

Unified Planning Work Program

Charlotte County-Punta Gorda Metropolitan Planning Organization
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FY 2024/2025 – FY 2025/2026
(July 1, 2024 through June 30, 2026)

CFDA 20.205: Highway Planning & Construction
CFDA 20.505: Federal Transit Technical Studies Grant
Federal Aid Project (FAP): PL-0408-062-M
FDOT Financial Project Number – 439316-5-14-01 – PL Funds
FDOT Financial Project Number – 439316-5-14-02 – SL Funds
Transportation Disadvantaged Trust Fund (TD) Planning Funds

Christopher G. Constance, MD
MPO Chairman

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Amended: October 21, 2024
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Amended: May 19, 2025
Amended: August 4, 2025
Amended: October 2, 2025
Amended: December 15, 2025

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.ccpmpo.com or contact Sierra Ray Scott with the Charlotte County-Punta Gorda MPO at 941-883-3535 or by email at scottR@ccpgmpo.gov

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

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Charlotte County-Punta Gorda MPO

Unified Planning Work Program - FY 2025 – FY 2026

Amended 10/2/2025

Revision Number: Revision 5

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.

Pamela B Barr
Name: Pamela Barr

Community Liaison
Title and District

Pamela B Barr 10/3/2025
Signature



**RESOLUTION
NUMBER 2025-04**

**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 2024/2025 AND FISCAL YEAR 2025/2026**

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 2024/2025 and FY 2025/2026 UPWP, Metropolitan Planning Organization Agreement and this Resolution shall be forwarded to the Florida Department of Transportation and Federal Highway Administration (FHWA).

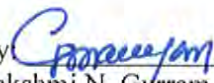
PASSED AND DULY ADOPTED this 2nd day of October 2025.


CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION


Christopher G. Constance, MD, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 
Lakshmi N. Gurram
Designated Clerk of the
MPO Board

By: 
Janette S. Knowlton, County Attorney
LR25-0911 12/27

Acronyms used in this UPWP

AAASWFL Area Agency on Aging for Southwest Florida

AADT Average Annual Daily Traffic

AARP American Association of Retired Persons

AASHTO American Association of State Highway and Transportation Officials

ADA Americans with Disabilities Act

ADS Autonomous Driving System

AER Annual Expenditure Report

AHCA Agency for Health Care Administration

AI Artificial Intelligence

AMPO Association of Metropolitan Planning Organizations

APR Annual Performance Report

APTA American Public Transit Association

ARRA American Recovery and Reinvestment Act of 2009

ATMS Automatic Traffic Management System

AV Autonomous Vehicles

BCC Board of County Commissioners

BEBR Bureau of Economic and Business Research

BPAC Bicycle/Pedestrian Advisory Committee

BMS Bridge Management System

CAC Citizens Advisory Committee

CAMP Corridor Access Management Plan

CAP Commuter Assistance Program

CCAA Charlotte County Airport Authority

CCC Continuing, Comprehensive and Cooperative Planning Process

CDMS Crash Data Management System

CFR Code of Federal Regulations

CFASPP Continuing Florida Aviation System Planning Process

CHHT Charlotte Harbor Heritage Trails Master Plan

CHIP Community Health Improvement Plan

CIA Community Impact Assessment

CIP Capital Improvements Program

CMAQ Congestion Mitigation Air Quality

CMP Congestion Management Process

CMS Congestion Management System

CHARLOTTE COUNTY-PUNTA GORDA MPO

COOP	Continuity of Operations Plan
CPG	Consolidated Planning Grant
CPT-HSTP	Coordinated Public Transit-Human Services Transportation
CRA	Community Redevelopment Agency
CST	Construction
CTC	Community Transportation Coordinator
<u>CTD</u>	Florida Commission for the Transportation Disadvantaged
CTPP	Census Transportation Planning Package
CTST	Community Traffic Safety Team
<u>CUTR</u>	Center for Urban Transportation Research-University of South Florida
CUTS	Coordinated Urban Transportation Studies
CV	Connected Vehicles
DBE	Disadvantaged Business Enterprise
<u>DOEA</u>	Department of Elder Affairs
DRI	Development of Regional Impact
<u>D1RPM</u>	(FDOT) District 1 Regional Planning Model
E+C modeling)	Existing plus committed (network used in

UPWP FY 2024/2025 – FY 2025/2026

EAR	Evaluation and Appraisal Report (Comprehensive Plan)
EIC	Englewood Interstate Connector
EIS	Environmental Impact Statement
EJ	Environmental Justice
EOP	Emergency Operations Plan
<u>EPA</u>	Environmental Protection Agency
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
EV	Electric Vehicles
<u>FAC</u>	Florida Administrative Code
<u>FACTS</u>	Florida Association of Coordinated Transportation Systems
FAP	Federal Aid Program
<u>FAA</u>	Federal Aviation Administration
<u>FAST ACT</u>	Fixing America’s Surface Transportation Act
<u>FDOT</u>	Florida Department of Transportation
<u>FGTS</u>	Florida Greenways and Trails System
<u>FHWA</u>	Federal Highway Administration
FIHS	Florida Intrastate Highway System

CHARLOTTE COUNTY-PUNTA GORDA MPO**UPWP FY 2024/2025 – FY 2025/2026**

<u>FPTA</u>	Florida Public Transportation Association
FM	Financial Management
<u>FSUTMS</u>	Florida Standard Urban Transportation Model Structure
<u>FS</u>	Florida Statutes
<u>FTA</u>	Federal Transit Administration
<u>FTC</u>	Florida Transportation Commission
<u>FTP</u>	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information Systems
GPC	General Planning Consultant
HOA	Homeowners Association
HOV	High Occupancy Vehicle Lanes
HP&R/D	Highway Planning and Research/Department also known as state “D” funds
HSR	High Speed Rail
ICAR	Intergovernmental Coordination and Review
IIJA	Infrastructure Investment and Jobs Act (IIJA)
IMS	Intermodal Management System
ISTEA	Intermodal Surface Transportation Efficiency Act

IT	Information Technology
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway Systems
JARC	Job Access Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Area Program
<u>LCB</u>	Local Coordinating Board
LEP	Limited English Proficiency
LIDAR	Light Detection and Radar
LOS	Level of Service
LRT	Light Rail Transit
<u>LRTP</u>	Long Range Transportation Plan
<u>MAP-21</u>	Moving Ahead for Progress in the 21 st Century
MOA	Memorandum of Agreement
MOE	Measurement of Effectiveness
MPA	Metropolitan Planning Area
<u>MPO</u>	Metropolitan Planning Organization
<u>MPOAC</u>	Metropolitan Planning Organization Advisory Council

CHARLOTTE COUNTY-PUNTA GORDA MPO**UPWP FY 2024/2025 – FY 2025/2026**

MPM	Mobility Performance Measures
MSTU	Municipal Service Tax Unit
<u>MTP</u>	Metropolitan Transportation Plan
<u>NEPA</u>	National Environmental Policy
NHS	National Highway System
<u>NPS</u>	National Park Service
<u>NTSB</u>	National Transportation Safety Board
OPA	Official Planning Agency
PD&E	Project Development and Environmental Study
P+R	Park and Ride
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PL	FHWA Metropolitan Planning Funds
PMS	Pavement Management System
PPE	Public Participation Element
PPP	Public Participation Plan
RFLI	Request for Letters of Interest
RFP	Request for Proposals
RPC	Regional Planning Council

RSF	Regionally Significant Facility
RTAP	Rural Transit Assistance Plan
RTCA	Rivers, Trails, and Conservation Assistance Program
RTP	Regional Transportation Plan
R/W or ROW	Right of Way
<u>SAFETEA-LU</u>	Safe, Accountable, Flexible, Efficient, Transportation Equity Act-A Legacy for Users
SCAT	Sarasota County Area Transit
SGA	State of Good Repair
SIS	Strategic Intermodal System
SMS	Safety Management System
SPR	State Planning and Research
SR	State Route
SRTS	Safe Routes to School
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
STTF	State Transportation Trust Fund
<u>SWFRPC</u>	Southwest Florida Regional Planning Council

CHARLOTTE COUNTY-PUNTA GORDA MPO**UPWP FY 2024/2025 – FY 2025/2026**

SWFTI	Southwest Florida Transportation Initiative
<u>TAC</u>	Technical Advisory Committee
TAM	Transit Asset Management
TAMP	Transportation Asset Management Plan
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
<u>TDP</u>	Transit Development Plan
<u>TDSP</u>	Transportation Disadvantaged Service Plan
TPM	Transportation Performance Management
T/E	Trip and Equipment
TE	Transportation Enhancement
<u>TEA-21</u>	Transportation Equity Act for the 21 st Century
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
<u>TIP</u>	Transportation Improvement Program

TMA	Transportation Management Area
TOD	Transit Oriented Development
TOP	Transportation Outreach Program
TPO	Transportation Planning Organization
TRB	Transportation Research Board
<u>TRIP</u>	Transportation Regional Incentive Program
TSM	Transportation System Management
TTF	Transit Task Force
<u>UPWP</u>	Unified Planning Work Program
<u>USC</u>	United States Code
<u>USBC</u>	United States Bureau of the Census
<u>USDOT</u>	United States Department of Transportation
UZA	Urbanized Area
VMT	Vehicle Miles Traveled
VPD	Vehicles per Day
YOE	Year of Expenditure

Introduction

Definition of the MPO Unified Planning Work Program

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 2025– FY 2026 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 October 5, 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. The unfinished portion of Burnt Store Road Phase at the county line is the last segment of the road improvements. Additionally, the Harbor View Road widening project is currently undergoing Design phase and scheduled to be complete in 2025. 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. The multi-use trail on Taylor Road is funded for Design and once the project secures funding for Construction, it will greatly improve 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 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 Definition

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.

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. Development of a new TDP is currently underway in 2024. 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 December 15, 2022. It is consistent with Florida State Rule 14-73.001 and includes the demographic data on the MPO's.

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 public. Additionally, the MPO developed a citizens' transportation planning award in August 2009 named for a long-serving LCB and CAC member. The Peggy Walters Citizens Mobility 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). 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, public 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 & Management

The MPO Board Membership:

<u>Agency</u>	<u>Representative</u>
Charlotte County Government	Commissioner Christopher G. Constance, MD, Chairman Commissioner Joseph Tiseo, Vice Chair Commissioner Stephen R. Deutsch
City of Punta Gorda	Mayor Lynne Matthews
Charlotte County Airport Authority	Commissioner Thomas “T.J.” Thornberry

Non-Voting Advisory Member

Florida Department of Transportation	District One Secretary L.K. Nandam
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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.

MPO Agreements

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

Agreements	Agency	Date
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 currently revised 5-20-24
Interlocal Agreement for Joint Regional Transportation Planning	Lee County MPO	12/13/2013 currently revised 5/20/24
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	FDOT CCAA SWFRPC 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 City of Punta Gorda Charlotte County CCAA	2/22/2006

Operational Procedures and Bylaws

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

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

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

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

The Official Records are located at the:

Charlotte County-Punta Gorda Metropolitan Planning Organization
1050 Loveland Blvd., Box C
Port Charlotte, Florida 33980
Tel: (941) 883-3535 Fax: (941) 883-3534
Website: www.ccpgmpo.gov
Email: office@ccpgmpo.gov

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 2023 – FY 2024 UPWP in May 2022
- Amended the FY 2023 – FY 2024 UPWP as required
- Publicized all meeting information on MPO website, Charlotte County website, local libraries and Charlotte County local newspaper in FY 2023 – FY 2024
- 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 2022 and July 2023
- 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 daily 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 2025 and FY 2026 by July 1, 2024, and July 1, 2025
- 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
- Amending the MPO lease agreement with Charlott County
- 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 2025 and FY 2026 – May 2024 and May 2025

- Annual audit report to the Federal Audit Clearinghouse Database March 2024 and March 2025, if required
- Invoices to FDOT for review following end of each quarter through June 30, 2026 - quarterly
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business – as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, various resolutions, travel processing, meeting/public meeting s - ongoing
- MPO website updated and improved on a continuous basis
- Amendment/revision/modification of the UPWP/Section 5305 (d) as needed
- Renovation and rearrangement of MPO office for increased security and efficient operations if needed
- Revise and adopt amended MPO/TAC/CAC/BPAC Bylaws to allow utilization of meeting audio graphic or web teleconferencing methods - as needed
- Joint FDOT/MPO annual certification reviews - Annually by March 2024 and March 2025
- Keep Charlotte Beautiful safety programs calendar sponsorship – July 2024 and July 2025
- Three signed GPC contracts

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2025	FHWA (PL)	<u>\$404,514</u>
		TOTAL	\$404,514
	Year 2 – FY 2026	FHWA (PL)	\$317,357 <u>\$347,938</u>
		TOTAL	\$317,357 \$347,938

August 4, 2025 UPWP Amendment: Added \$30,581 PL carryforward in FY 2026.

March 11, 2025 UPW Modification: FY 2025 Task 1-Administration moving money in between expense lines totaling \$4,500 into Task 1 – Administration advertising line.

October 21, 2024 UPWP Amendment: Increased PL by \$74,346

July 29, 2024 Amendment: added \$5,654 additional funding received for CPG 5305(d)in FY 2025 Task 1 – salaries and benefits account line

Task 1: Estimated Budget Detail For “Planning Task”

Task 1 ADMINISTRATION			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number	G2W22		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 320,994	\$ 320,994	\$ 320,994
Consultant	\$ -	\$ -	\$ -
Travel	\$ 4,000	\$ 4,000	\$ 4,000
Direct Expenses	\$ 76,520	\$ 76,520	\$ 76,520
Indirect Expenses	\$ -	\$ -	\$ -
Supplies	\$ 2,000	\$ 2,000	\$ 2,000
Equipment	\$ 1,000	\$ 1,000	\$ 1,000
2025 Totals	\$ 404,514	\$ 404,514	\$ 404,514
2026			
Funding Source	FHWA		FY 2026 Total
Contract Number	G2W22		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2026 FHWA G2W22 (PL)	2026 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 259,418	\$ 259,418	\$ 259,418
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 79,320	\$ 79,320	\$ 79,320
Supplies	\$ 2,200	\$ 2,200	\$ 2,200
Equipment	\$ 1,500	\$ 1,500	\$ 1,500
2026 Totals	\$ 347,938	\$ 347,938	\$ 347,938
	FY 2025 & 2026		
Personnel (salary and benefits)	\$ 580,412		
Consultant	\$ -		
Travel	\$ 9,500		
Direct Expenses	\$ 155,840		
Indirect Expenses	\$ -		
Supplies	\$ 4,200		
Equipment	\$ 2,500		
Total	\$ 752,452		

Task 1 ADMINISTRATION			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number	G2W22		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2025 FHWA G2W22 (PL)	FHWA G2W22 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 320,994	-	\$ 320,994
Personnel (salary and benefits) Subtotal	\$ 320,994	\$ 320,994	\$ 320,994
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage			
	\$ 2,500	-	\$ 2,500
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 4,000	\$ 4,000	\$ 4,000
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Facilities, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO			
	\$ 51,848	-	\$ 51,848
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Rental: Storage Cost	\$ 3,700	-	\$ 3,700
Subscriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 2,000	-	\$ 2,000
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 7,000		\$ 7,000
Postage and Freight Costs	\$ 1,500		\$ 1,500
Janitorial Cleaning Services Costs	\$ 800		\$ 800
Printing and Binding /Other Charges & Obligation	\$ 500		\$ 500
Equipment Leases/overage costs for copier	\$ 4,500		\$ 4,500
Gas/Oil/Lubricants	\$ 700		\$ 700
Repair/Maintenance -Building	\$ 500		\$ 500
Educational Expenses-staff training,sponsorship, training registration, continue education	\$ 1,500		\$ 1,500
Communication -cell phone	\$ 800		\$ 800
R/M Equipment/vehicle	\$ -		\$ -
Direct Expenses Subtotal	\$ 76,520	\$ 76,520	\$ 76,520
Supplies			
Departmental/Office Supplies	\$ 2,000	-	\$ 2,000
Supplies Subtotal	\$ 2,000	\$ 2,000	\$ 2,000
Equipment			
Peripherals Equipment/TV(use in conference room for meetings and training)	\$ 1,000	-	\$ 1,000
Equipment Subtotal	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 404,514	\$ 404,514	\$ 404,514

3-11-25-UPWP administrative revision-Moved \$4,500 between expense into Task 1-Administration into Advertising expense line

2026			
Funding Source	FHWA		FY 2026 Total
Contract Number	G2W22		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2026 FHWA G2W22 (PL)	FHWA G2W22 (Total)	
Personnel (salary and benefits)			
Salaries, Benefits and other deduction	\$ 259,418	-	\$ 259,418
Personnel (salary and benefits) Subtotal	\$ 259,418	\$ 259,418	\$ 259,418
Travel			
Employees and MPO Board Members travel on Charlotte County business including conferences, seminars, public meetings, MPOAC meetings, etc. as well as any in county and outside the County mileage	\$ 4,000	-	\$ 4,000
MPO Board and Committees costs related to MPO meeting travels	\$ 1,500	-	\$ 1,500
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Indirect Cost: These services include Attorney Services, IT Support,HR, Fleet services, Facilities, Finance, Fiscal Purchasing & other support services provided by Charlotte County for Charlotte MPO	\$ 51,848	-	\$ 51,848
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Rental: Storage Cost, meeting space	\$ 4,200		\$ 4,200
Subscriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 2,750		\$ 2,750
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 2,800		\$ 2,800
Postage and Freight Costs	\$ 2,000		\$ 2,000
Janitorial Cleaning Services Costs	\$ -		\$ -
Printing and Binding /Other Charges & Obligation	\$ 1,000		\$ 1,000
Equipment Leases/overage costs for copier	\$ 5,350		\$ 5,350
Gas/Oil/Lubricants	\$ 700		\$ 700
Repair/Maintenance -Building	\$ 600		\$ 600
Educational Expenses-staff training, sponsorship, training registration, continue education	\$ 4,000		\$ 4,000
Communication -cell phone	\$ 900		\$ 900
R/M Equipment/vehicle	\$ 2,000	-	\$ 2,000
Direct Expenses Subtotal	\$ 79,320	\$ 79,320	\$ 79,320
Supplies			
Departmental/Office Supplies	\$ 2,200	-	\$ 2,200
Supplies Subtotal	\$ 2,200	\$ 2,200	\$ 2,200
Equipment			
Peripherals Equipment	\$ 1,500	-	\$ 1,500
Equipment Subtotal	\$ 1,500	\$ 1,500	\$ 1,500
Total	\$ 347,938	\$ 347,938	\$ 347,938
8-4-25-FY 2026 UPWP Amendment: Added \$30,581 PL carryforward Funds in FY 2026 in Task 1-Administration.			

Task 2 Data Collection, Analysis & 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 the latest travel demand modeling software and attend Model Task Force Meetings
- Continue training in PTV Vissim software
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022
- Executed contract for 2050 Socio Economic Data Development Consultant

Previous Work:

- Continued coordination with Florida Department of Transportation (FDOT) in the implementation of the ETDM process through analysis of work projects in FY 202024/2025 and FY 2025/2026
- 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 Signal Four Analytics and organize crash data for implementing the Congestion Management Process (CMP) to prioritize transportation projects
- Utilized 2019 DIRPM for transportation analysis
- Utilized 2019 D1RPM for transportation analysis and providing Traffic volumes data to member entities.
- Validated Socio-economic data completed in December 2023
- Validated 2019 District One Regional Planning Model (DIRPM) completed in December 2023.
- Attended webinars and training related to PTV Visum modeling software
- PTV Vissim transportation model scenarios as required throughout FY 2022 and FY 2023 target completion September 2023
- 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 PTV Vissim 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 2019 travel demand model data for the development of 2050 socio economic data
- Update 2020 validated base year model data to 2050 Future year socio economic data
- Utilize 2019 District One Regional Planning Model (D1RPM) for regional transportation modeling as needed

- PTV Vissim transportation model scenarios as required throughout FY 2024 and FY 2025 target completion September 2025
- Prioritize lists of projects addressing congestion management in 2024 and 2025, target completion July 2024 and July 2025
- 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 Vissim software updates and training activities
- Participation at trainings, conferences including MPOAC and Model Task Force meetings

End Products:

- PTV Vissim transportation model scenarios as required throughout FY 2024 and FY 2026 target completion September 2025
- Prioritize lists of projects addressing congestion management in 2024 and 2025, target completion July 2024 and July 2025
- 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 2024 and 2025 snapshot adoption date – October 2025 (ongoing)
- Refine and enhance GIS data for MPO plans and projects programs throughout FY 2024 and FY 2025 – 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

Funding Sources:	Year 1 – FY 2025	FHWA (PL)	<u>\$45,273</u>	
		TOTAL	\$45,273	
	Year 2 – FY 2026	FHWA (PL)	\$35,000	\$42,000
		TOTAL	\$35,000	\$42,000

August 4, 2025 UPWP Amendment: Added \$7,000 carryforward to PL funds in FY 2026.

Task 2: Estimated Budget Detail For “Planning Task”

Task 2 DATA COLLECTION, ANALYSIS AND MAPPING			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number	G2W22		
Source Level	PL	Total	
Lookup Name	2025 FHWA G2W22 (PL)	FHWA G2W22 (Total)	
Personnel (salary and benefits)			
Salaries, benefits and other deductions	\$ 45,273	-	\$ 45,273
Personnel (salary and benefits)	\$ 45,273	\$ 45,273	\$ 45,273
Consultant			
Consultant Subtotal	\$ -	\$ -	\$ -
Total	\$ 45,273.00	\$ 45,273	\$ 45,273
2026			
Funding Source	FHWA		FY 2026 Total
Contract Number	G2W22		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2026 FHWA G2W22 (PL)	FHWA G2W22 (Total)	
Personnel (salary and benefits)			
Salaries, benefits and other deductions	\$ 42,000	-	\$ 42,000
Personnel (salary and benefits) Subtotal	\$ 42,000	\$ 42,000	\$ 42,000
Consultant			
Consultant Subtotal	\$ -	\$ -	\$ -
Total	\$ 42,000.00	\$ 42,000	\$ 42,000.00
August 4, 2025 - UPWP Amendment adding \$7,000 PL carryforward in FY 2026			

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 current and future calendar years
- Revised PPP Plan and Title VI Program ongoing
- Initiated and coordinated with CCTV 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 CCTV 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
- 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
- Quarterly updates and revisions to the MPO informational brochure
- Throughout FY 2021/2022 and FY 2022/2023 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

- 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 element and 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

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2025	FHWA (PL)	<u>\$25,000</u>
		TOTAL	\$25,000
	Year 2 – FY 2026	FHWA (PL)	<u>\$ 20,000</u>
		TOTAL	\$ 20,000

TOTAL \$ 20,000

Task 3: Estimated Budget Detail For “Planning Task”

Task 3 PUBLIC PARTICPATION PLAN (PPP)				
2025				
Funding Source	FHWA		FY 2025 Total	
Contract Number	G2W22			
Source Level	PL	Total		
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (Total)		
Personnel (salary and benefits)	\$ 25,000	\$ 25,000	\$	25,000
2025 Totals	\$ 25,000	\$ 25,000	\$	25,000
2026				
Funding Source	FHWA		FY 2026 Total	
Contract Number	G2W22			
Source	PL	Total		
Lookup Name	2026 FHWA G2W22 (PL)	2026 FHWA G2W22 (Total)		
Personnel (salary and benefits)	\$ 20,000	\$ 20,000	\$	20,000
2026 Totals	\$ 20,000	\$ 20,000	\$	20,000
	FY 2025 & 2026 TOTAL			
Personnel (salary and benefits)	\$ 45,000			
Total	\$ 45,000			

October 21, 2024 UPWP Amendment increasing FY 2025 Task 3 Salary & Benfits line by \$5,000

Task 4 Long Range Transportation Plan (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 5th, 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
- Adopted 2050 Socio-Economics Data by the MPO Board in December 2023
- 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
- Refine 2045 LRTP with updated Transportation Performance Measures October 2020
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) – October 2020

Required Activities:

- Incorporate the 2020 Validated Network and Socio-Economic Data into the FSUTMS model
- 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 2023 and 2024
- Utilize the FDOT's safety-related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2020 safety targets, which set the target at "0" for each performance measures
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act
- Utilize the FDOT District One model for analysis of the existing network as needed
- Coordinate the FDOT District One Consultant to update and validate the 2015 DIRPM model as needed.
- Adopt 2050 LRTP by October 3, 2025
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022
- Utilize General Planning Consultant services. - (See Appendix H)

End Products:

- Inclusion of the ETDM process into the overall planning process (Ongoing)
- Adopted 2050 LRTP
- Adopt 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- Adopted Public Participation Element for 2050 LRTP
- Adopted 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- Endorsed 2050 travel demand model
- Federal Safety Performance targets

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2025	FHWA (PL)	\$264,937
	Year 1 – FY 2025	FHWA (SL)	<u>\$102,547</u>
		TOTAL	<u>\$367,484</u>
	Year 2 - FY 2026	FHWA (PL)	<u>\$61,465</u>
		TOTAL	<u>\$61,465</u>

Amendment: 10-21-24 – Added \$22,547 in FY 2025 Task 4 SL Funds that were unencumbered in FY 2024 to FY 2025 UPWP. Reduced Task 4 PL funds by \$11,273.

Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2W22				
Source Level	PL	SL	PL Deobligation	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (SL)	2025 FHWA G2W22 (PL Deobligation)	2025 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 48,953	\$ -	\$ -	\$ 48,953	\$ 48,953
Consultant	\$ -	\$ 102,547	\$ 215,984	\$ 318,531	\$ 318,531
2025 Totals	\$ 48,953	\$ 102,547	\$ 215,984	\$ 367,484	\$ 367,484
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2W22				
Source	PL			Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2W22 (PL)			2026 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000
Consultant	\$ 31,465	\$ -	\$ -	\$ 31,465	\$ 31,465
2026 Totals	\$ 61,465	\$ -	\$ -	\$ 61,465	\$ 61,465
	FY 2025 & 2026 TOTAL				
Personnel (salary and benefits)	\$ 78,953				
Consultant	\$ 349,996				
Total	\$ 428,949				

Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)

2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2W22				
Source Level	PL	SL	PL Deobligation	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (SL)	2025 FHWA G2W22 (PL Deobligation)	FHWA G2W22 (Total)	
Personnel (salary and benefits)					
Salaries, Benefits and other deductions	\$ 48,953			-	\$ 48,953
Personnel (salary and benefits) Subtotal	\$ 48,953	\$ -	\$ -	\$ 48,953	\$ 48,953
Consultant					
2050 LRTP Update	\$ -	\$ 102,547	\$ 215,984	-	\$ 318,531
Consultant Subtotal	\$ -	\$ 102,547	\$ 215,984	\$ 318,531	\$ 318,531
Total	\$ 48,953	\$ 102,547	\$ 215,984	\$ 367,484	\$ 367,484
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2W22				
Source	PL			Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2W22 (PL)			FHWA G2W22 (Total)	
Personnel (salary and benefits)					
Salaries, Benefits and other	\$ 30,000			-	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000
Consultant					
2050 LRTP Update	\$ 31,465	\$ -		-	\$ 31,465
Consultant Subtotal	\$ 31,465	\$ -	\$ -	\$ 31,465	\$ 31,465
Total	\$ 61,465	\$ -	\$ -	\$ 61,465	\$ 61,465

10-21-24 UPWP amendment: Added \$22,547 in FY 2025 Task 4-LRTP SL Fund that were unencumbered in FY 2024 to FY 2025 UPWP. Reduced FY 2025 PL Task 4 by \$11,273.

3-20-24 UPWP deobligation from FY 2024 Task 4-Long Range Transportation Plan (LRTP) consultant line \$238,531 adding it into FY 2025 Task 4-Long Range Transportation Plan (LRTP) consultant account line. These monies will be utilize in producing the 2050 LRTP update.

Task 5 Transportation Improvement Program (TIP)

Purpose:

Develop Transportation Improvement Programs (TIP) for FY 2024/2025 and 2025/2026 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
- 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 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act adopted by May 2021 and May 2022 respectively
- Update FDOT performance measures and safety targets in FY 2022/2023 through 2026/2027 TIP and FY 2023/2024 through 2027/2028 TIP adopted by May 2022 and May 2023 respectively

Required Activities:

- Coordinate input from the City of Punta Gorda, Charlotte County and the Charlotte County Airport Authority (CCAA) for establishing project priorities (annually)
- Review project priorities with FDOT, TAC, CAC and BPAC while obtaining public input and ideas through the Committee process (annually)
- Ensure project priorities are in accordance with the Long-Range Transportation Plan (LRTP) Updates as needed
- Ensure that documentation on project priority methodology is included within the Transportation Improvement Program (TIP) (annually)

- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act
- Coordinate TIP Amendments with FDOT, the City of Punta Gorda and Charlotte County, as required
- Review recommended TIP Amendments with FDOT, TAC, CAC and BPAC while obtaining public input through the Committee process as needed
- Coordinate with Charlotte County and City of Punta Gorda in developing 2024 and 2025 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 2050 LRTP Update as needed
- Maintain the Congestion Management System (CMS) per Federal transportation legislation, FDOT and local agency requirements (annually)
- Utilize the guidelines in 2017 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Utilize the FDOT's safety-related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2020 safety targets, which set the target at "0" for each performance measure
- Utilize a General Planning Consultant services as needed

End Products:

- FY 2023/2024 through 2027/2028 Transportation Improvement Programs (TIP) adopted by May 2023
- FY 2024/2025 through 2028/2029 Transportation Improvement Programs (TIP) adopted by May 2024
- Project Priorities Lists for FY 2023/2024 and FY 2024/2025 in May 2023 and May 2024 respectively
- FDOT Tentative Work Programs for FY 2023/2028 and FY 2024/2029 to be reviewed by MPO Board by December 2022 and December 2023 respectively
- Amendments to the 2024 Transportation Improvement Program (TIP) as needed
- Performance based planning incorporated in TIP in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act adopted by May 2021 and May 2022 respectively
- Update FDOT performance measures and safety targets in FY 2023/2024 through 2027/2028 TIP and FY 2024/2025 through 2028/2029 TIP adopted by May 2023 and May 2024 respectively

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2025	FHWA (PL)	\$ <u>30,000</u>
		TOTAL	\$ 30,000
	Year 2 – FY 2026	FHWA (PL)	\$ <u>30,000</u>
		TOTAL	\$ 30,000

Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number	G2W22		
Source Level	PL	Total	
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 30,000	\$ 30,000	\$ 30,000
2025 Totals	\$ 30,000	\$ 30,000	\$ 30,000
2026			
Funding Source	FHWA		FY 2026 Total
Contract Number	G2W22		
Source	PL	Total	
Lookup Name	2026 FHWA G2W22 (PL)	2026 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 30,000	\$ 30,000	\$ 30,000
2026 Totals	\$ 30,000	\$ 30,000	\$ 30,000
	FY 2025 & 2026 TOTAL		
Personnel (salary and benefits)	\$ 60,000		
Total	\$ 60,000		

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 Centers 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 bi-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 2024
- 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 Streets and Roads for All (SS4A) grant award
- Continue monitoring appropriate discretionary grant programs and apply for funding as appropriate
- Develop planning documents as required in provisions listed in discretionary grant's Notice of Funding Opportunity (NOFO)
- Coordinate with Southwest Florida MPOs on the passenger rail Initiative to secure funding for multi-county Passenger Rail Feasibility Study
- 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

Complete Streets Planning

The Charlotte County-Punta Gorda MPO is required to allocate 2.5% of its PL funding toward Complete Streets. A variety of MPO tasks and activities support the objectives of Complete Streets. A summary of the planning efforts the MPO and consultant will accomplish through Complete Streets planning efforts is outlined below:

- Coordinate with FDOT, City of Punta Gorda, Airport Authority and Charlotte County project priorities encompass Complete Streets principles that support multi-modal transportation options.
- Participate in community events that promote bicycle/pedestrian activities and safety education.
- Participate in meetings/workshops pertaining to Complete Streets and multi-modal transportation initiatives: Bicycle Pedestrian Advisory Committee, FDOT, FHWA, LTAP.
- Contingent upon new federal and state policies, prepare additional planning documents to fulfill eligibility requirements for the following initiatives:
 - Complete Streets
 - Resiliency
 - Vision Zero – Comprehensive Safety Action Plan
- All MPO tasks and activities pertaining to Complete Streets will be used to increase safe, multi-modal, and accessible travel options for persons of all abilities.

End Products:

- Annual listing of multi-modal transportation project priorities
- 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
- BPAC coordination and participation (quarterly)
- Three signed GPC contracts
- Final report for the Charlotte County Comprehensive Safety Action Plan – March 2025
- Contingent upon new federal and state policies, prepare additional planning documents to fulfill eligibility requirements for the following initiatives:
 - Complete Streets
 - Resiliency

- Vision Zero – Comprehensive Safety Action Plan

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

Funding Sources:	Year 1 – FY 2025	FHWA (PL)	\$25,000
	Year 1 – FY 2025	PL CS*	\$22,989
	Year 1 – FY 2025	FEDERAL (SS4A)	\$195,372
	Year 1 – FY 2025	LOCAL (SS4A)	<u>\$48,968</u>
		TOTAL	\$292,329
	Year 2 – FY 2026	FHWA (PL)	\$ 25,000
	Year 2 – FY 2026	PL CS*	<u>\$ 15,556</u>
		TOTAL	\$ 40,556

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.
 [§ 11206(b)] 2.5% of the total PL allocation for FY 2024/2025 is \$22,989 and for FY 2025/2026 is \$15,556.

Task 6: Estimated Budget Detail For “Planning Task”

Task 6 SPECIAL PROJECT PLANNING									
2025									
Funding Source	FHWA		FHWA		FTA Other		FTA Other		FY 2025 Total
Contract Number	G2W22		G2W22						
Source Level	PL	Total	PL CS*	Total	Federal	Total	Local	Total	
MPO Budget Reference									
Lookup Name	2025 FHWA G2W22 (PL)	FHWA G2W22 (Total)	2025 FHWA G2W22 (PL CS*)	FHWA G2W22 (Total)	2025 FTA Other (Federal)	FTA Other (Total)	2025 FTA Other (Local)	FTA Other (Total)	
Personnel (salary and benefits)									
Salaries, Benefits and other deductions	\$ 25,000	-	\$ 22,989	-	\$ -	-	\$ -	-	\$ 47,989
Personnel (salary and benefits)									
Subtotal	\$ 25,000	\$ 25,000	\$ 22,989	\$ 22,989	\$ -	\$ -	\$ -	\$ -	\$ 47,989
Consultant									
Safe Streets & Roads For All (SS4A) Action Plan		-	\$ -	-	\$ 195,372	-	\$ 48,968	-	\$ 244,340
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 195,372	\$ 195,372	\$ 48,968	\$ 48,968	\$ 244,340
		-		-		-		-	\$ -
Total	\$ 25,000	\$ 25,000	\$ 22,989	\$ 22,989	\$ 195,372	\$ 195,372	\$ 48,968	\$ 48,968	\$ 292,329
2026									
Funding Source	FHWA		FHWA		Local				FY 2026 Total
Contract Number	G2W22		G2W22						
Source	PL	Total	PL CS*	Total	Local	Total		Total	
MPO Budget Reference									
Lookup Name	2026 FHWA G2W22 (PL)	FHWA G2W22 (Total)	2026 FHWA G2W22 (PL CS*)	FHWA G2W22 (Total)	2026 Local (Local)	Local (Total)		(Total)	
Personnel (salary and benefits)									
Salaries, Benefits and other	\$ 25,000	-	\$ 15,556	-		-		-	\$ 40,556
Personnel (salary and benefits)									
Subtotal	\$ 25,000	\$ 25,000		\$ 15,556	\$ -	\$ -	\$ -	\$ -	\$ 40,556
		-		-		-		-	\$ -
Total	\$ 25,000	\$ 25,000	\$ -	\$ 15,556	\$ -	\$ -	\$ -	\$ -	\$ 40,556

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.
 [§ 11206(b)] 2.5% of the total PL allocation for FY 2024/2025 is \$22,989 and for FY 2025/2026 is \$15,556.

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 2023
- 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

Funding Sources:	Year 1 – FY 2025	FHWA (PL)	<u>\$ 19,000</u>
		TOTAL	\$ 19,000
	Year 2 – FY 2026	FHWA (PL)	<u>\$19,000</u>
		TOTAL	\$19,000

Task 7: Estimated Budget Detail For “Planning Task”

Task 7 REGIONAL PLANNING AND COORDINATION			
2025			
Funding Source	FHWA		FY 2025 Total
Contract Number	G2W22		
Source Level	PL	Total	
Lookup Name	2025 FHWA G2W22 (PL)	2025 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 19,000	\$ 19,000	\$ 19,000
2025 Totals	\$ 19,000	\$ 19,000	\$ 19,000
2026			
Funding Source	FHWA		FY 2026 Total
Contract Number	G2W22		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2026 FHWA G2W22 (PL)	2026 FHWA G2W22 (Total)	
Personnel (salary and benefits)	\$ 19,000	\$ 19,000	\$ 19,000
2026 Totals	\$ 19,000	\$ 19,000	\$ 19,000
	FY 2025 & 2026 TOTAL		
Personnel (salary and benefits)	\$ 38,000		
Total	\$ 38,000		

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)
- Staffing of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) quarterly
- Training of LCB membership in January 2024
- Attendance at the annual Commission for the Transportation Disadvantaged (CTD) state training and technology conference (except for 2023 due to Hurricane Idalia cancellation/alternative training provided Spring 2024)
- Assistance with Charlotte Transit marketing and planning activities
- Adopted new TDSP in September 2021 and amended it in May 2022, 2023 and 2024
- 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 2024
- 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 2023
- Developed LCB Grievance Procedures – November 2023

Required Activities:

- Assist with a marketing plan and a fare study for Charlotte County Transit, as well as FTA Section 5310 and 5311 programs review (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 2025 in cooperation with Charlotte County Transit Division
- Recommend the CTC for the next five-year period and coordinate agenda items for Charlotte County BCC, LCB and MPO Board. In conjunction with the Charlotte County Transit Division and the LCB, develop the next Memorandum of Agreement between Charlotte County and the Florida Commission for the Transportation Disadvantaged prior to July 1, 2026.
- Commence development of new TDSP document for next five-year period.
- Execute FTA Section 5305 (d) Consolidated Planning Grant (CPG) FY 2025 – FY 2026
- 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 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) and subsequent federal transportation - Ongoing
- Assist Charlotte County Transit with development of the 2024 Transit Development Plan
- 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 2024 and September 2025

- Develop LCB Grievance Procedures – November 2024 and November 2025

End Products:

- FTA Section 5305 (d) Consolidated Planning Grant (CPG) FY 2025 – FY 2026
- 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 2025
- TDSP/CPT-HSTP Annual Updates in May 2025 and May 2026
- Coordinate with Charlotte County Transit on new Charlotte County TDP (target date: September 2024) and any subsequent annual progress report as required
- LCB Bylaws – September 2024 and September 2025
- LCB Grievance Procedures – November 2024 and November 2025
- 2050 Long Range Transportation Plan (LRTP) Update – October 2025
- Procurement for consulting services to prepare a cost analysis study for Charlotte County Transit. Target completion date: September 2026
- Procurement for consulting services to prepare a Charlotte County Transit Efficiency Study – September 2026 & 2027
- Other special transportation planning studies, as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FFY 2025	FHWA (PL)	\$ 82,845
	Year 1 – FY 2025	FTA Section 5307(County)	\$ 306,946
	Year 1 – FY 2025	TD Planning Grant	<u>\$ 26,437</u>
		TOTAL	\$416,228
	Year 2 –FY 2026	FHWA (PL)	\$88,845
	Year 2 – FY 2026	FTA Section 5307 (County)	\$198,029
	Year 2 – FY 2026	TD Planning Grant	<u>\$27,291</u>
		TOTAL	\$314,165

FY 2026 UPWP Amendment: This amendment adds \$50,000 from FTA Section 5307 for Charlotte County Transit to conduct an Efficiency Study. Corresponding language will be included under Task 8 – Transit & Transportation Disadvantaged (TD) Planning.

Task 8: Estimated Budget Detail For “Planning Task”

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING

2025											
Funding Source		FHWA			CTD			FTA 5307			FY 2025 Total
Contract Number	Source Level	Federal		Total	G2W22		Total	G2Z96		Total	
Lookup Name		2025 (Federal)		2025 (Total)	2025 FHWA G2W22 (PL)		2025 FHWA G2W22 (Total)	2025 CTD G2Z96 (State)		2025 CTD G2Z96 (Total)	2025 FTA 5307 xxxxx (Total)
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 79,445	\$ -	\$ 79,445	\$ 26,437	\$ -	\$ 26,437	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 306,946
Direct Expenses		\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -
2025 Totals		\$ -	\$ -	\$ -	\$ 82,845	\$ -	\$ 82,845	\$ 26,437	\$ -	\$ 26,437	\$ 306,946
2026											
Funding Source		FHWA			CTD			FTA 5307			FY 2026 Total
Contract Number	Source Level	Federal		Total	G2W22		Total	G3C95		Total	
MPO Budget Reference		2026 (Federal)		2026 (Total)	2026 FHWA G2W22 (PL)		2026 FHWA G2W22 (Total)	2026 CTD G3C95 (State)		2026 CTD G3C95 (Total)	2026 FTA 5307 xxxxx (Total)
Personnel (salary and benefits)		\$ 84,445	\$ -	\$ 84,445	\$ 84,445	\$ -	\$ 84,445	\$ 27,291	\$ -	\$ 27,291	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 198,029	\$ -	\$ 198,029	\$ -
Direct Expenses		\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ -
2026 Totals		\$ 88,845	\$ -	\$ 88,845	\$ 88,845	\$ -	\$ 88,845	\$ 27,291	\$ -	\$ 27,291	\$ 198,029
2026 Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,029	\$ -	\$ 198,029	\$ 314,165

FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$ 217,618
Consultant	\$ 504,975
Travel	\$ 3,500
Direct Expenses	\$ 4,300
Total	\$ 730,393

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING

2025									
Funding Source			FHWA		CTD		FTA 5307		FY 2025 Total
Contract Number	G2W22		G2Z96		XXXXX				
Source Level	Federal	Total	PL	Total	State	Total	Federal	Total	
Lookup Name	2025 (Federal)	(Total)	2025 FHWA G2W22 (PL)	FHWA G2W22 (Total)	2025 CTD G2Z96 (State)	CTD G2Z96 (Total)	2025 FTA 5307 XXXXX (Federal)	FTA 5307 XXXXX (Total)	
Personnel (salary and benefits)									
Salaries, Benefits and other deductions	\$ 79,445	-	\$ 79,445	-	\$ 26,437	-		-	\$ 185,327
Personnel (salary and benefits)	\$ 79,445	\$ 79,445	\$ 79,445	\$ 79,445	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ 185,327
Consultant									
TDP Major Update/Progress Report		-		-		-	\$ 306,946	-	\$ 306,946
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 306,946	\$ 306,946	\$ 306,946
Travel									
Travel for Staff and LCB Board Member for trainings, meetings and conference									
	\$ -	-	\$ 1,500	-		-		-	\$ 1,500
Travel Subtotal	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Direct Expenses									
Advertising Costs	\$ -	-	\$ 1,000	-		-		-	\$ 1,000
Registrations, training and conference	\$ -	-	\$ 900	-		-		-	\$ 900
Direct Expenses Subtotal	\$ -	\$ -	\$ 1,900	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 1,900
Total	\$ 79,445	\$ 79,445	\$ 82,845	\$ 82,845	\$ 26,437	\$ 26,437	\$ 306,946	\$ 306,946	\$ 495,673
2026									
Funding Source	FHWA		CTD		FTA 5307				FY 2026 Total
Contract Number	G2W22		G3C95		XXXXX				
Source	PL	Total	State	Total	Federal	Total	Total		
Lookup Name	2026 FHWA G2W22 (PL)	FHWA G2W22 (Total)	2026 CTD G3C95 (State)	CTD G3C95 (Total)	2026 FTA 5307 XXXXX (Federal)	FTA 5307 XXXXX (Total)	(Total)		
Personnel (salary and benefits)									
Salaries, benefits and other deductions	\$ 84,445	-	\$ 27,291	-		-		-	\$ 111,736
Personnel (salary and benefits)	\$ 84,445	\$ 84,445	\$ 27,291	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ 111,736
Consultant									
TDP Major Update/Progress Report & Other planning activities		-		-	\$ 198,029	-	\$ -	-	\$ 198,029
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 198,029	\$ 198,029	\$ -	\$ -	\$ 198,029
Travel									
Travel for Staff and LCB Board Member for trainings, meetings and conference									
	\$ 2,000	-		-		-		-	\$ 2,000
Travel Subtotal	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Direct Expenses									
Advertising Costs	\$ 1,000	-		-		-		-	\$ 1,000
Registrations, training and conference	\$ 1,400	-		-		-		-	\$ 1,400
Direct Expenses Subtotal	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400
Total	\$ 88,845	\$ 88,845	\$ 27,291	\$ 27,291	\$ 198,029	\$ 198,029	\$ -	\$ -	\$ 314,165

FY 2026 UPWP Amendment: This amendment adds \$50,000 from FTA Section 5307 for Charlotte County Transit to conduct an Efficiency Study. Corresponding language will be included under Task 8 – Transit & Transportation Disadvantaged (TD) Planning.

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:

- 2024 Legislative Position Statements prepared in December 2024
- 2025 Legislative Position Statements prepared in December 2025
- 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

Funding Sources:	Year 1 – FY 2023	*LOCAL FUNDS	<u>\$16,569</u>
		TOTAL	\$16,569
	Year 2 – FY 2024	*LOCAL FUNDS	<u>\$16,569</u>
		TOTAL	\$16,569

*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: Estimated Budget Detail For “Planning Task”

Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS				
2025				
Funding Source	Local		FY 2025 Total	
Contract Number				
Source Level	Local	Total		
Lookup Name	2025 Local (Local)	2025 Local (Total)		
Personnel (salary and benefits)	\$ 13,450	\$ 13,450	\$ 13,450	
Travel	\$ 700	\$ 700	\$ 700	
Direct Expenses	\$ 2,419	\$ 2,419	\$ 2,419	
2025 Totals	\$ 16,569	\$ 16,569	\$ 16,569	
2026				
Funding Source	Local		FY 2026 Total	
Contract Number				
Source	Local	Total		
Lookup Name	2026 Local (Local)	2026 Local (Total)		
Personnel (salary and benefits)	\$ 13,450	\$ 13,450	\$ 13,450	
Consultant	\$ -	\$ -	\$ -	
Travel	\$ 700	\$ 700	\$ 700	
Direct Expenses	\$ 2,419	\$ 2,419	\$ 2,419	
2026 Totals	\$ 16,569	\$ 16,569	\$ 16,569	
	FY 2025 & 2026 TOTAL			
Personnel (salary and benefits)	\$ 26,900			
Travel	\$ 1,400			
Direct Expenses	\$ 4,838			
Total	\$ 33,138			

Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS			
2025			
Funding Source	Local		FY 2025 Total
Contract Number			
Source Level	Local	Total	
Lookup Name	2025 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/other expenses.	\$ 12,000	-	\$ 12,000
Personnel (salary and benefits)	\$ 13,450	\$ 13,450	\$ 13,450
Travel			
Mileage not covered by FDOT for Class C trips, meals and local trips	\$ 700	-	\$ 700
Travel Subtotal	\$ 700	\$ 700	\$ 700
Direct Expenses			
MPO Board and Committee Meeting refreshments	\$ 650	-	\$ 650
Peggy Walters Award Plaque	\$ 469	-	\$ 469
Any promotional items and operating expenses	\$ 500	-	\$ 500
Memberships and Dues not allowable by State	\$ 800	-	\$ 800
Direct Expenses Subtotal	\$ 2,419	\$ 2,419	\$ 2,419
Total	\$ 16,569	\$ 16,569	\$ 16,569
2026			
Funding Source	Local		FY 2026 Total
Contract Number			
Source	Local	Total	
Lookup Name	2026 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/other expenses.	\$ 12,000	-	\$ 12,000
Personnel (salary and benefits)	\$ 13,450	\$ 13,450	\$ 13,450
Travel			
Mileage not covered by FDOT for Class C trips, meals and local trips	\$ 700	-	\$ 700
Travel Subtotal	\$ 700	\$ 700	\$ 700
Direct Expenses			
MPO Board and Committee Meeting refreshments	\$ 650	-	\$ 650
Peggy Walters Award Plaque	\$ 469	-	\$ 469
Any promotional items and operating expenses	\$ 500	-	\$ 500
Memberships and Dues not allowable by State	\$ 800	-	\$ 800
Direct Expenses Subtotal	\$ 2,419	\$ 2,419	\$ 2,419
Total	\$ 16,569	\$ 16,569	\$ 16,569

Table 1: Agency Funding Source Table FY 2025- FY 2026

Funding Source
December 15, 2025

Contract	Funding Source	Source Level	2025			2026			FY 2025 Funding Source			FY 2026 Funding Source					
			State	Federal	Soft Match	State	Federal	Soft Match	State	Federal	Soft Match	State	Federal	Soft Match	State	Local	
G2796	CTD	State	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			CTD G2796 TOTAL	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G3C95	CTD	State	\$ -	\$ 27,291	\$ -	\$ -	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,291	\$ -
			State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G3C95	CTD	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G2W22	FHWA	PL	\$ 680,585	\$ 634,248	\$ 150,106	\$ 680,585	\$ -	\$ -	\$ -	\$ 139,886	\$ 634,248	\$ -	\$ -	\$ -	\$ -	\$ -	
			PL CS*	\$ 22,989	\$ 15,556	\$ 5,070	\$ 22,989	\$ -	\$ -	\$ -	\$ 3,431	\$ 15,556	\$ -	\$ -	\$ -	\$ -	\$ -
G2W22	FHWA	PL Daobligation	\$ 215,984	\$ -	\$ 47,636	\$ 215,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			SL	\$ 102,547	\$ -	\$ 22,617	\$ 102,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KXKKX	FTA S307	FHWA G2W22 TOTAL	\$ 1,022,105	\$ 649,804	\$ 225,429	\$ 1,022,105	\$ -	\$ -	\$ 143,317	\$ 649,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			Federal	\$ 306,946	\$ 198,029	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 198,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KXKKX	FTA S307	FTA S307 xxxxxx TOTAL	\$ 306,946	\$ 198,029	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 198,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Federal	\$ 195,372	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KXKKX	FTA Other	Local	\$ 48,968	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			FTA Other TOTAL	\$ 244,340	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local	Local	Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ 16,569	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569
			Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ 16,569	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

12-15-25 FY 2026 UPWP Amendment: This amendment adds \$50,000 from FTA Section 5307 for Charlotte County Transit to conduct an Efficiency Study.

Corresponding language will be included under Task 8 – Transit & Transportation Disadvantaged (TD) Planning.

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.

§ 11206(b) 2.5% of the total PL allocation for FY 2024/2025 is \$21,989 and for FY 2025/2026 is \$15,556.

Table 2: Agency Participation Table FY 2025 – FY 2026

Agency Participation
December 15, 2025

Funding Source	CTD G2256 2025	CTD G3C95 2026	FHWA G2W22 2025	FHWA G2W22 2026	FTA 5307 xxxx 2025	FTA Other 2025	Local 2025	Local 2026
Contract								
Fiscal Year								
Total Budget	\$ 26,437	\$ 27,291	\$ 1,022,105	\$ 649,804	\$ 306,946	\$ 198,029	\$ 195,372	\$ 65,537
Task 1 ADMINISTRATION								
Personnel (salary and benefits)	\$ -	\$ -	\$ 320,994	\$ 259,418	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 4,000	\$ 5,500	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 76,520	\$ 79,320	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 2,000	\$ 2,200	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 404,514	\$ 347,938	\$ -	\$ -	\$ -	\$ -
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING								
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,273	\$ 42,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 45,273	\$ 42,000	\$ -	\$ -	\$ -	\$ -
Task 3 PUBLIC PARTICIPATION PLAN (PPP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ 48,953	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 318,531	\$ 31,465	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 367,484	\$ 61,465	\$ -	\$ -	\$ -	\$ -
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Task 6 SPECIAL PROJECT PLANNING								
Personnel (salary and benefits)	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 22,989	\$ 15,556	\$ -	\$ -	\$ 195,372	\$ -
Sub Total	\$ -	\$ -	\$ 47,989	\$ 40,556	\$ -	\$ -	\$ 195,372	\$ -
Task 7 REGIONAL PLANNING AND COORDINATION								
Personnel (salary and benefits)	\$ -	\$ -	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -
Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING								
Personnel (salary and benefits)	\$ 26,437	\$ 27,291	\$ 79,445	\$ 84,445	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 306,946	\$ 198,029	\$ -	\$ 48,968
Travel	\$ -	\$ -	\$ 1,500	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 1,900	\$ 2,400	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 26,437	\$ 27,291	\$ 82,845	\$ 88,845	\$ 306,946	\$ 198,029	\$ -	\$ 48,968
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,450
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,419
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569
TOTAL PROGRAMMED	\$ 26,437	\$ 27,291	\$ 1,022,105	\$ 649,804	\$ 306,946	\$ 198,029	\$ 195,372	\$ 65,537

FY 2026 UPWP Amendment: This amendment adds \$50,000 from FTA Section 5307 for Charlotte County Transit to conduct an Efficiency Study. Corresponding language will be included under Task 8 – Transit & Transportation Disadvantaged (TD) Planning.

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning.
[§ 11206(b)] 2.5% of the total PL allocation for FY 2024/2025 is \$22,989 and for FY 2025/2026 is \$15,556.

Appendices

Appendix A - State, Federal and FTA Planning Emphasis Area Matrix

UPWP FY 2025 – FY 2026 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 2025 – FY 2026 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 2025-2026 State Planning Factors Emphasis Areas

Florida Planning Emphasis Areas

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 "Justice 40 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

Appendix C - Federal Highway Administration (FHWA) & Federal Transit Administration (FTA) Planning EmphasisAreas



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 & Assurances

Debarment and Suspension

Lobbying

DBE

Title VI Nondiscrimination Agreement

Appendix A and Appendix E

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

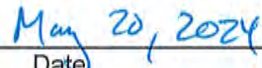
525-010-08
POLICY PLANNING
05/18

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

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

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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, "DisclosureForm 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)

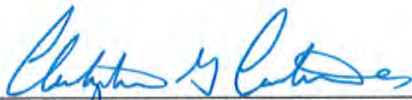
May 20, 2024
Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

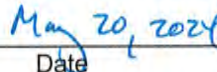
It is the policy of the Charlotte County-Punta Gorda MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business 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

FLORIDA DEPARTMENT OF TRANSPORTATION
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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)

May 20, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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APPENDICES A and E

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

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

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a 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 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

Planning Studies Matrix for the City of Punta Gorda FY 2025 -FY 2026				
Project Info.	Lead Agency/Dept.	FY Project Started	Cost	Source of Funds
Parks and Recreation Master Plan Update	Urban Design Staff	Ongoing - 2024	TBD - Staff and volunteer time	Local
Boca Grande Stormwater Mitigation Project	Consultant & City Staff	FY2024/FY2025	\$ 7,390,673	Local, State Grant, Federal Grant, Other Grant Funds
Comprehensive Plan Updates	Consultant	Complete (2024)	\$ 125,000	Local
Land Development Regulation Rewrite	Consultant	Complete (2024)	\$ 225,000	Local

FY 2023 - FY 2024 Planning Studies Information in Charlotte County				
Project Info	Lead Agency/Dept.	Project Start Date/ In-Progress	In-house/ Consulting Cost	Source of Funds
Charlotte County Sewer Master Plan	Utilities Department	In-Progress	\$ 624,000	Local
Sunrise Park Master Plan Update	Public Works	In-Progress	\$ 56,285	State & Local
Murdock CRA	Murdock Village CRA/Economic Development	In-Progress	In-House Project /Consulting	Local
Parkside CRA	Parkside CRA/Economic Development/Public Works	In-Progress	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

FY 2025 – FY 2026 Planning Studies Activities for Charlotte County Airport Authority

CAPITAL IMPROVEMENT PROGRAM MASTER FINANCIAL SUMMARY

Last Update: December 12, 2023

Project List	2023	COST ESTIMATE	FAA Funds	FAA BL Infrastructure	FAA BL Terminal	FAA Discretionary	FY25 % of Avail	FY25 \$	FY26 \$	TSA	CQAA	FY25 Funding	FY26 Funding	CFC
McIntosh & Operations Center		\$ 7,815,200						\$ 3,540,000	\$ 3,540,000			\$ 3,540,000	\$ 3,540,000	
Phases 1 & 2: Upgrade to Tower 1 (MP1 & 2) Group II		\$ 7,815,200						\$ 3,540,000	\$ 3,540,000			\$ 3,540,000	\$ 3,540,000	
Refurb - Access Control		\$ 400,000						\$ 180,000	\$ 180,000			\$ 180,000	\$ 180,000	
2023 Totals		\$ 15,030,400						\$ 5,260,000	\$ 5,260,000			\$ 5,260,000	\$ 5,260,000	
2024														
2024 Financial Summary														
Committed		\$ -												
Allocated FY 24		\$ 4,151,691												
Total Budget		\$ 4,151,691												
Total Estimate		\$ 4,151,691												
Unbudgeted/Committed		\$ -												
2025														
2025 Financial Summary														
Committed		\$ -												
Allocated FY 25		\$ 4,151,691												
Total Budget		\$ 4,151,691												
Total Estimate		\$ 4,151,691												
Unbudgeted/Committed		\$ -												

2025													
Project List	COST ESTIMATE	FAA Entitlement	FAA BIL Infrastructure	FAA BIL Terminal	FAA Discretionary	FDOT 5% or Max	FDOT 50%	FDOT Future	TSA	CCAA	PFC Existing	PFC Future	Insurance
Rehab Taxiway A (MPU #13) (Wbs FY 25)	\$ 13,000,000	\$ 7,778,221			\$ 3,921,779	\$ 650,000					\$ 330,000	\$ 320,000	
Perimeter Road P2A, South Ramp to East Side (MPU #7) (Wbs FY 24)	\$ 4,000,000		\$ 3,600,000								\$ 310,000	\$ 90,000	
North Aeron Rehab (MPU #23)	\$ 1,000,000				\$ 1,000,000						\$ 120,000	\$ 60,000	
Master Plan Update		\$ 1,600,000				\$ 60,000							
2025 Total	\$ 19,400,000	\$ 8,858,221	\$ 3,600,000	\$ -	\$ 5,021,779	\$ 710,000	\$ -	\$ -	\$ -	\$ -	\$ 780,000	\$ 470,000	\$ -
2025 Financial Summary													
Carryover	\$ -	\$ 5,558,221	\$ 988,755							\$ (4,497,397)	\$ (12,494,162)	\$ -	\$ 3,900,000
Allocated FY 25	\$ -	\$ 3,600,000	\$ 4,330,750							\$ 2,000,000	\$ 4,500,000	\$ -	\$ 1,500,000
Total Budget	\$ -	\$ 8,858,221	\$ 5,269,515							\$ (2,497,397)	\$ (7,994,162)	\$ -	\$ 4,800,000
Total Estimate	\$ 19,400,000	\$ 8,858,221	\$ 3,600,000							\$ -	\$ 1,230,000	\$ -	\$ -
Variance/Carryover	\$ -	\$ -	\$ 1,669,515							\$ (2,497,397)	\$ (9,194,162)	\$ -	\$ 4,800,000
2026													
Project List	COST ESTIMATE	FAA Entitlement	FAA BIL Infrastructure	FAA BIL Terminal	FAA Discretionary	FDOT 5% or Max	FDOT 50%	FDOT Future	TSA	CCAA	PFC Existing	PFC Future	Insurance
Realign Taxiway F (MPU #15)	\$ 2,150,000		\$ 1,935,000			\$ 107,500						\$ 107,500	
Expand Air Carrier Apron (MPU #25)	\$ 4,150,000		\$ 3,735,000			\$ 207,500						\$ 207,500	
Rehab South Apron (MPU #40)	\$ 3,000,000	\$ 2,160,000	\$ 540,000			\$ 150,000						\$ 150,000	
Construct Holding Bay at RW 22 Approach (MPU #11)	\$ 1,300,000				\$ 1,170,000	\$ 65,000						\$ 65,000	
Construct New T-changars at 600 Series	\$ 4,000,000					\$ 2,100,000				\$ 2,000,000			
Rental Car Facility Phase 2 - QTA	\$ 6,000,000					\$ 3,000,000							
2026 Total	\$ 20,600,000	\$ 2,160,000	\$ 6,210,000	\$ -	\$ 1,170,000	\$ 330,000	\$ 5,000,000	\$ -	\$ -	\$ 2,000,000	\$ -	\$ 530,000	\$ 3,900,000
2026 Financial Summary													
Carryover	\$ -	\$ -	\$ 1,669,515							\$ (2,497,397)	\$ (8,194,162)	\$ -	\$ 4,800,000
Allocated FY 26	\$ -	\$ 3,600,000	\$ 4,330,750							\$ 2,000,000	\$ 4,500,000	\$ -	\$ 1,500,000
Total Budget	\$ -	\$ 3,600,000	\$ 6,000,265							\$ (497,397)	\$ (4,494,162)	\$ -	\$ 6,300,000
Total Estimate	\$ 20,600,000	\$ 2,160,000	\$ 6,210,000							\$ 2,000,000	\$ 530,000	\$ -	\$ 3,900,000
Variance/Carryover	\$ -	\$ 1,440,000	\$ (269,735)							\$ (2,497,397)	\$ (5,224,162)	\$ -	\$ 3,900,000

Appendix F - Florida Department of Transportation
(FDOT) District One District Wide Planning
Activities/Contracts (FY 2025-FY 2026)

Florida Department of Transportation - District One District Wide Planning Activities/Contracts

(FY 2025- FY 2026)

Contract Work
GIS Application Development and System Maintenance
System Planning and 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 System Corridor Studies Federal Planning Emphasis Area (FPE's) and minor update(s) to the D1 Planning Factors for FY25-FY26 UPWP • Growth Management <u>Technical Support</u>
Complete Street Technical Support
Freight Mobility Support
Promoting and coordinating Safety for all modes of Transportation, including bicycle and pedestrian
Transportation Alternatives Program Development

Appendix G - FY 2024/2025 – FY 2025/2026 UPWP
Comments received from FDOT, FHWA & FTA

To: Harris, D’Juan; Gurram, Lakshmi N; Leslie, Bekie
Cc: Peters, Victoria; Gaither, Wayne; Barr, Pamela
Subject: RE: Draft UPWP Review with Carlos
Date: Thursday, April 4, 2024 2:45:08 PM
Attachments: 2.5% set aside for Complete Streets Planning.pdf
Collier MPO 2.5% Example Draft UPWP - Task 5.pdf

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 D’Juan:

Thanks for the timely submittal of the Charlotte County-Punta Gorda MPO 24/25 - 25/26 UPWP.
Here are a few notes:

- Please include a statement indicating that the Charlotte County-Punta Gorda MPO uses at least 2.5% of its PL funds on specific activities to increase safe and accessible travel options for all persons. See attached PDF. Note: There’s no prescribed way to present this. Collier MPO is a good example (See attached 2.5% Example).
- Noteworthy: The financial information in the *Funding Source Table* (pg. 55) is easy to read and complements the narrative in each task.
- Noteworthy: The Charlotte Punta Gorda MPO includes SS4A in Task 6 of the UPWP. Presenting this augments the extensive Bike/Ped activities, much of it through the Bicycle/Pedestrian Advisory Committee.
- Thank you for including deobligated funds in the *Funding Source Table*. This provides transparency about previous PL funds UPWP. Please include a similar note in the Task 4 budget table (pg. 35).

Thanks again for your work on the UPWP and the timely submittal. Please contact me for any questions.

Carlos A. Gonzalez

Transportation Planning Specialist | FHWA FL Division

E-mail: carlos.a.gonzalez@dot.gov

Phone: (850) 553-2221



Appendix H - Metropolitan Planning Organization Agreement/Amendment to Agreement

FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439316-5-14-01 and 439316-5-14-02</u> (item segment phase sequence)	Fund: <u>PL and SL</u> Function: <u>615</u> and <u>215</u>	FLAIR Approp.: <u>88854</u> FLAIR Obj.: <u>780000</u>
Contract No.: <u>G2W22</u>	Federal Award Identification No. (FAIN): <u>0408 062</u>	Org. Code: <u>55012010130</u>
	MPO SAM No.: <u>CAF5J662SND5</u>	Vendor No.: <u>F596000541056</u>
CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>		

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 05/25/2024 day of MAY, 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 1050 Loveland Boulevard, Port Charlotte, FL33980, and whose System for Award Management (SAM) Number is: CAF5J662SND5 (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:

- 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.
- 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".
- 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.
- Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
- Project Cost:** The total budgetary ceiling for the Project is \$1,525,781.00. 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
439316-5-14-01 FY2025 PL	\$601,027.00
439316-4-14-01 FY2024 PL De-Obligated amount add	\$238,531.00

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439316-5-14-01	FY2026 PL	\$606,223.00
439316-5-14-02	FY2025 SL	\$80,000.00

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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, 2024 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2026. If the Agreement is fully executed after July 1, 2024, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2026. 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 no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).

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

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

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)

Signature

MPO Chair

Title

DocuSigned by:

L. K. Nandam

Department of Transportation

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05/22/2024 | 10:01 AM

Signature

District Secretary

DocuSigned by:

Don Conway

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DS

DC

Legal Review

MPO

Legal Review

Department of Transportation

Approved as to Form
and Legal Sufficiency

Janette S. Knowlton, County Attorney
1284-0358 K.M.W.

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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:** \$1,525,781.00

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

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

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

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

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

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

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

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Exhibit "C"
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).

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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 FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439316-5-14-01</u> <u>439316-5-14-02</u> (Item-segment-phase-sequence) Contract No.: <u>G2W22</u> CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>	Fund: <u>PL and SL</u> Function: <u>615 and 215</u> Federal Award Project No.: <u>0408-062-M</u> MPO SAM No.: <u>CAF5J662SND5</u>	FLAIR Approp.: <u>088854 FLAIR Obj.:</u> <u>780000</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F596000541056</u>
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THIS AMENDMENT TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this _____ day of _____, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 801 North Broadway Avenue, Bartow, Florida 33830 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 1050 Loveland Boulevard Box C, Port Charlotte, FL33980, and whose System for Award Management (SAM) Number is: CAF5J662SND5 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on May 22, 2024 entered into an FDOT/Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

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

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

1. Paragraph 5 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,671,909.00. 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
439316-5-14-01 FY2025 PL	\$ 919,558.00
439316-5-14-02 FY2025 SL	\$102,547.00
439316-5-14-01 FY2026 PL	\$ 606,223.00
439316-5-14-01 FY2026 PL Carry Forward	\$ 36,630.00
439316-5-14-01 FY2026 5305(d) PL	\$ 6,951.00

Exhibit A (Scope of Work) of the Agreement is amended as follows: Increase FY 2026 PL Carry Forward by \$36,630 to total \$36,630. Increase FY 2026 CPG 5305(d) PL funds by \$6,951 to total \$6,951. 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.

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

MPO

Florida Department of Transportation

Charlotte County-Punta Gorda MPO

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

MPO Chair

District Secretary

Title

Title

DC

Legal Review

MPO

Legal Review

Department of Transportation

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**


Janette S. Knowlton, County Attorney
UR25-0130 JN

**AMENDMENT TO THE
FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>439316-5-14-01</u> <u>439316-5-14-02</u> (item-segment-phase-sequence) Contract No.: <u>G2W22</u> CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>	Fund: <u>PL and SL</u> Function: <u>615 and 215</u> Federal Award Project No.: <u>0408-062-M</u> MPO SAM No.: <u>CAF5J662SND5</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55012010130</u> Vendor No.: <u>F596000541056</u>
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THIS AMENDMENT TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this 11/06/2024 day of NOVEMBER, 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 1050 Loveland Boulevard Box C, Port Charlotte, FL33980, and whose System for Award Management (SAM) Number is: CAF5J662SND5 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on May 22,2024 entered into an FDOT/Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

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

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

1. Paragraph 5 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,628,328.00. 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
439316-5-14-01 FY2025 PL	\$ 919,558.00
439316-5-14-02 FY2025 SL	\$102,547.00
439316-5-14-01 FY2026 PL	\$ 606,223.00

Exhibit A (Scope of Work) of the Agreement is amended as follows: Increase FY2025 PL funds by \$74,346 to total \$919,558.00. Increase FY2025 SL funds by \$22,547.00 to total \$102,547. This amendment is more fully described in the attached UPWP Revision Form #2.

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

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

MPO

Florida Department of Transportation

Charlotte County-Punta Gorda MPO

MPO Name

Christopher G. Constance, MD

Signatory (Printed or Typed)

Signature

MPO Chair

Title

L.K. Nandan

Department of Transportation

Signature

District Secretary

Title

Legal Review

MPO

Legal Review

Department of Transportation

Approved as to Form
and Legal Sufficiency

Janette S. Knowlton, County Attorney

1224-0870

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DC

Appendix I - Long Range Transportation Planning (LRTP) – Scope of Services

Available upon request