



last updated: 09/15/2022

Revision #: 3

Fiscal Year: 2025 **Contract #:** G2W22 **Fund:** FHWA - PL **Form:** 1 **of:** 1

Revision Type: Modification

Agency	Reviewer:	Comments:
FDOT	<p>DocuSigned by: Pamela Barr 03/12/2025 11:07 AM EDT F0A9E54140A0418...</p> <p>Action: Approved</p>	Modification
FHWA	<p>Reviewer:</p> <p>Action:</p>	Comments:
FTA	<p>Reviewer:</p> <p>Action:</p>	Comments:



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

Modified 3/11/2025

Revision Number: Revision 3

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

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
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- Keep Charlotte Beautiful Calendar providing bicycle laws and safety information
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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

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- Distribute agenda packets for all MPO Board and advisory committee meetings to members, adjacent county MPOs, local media and government sponsored information outlets as needed
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- 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		

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

Table 1: Agency Funding Source Table FY 2025- FY2026

Funding Source
March 11, 2025

Contract	Funding Source	Source Level	2025				2026				FY 2025 Funding Source				FY 2026 Funding Source			
			State	Federal	Soft Match	Local	State	Federal	Soft Match	Local	State	Federal	Soft Match	Local	State	Federal	Soft Match	Local
G2296	CTD	State	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -
		CTD G2296 TOTAL	\$ 26,437	\$ -	\$ -	\$ 26,437	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -
G2W22	FHWA	PL	\$ 680,585	\$ 590,667	\$ 150,106	\$ -	\$ 680,585	\$ -	\$ -	\$ -	\$ 130,274	\$ 590,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		PLCS*	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
XXXXX	FTA 5307	FHWA G2W22 TOTAL	\$ 1,022,105	\$ 606,223	\$ 225,429	\$ -	\$ 1,022,105	\$ -	\$ -	\$ -	\$ 133,705	\$ 606,223	\$ -	\$ -	\$ -	\$ -	\$ -	
		FTA 5307 xxxxx 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
3-11-25 -Administrative revision-moved \$4,500 from Task 1-expenses adding it in Advertising expense.			TOTAL	\$ 1,616,397	\$ 697,258	\$ 225,429	\$ 26,437	\$ 1,524,423	\$ 65,537	\$ 133,705	\$ 654,252	\$ 26,437	\$ 16,569	\$ 654,252	\$ 26,437	\$ 16,569	\$ 16,569	
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 Transportationa 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	Contract	CTD		FHWA		FTA 5307		FTA Other		Local	
		2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
Fiscal Year											
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	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -
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
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- Updated Continuity of Operations Plan (COOP)
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- 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
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- 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
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- 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

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		

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	\$ 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
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.	\$ 2,500		\$ 2,500
Postage and Freight Costs	\$ 2,000		\$ 2,000
Janitorial Cleaning Services Costs	\$ 800		\$ 800
Printing and Binding /Other Changes & 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	\$ 2,000		\$ 2,000
Communication -cell phone	\$ 800		\$ 800
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/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

Table 1: Agency Funding Source Table FY 2025- FY2026

Funding Source
October 21, 2024

Contract	Funding Source	Source Level	2025				2026				FY 2025 Funding Source				FY 2026 Funding Source			
			State	Federal	Soft Match	Local	State	Federal	Soft Match	Local	Federal	State	Soft Match	Federal	State	Local		
G2296	CTD	State	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -		
		CTD G2296 TOTAL	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -		
G2W22	FHWA	PL	\$ 680,585	\$ 590,617	\$ 150,106	\$ -	\$ 680,585	\$ 590,617	\$ -	\$ -	\$ 130,263	\$ 590,617	\$ -	\$ -	\$ -	\$ -		
		PLCS*	\$ 22,989	\$ 15,556	\$ 5,070	\$ -	\$ 22,989	\$ 15,556	\$ -	\$ -	\$ 3,431	\$ 15,556	\$ -	\$ -	\$ -	\$ -		
		PL Deobligation	\$ 215,984	\$ -	\$ 47,636	\$ -	\$ 215,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		SL	\$ 102,547	\$ -	\$ 22,617	\$ -	\$ 102,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
XXXXX	FTA 5307	FHWA G2W22 TOTAL	\$ 1,022,105	\$ 606,173	\$ 225,429	\$ -	\$ 1,022,105	\$ 606,173	\$ -	\$ -	\$ 133,694	\$ 606,173	\$ -	\$ -	\$ -	\$ -		
		FTA 5307 XXXXX TOTAL	\$ 306,946	\$ 48,029	\$ -	\$ -	\$ 306,946	\$ 48,029	\$ -	\$ -	\$ -	\$ 48,029	\$ -	\$ -	\$ -	\$ -		
FTA Other	FTA Other	Federal	\$ 195,372	\$ -	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Local	\$ 48,968	\$ -	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		FTA Other TOTAL	\$ 244,340	\$ -	\$ -	\$ -	\$ 195,372	\$ 48,968	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Local	Local	Local	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569		
		Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ 16,569		

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.

Table 2: Agency Participation Table FY 2025 - FY2026

Funding Source	Contract	CID	FHWA	FTA 5307	FTA Other	Local
		GZ256	G2W22	xxxxx		
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	\$ 26,437	\$ 26,437	\$ 1,022,105	\$ 306,946	\$ 195,372	\$ 65,537
Task 1 ADMINISTRATION						
Personnel (salary and benefits)	\$ -	\$ -	\$ 320,994	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 75,020	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 404,514	\$ -	\$ -	\$ -
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING						
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,273	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 45,273	\$ -	\$ -	\$ -
Task 3 PUBLIC PARTICIPATION PLAN (PPP)						
Personnel (salary and benefits)	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)						
Personnel (salary and benefits)	\$ -	\$ -	\$ 318,531	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 367,484	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 686,015	\$ -	\$ -	\$ -
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)						
Personnel (salary and benefits)	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Task 6 SPECIAL PROJECT PLANNING						
Personnel (salary and benefits)	\$ -	\$ -	\$ 47,989	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 195,372	\$ 48,968
Sub Total	\$ -	\$ -	\$ 47,989	\$ -	\$ 195,372	\$ 48,968
Task 7 REGIONAL PLANNING AND COORDINATION						
Personnel (salary and benefits)	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -
Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING						
Personnel (salary and benefits)	\$ 26,437	\$ 26,437	\$ 79,445	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 306,946	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ -
Sub Total	\$ 26,437	\$ 26,437	\$ 82,845	\$ 306,946	\$ -	\$ -
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	\$ 26,437	\$ 1,022,105	\$ 606,223	\$ 195,372	\$ 65,537

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 utilized in producing the 2050 LRTP update.

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

18.11206(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

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)	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			
	\$ 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
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.	\$ 2,500		\$ 2,500
Postage and Freight Costs	\$ 2,000		\$ 2,000
Janitorial Cleaning Services Costs	\$ 800		\$ 800
Printing and Binding /Other Changes & 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	\$ 2,000		\$ 2,000
Communication -cell phone	\$ 800		\$ 800
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/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

Table 1: Agency Funding Source Table FY 2025- FY2026

Funding Source
October 21, 2024

Contract	Funding Source	Source Level	2025			2026			FY 2025 Funding Source				FY 2026 Funding Source			
			State	CTD G2Z96 TOTAL	PL	PLCS*	PL Deobligation	SL	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2Z96	CTD		\$ 26,437	\$ 26,437	\$ 590,617	\$ 22,989	\$ 15,556	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -
			\$ 26,437	\$ 26,437	\$ 590,617	\$ 22,989	\$ 15,556	\$ -	\$ -	\$ -	\$ 26,437	\$ -	\$ -	\$ -	\$ 26,437	\$ -
G2W22	FHWA	PL	\$ 680,585	\$ 680,585	\$ 590,617	\$ 22,989	\$ 15,556	\$ -	\$ 150,106	\$ 680,585	\$ -	\$ -	\$ 130,263	\$ 590,617	\$ -	\$ -
		PLCS*	\$ 22,989	\$ 22,989	\$ 15,556	\$ 22,989	\$ 15,556	\$ -	\$ 5,070	\$ 22,989	\$ -	\$ -	\$ 3,431	\$ 15,556	\$ -	\$ -
		PL Deobligation	\$ 215,984	\$ 215,984	\$ -	\$ 215,984	\$ -	\$ -	\$ 47,636	\$ 215,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		SL	\$ 102,547	\$ 102,547	\$ -	\$ 102,547	\$ -	\$ -	\$ 22,617	\$ 102,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
XXXXX	FTA 5307	FHWA G2W22 TOTAL	\$ 1,022,105	\$ 1,022,105	\$ 606,173	\$ 48,029	\$ -	\$ -	\$ 225,429	\$ 1,022,105	\$ -	\$ -	\$ 133,694	\$ 606,173	\$ -	\$ -
		FTA 5307 xxxxx TOTAL	\$ 306,946	\$ 306,946	\$ 48,029	\$ -	\$ -	\$ -	\$ -	\$ 306,946	\$ -	\$ -	\$ -	\$ 48,029	\$ -	\$ -
			\$ 195,372	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Other		Federal	\$ 48,968	\$ 48,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
		Local	\$ 244,340	\$ 244,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,372	\$ -	\$ 48,968	\$ -	\$ -	\$ -	\$ -
		FTA Other TOTAL	\$ 16,569	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569
Local		Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local TOTAL	\$ 16,569	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569
			\$ 1,616,397	\$ 697,208	\$ 225,429	\$ 1,524,423	\$ 26,437	\$ 65,537	\$ 133,694	\$ 654,202	\$ 26,437	\$ 16,569	\$ 26,437	\$ 654,202	\$ 26,437	\$ 16,569

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.

Table 2: Agency Participation Table FY 2025 - FY2026

Funding Source	CTD	FHWA	FTA 5307	FTA Other	Local
Contract	G2256	G2W22	XXXXX		
Fiscal Year	2025	2025	2025	2025	2026
Total Budget	\$ 26,437	\$ 1,022,105	\$ 806,946	\$ 195,372	\$ 65,537
Task 1 ADMINISTRATION					
Personnel (salary and benefits)	\$ -	\$ 320,994	\$ 233,837	\$ -	\$ -
Travel	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ -
Direct Expenses	\$ -	\$ 75,020	\$ 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)	\$ -	\$ 47,989	\$ 40,556	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 195,372	\$ 48,968
Sub Total	\$ -	\$ 47,989	\$ 40,556	\$ 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	\$ 79,445	\$ 79,445	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 306,946	\$ -	\$ -
Travel	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
Direct Expenses	\$ -	\$ 1,900	\$ 1,900	\$ -	\$ -
Sub Total	\$ 26,437	\$ 82,845	\$ 306,946	\$ 48,029	\$ -
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	\$ 1,022,105	\$ 606,223	\$ 195,372	\$ 65,537

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 utilized in producing the 2050 LRTP update.

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

[S 11206(b)] 2.5% of the total PL allocation for FY 2024/2025 is \$22,989 and for FY 2025/2026 is \$15,556.