](#)

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## Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

Yes

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? Yes

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? Yes

No comment

[Click here to enter comments](#)

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### General UPWP Comments

*Enhancement*      *The sheet numbers of the PDF were used as the page numbers. It is recommended to number all the pages of the UPWP to be able to reference them and ensure nothing is .*

*Editorial*            *Please add a statement of nondiscrimination to the cover page. The nondiscrimination assurance is included on page 56.*

*Choose a category*    *Click here to enter comments*

*Choose a category*    *Click here to enter comments*

Federal Highway Administration

Federal Transit Administration

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

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

**Planning Comments**

|  |                                    |  |                                  |
|--|------------------------------------|--|----------------------------------|
| Document Name: <b>FY 22/23 23/24 Draft UPWP</b>    |                                    | MPO: <b>Charlotte County - Punta Gorda</b> |                                  |
| Date of Document:<br><b>03/15/2022</b>             | Date Received<br><b>03/15/2022</b> | Date Reviewed<br><b>03/29/2022</b>         | District:<br><u>  <b>0</b>  </u> |
| Reviewed by: <b>L Lopez, C Gonzalez, J-Crocker</b> |                                    |  |                                  |

**COMMENTS**

|   | Page # | Comment Type  | Comment Description  |
|---|--------|---------------|--|
| 1 |        | General       | The dollar amounts listed in the UPWP coincide with the dollar amounts FDOT (Central Office) provided on Feb. 28, 2022.  |
| 2 | 12     | General       | The Charlotte County - Punta Gorda MPO clearly describes the MPOs work by providing thorough information via the Purpose, Previous Work, Required Activities, and End Products for every task Great Job!!! |
| 3 | 13-14  | General       | When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included in an appendix in the UPWP.        |
| 4 | 19     | Critical      | As you conduct work in the next two years, any equipment purchases equal to or greater than \$5,000 must have FHWA prior review and approval.  |
| 5 | 21     | FTA Region IV | Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.   |

|    |    |               |  |
|----|----|---------------|--|
| 6  | 24 | FTA Region IV | If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modifications or amendment after review of FTA apportionments.   |
| 7  |    | FTA Region IV | If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document.  |
| 8  |    | FTA Region IV | The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach...   |
| 9  |    | FTA Region IV | ...this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable.                              |
| 10 |    | FTA Region IV | If planning activities are proposed for funding under FTA Section 5307 or other FTA program, please ensure they're listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO). |

# **APPENDIX H**

## **Metropolitan Planning Organization Agreement/Amendment to the UPWP**

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|  |   |  |
|--|---|--|
| Financial Project No.:<br><u>439316-4-14-01</u><br><br>(item-segment-phase-sequence) | Fund: <u>PL</u><br><br>Function: <u>215</u><br><br>Federal Award Identification No. (FAIN): <u>0408-060-M</u><br><br>MPO SAM No.: <u>X3RBY2VEDJT3</u> | FLAIR Approp.: <u>088954</u><br><br>FLAIR Obj.: <u>78000</u><br><br>Org. Code: <u>55012010130</u><br><br>Vendor No.: <u>F5960000541056</u> |
| Contract No.: <u>G2813</u>   |   |  |
| CFDA Number & Title: <u>20.205</u>   |   |  |

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 16<sup>th</sup> day of MAY 2022, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 801 North Broadway Avenue, Bartow, FL 33831 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980, and whose System for Award Management (SAM) Number is: X3RBY2VEDJT3 (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 clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
- 2. Purpose of the Agreement:** The purpose of this Agreement is to pass 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. Consolidated Planning Grant (CPG):** The Department is electing to participate in the Consolidated Planning Grant (CPG) program starting with the State fiscal year (FY) 22/23 – 23/24 two-year UPWP cycle. The Department is selecting FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, the FTA and FHWA annually deliver lump sum appropriations to the Department to allocate to MPOs for the metropolitan planning activities. The federal funds are delivered to the Department in the form of FTA 5305(d) and FHWA planning (PL). The Department will utilize the CPG to combine the FTA 5305(d) and FHWA PL MPO allocations into a single grant that is administered by FHWA. The Department calculates annual MPO funding allocations using the approved FTA 5305(d) and FHWA allocation formulas.
- 4. Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
- 5. Project Cost:** The total budgetary ceiling for the Project is \$1,242,342.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

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

| FINANCIAL PROJECT NO.            | AMOUNT            |
|----------------------------------|-------------------|
| <u>439316-4-14-01 FY 2023 PL</u> | <u>641,623.00</u> |
| <u>439316-4-14-01 FY 2024 PL</u> | <u>600,719.00</u> |

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6. **Non-federal Share:** PL & Surface Transportation Block Grant (STBG) Funds (FHWA Section 112): The Department uses the U.S. Department of Transportation sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93 percent federal and 18.07 percent non-federal. It is the policy of the Department to fulfill the non-federal share or "soft match" with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.
7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2022 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2024. If the Agreement is fully executed after July 1, 2022, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2024. 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.
8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
- A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP require an Amendment or Modification. Revisions may be budgetary and/or programmatic; and may be major or minor in scale. Minor UPWP revisions are processed by the MPO as a Modification, whereas more significant or major UPWP revisions are processed by the MPO as an Amendment. A significant change is defined as a change to the UPWP that alters the original intent of the Project or the intended Project outcome. MPO's shall process UPWP Modifications or Amendments as needed.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications, which are thereby defined as significant changes.

**i. Amendments to the UPWP**

UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deleting tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10% of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person\*;
- g. Extending the period of performance past the approved work program period (i.e., no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator,
- j. The inclusion of costs that require prior approval (e.g. capital and equipment purchases \$5,000 and above per unit cost).

**ii. Modifications to the UPWP**

UPWP changes that do not fall into the above categories may be processed as a Modification.

\* A key person is specified in the application or federal award. For the UPWP, the key person is the MPO's staff director.

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

**10. General Requirements:**

- A. The MPO shall complete the 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 15 of this Agreement.
- C. The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
  - i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
  - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv. Effective control over, and accountability for, all funds, property, and other assets.
  - v. Comparison of expenditures with budget amounts for each Federal award.
  - vi. Written procedures to implement the requirements of §200.305 Payment.
  - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

**11. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with 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



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- 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. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
  - E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the 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. See Exhibit "D" for Contract Payment Requirements.
  - F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
  - G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
  - H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the 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

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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 15 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of

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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.

**12. Procurement and Contracts of the MPO:**

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties 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.

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

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

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that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto: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](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and Project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

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

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

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

The parties 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 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

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

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

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

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

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**B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Charlotte County-Punta Gorda 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.

**17. 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.

**18. Compliance with Federal Conditions and Laws:**

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.
- E.** The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

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

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

**20. Miscellaneous Provisions:**

**A. Public Records:**

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

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

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

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



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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

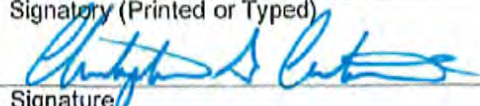
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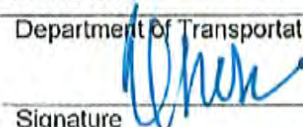
Christopher G. Constance, MD

Signatory (Printed or Typed)

L.K. Nandam

Department of Transportation





Signature

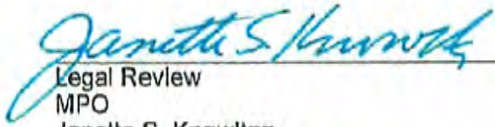
Signature

MPO Chairman

District Secretary

Title

Title



Legal Review

MPO

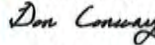
Janelle S. Knowlton

Counsel to MPO Board

LR 22-0207



DocuSigned by:



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Legal Review

Department of Transportation

DS  
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**EXHIBIT "B"**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

CFDA No.: 20.205  
CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program  
\*Award Amount: \$1,242,342  
Awarding Agency: Florida Department of Transportation  
Indirect Cost Rate: N/A  
\*\*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](http://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 21<sup>st</sup> Century, P.L. 112-141  
[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsrs.gov](http://www.fsrs.gov)

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**TITLE VI ASSURANCES**

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the 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

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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).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02  
POLICY PLANNING  
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**Exhibit "D"**  
**CONTRACT PAYMENT REQUIREMENTS**  
**Florida Department of Financial Services, Reference Guide for State Expenditures**  
**Cost Reimbursement Contracts**

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

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

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

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

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

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

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

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

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

**AMENDMENT TO THE  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

|  |   |   |
|--|---|---|
| Financial Project No.: <u>439316-4-14-01</u><br><u>and 439316-4-14-02</u><br><br>(item-segment-phase-sequence)<br>Contract No.: <u>G2813</u><br><br>CFDA Number & Title: <u>20.205 Highway Planning and Construction</u> | Fund: <u>PL and SL</u><br><br>Function: <u>215 and 615</u><br><br>Federal Award Project No.: <u>0408-060- M</u><br><br>MPO SAM No.: <u>CAF5J662SND5</u> | FLAIR Approp.:<br><u>088854</u> FLAIR Obj.:<br><u>780000</u><br><br>Org. Code: <u>55012010130</u><br><br>Vendor No.: <u>F596000541056</u> |
|--|---|---|

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this      day of      , 2023 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, Florida 33830 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Harbor View Road, Suite 4, Port Charlotte FL 33980 and whose System for Award Management (SAM) Number is: CAF5J662SND5 (collectively the “parties”).

**RECITALS**

WHEREAS, the Department and the MPO on May 16, 2022 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

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

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

1. Paragraph 4 of the Agreement is amended to reflect:

**Project Cost:** The total budgetary ceiling for the Project is \$1,443,261.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

| FINANCIAL PROJECT NO.    | AMOUNT       |
|--------------------------|--------------|
| 439316-4-14-01 FY2023 PL | \$641,623.00 |
| 439316-4-14-01 FY2024 PL | \$770,169.00 |
| 439316-4-14-02 FY2024 SL | \$31,469.00  |

- Exhibit A (Scope of Work) of the Agreement is amended as follows: Add \$168,258 of FY2021/2022 Closeout Funds that were not used at the end of that fiscal year. These funds are being added in FY2023/2024 UPWP - PL Funds -Task 1- Administration - \$36,112; Task 2 -Data Collection, Analysis & Mapping - \$20,519 Sal/benefits line and Tasks 4- Long Range Transportation Plan (LRTP) \$111,627 in consultant line. The MPO is amending its FY 2023 - FY 2024 Unified Planning Work Program (UPWP)/Amended MPO Agreement. This document is the MPO’s budget. This will be taken for approval at the October 16, 2023 MPO Board Meeting.This amendment is more fully described in the attached UPWP Revision Form #3.

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

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

MPO

Florida Department of Transportation

Charlotte County-Punta Gorda Metropolitan Planning Organization

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)

L.K. Nandam

Department of Transportation

*Christopher G. Constance*

Signature

*L.K. Nandam*

Signature

MPO Chairman

Title

District Secretary

Title

DS  
DC

*Janette S. Knowlton*

Legal Review

MPO

LR 23-0889

Legal Review

Department of Transportation

**AMENDMENT TO THE  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

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| Financial Project No.: <u>439316-4-14-01</u><br><u>and 439316-4-14-02</u><br><br>(item-segment-phase-sequence) | Fund: <u>PL and SL</u><br><br>Function: <u>615 and 215</u><br><br>Federal Award Project No.: <u>0408-060-</u><br><u>M</u> | FLAIR Approp.: <u>088854</u><br><br>FLAIR Obj.: <u>780000</u><br><br>Org. Code: <u>55012010130</u><br><br>Vendor No.: <u>F596000541056</u> |
| Contract No.: <u>G2813</u><br><br>CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>         | MPO SAM No.: <u>CAF5J662SND5</u>  |  |

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

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

- Paragraph 4 of the Agreement is amended to reflect:

**Project Cost:** The total budgetary ceiling for the Project is currently at: \$1,443,261. Once it is fully executed, this de-obligation Amendment will reduce the budgetary ceiling down to: \$1,204,730. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

| FINANCIAL PROJECT NO.        | AMOUNT         |
|------------------------------|----------------|
| 439316-4-14-01 FY2023 PL     | \$641,623.00   |
| 439316-4-14-01 FY2024 PL     | \$770,169.00   |
| 439316-4-14-01 DE obligation | (\$238,531.00) |
| 439316-4-14-02 FY2024 SL     | \$31,469.00    |

- Exhibit A (Scope of Work) of the Agreement is amended as follows: the total PL funds received for FY23 and FY24 total \$ 1,411,792.00 PL Funds – This Amendment is to “De-Obligate” a total of \$ 238,531.00 of PL funds from the total, with a remaining PL amount of \$1,173,261.00. This amendment is fully described in the attached UPWP Revision Form # 4. Task #4-Long Range Transportation Planning (LRTP) – (\$238,531.00). The MPO is conducting a Major Update to their 2050 LRTP. This will be taken for approval at the March 18, 2024 MPO Board Meeting. This amendment is more fully described in the attached UPWP Revision Form #4.

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



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MPO

Florida Department of Transportation

Charlotte County-Punta Gorda Metropolitan Planning Organization

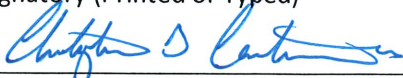
MPO Name

Christopher G. Constance, MD

District Secretary

Signatory (Printed or Typed)

Department of Transportation



Signature

Signature

MPO Chairman

Senior Attorney

Title

Title

DS  
DC

  
Legal Review  
MPO  
LR 24-0227 KKW

Legal Review  
Department of Transportation

03/06/2024 | 11:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO THE  
 METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

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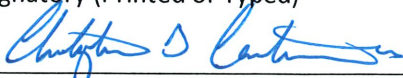
Florida Department of Transportation

Charlotte County-Punta Gorda Metropolitan Planning Organization

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)



Signature

DocuSigned by:

District Secretary

Department of Transportation

04/01/2024 |

Signature

MPO Chairman

Title

Senior Attorney

Title

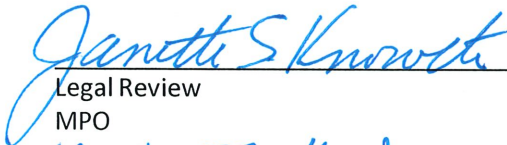
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Legal Review

MPO

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Legal Review

Department of Transportation