



Revision #:

of:

Revision Type:

Total Budget Amount for FY

Task #	Task Name	Amendment Type

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

Agency	Reviewer	Comments
FDOT	Reviewer:	
	Action:	
FHWA	Reviewer:	
	Action:	
FTA	Reviewer:	
	Action:	



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 8/4/2025

Revision Number: Revision 4

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

Name: Pamela Barr

Community Liaison
Title and District

Signature

8/4/2025

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

525-010-02a
POLICY PLANNING
OGC – 02/24
Page 1 of 2

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 _____ 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: adding \$36,630 PL Carry Forward and \$6,951 CPG 5305(d) PL funds to FY2026. 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

Title

District Secretary

Title

Legal Review

MPO

Legal Review

Department of Transportation

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.

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		

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 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
- 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)	\$ 82,845 \$88,845
	Year 2 – FY 2026	FTA Section 5307 (County)	\$ 48,029 \$148,029
	Year 2 – FY 2026	TD Planning Grant	\$ 26,437 \$27,291
		TOTAL	\$157,311 \$264,165

FY 2026 UPW Amendment: This amendment includes an additional \$6,000 in FHWA (PL) 5305(d) funds, an added allocation of \$854 from the Commission for the Transportation Disadvantaged (CTD) and \$100,000 in Section 5307 Transit funds to support consulting services for a cost analysis comparing in-house drivers to contracted services.

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING

2026									
Funding Source	FHWA		CTD		FTA 5307				FY 2026 Total
Contract Number	G2W22		G3C95		XXXXXX				
Source	PL	Total	State	Total	Federal	Total		Total	
MPO Budget Reference									
Lookup Name	2026 FHWA G2W22 (PL)	2026 FHWA G2W22 (Total)	2026 CTD G3C95 (State)	2026 CTD G3C95 (Total)	2026 FTA 5307 XXXXX (Federal)	2026 FTA 5307 XXXXX (Total)		2026 (Total)	
Personnel (salary and benefits)	\$ 84,445	\$ 84,445	\$ 27,291	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ 111,736
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 148,029	\$ 148,029	\$ -	\$ -	\$ 148,029
Travel	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Direct Expenses	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400
2026 Totals	\$ 88,845	\$ 88,845	\$ 27,291	\$ 27,291	\$ 148,029	\$ 148,029	\$ -	\$ -	\$ 264,165

[illegible]

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING									
2025									
Funding Source			FHWA		CTD		FTA 5307		FY 2025 Total
Contract Number			G2W22		G2Z96		xxxxxx		
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	-	\$ 26,437	-		-	\$ 105,882
Personnel (salary and benefits)	\$ -	\$ -	\$ 79,445	\$ 79,445	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ 105,882
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	\$ -	\$ -	\$ 82,845	\$ 82,845	\$ 26,437	\$ 26,437	\$ 306,946	\$ 306,946	\$ 416,228
2026									
Funding Source	FHWA		CTD		FTA 5307				FY 2026 Total
Contract Number	G2W22		G3C95		xxxxxx				
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		-		-	\$ 148,029	-	\$ -	-	\$ 148,029
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 148,029	\$ 148,029	\$ -	\$ -	\$ 148,029
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	\$ 148,029	\$ 148,029	\$ -	\$ -	\$ 264,165
FY 2026 UPW Amendment: This amendment includes an additional \$6,000 in FHWA (PL) 5305(d) funds, an added allocation of \$854 from the Commission for the Transportation Disadvantaged (CTD) and \$100,000 in Section 5307 Transit funds to support consulting services for a cost analysis comparing in-house drivers to contracted services.									

Table 1: Agency Funding Source Table FY 2025- FY2026

Funding Source
August 4, 2025

Contract	Funding Source	Source Level			FY 2025 Funding Source				FY 2026 Funding Source			
			2025	2026	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2Z96	CTD	State	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD G2Z96 TOTAL	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ -	\$ -
G3C95	CTD	State	\$ -	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,291	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD G3C95 TOTAL	\$ -	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,291	\$ -
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	\$ -	\$ -
		PL Deobligation	\$ 215,984	\$ -	\$ 47,636	\$ 215,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		SL	\$ 102,547	\$ -	\$ 22,617	\$ 102,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA G2W22 TOTAL	\$ 1,022,105	\$ 649,804	\$ 225,429	\$ 1,022,105	\$ -	\$ -	\$ 143,317	\$ 649,804	\$ -	\$ -
xxxxx	FTA 5307	Federal	\$ 306,946	\$ 148,029	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 148,029	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FTA 5307 xxxxx TOTAL	\$ 306,946	\$ 148,029	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 148,029	\$ -	\$ -
	FTA Other	Federal	\$ 195,372	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
		FTA Other TOTAL	\$ 244,340	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
	Local	Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569

			TOTAL	\$ 1,616,397	\$ 841,693	\$ 225,429	\$ 1,524,423	\$ 26,437	\$ 65,537	\$ 143,317	\$ 797,833	\$ 27,291	\$ 16,569
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8-4-25 -UPWP Amendment: adding \$36,630 PL Carry-Froward and \$6,951 in CPG 5305(d) PL funds to FY 2026. Also, added allocation of \$854 from the Commission for the Transportation Disadvantaged (CTD) in Transportation Disadvantaged (TD) Funds to Task 8 - Transit & Transportation Disadvantaged (TD) Planning and \$100,000 in Section 5307 Transit funds to support consulting services for a cost analysis comparing in-house drivers to contracted services.

*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.

Table 2: Agency Participation Table FY 2025 - FY2026

**Agency Participation
August 4, 2025**

	Funding Source	CTD	CTD	FHWA	FTA 5307	FTA Other	Local				
	Contract	G2Z96	G3C95	G2W22	xxxxx						
	Fiscal Year	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
	Total Budget	\$ 26,437	\$ 27,291	\$ 1,022,105	\$ 649,804	\$ 306,946	\$ 148,029	\$ 195,372	\$ -	\$ 65,537	\$ 16,569
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	\$ 148,029	\$ -	\$ -	\$ 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	\$ 148,029	\$ -	\$ -	\$ 48,968	\$ -
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS											
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,450	\$ 13,450
	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700
	Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,419	\$ 2,419
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569	\$ 16,569
	TOTAL PROGRAMMED	\$ 26,437	\$ 27,291	\$ 1,022,105	\$ 649,804	\$ 306,946	\$ 148,029	\$ 195,372	\$ -	\$ 65,537	\$ 16,569
8-4-25 -UPWP Amendment: adding \$36,630 PL Carry-Forward and \$6,951 in CPG 5305(d) PL funds to FY 2026. Also, added allocation of \$854 from the Commission for the Transportation Disadvantaged (CTD) in Task 8 - Transit & Transportation Disadvantaged (TD) Planning, and \$100,000 in Section 5307 Transit funds to support consulting services for a cost analysis comparing in-house drivers to contracted services.											
*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 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)	<u>\$317,357</u>
		TOTAL	\$317,357

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 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)	\$ 233,837	\$ 233,837	\$ 233,837
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 75,020	\$ 75,020	\$ 75,020
Supplies	\$ 2,000	\$ 2,000	\$ 2,000
Equipment	\$ 1,000	\$ 1,000	\$ 1,000
2026 Totals	\$ 317,357	\$ 317,357	\$ 317,357
	FY 2025 & 2026		
Personnel (salary and benefits)	\$ 554,831		
Consultant	\$ -		
Travel	\$ 9,500		
Direct Expenses	\$ 151,540		
Indirect Expenses	\$ -		
Supplies	\$ 4,000		
Equipment	\$ 2,000		
Total	\$ 721,871		

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	\$ 233,837	-	\$ 233,837
Personnel (salary and benefits) Subtotal	\$ 233,837	\$ 233,837	\$ 233,837
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	\$ 3,700		\$ 3,700
Subcriptions - newspapers, MPO website updates, improvements/maintenance, books & publication	\$ 2,050		\$ 2,050
Advertising Costs-Boards, Committee meetings, committee vacancies, PPP, LRTP, TIP, job vacancies,etc.	\$ 2,000		\$ 2,000
Postage and Freight Costs	\$ 2,000		\$ 2,000
Janitorial Cleaning Services Costs	\$ 850		\$ 850
Printing and Binding /Other Charges & Obligation	\$ 800		\$ 800
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	\$ 2,000		\$ 2,000
Communication -cell phone	\$ 900		\$ 900
R/M Equipment/vehicle	\$ 2,000	-	\$ 2,000
Direct Expenses Subtotal	\$ 75,020	\$ 75,020	\$ 75,020
Supplies			
Departmental/Office Supplies	\$ 2,000	-	\$ 2,000
Supplies Subtotal	\$ 2,000	\$ 2,000	\$ 2,000
Equipment			
Peripherals Equipment	\$ 1,000	-	\$ 1,000
Equipment Subtotal	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 317,357	\$ 317,357	\$ 317,357
3-11-25-UPWP administrative revision-Moved \$4,500 between expense into Task 1-Administration into Advertising expense line			

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) \$45,273

TOTAL **\$45,273**

Year 2 – FY 2026 FHWA (PL) \$35,000

TOTAL **\$35,000**

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	\$ 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	\$ 35,000	-	\$ 35,000
Personnel (salary and benefits) Subtotal	\$ 35,000	\$ 35,000	\$ 35,000
Consultant			
Consultant Subtotal	\$ -	\$ -	\$ -
Total	\$ 35,000.00	\$ 35,000	\$ 35,000.00
October 21, 2024 UPWP Amendment increasing FY 2025 Task 2 Salary & Benefits line by \$6,273			

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
- 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)	\$ 82,845
	Year 2 – FY 2026	FTA Section 5307 (County)	\$ 48,029
	Year 2 – FY 2026	TD Planning Grant	<u>\$ 26,437</u>
		TOTAL	\$157,311

[illegible]

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING											
2025											
Funding Source			FHWA		CTD		FTA 5307		FY 2025 Total		
Contract Number			G2W22		G2Z96		xxxxxx				
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	-	\$ 26,437	-		-	\$ 105,882		
Personnel (salary and benefits)	\$ -	\$ -	\$ 79,445	\$ 79,445	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ 105,882		
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	\$ -	\$ -	\$ 82,845	\$ 82,845	\$ 26,437	\$ 26,437	\$ 306,946	\$ 306,946	\$ 416,228		
2026											
Funding Source	FHWA		CTD		FTA 5307		FY 2026 Total				
Contract Number	G2W22		G2Z96		xxxxxx						
Source	PL	Total	State	Total	Federal	Total					Total
Lookup Name	2026 FHWA G2W22 (PL)	FHWA G2W22 (Total)	2026 CTD G2Z96 (State)	CTD G2Z96 (Total)	2026 FTA 5307 xxxxx (Federal)	FTA 5307 xxxxx (Total)					(Total)
Personnel (salary and benefits)											
Salaries, benefits and other deductions	\$ 79,445	-	\$ 26,437	-		-		-	\$ 105,882		
Personnel (salary and benefits)	\$ 79,445	\$ 79,445	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ -	\$ -	\$ 105,882		
Consultant											
TDP Major Update/Progress Report		-		-	\$ 48,029	-	\$ -	-	\$ 48,029		
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 48,029	\$ 48,029	\$ -	\$ -	\$ 48,029		
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	\$ 82,845	\$ 82,845	\$ 26,437	\$ 26,437	\$ 48,029	\$ 48,029	\$ -	\$ -	\$ 157,311		

Table 1: Agency Funding Source Table FY 2025- FY2026

Funding Source
March 11, 2025

Contract	Funding Source	Source Level			FY 2025 Funding Source				FY 2026 Funding Source			
			2025	2026	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2Z96	CTD	State	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -
		CTD G2Z96 TOTAL	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -
G2W22	FHWA	PL	\$ 680,585	\$ 590,667	\$ 150,106	\$ 680,585	\$ -	\$ -	\$ 130,274	\$ 590,667	\$ -	\$ -
		PL CS*	\$ 22,989	\$ 15,556	\$ 5,070	\$ 22,989	\$ -	\$ -	\$ 3,431	\$ 15,556	\$ -	\$ -
		PL Deobligation	\$ 215,984	\$ -	\$ 47,636	\$ 215,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		SL	\$ 102,547	\$ -	\$ 22,617	\$ 102,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA G2W22 TOTAL	\$ 1,022,105	\$ 606,223	\$ 225,429	\$ 1,022,105	\$ -	\$ -	\$ 133,705	\$ 606,223	\$ -	\$ -
xxxxx	FTA 5307	FTA 5307 xxxxxx TOTAL	\$ 306,946	\$ 48,029	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 48,029	\$ -	\$ -
	FTA Other	Federal	\$ 195,372	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
		FTA Other TOTAL	\$ 244,340	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
	Local	Local	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569
		TOTAL	\$ 1,616,397	\$ 697,258	\$ 225,429	\$ 1,524,423	\$ 26,437	\$ 65,537	\$ 133,705	\$ 654,252	\$ 26,437	\$ 16,569
3-11-25 -Administrative revision-moved \$4,500 from Task 1-expenses adding it in Advertsiing expense.												
10-21-24UPWP amendment: Added \$22,547 in FY 2025 Task 4-LRTP SL Fund and \$74,346 PL funds that were unencumbered in FY 2024 to FY 2025 UPWP												
Charlotte Amended 7-29-24 UPWP FY 2024/2025 adding CPG 5305(d) funds in the amount of \$5,654 in Task 1 Administration - Salaries and Benefits account line.												
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 Transportaion Plan (LRTP) consultant account line. These monies will be utilize in producing the 2050 LRTP update.												
*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.												

Table 2: Agency Participation Table FY 2025 - FY2026

**Agency Participation
March 11, 2025**

Funding Source	CTD G2296		FHWA G2W22		FTA 5307 XXXXX		FTA Other		Local	
Contract	G2296		G2W22		XXXXX					
Fiscal Year	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
Total Budget	\$ 26,437	\$ 26,437	\$ 1,022,105	\$ 606,223	\$ 306,946	\$ 48,029	\$ 195,372	\$ -	\$ 65,537	\$ 16,569
Task 1 ADMINISTRATION										
Personnel (salary and benefits)	\$ -	\$ -	\$ 320,994	\$ 233,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 4,000	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 76,520	\$ 75,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 404,514	\$ 317,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING										
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,273	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 45,273	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -
Sub Total	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -
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	\$ 26,437	\$ 79,445	\$ 79,445	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 306,946	\$ 48,029	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 1,900	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 26,437	\$ 26,437	\$ 82,845	\$ 82,845	\$ 306,946	\$ 48,029	\$ -	\$ -	\$ -	\$ -
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,450	\$ 13,450
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,419	\$ 2,419
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569	\$ 16,569
TOTAL PROGRAMMED	\$ 26,437	\$ 26,437	\$ 1,022,105	\$ 606,223	\$ 306,946	\$ 48,029	\$ 195,372	\$ -	\$ 65,537	\$ 16,569
3-11-25 - Administrative revision-moved \$4,500 from Task 1-expenses adding it into Task 1- administrative advertising expense.										
10-21-24UPWP amendment: Added \$22,547 in FY 2025 Task 4-LRTP SL Fund and \$74,346 PL funds that were unencumbered in FY 2024 to FY 2025 UPWP										
Charlotte Amended 7-29-24 UPWP FY 2024/2025 adding CPG 5305(d) funds in the amount of \$5,654 in Task 1 Administration - Salaries and Benefits account line.										
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.										
*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.										