

“Exhibit A” to the MPO Agreement #G3P75

Unified Planning Work Program

Contact:

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**FY 2026/2027 – FY 2027/2028
(July 1, 2026, through June 30, 2028)**

Adopted: May 18, 2026

CFDA 20.205: Highway Planning & Construction
CFDA 20.505: Federal Transit Technical Studies Grant
Federal Aid Project (FAP): PL-0408-063-M
FDOT Financial Project Number – 439316-6-14-01 – PL Funds
Transportation Disadvantaged Trust Fund (TD) Planning Funds

The MPO does not discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, or family status. For more information on the MPO's commitment to equity and nondiscrimination, or to express concerns visit www.ccpmpo.gov or contact Mark Yaxis with the Charlotte County-Punta Gorda MPO at 941-883-3535 or by email at yaxis@ccpgmpo.gov

Funding for this document was provided by the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the State of Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (FCTD) and Charlotte County.

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

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Florida Department of Transportation

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SECRETARY

Cost Analysis Certification

Charlotte County-Punta Gorda MPO

Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28

UPWP Status - Adopted, 5/18/2026

UPWP Revision Number - Select Revision Number, Select Revision Date

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.

FDOT District Representative: David Scarpelli

Title and District: Government Liaison, District One

David Scarpelli

Date: 5/18/2026

Signature

Introduction

Definition of the MPO Unified Planning Work Program

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



MPO Planning Area Boundary

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

The FY 2027– FY 2028 UPWP for the Charlotte County-Punta Gorda MPO is prepared in accordance with the Florida Department of Transportation (FDOT) *MPO Program Management Handbook*. The UPWP is approved by the MPO Board and the appropriate state and federal agencies. All tasks performed in this document are conducted in accordance with *Title 23 U.S.C.*, *Title 49 U.S.C.* and the *Federal Transit Act*.

Comprehensive Transportation Planning Activities

The MPO adopted its 2050 LRTP on October 2, 2025. The MPO will emphasize the requirements of current and future transportation legislative initiatives. The MPO will continually maintain and update the Transportation Improvement Program (TIP) to ensure all projects within the metropolitan area leveraged with federal, state and or local funding is reflected accurately for public transparency. The MPO has an adopted Public Participation Plan (PPP) which has been updated to include Limited English Proficiency (LEP) provisions, demographic data collection, and transit-related public participation requirements. The PPP will continue to be reviewed periodically for all necessary updates as required. In addition to all federal requirements, the MPO includes other relevant considerations pertinent to intermodal connectivity such as, land use planning, citizen input, Efficient Transportation Decision

Making (ETDM), Intelligent Transportation Systems Planning (ITS) and all factors essential for efficient transit service within Charlotte County.

The highway projects that garnered public interest include improvements to the Burnt Store Road corridor. The unfinished portion of Burnt Store Road Phase at the county line is the last segment of the road improvements. Additionally, the Harbor View Road widening project is currently undergoing Right of Way (ROW) phase, and the Construction (CST) is scheduled to commence in 2026. The Transportation Alternatives Program (TAP) has projects of significant interest that will progress improvements along the US 41 corridor in Charlotte County per FDOT design standards. These projects include implementation of multi-use sidewalks on both sides of the US 41 corridor. FDOT's District One Planning Studio recently completed a visioning study for the US 41 Corridor to align future improvements with local stakeholder needs in Charlotte County. FDOT also conducted visioning studies for SR 776 and Veterans Boulevard, completed in 2021, which identified several countywide improvements... This strategic approach to collaborative planning for roadways in District One solidifies transportation planning partnerships and proactively identifies community concerns before project priorities enter the production pipeline.

The Interlocal Agreement with the Sarasota/Manatee MPO was rewritten and adopted at the May 20, 2024 Charlotte County-Punta Gorda & Sarasota/Manatee MPO Joint Regional Meeting. Other products finalized in previous years include a Joint Regional Roadway Network, a Joint Transportation Regional Incentive Program (TRIP) and Joint Regional Transportation Alternatives (RTAP) Project Priority Lists. Regional coordination for the Long-Range Transportation Plan (LRTP) is on-going during the LRTP Update phase of the plans and continues between Plan adoptions. A Joint Charlotte County- Punta Gorda and Sarasota/Manatee MPO Board Meeting is held annually.

A formal Interlocal Agreement with the Lee County MPO was adopted on May 20, 2024. The directors of these MPOs attend each other's TAC meetings, and a joint Charlotte County-Punta Gorda and Lee County MPO Board Meeting is held annually. Products finalized include Joint Transportation Regional Incentive Program (TRIP) Project Priority Lists.

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

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

The Continuity of Operations Plan (COOP) is reviewed annually to ensure it remains effective and responsive to changing circumstances.

The planning activities of the Charlotte County-Punta Gorda MPO are consistent with Federal Planning Factors, the Florida Transportation Plan (FTP) and the Charlotte County and City of Punta Gorda Comprehensive Plans.

Statement of CPG Participation

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

Soft Match Definition

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is **18.07%** of FHWA program funds for a total of \$276,356 (FY 2027 & FY 2028).

Local and MPO Planning Priorities

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

- Provide socio-economic, educational, and technical input for the planning and development of the MPO area's transportation network
- Continue to facilitate educational opportunities for the MPO Board and its advisory committees to enhance and reinforce their understanding of transportation planning decision making and the MPO process
- Utilize, evaluate, and continually improve public participation and ensure public input in the transportation planning proposals and goals at both the local and regional scale
- Monitor the current Transit Development Plan (TDP) and continually assist the Charlotte County Transit to gather public input and area transit needs information for the development of TDP progress reports
- Participate in the development of the Florida Strategic Intermodal System (SIS) plan
- Revalidate the Interlocal Agreements with the Sarasota/Manatee MPO, Lee County MPO and Heartland TPO
- Develop and maintain a physical inventory of property obtained through federal funding, its maintenance and a final disposal procedure that meets FDOT and Federal Highway Administration (FHWA) regulations
- Update as required the 2050 LRTP ensuring regional coordination with neighboring MPOs
- Maintain and update the annual Transportation Improvement Program (TIP) seeking creative, supportable project priorities that meet community needs
- Revise 2018 Bicycle Pedestrian Master Plan
- Revise current Congestion Management Plan (CMP)
- Continue to work towards receiving enhanced TRIP and regional project funding for the MPO

Air Quality Planning Activities

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

Transit Planning

Transit planning tasks are performed with funds under Titles 23 and 49, U.S.C. through the activities in Task 8: Transit and Transportation Disadvantaged Planning, as well as possible activity under Task 8 General Planning Consultant line. The Charlotte County Transit Division's significant role in providing transportation to Charlotte County residents continues to grow and evolve to meet demand at peak times with a paratransit-only system. The long-term efforts to clarify future spending for paratransit will continue. As evidenced in the Charlotte County Transit Development Plan (TDP), transit planning remains at the forefront of the MPO's efforts to expand citizens' mobility options both within the urbanized area of the County and across County lines. Development of the next TDP is due to FDOT in July 2030. The MPO works continually and cooperatively with the staff of the Charlotte County Transit Division, the Members of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) and representatives of adjoining County transit systems and MPOs to address current and emerging transit issues.

Public Participation including Title VI and Title VIII

The MPO's first Public Participation Plan (PPP) was adopted in 1994, while the most recent updated PPP was adopted by the MPO Board on December 15, 2022. It is consistent with Florida State Rule 14-73.001.

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

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

In recent years, consistent with federal requirements, the MPO has increased its emphasis on public involvement. The MPO ensures that Title VI policy is followed by conducting outreach to the county's traditionally underserved populations. Our primary strategy for engaging the community in transportation decision-making includes participating through the Citizens' Advisory Committee (CAC) and the Transportation Disadvantaged Local Coordinating Board (LCB).

The MPO also uses various studies and planning tools such as the Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), and PD&E studies as part of the public involvement process. Through the "Efficient Transportation Decision Making" (ETDM) process, the MPO incorporates public comments and ideas. For major plan updates, including the LRTP Update, public workshops are held to build consensus on transportation priorities and project ranking.

Citizens are encouraged to comment on all content within this UPWP. The draft UPWP is distributed to all Charlotte County libraries and posted on the MPO website at www.ccpmpo.gov. It is also included as an agenda item at MPO Board, TAC, CAC, and BPAC meetings. In addition, the draft UPWP is sent to federal, state and local

government agencies for review and comments. The MPO adopts the final UPWP only after all comments have been addressed and, when appropriate, incorporated into the Work Program.

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

Organization & Management

The MPO Board Membership:

<u>Agency</u>	<u>Representative</u>
Charlotte County Government	Commissioner Christopher G. Constance, MD, Chairman Commissioner Joseph Tiseo, Vice Chair Commissioner Kenneth Doherty
City of Punta Gorda	Vice Mayor Jeannine Polk
Charlotte County Airport Authority	Commissioner Thomas “T.J.” Thornberry
 <u>Non-Voting Advisory Member</u>	
Florida Department of Transportation	Jamie Driggers – Interim District One Secretary

The Charlotte County-Punta Gorda MPO is the primary agency responsible for transportation planning in Charlotte County. The MPO Board consists of five voting members: three county commissioners, one representative from the City of Punta Gorda, and one representative from the Punta Gorda Airport and one non-voting advisor from FDOT. The MPO is a legislative body with the power to develop policy and adopt plans, to manage priorities for the programming of improvements to the transportation system, and to program and administer federal and state planning grants.

The MPO Board appoints members to the Citizens’ Advisory Committee (CAC), composed of eleven voting citizen representatives of the general population of the community. They were chosen to provide a diverse cross section of the population, representing three geographical areas (West-County, Mid-County, and South-County). Two (2) At-Large members are also included in the membership. The Committee is governed by Bylaws and is responsible for providing the MPO and its staff with public participation in the transportation planning process.

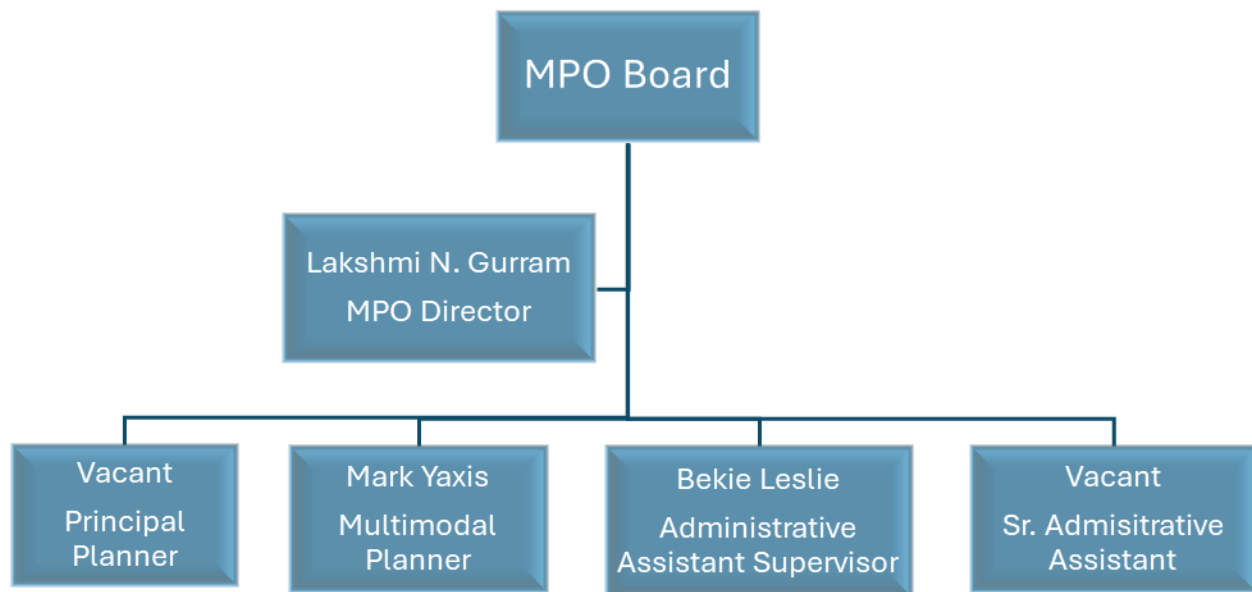
The Bicycle Pedestrian Advisory Committee (BPAC) is appointed by the MPO Board and is composed of bicycle advocates from the South, Mid and West County geographical areas, bicycle shop owners, bicycle club members, and an At-Large representative. This Committee provides recommendations on bicycle and pedestrian plans and projects.

The MPO Board’s Technical Advisory Committee (TAC) is composed of 13 voting members who are technically qualified representatives of agencies responsible for maintaining, controlling, developing and improving the transportation system within the Charlotte County-Punta Gorda Urbanized area. This committee includes representatives from the City of North Port and a small portion of DeSoto County.

The representatives from DeSoto County, City of North Port and the Director of the Lee County MPO are voting members on the TAC. The Committee’s responsibilities include coordination of transportation plans and programs and ensure consistency among the transportation technical studies and report.

The MPO is the official planning agency to receive Transportation Disadvantaged (TD) trust funds for planning activities of the TD program in Charlotte County. The MPO staffs the Transportation Disadvantaged Local Coordinating Board (LCB), which is chaired by an elected official from the Charlotte County area.

The MPO Board directs the staff in managing MPO operations through a director. The staff coordinates all planning projects and activities and administers all tasks to assure proper fulfillment of State and Federal requirements. The staff works with the TAC, BPAC and the CAC, as well as other committees or groups involved with transportation issues. They serve as the primary local liaison to FDOT, the FHWA, and the FTA, as well as other agencies; and works with the staffs of local agencies and neighboring jurisdictions on transportation projects. The MPO has a total of five staff positions: a director, principal planner, one multi-modal planner, administrative assistant supervisor and senior administrative assistant.



MPO Agreements

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

Agreements	Agency	Date
Staff Services Agreement/*Partnership Agreement between Budget & Administrative Services Department/Fiscal Services Division and MPO	Charlotte County	7/27/2010/*9/10/2018
Interlocal Agreement for Joint Regional Transportation Planning	Sarasota/Manatee MPO	1/22/2018 currently revised 5/20/24
Interlocal Agreement for Joint Regional Transportation Planning	Lee County MPO	12/13/2013 currently revised 5/20/24
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	FDOT CCAA SWFRPC CC (Transit Division)	8/9/2005, currently under revision
The State of Florida Department of Transportation Metropolitan Planning Organization Agreement	FDOT	07/1/2022 thru 06/30/2024
Interlocal Agreement for Creation of the MPO	FDOT City of Punta Gorda Charlotte County Punta Gorda Airport	2/22/2006
Interlocal Agreement for The Creation of a Regional Transportation Forum between the Heartland Regional Transportation Planning Organization (TPO) and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO)	Charlotte County-Punta Gorda MPO/Heartland Regional TPO	May 19, 2025

Operational Procedures and Bylaws

The Charlotte County-Punta Gorda Metropolitan Planning Organization (CC-PG MPO) is an independent, separate legal entity authorized pursuant to Florida Law and operates under a duly adopted set of bylaws. In addition to MPO Staff, Charlotte County Government provides administrative, legal, financial, purchasing, and personnel support services.

The MPO Board is composed of local elected officials representing the County, City and Airport Authority. This Board meets a minimum of five times per year to establish transportation policies and evaluate and review transportation needs within the MPO's Urbanized Area. The MPO Board operates in accordance with its formally adopted bylaws.

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

The MPO serves as the Official Planning Agency for the receipt of Transportation Disadvantaged (TD) Trust Funds utilized for planning activities of the TD program in urbanized areas. The MPO staffs the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB), which meets quarterly and operates under a duly adopted set of bylaws.

Official Records are maintained at:

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

All MPO records are available for public inspection during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays). The Charlotte County-Punta Gorda MPO fully complies with the Public Records Laws and the Sunshine Laws of the State of Florida.

Task 1 Administration

Purpose:

Properly manage the transportation planning process in the Charlotte County-Punta Gorda area that responds to the needs of the community. This includes the monitoring and managing of local planning tasks to ensure that the local planning process complies with all state and federal requirements utilizing consultant services as needed.

Previous Work:

- Provided staff support and assistance to the MPO Board and its advisory committees
- Adopted the FY 2024 – FY 2026 UPWP in May 2024
- Amended the FY 2024 – FY 2026 UPWP as required
- Publicized all meeting information on MPO website, Charlotte County website, local libraries and Charlotte County local newspaper in FY 2024 – FY 2026
- Submitted monthly signed and approved Visa® credit card statements with original receipts to Fiscal Services for final 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 2024 and July 2026
- Updated Continuity of Operations Plan (COOP)
- Maintained 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 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
- Sponsored the Keep Charlotte Beautiful calendar featuring bicycle laws and safety information
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of January 2022

Required Activities:

- Provide day-to-day oversight of overall agency administration, staff management, graphics production, and resolution of special issues
- 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 deadlines - Ongoing
- Submit monthly signed and approved Visa® credit card statements with original receipts to Fiscal Services for final review -Ongoing
- Continue to process all legal advertisements to meet the required deadlines - Ongoing
- Assist local agencies and interested parties in planning for 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
- Attend US DOT and FDOT approved training courses as available
- Prepare and submit invoices per 23 C.F.R. 420.121(c) and 49 C.F.R. (quarterly)
- Update the Staff Services Agreement with Charlotte County as needed
- Develop and update of the Unified Planning Work Program (UPWP) for FY 2027 and FY 2028 by July 1, 2026, and July 1, 2027
- 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 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 capital equipment to maintain service levels; upgrade security software as required by 49 C.F.R.MPO Office renovations and modifications to enhance security and improve operations as needed
- Maintain financial records for an annual audit, if required
- Review and revise MPO/TAC/CAC/BPAC Bylaws to reflect the use of telephone and video teleconferencing devices and applications when health and physical emergencies preclude meeting physically as needed
- Sponsor Charlotte County safety programs in Keep Charlotte beautiful calendar - annually
- Utilize, recruit and develop General Planning Consultant services as needed

End Products:

- Developed MPO planning document deliverables as required by Federal and State Statutes
- Developed 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
- USDOT and FDOT approved training courses results in improved technical proficiency, and strengthen support for MPO planning, 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
- Adopted UPWP for FY 2027 and FY 2028 – May 2026 and May 2027
- Annual audit report to the Federal Audit Clearinghouse Database March 2026 and March 2027, if required
- Invoices to FDOT for review following end of each quarter through June 30, 2028 - quarterly
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business – as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, various resolutions, travel processing, meeting/public meetings - ongoing
- Maintained and regularly updated MPO website containing current plans, meeting materials, public notices, required documents, and other information to ensure transparency and accessibility.
- Amendment/revision/modification of the UPWP as needed
- Renovated and modified MPO office for increased security and improve operational efficiency as needed

- Revised and adopted 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 2026 and March 2027
- Published Keep Charlotte Beautiful calendar featuring bicycle laws and safety information – July 2026 and July 2027
- Executed and maintained General Planning Consultant contracts to support MPO planning needs

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2027	FHWA (PL)	<u>\$376,643</u>
		TOTAL	\$376,643
	Year 2 – FY 2028	FHWA (PL)	<u>\$376,643</u>
		TOTAL	\$376,643

Task 1: Estimated Budget Detail For “Planning Task”

Task 1 ADMINISTRATION			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	2027 FHWA G3P75 (Total)	
Personnel (salary and benefits)	\$ 297,743	\$ 297,743	\$ 297,743
Consultant	\$ -	\$ -	\$ -
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 70,600	\$ 70,600	\$ 70,600
Supplies	\$ 1,800	\$ 1,800	\$ 1,800
Equipment	\$ 1,000	\$ 1,000	\$ 1,000
2027 Totals	\$ 376,643	\$ 376,643	\$ 376,643
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	2028 FHWA G3P75 (Total)	
Personnel (salary and benefits)	\$ 297,743	\$ 297,743	\$ 297,743
Consultant	\$ -	\$ -	\$ -
Travel	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses	\$ 70,600	\$ 70,600	\$ 70,600
Supplies	\$ 1,800	\$ 1,800	\$ 1,800
Equipment	\$ 1,000	\$ 1,000	\$ 1,000
2028 Totals	\$ 376,643	\$ 376,643	\$ 376,643

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 595,486
Consultant	\$ -
Travel	\$ 11,000
Direct Expenses	\$ 141,200
Supplies	\$ 3,600
Equipment	\$ 2,000
Total	\$ 753,286

Task 1 ADMINISTRATION			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
Employees Salaries, Benefits and other deductions.	\$ 297,743	-	\$ 297,743
Personnel (salary and benefits)			
Subtotal	\$ 297,743	\$ 297,743	\$ 297,743
Travel			
MPO staff travel on MPO business including conferences, seminars, public meetings, MPOAC meetings, FMPP, and other required events. This also includes in-county and out-county mileage and registration for meeting.	\$ 3,500	-	\$ 3,500
MPO Board Members may travel on MPO business to attend MPOAC meetings, MPOAC Weekend Institute, or any other MPO Board related meetings when their participation is required.	\$ 2,000	-	\$ 2,000
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Costs: These costs include attorney services, IT support, People Operations, Fleet Management, Facilities, Fiscal services, Purchasing, CCTV & other administrative or support services provided by Charlotte County provide to the MPO.	\$ 51,848	-	\$ 51,848
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Subscription/renewal/maintenance - newspapers, website updates, website hosting, animaker video,	\$ 4,700		\$ 4,700
Advertising-MPO Board, Joint Regional Meetings, Committees, PPP, LRTP, Public Hearing, job vacancies, etc.	\$ 3,500		\$ 3,500
Postage and Freight Costs	\$ 1,000		\$ 1,000
Printing and Binding/Other Charges & Obligation, meeting room rental	\$ 900		\$ 900
Gas,Oil/Lube	\$ 200		\$ 200
Repair/Maintenance - Building	\$ 1,000	-	\$ 1,000
Communication -Cell Phone	\$ 800	-	\$ 800
Educational Expenses - staff training, sponsorship, registration, continue education, training	\$ 1,480		\$ 1,480
Equipment rental & Lease/overage costs (i.e. JM Todd, pitney bowes)	\$ 4,000	-	\$ 4,000
		-	\$ -
Direct Expenses Subtotal	\$ 70,600	\$ 70,600	\$ 70,600
Supplies			
Departmental/Office Supplies	\$ 1,800	-	\$ 1,800
Supplies Subtotal	\$ 1,800	\$ 1,800	\$ 1,800
Equipment			
Peripherals Equipment	\$ 1,000	-	\$ 1,000
Equipment Subtotal	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 376,643	\$ 376,643	\$ 376,643

2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
Employees Salaries, Benefits and other deductions.	\$ 297,743	-	\$ 297,743
Personnel (salary and benefits)			
Subtotal	\$ 297,743	\$ 297,743	\$ 297,743
Travel			
MPO staff travel on MPO business including conferences, seminars, public meetings, MPOAC meetings, FMPP, and other required events. This also includes in-county and out-county mileage and registration for meeting.	\$ 3,500	-	\$ 3,500
MPO Board Members may travel on MPO business to attend MPOAC meetings, MPOAC Weekend Institute, or any other MPO Board related meetings when their participation is required.	\$ 2,000	-	\$ 2,000
Travel Subtotal	\$ 5,500	\$ 5,500	\$ 5,500
Direct Expenses			
Governmental Costs: These costs include attorney services, IT support, People Operations, Fleet Management, Facilities, Fiscal services, Purchasing, CCTV & other administrative or support services provided by Charlotte County provide to the MPO.	\$ 51,848	-	\$ 51,848
MPO Self Insurance Costs	\$ 1,172	-	\$ 1,172
Subscription/renewal/maintenance - newspapers, website updates, website hosting, animaker video,	\$ 4,700		\$ 4,700
Advertisings-MPO Board meetings, Joint Regional Meetings, Advisory Committee Meetings, PPP, LRTP, Public Hearings, job vacancies, etc.	\$ 3,500		\$ 3,500
Postage and Freight Costs	\$ 1,000		\$ 1,000
Printing and Binding/Other Charges & Obligation, meeting room rental	\$ 900		\$ 900
Gas, Oil/Lube	\$ 200		\$ 1,000
Repair/Maintenance - Building	\$ 1,000		\$ 1,000
Communication -Cell Phone	\$ 800		\$ 800
Educational Expenses - staff training, sponsorship, registration, continue education, training	\$ 1,480	-	\$ 1,480
Equipment rental & Lease/overage costs (i.e. JM Todd, pitney bowes)	\$ 4,000	-	\$ 4,000
Direct Expenses Subtotal	\$ 70,600	\$ 70,600	\$ 70,600
Supplies			
Departmental/Office Supplies	\$ 1,800	-	\$ 1,800
Supplies Subtotal	\$ 1,800	\$ 1,800	\$ 1,800
Equipment			
Peripherals Equipment	\$ 1,000	-	\$ 1,000
Equipment Subtotal	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 376,643	\$ 376,643	\$ 376,643

Task 2 Data Collection, Analysis & Mapping

Purpose:

- Monitor and analyze regional travel characteristics including socio-economic and land use patterns, transportation system performance data, and environmental factors
- Support informed decision-making by maintaining up-to-date mapping and data resources
- 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 to maintain proficiency.
- Continue professional development in the training in PTV Visum software
- Manage and oversee the executed General Planning Consultant Services contract with three consultants for FY 2025- 2028
- 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 2026/2027 and FY 2028/2029
- Analyzed crash and congestion data for the safety management system,
- Participated with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds
- Analyzed traffic crash data using Signal Four Analytics and organize crash data for implementing the Congestion Management Process (CMP) to prioritize transportation projects
- Utilized 2019 Districtwide Regional Planning Model (D1RPM) for transportation analysis
- Utilized 2019 D1RPM for transportation analysis and providing Traffic volumes data to member jurisdictions as needed.
- Validated Socio-economic data completed in December 2023
- Validated 2019 District One Regional Planning Model (D1RPM) completed in December 2025.
- Attended webinars and training related to PTV Visum modeling software
- Analyzed, downloaded, and modified Signal Four analytics crash data reports for presentations at the Board and committee meetings

Required Activities:

- Utilize the Travel Demand Model to analyze the existing network and to develop alternative planning scenarios with PTV Visum as needed
- Use the General Planning Consultant services to support 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 Visum transportation model scenarios as required throughout FY 2024 and FY 2025
- Prioritize congestion management in 2024 and 2025, target completion July 2024 and July 2025

- Update data related 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 from 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), law enforcement agencies to update the travel demand model as needed
- Continue updating maps of multimodal facilities, crash data and traffic volumes
- Continue analyzing crash and congestion data for the safety management system
- Participate with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds (quarterly)
- 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 to support data development and planning activities
- Continue to use Signal Four data for analysis
- Continue participation in PTV Visum software updates and training activities
- Attend trainings, conferences including MPOAC and Model Task Force meetings

End Products:

- PTV Visum transportation model scenarios as required throughout FY 2024 and FY 2026 target completion September 2025
- Prioritize lists of congestion management projects in 2024 and 2025, target completion July 2024 and July 2025
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly) – Ongoing
- Reviewed databases supporting prioritization of safety, highway, congestion management, and enhancement related projects throughout 2024 and 2025 snapshot adoption date – October 2025 (Ongoing)
- Refined and enhanced 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 2019 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 2027	FHWA (PL)	<u>\$45,000</u>
		TOTAL	\$45,000
	Year 2 – FY 2028	FHWA (PL)	<u>\$45,000</u>
		TOTAL	\$45,000

Task 2: Estimated Budget Detail For “Planning Task”

Task 2 DATA COLLECTION, ANALYSIS AND MAPPING			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff salaries, benefits and other deductions	\$ 45,000	-	\$ 45,000
Personnel (salary and benefits) Subtotal	\$ 45,000	\$ -	\$ 45,000
Total	\$ 45,000	\$ -	\$ 45,000
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff salaries, benefits and other deductions	\$ 45,000	-	\$ 45,000
Personnel (salary and benefits) Subtotal	\$ 45,000	\$ -	\$ 45,000
Total	\$ 45,000	\$ -	\$ 45,000

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 90,000
Total	\$ 90,000

Task 3 Public Participation Plan

Purpose:

- To provide opportunities for meaningful public participation are provided throughout the MPO process, in full compliance with applicable Federal and State requirements.

Previous Work:

- Prepared MPO Public Participation Plan (PPP) Annual Evaluation/Summary for current and future calendar years
- Revised PPP Plan and Title VI Program (Ongoing)
- Coordinated with CCTV 20 production staff on scripting, development, and video recording of selected MPO, CAC, BPAC, LCB and the Punta Gorda Airport leading to the completion of an MPOs2045 LRTP information video. This video was shown at all the workshops, MPO Committee and Board meetings and on CCTV 20
- Prepared outline and content for 2045 and 2050 LRTP Public Participation Survey in 2025
- Aided in preparation of 2045 LRTP Workshop materials including “Route to 2045” branded brochure
- Aided in the preparation of 2050 LRTP Workshop materials including “Moving Charlotte Forward” branded brochure
- Conducted public workshops in February, April, May, June and July 2025 in support of the 2050 LRTP Needs Plan and Cost Feasible Plan
- Revised, compiled, and analyzed data received from the MPO’s Evaluation/Comment survey. This survey was conducted as a standalone survey and also part of the, April, May, June and July 2025 workshops held to solicit public opinion and comment on the 2050 LRTP
- Awarded the Citizens Transportation Mobility Award in 2024 and 2025
- Quarterly updates and revisions to the MPO informational brochure
- Attended civic and non-profit organization meetings throughout FY 2023/2024 and FY 2024/2025 to discuss MPO planning, public involvement opportunities, and future planning ideas
- Actively participated in Association of Metropolitan Planning Organizations (AMPO) FHWA, USDOT and FDOT public participation-based webinars and local training programs
- Engaged in ongoing discourse and discussion with other Florida MPOs concerning effective public involvement techniques and programs

Required Activities:

- Conduct annual review and update of the Public Participation Plan (PPP) as needed
- Provide public participation opportunities for all MPO related transportation plans, hearings, workshops and events as needed
- Solicit citizen volunteers for the MPO Advisory Committees.
- Provide timely notification to the public of all MPO related meetings, hearings, workshops, special and joint meetings, and plan reviews using electronic, print, audio, and video as needed
- Prepare MPO Public Participation element and Public Participation Plan for the 2050 Long Range Transportation Plan

- Continue to respond to citizen, agency, and media queries on all MPO related topics and plans as needed
- Continue to attend civic, non-profit, professional, and business group meetings and forums when available
- Continue to review and improve the MPO website including ADA compliance and 2050 LRTP additions as needed Continue to solicit nominees and award a Citizens Transportation Mobility Award in 2026 and 2027
- Continue to implement creative electronic, print, or visual techniques and methods to provide citizens with information (Ongoing)
- Continual review and update of the MPO informational brochure as needed.
- Continue to solicit citizen input on methods to improve roadway safety and, potential bicycle and pedestrian improvements (Ongoing)
- Continue to develop relationships with traditionally underserved populations. MPO has worked with FHWA and FDOT staff to review and solicit comments on underserved populations aspects of the 2050 LRTP (Ongoing)
- Continue to work with MPO Advisory Committee members in developing their roles as MPO information conduits to their constituents, clients, and friends (Ongoing)
- Utilize a General Planning Consultant services as needed
- Utilize the MPO website for improved public outreach and participation as needed
- Prepare an MPO Evaluation/Comment Survey, disseminate at all MPO public participation events (live and virtual) and compile survey responses

End Products

- Inclusion of all public surveys, interactive mapping tools, verbal and written public comment and opinion in the MPO process and all planning documents
- Public participation workshops and public involvement events in support of the 2050 Long Range Transportation Plan
- Annual Public Participation Summary and Evaluation Report in FY 2024 and FY 2025
- Updated MPO brochure, website, and future technological improvements to enhance public involvement. Citizen Transportation Mobility Award July 2024 and July 2025
- Public Participation Plan (PPP) amendment/revisions as needed
- 2050 LRTP with all required public participation opportunities and guidelines met
- Citizen volunteers for various MPO Advisory Committees
- Evaluation/Comment Survey for all public involvement events, including participant demographic and meeting logistic/venue feedback

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2027	FHWA (PL)	<u>\$20,000</u>
		TOTAL	\$20,000
	Year 2 – FY 2028	FHWA (PL)	<u>\$ 20,000</u>
		TOTAL	\$ 20,000

Task 3: Estimated Budget Detail For “Planning Task”

Task 3 PUBLIC PARTICIPATION PLAN (PPP)			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff salaries, benefits & Other deductions	\$ 20,000	-	\$ 20,000
Personnel (salary and benefits) Subtotal	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 20,000	\$ 20,000	\$ 20,000
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75	
Personnel (salary and benefits)			
MPO Staff salaries, benefits & Other deductions	\$ 20,000	-	\$ 20,000
Personnel (salary and benefits) Subtotal	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 20,000	\$ 20,000	\$ 20,000

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 40,000
Total	\$ 40,000

Task 4 Long Range Transportation Plan (LRTP)

Purpose:

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

Previous Work:

- Adopted 2050 Long Range Transportation Plan (LRTP) Update October 2025
- Endorsed Model Validation (Spring 2019)
- Endorsed Goals, Objectives and Socio-Economic Data for 2045,2050 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (D1RPM)
- Adopted 2050 LRTP Socio-Economic Data and endorsed 2019 Model Validation Data
- Refined 2045 Socio-Economics Data control totals completed in December 2019
- Refined 2050 D1RPM Model September 2025
- Adopted 2050 Socio-Economics Data by the MPO Board in December 2023
- Validated 2019 District One Regional Planning Model (DIRPM) – November 2023
- Three signed GPC contracts
- Amendments to the 2045 LRTP as needed
- Adopt 2045 LRTP - October 2020
- Coordinate the FDOT District One Consultant to update and validate the 2019 DIRPM model as needed
- Adopt 2050 LRTP by October 2, 2025
- Updated 2050 computerized transportation planning model (FSUTMS) for traffic impact and alternative analysis
- Adopted 2025 and 2026 FDOTs Vision Zero safety performance targets
- Refine 2050 LRTP with updated Transportation Performance Measures October 2025
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) – October 2020

Required Activities:

- Updated FSUTMS model Incorporating the 2020 Validated Network and Socio-Economic Data
- Utilize 2050 D1RPM for traffic impact and alternative analysis of the existing network as needed
- Continued staff participation in FSUTMS, Cube and PTV Visum software updates
- Incorporate the Federal Requirements regarding Congestion Management Process as needed
- Year of Expenditure (YOE) and Present-Day Cost (PDC) calculations and supporting documentation for all LRTP projects planning

- Utilize summarizing the integration of Autonomous, Connected, Electric, and Shared (ACES) vehicle research into LRTP analysis Utilize the guidelines in 2021 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Adoption and documentation of federally required safety performance targets for the 2025 and 2026
- Utilize the FDOTs safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT’s 2026 safety targets, which set the target at “0” for each performance measures
- Establish performance-based planning documentation update consistent to Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America’s Surface Transportation (FAST) Act
- Execute General Planning Consultant Services contract with three consultants for FY 2026- 2029 as of July 2026
- Utilize General Planning Consultant services. - (See Appendix I)

End Products:

- Inclusion of the ETDM process into the overall planning process (On-going)
- Adopted 2050 LRTP
- Updated FSUTMS model incorporating the 2020 validated network and socio-economic data
- Adopted MPO 2026 Safety Targets based FDOT’s five safety-related performance measures
- Executed General Planning Consultant contracts
- Performance-based planning documentation consistent with MAP-21 and FAST Act requirements
- Adopted Public Participation Element for 2050 LRTP
- Adopted 2050 Goals and Objectives, Needs Plan, Cost Feasible Plan and Executive Summary
- Updated and validated 2019 DIRPM model completed in coordination with the FDOT District One consultant
- Traffic impact and alternative analysis results using the 2050 D1RPM as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 - FY 2027	FHWA (PL)	<u>\$30,000</u>
		TOTAL	\$30,000
	Year 2 - FY 2028	FHWA (PL)	<u>\$30,000</u>
		TOTAL	\$30,000

Task 4: Estimated Budget Detail For “Planning Task”

Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff salaries, benefits and other deductions	\$ 30,000	-	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000	\$ 30,000
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff salaries, benefits and other deductions	\$ 30,000	-	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000	\$ 30,000
Total	\$ 30,000	\$ 30,000	\$ 30,000

	FY 2027 & 2028 TOTAL	
Personnel (salary and benefits)	\$	60,000
Total	\$	60,000

Task 5 Transportation Improvement Program (TIP)

Purpose:

Develop Transportation Improvement Programs (TIP) for FY 2026/2027 and 2027/2028 that identifies all federal, state and locally funded transportation improvements.

Previous Work:

- Adopted the FY 2024/2025 – FY 2028/2029 TIP in cooperation with FDOT and local government agencies in May 2014
- Adopted the FY 2025/2026 – FY 2029/2030 TIP in cooperation with FDOT and local government agencies in May 2025
- Adopted the TIP in cooperation with FDOT and local government agencies
- Coordinated regional highway, transportation alternatives, Transportation Regional Incentive Program (TRIP) and congestion management transportation project priorities in May 2019 and May 2020
- Reviewed FDOT Draft Tentative Work Program for FY 2020/2021 through FY 2024/2025
- Coordinated with the City of Punta Gorda and Charlotte County to incorporate Capital Improvements Program into adopted TIPs
- Adopted FDOT's statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2018 safety targets as MPOs vision zero targets
- Project Priorities Lists for FY 2024 and 2025 in May 2024 and May 2025 respectively
- FDOT Tentative Work Programs for FY 2025/2030 and FY 2026/2031 to be reviewed by MPO Board by December 2024 and December 2025 respectively
- Amendments to the 2024 Transportation Improvement Program (TIP) as needed
- Incorporated performance-based planning into the TIP in accordance with MAP-21 and the FAST Act, adopted in May 2024 and May 2025
- Updated FDOT performance measures and safety targets in FY 2024/2025 through 2025/2026 TIP and FY 2025/2026 through 2028/2029 TIP adopted by May 2024 and May 2025 respectively

Required Activities:

- Coordinate input from the City of Punta Gorda, Charlotte County and the Charlotte County Airport Authority (CCAA) for establishing project priorities (annually)
- Review project priorities with FDOT, TAC, CAC and BPAC while obtaining public input and ideas through the Committee process (annually)
- Ensure project priorities are consistent with the Long-Range Transportation Plan (LRTP) Updates as needed
- Ensure documentation on project priority methodology is included within the Transportation Improvement Program (TIP) (annually)
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act.
- Develop Transportation Improvement Program (TIP)
- Coordinate TIP Amendments with FDOT, the City of Punta Gorda and Charlotte County, as required

- Review recommended TIP Amendments with FDOT, TAC, CAC and BPAC while obtaining public input through the Committee process as needed
- Coordinate with Charlotte County and City of Punta Gorda in developing 2024 and 2025 Project Priorities
- Ensure all amendments are consistent with the adopted LRTP Update as needed
- Review the FDOT Draft Tentative Work Programs with FDOT, TAC, CAC and BPAC (annually)
- Assist FDOT in implementing its Adopted Work Program by notifying sponsors whose projects have moved into the first year of the MPO TIP (annually)
- Coordinate with Sarasota/Manatee MPO to identify regional projects for inclusion in the TIP
- Collaborate with Sarasota/Manatee and Lee County MPOs in establishing Transportation Regional Incentive Program (TRIP) and Regional Transportation Alternative project priorities, as required
- Implement the MPO's Congestion Management Process (CMP) incorporated in the 2050 LRTP Update as needed
- Maintain the Congestion Management System (CMS) per Federal transportation legislation, FDOT and local agency requirements (annually)
- Utilize the guidelines in 2021 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Utilize the FDOTs safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2020 safety targets, which set the target at "0" for each performance measure
- Utilize General Planning Consultant services as needed

End Products:

- Adopted FY 2024/2025 through 2028/2029 Transportation Improvement Programs (TIP) adopted by May 2023
- Adopted FY 2025/2026 through 2029/2030 Transportation Improvement Programs (TIP) adopted by May 2024
- Project Priorities Lists for FY 2026/2027 and FY 2028/2029 in May 2026 and May 2027 respectively
- FDOT Tentative Work Programs for FY 2025/2026 and FY 2026/2027 to be reviewed by MPO Board by December 2025 and December 2026 respectively.
- Adopted Regional priorities with Sarasota Manatee MPO and Lee MPO annually
- Amendments to the 2024 Transportation Improvement Program (TIP) as needed
- Performance based planning incorporated in TIP in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act adopted by May 2025 and May 2026 respectively
- Update FDOT performance measures and safety targets in FY 2025/2026 through 2029/2030 TIP and FY 2026/2027 through 2030/2031 TIP adopted by May 2025 and May 2026 respectively.
- Regional project lists for inclusion in the TIP, developed in coordination with the Sarasota/Manatee MPO
- General Planning Consultant (GPC) work products supporting MPO planning tasks, prepared as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2027	FHWA (PL) <u>\$ 30,000</u>
		TOTAL \$ 30,000
	Year 2 – FY 2028	FHWA (PL) <u>\$ 30,000</u>
		TOTAL \$ 30,000

Task 5: Estimated Budget Detail For “Planning Task”

Task 5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, Benefits & Other deductions	\$ 30,000	-	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000	\$ 30,000
Total	\$ 30,000	\$ 30,000	\$ 30,000
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, benefits & Other Deductions	\$ 30,000	-	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000	\$ 30,000
Total	\$ 30,000	\$ 30,000	\$ 30,000

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 60,000
Total	\$ 60,000

Task 6 Special Project Planning

Purpose:

Complete various recurring and non-recurring planning projects

Previous Work:

- Supported and provided input for funding the City of Punta Gorda and Charlotte County projects in December 2024 and 2025 (Ongoing)
- Participated in the Efficient Transportation Decision Making (ETDM) process during the 2050 LRTP development and in the MPO's overall planning process
- Participated in Traffic Incident Management (TIM) Team for Charlotte, Sarasota, Manatee, Collier and Lee Counties (Ongoing)
- Monitored activities of the Continuing Florida Aviation System Planning Process (CFASPP)
- Attended, Punta Gorda Airport Authority meetings when possible
- Attended, City of Punta Gorda council meetings, when possible
- Worked with Charlotte County with the development of a Bicycle/Pedestrian Master Plan
- Coordinated the MPO Bicycle/Pedestrian Committee in the development a Charlotte County Bicycle/Pedestrian map for 2019
- Coordinated and distributed Charlotte County Bicycle/Pedestrian Maps with local Bicycle shop owners, Visitor Information Centers and Chambers of Commerce throughout Charlotte County
- Assisted Charlotte County Division of Parks and Recreation in securing SUN Trail grants for trail projects
- Organized and participated on the Community Traffic Safety Team (CTST) Assisted in the participation, discussion, and approval of the SUN Trail Feasibility Study at the BPAC, CAC, TAC and MPO Board meetings
- Coordinated with FDOT on adding North Jones Loop Road (I-75 to Piper Road) and Piper Road (North Jones Loop Road to US 17) as NHS projects
- Supported the Punta Gorda Airport Authority, as an emerging SIS facility
- Adopted the Charlotte County Comprehensive Safety Action Plan using Safe Streets and Roads for All (SS4A) grant award

Required Activities:

- Represent the MPO at bi-monthly TIM Team and CTST meetings
- Review roadway design plans and proposed developments for appropriate incorporation of bicycle and pedestrian improvements as needed
- Lead coordination efforts for Charlotte County and the City of Punta Gorda for review and updating of Bicycle/Pedestrian Master Plans
- Coordinate with local entities regarding the latest developments and its impacts on transportation projects
- Work with Government agencies, citizens' groups involved in alternate transportation projects
- Coordinate Safe Routes to Schools (SRTS) initiatives
- Coordinate with the Florida Office of Greenways and Trails and regional organizations for SUN Trail and opportunity trail projects
- Update and produce a Charlotte County Bicycle/Pedestrian map for 2026
- Continued support of the CRAs of Charlotte County (ongoing)
- Continue to coordinate the MPO Bicycle/Pedestrian Committee meetings (quarterly)

- Continue monitoring appropriate discretionary grant programs and apply for funding as appropriate
- Develop planning documents as required in provisions listed in discretionary grant's Notice of Funding Opportunity (NOFO)
- Coordinate with Southwest Florida MPOs on the passenger rail Initiative to secure funding for multi-county Passenger Rail Feasibility Study
- Coordination with Charlotte County Utilities Department regarding planned transportation projects
- Execute General Planning Consultant Services contract with three consultants for FY 2026- 2029

Complete Streets

The Charlotte County-Punta Gorda MPO is required to allocate 2.5% of its PL funding toward Complete Streets (CS). The MPO will incorporate CS principles throughout its planning activities to ensure that transportation projects are developed in a manner that is compatible with community values, environmental considerations, and multimodal mobility needs. The MPO and its consultants will undertake the following efforts in support of CS:

- Coordinate with Florida Department of Transportation (FDOT), City of Punta Gorda, Airport Authority and Charlotte County to ensure that project priorities reflect CS principles that support multi-modal transportation options.
- Participate in community events that promote bicycle/pedestrian activities and safety awareness and public education.
- Participate in meetings/workshops pertaining to CS and multi-modal transportation initiatives including events hosted by Bicycle Pedestrian Advisory Committee, FDOT, FHWA, Local Technical Assistance Program (LTAP).
- Prepare additional planning documents to fulfill eligibility requirements for the following initiatives:
 - Complete Streets
 - Resiliency
 - Vision Zero – Comprehensive Safety Action Plan
- Ensure all MPO tasks and activities pertaining to CS will be used to increase safe, multi-modal, and accessible travel options for persons of all abilities.

End Products:

- Annual listing of multi-modal transportation project priorities developed in coordination with Charlotte County, the City of Punta Gorda, and the Punta Gorda Airport Authority
- Updated Transportation Improvement Program (TIP), including project priority methodology and all required amendments.
- Updated Charlotte County Bicycle/Pedestrian Map (2026) and related GIS shapefiles, as needed. Updated SUN Trail network maps and shapefiles as needed
- Traffic Incident management (TIM) Team and CTST participation, (quarterly)
- DRI reviews of proposed large developments, as needed
- BPAC coordination and participation (quarterly)
- Work products developed under the General Planning Consultant (GPC) services contract Final report for the Charlotte County Comprehensive Safety Action Plan – March 2025
- Planning documents prepared to meet eligibility requirements for the following initiatives:
 - Complete Streets
 - Resiliency
 - Vision Zero – Comprehensive Safety Action Plan

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

Funding Sources:	Year 1 – FY 2027	FHWA (PL)	\$25,000
	Year 1 – FY 2027	PL CS*	<u>\$15,663</u>
		TOTAL	\$40,663
	Year 2 – FY 2028	FHWA (PL)	\$ 25,000
	Year 2 – FY 2028	PL CS*	<u>\$ 15,663</u>
		TOTAL	\$ 40,663

[\$ 11206(b)] 2.5% of the total PL allocation for FY 2026/2027 is \$15,663 and for FY 2027/2028 is \$15,663. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets

Task 6: Estimated Budget Detail For “Planning Task”

Task 6 SPECIAL PROJECT PLANNING			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, Benefits & Other Deductions	\$ 40,663	-	\$ 40,663
Personnel (salary and benefits) Subtotal	\$ 40,663	\$ 40,663	\$ 40,663
Total	\$ 40,663	\$ 40,663	\$ 40,663
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, benefits & Other Deductions	\$ 40,663	-	\$ 40,663
Personnel (salary and benefits) Subtotal	\$ 40,663	\$ 40,663	\$ 40,663
Total	\$ 40,663	\$ 40,663	\$ 40,663

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 81,326
Total	\$ 81,326

[§ 11206(b)] 2.5% of the total PL allocation for FY 2026/2027 is \$15,663 and for FY 2027/2028 is \$15,663. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets

Task 7 Regional Planning and Coordination

Purpose:

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

Previous Work:

- Participated in joint MPO Board meetings with Lee County and Sarasota/Manatee MPOs
- Coordinated with the Lee County MPO to attend each other's respective Technical Advisory Committee (TAC) meetings
- Adopted the Interlocal Agreement for Joint Regional Transportation Planning and Coordination with Lee County MPO
- Adopted the Revised Interlocal Agreement for Joint Regional Transportation Planning and Coordination with Sarasota/Manatee MPO January 2024
- Coordinated with Lee County MPO on the development of transportation system serving Babcock Ranch
- Continued coordination with the Lee County MPO on proposed improvements along the Burnt Store Road Corridor
- Participated in the Coordinated Urban Transportation Studies (CUTS) Committee of FDOT District One MPOs on a quarterly basis
- Negotiated the Joint Transportation Regional Incentive Program projects list developed with the Sarasota/Manatee MPO and Lee MPO
- Discussed improvements to Englewood Interstate Corridor and improved access to I-75 with Sarasota/Manatee MPO
- Participated in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) on a quarterly basis
- Participated in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, November 2023
- Participated with Tampa Bay Area Regional Transportation Authority (TBARTA) in the organization of the Southwest Coastal Regional Trail initiative
- Served on the MPOAC Freight Committee
- Attended Lee TAC and BPAC meetings when possible
- Attend Sarasota Manatee MPO TAC and BPAC meetings when possible

Required Activities:

- Continue implementing the procedures identified in the Joint Regional Transportation Planning and Coordination Interlocal Agreements with Sarasota/Manatee MPO and Lee County MPO (ongoing)
- Execute procedures identified in the adopted MPO Public Participation Plan for regional issues, as needed
- Continue to coordinate with Lee County and the Southwest Florida Regional Planning Council

(SWFRPC) on providing input and analysis for the Development of Regional Impact (DRI) (ongoing)

- Continue to coordinate with Sarasota/Manatee and Lee County MPOs in setting Regional Project Priorities (annually)
- Continue to coordinate with Sarasota/Manatee and Lee County MPOs to enhance the integration and connectivity of the transportation system (ongoing)
- Support and participate in the CUTS Committee of FDOT District One MPOs (quarterly)
- Participation in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) and associated subcommittees (quarterly)
- Participation in FDOT/City/County Coordination Meetings, (quarterly)
- Participate in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, (annually)
- Prepare and submit the MPO annual Certification responses for FDOT
- Utilize a General Planning Consultant services to support regional planning activities as needed
- Attend TAC and BPAC meetings of the Lee County MPO and the Sarasota/Manatee MPO when possible

End Products:

- Implementation of the Joint Regional Transportation Planning and Coordination Interlocal Agreements with the Sarasota/Manatee MPO and the Lee County MPO (annually)
- Assessments of the effectiveness of all regional public involvement techniques for additions and improvements as needed
- Coordination efforts with Sarasota/Manatee, Lee, Collier MPOs and Heartland TPO (ongoing)
- Update Regional Roadways Network through coordination with Sarasota/Manatee and Lee County MPOs, as required
- Summaries related to Developments of Regional Impact (DRIs), prepared in collaboration with Lee County and the Southwest Florida Regional Planning Council (SWFRPC)
- Adopted annual Regional Project Priority Lists developed jointly with the Sarasota/Manatee MPO and the Lee County MPO
- Demonstrated efforts to enhance regional transportation system integration and connectivity
- Participation in the Coordinated Urban Transportation Studies (CUTS) of FDOT District One MPOs (quarterly)
- Participation in the Statewide Metropolitan Planning Organization Advisory Council (MPOAC) (quarterly)
- Participation in FDOT/City/County Coordination Meetings, (quarterly)
- Participation in Florida Metropolitan Planning Partnership Statewide Collaboration Meeting, (annually)
- Completed MPO Annual Certification responses submitted to FDOT (annually)
- Work products developed through the General Planning Consultant (GPC) contract, as needed.
- Participation in Lee County TAC and BPAC meetings of the Lee County MPO and the Sarasota/Manatee MPO.
- Records supporting regional coordination activities conducted in accordance with the MPO Public Participation Plan

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2027	FHWA (PL)	<u>\$ 19,000</u>
		TOTAL	\$ 19,000
	Year 2 – FY 2028	FHWA (PL)	<u>\$19,000</u>
		TOTAL	\$19,000

Task 7: Estimated Budget Detail For “Planning Task”

Task 7 REGIONAL PLANNING AND COORDINATION			
2027			
Funding Source	FHWA		FY 2027 Total
Contract Number	G3P75		
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, Benefits & Other Deductions	\$ 19,000	-	\$ 19,000
Personnel (salary and benefits) Subtotal	\$ 19,000	\$ 19,000	\$ 19,000
Total	\$ 19,000	\$ 19,000	\$ 19,000
2028			
Funding Source	FHWA		FY 2028 Total
Contract Number	G3P75		
Source	PL	Total	
MPO Budget Reference			
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75 (Total)	
Personnel (salary and benefits)			
MPO Staff Salaries, Benefits & Other Deductions	\$ 19,000	-	\$ 19,000
Personnel (salary and benefits) Subtotal	\$ 19,000	\$ 19,000	\$ 19,000
Total	\$ 19,000	\$ 19,000	\$ 19,000

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 38,000
Total	\$ 38,000

Task 8 Transit & Transportation Disadvantaged (TD) Planning

Purpose:

Support existing transit programs and assist Charlotte County Transit 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 2055 Long Range Transportation Plan (LRTP) to integrate transit priorities with roadway

Previous Work:

- Assisted with annual progress reports for the *Charlotte Rides* 2024 Transit Development Plan (TDP) (utilizing only the County's FTA Section 5307 funds)
- Support the development of the next TDP document
- Provided staffing of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) quarterly
- Training of LCB membership in January 2025
- Attended the annual Commission for the Transportation Disadvantaged (CTD TD) planner training on September 3, 2025, at the Florida Public Transit Association Conference
- Assisted with Charlotte Transit marketing and planning activities
- Adopted new TDSP in September 2021 and amended as required
- Assisted with the LCB's annual evaluation of the CTC in May 2025
- 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 2025
- Developed LCB Grievance Procedures – November 2025
- Recommended the CTC for the next five-year period and coordinated agenda items for Charlotte County BCC, LCB and MPO Board.
- In conjunction with the Charlotte County Transit Division and the LCB, developed the next Memorandum of Agreement between Charlotte County and the Florida Commission for the Transportation Disadvantaged prior to July 1, 2026.

Required Activities:

- Assist with a marketing plan for Charlotte County Transit, as well as FTA Section 5310 and 5311 programs review (On going)
- 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 (On going)
- Coordinate and assist considering regional transit routes with Sarasota, DeSoto and Lee Counties (On going)
- Develop the Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit — Human Services Transportation Plan (CPT-HSTP) by September 2026 in cooperation with the Charlotte County Transit

- 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 – September 2027
- Procure for consulting services to prepare a cost analysis study for Charlotte County Transit. Target completion date: September 2027
- Procure for consulting services to prepare a Charlotte County Transit Efficiency Study – September 2027 & 2028
- Procure marketing services for Charlotte County Transit to promote transit services, target marketing and assess trends in ridership - September 2026 – October 2027
- Develop the next Memorandum of Agreement between Charlotte County and the Florida Commission for the Transportation Disadvantaged July 1, 2026.
- Execute FTA Section 5305 (d) Consolidated Planning Grant (CPG) FY 2027 – FY 2028
- Utilize General Planning Consultant services as needed i.e., 2055 Long Range Transportation Plan (LRTP) or any other transit-related studies (See Appendix I)
- 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 – (On going)
- Transit Development Plan update annually
- 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 2026 and September 2027
- Develop LCB Grievance Procedures – November 2026 and November 2027

End Products:

- FY 2027 – FY 2028 FTA Section 5305 (d) Consolidated Planning Grant (CPG) including FTA Section 5310 and 5311
- 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 2027
- Adopt new TDSP in September 2026 and amend it May 2027 with new rate model calculations
- Updated TDSP/CPT-HSTP Annual Updates in September 2026
- Regional transit coordination summaries when available with Sarasota, DeSoto, and Lee Counties, documenting potential route planning and service integration (Ongoing)
- Coordinate with Charlotte County Transit on new Charlotte County TDP (target date: March 2030) and any subsequent annual progress report as required
- Procurement for consulting services to prepare a cost analysis study for Charlotte County Transit. Target completion date: September 2027
- Procurement for consulting services to prepare a Charlotte County Transit Efficiency Study – September 2027 & 2028
- Procured marketing services for Charlotte County Transit to promote transit services, target marketing and assess trends in ridership – September 2026 – October 2027
- Deliverables supporting the 2055 Long Range Transportation Plan (LRTP) and other transit-related studies
- MPO Board review of the TDP Annual Updates

- Updated LCB Bylaws – September 2026 and September 2027
- Updated LCB Grievance Procedures – November 2026 and November 2027
- General Planning consultant services to initiate 2055 Long Range Transportation Plan (LRTP) Update and for the adoption date – October 2030
- Other special transportation planning studies, as needed

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2027	FHWA (PL)	\$ 65,200
	Year 1 – FY 2027	TD Planning Grant	\$ 27,875
	Year 1 – FY 2027	FTA Section 5307 (County)	<u>\$ 298,096</u>
		TOTAL	\$391,171
	Year 2 – FY 2028	FHWA (PL)	\$ 65,200
	Year 2 – FY 2028	TD Planning Grant	\$ 27,875
	Year 2 – FY 2028	FTA Section 5307 (County)	<u>\$ 148,096</u>
		TOTAL	\$ 241,171

FTA Section 5307 requires a 20% soft match, which is being satisfied using Transportation Development Credits (TDCs).

Task 8: Estimated Budget Detail For “Planning Task”

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING									
2027									
Contract Number	FHWA G3P75		CTD G3XXX		FTA 5307 XXXXX		Local/Soft Match XXXXX		FY 2027 Total
Source Level	PL	Total	State	Total	Federal	Total	Local	Total	
MPO Budget Reference	2027 FHWA G3P75 (PL)		2027 CTD G3XXX (State)	2027 CTD G3XXX (Total)	2027 FTA 5307 XXXXX (Federal)	2027 FTA 5307 XXXXX (Total)	2027 Local/Soft Match XXXXX	2027 Local/Soft Match	
Personnel (salary and benefits)	\$ 61,910	\$ 61,910	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ -	\$ -	\$ 89,785
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 298,096	\$ 298,096	\$ 74,524	\$ 74,524	\$ 372,620
Travel	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Direct Expenses	\$ 2,090	\$ 2,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090
2027 Totals	\$ 65,200	\$ 65,200	\$ 27,875	\$ 27,875	\$ 298,096	\$ 298,096	\$ 74,524	\$ 74,524	\$ 465,695
2028									
Contract Number	FHWA G3P75		CTD G3XXX		FTA 5307 XXXXX		Local/Soft Match XXXXX		FY 2028 Total
Source	PL	Total	State	Total	Federal	Total	Local	Total	
MPO Budget Reference	2028 FHWA G3P75 (PL)		2028 CTD G3XXX (State)	2028 CTD G3XXX (Total)	2028 FTA 5307 XXXXX (Federal)	2028 FTA 5307 XXXXX (Total)	2028 Local/Soft Match XXXXX	2028 Local/Soft Match	
Personnel (salary and benefits)	\$ 61,910	\$ 61,910	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ -	\$ -	\$ 89,785
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 148,096	\$ 148,096	\$ 37,024	\$ 37,024	\$ 185,120
Travel	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Direct Expenses	\$ 2,090	\$ 2,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090
2028 Totals	\$ 65,200	\$ 65,200	\$ 27,875	\$ 27,875	\$ 148,096	\$ 148,096	\$ 37,024	\$ 37,024	\$ 278,195

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 179,570
Consultant	\$ 557,740
Travel	\$ 2,400
Direct Expenses	\$ 4,180
Total	\$ 743,890

FTA Section 5307 requires a 20% soft match, which is being satisfied using Transportation Dev. Credits (TDCs).

Task 8 TRANSIT AND TRANSPORTATION DISADVANTAGED (TD) PLANNING									
2027									
Source	FHWA		CTD		FTA 5307		Local/Soft Match		FY 2027 Total
Contract Number	G3P75		G3XXX		XXXXX		XXXXX		
Source Level	PL	Total	State	Total	Federal	Total	Local	Total	
MPO Budget Reference									
Lookup Name	2027 FHWA G3P75 (PL)	FHWA G3P75 (Total)	2027 CTD G3XXX (State)	CTD G3XXX (Total)	2027 FTA 5307 XXXXX (Federal)	FTA 5307 XXXXX (Total)	2027 Local/Soft Match XXXXX	Local/Soft Match XXXXX	
Personnel (salary and benefits)									
MPO Staff Salaries & Other deductions	\$ 61,910	-	\$ 27,875	-	\$ -	-	-	-	\$ 89,785
Personnel (salary and benefits) Subtotal	\$ 61,910	\$ 61,910	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ -	\$ -	\$ 89,785
Consultant									
Charlotte County Transit TDP Progress Report & other Transit related Studies		-		-	\$ 298,096	-	\$ 74,524	-	\$ 372,620
ubtotal	\$ -	\$ -	\$ -	\$ -	\$ 298,096	\$ 298,096	\$ 74,524	\$ 74,524	\$ 372,620
Travel									
Travel for Staff and LCB /CTD Board Member attend trainings, meetings and conference	\$ 1,200	-		-		-		-	\$ 1,200
tal	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Direct Expenses									
Advertising Costs for LCB Ads, Job posting and any related and required public meetings for TD Planning	\$ 1,000	-		-		-		-	\$ 1,000
Registration, training, conference, subscriptions	\$ 1,000	-		-		-		-	\$ 1,000
eo subscription	\$ 90	-		-		-		-	\$ 90
ses Subtotal	\$ 2,090	\$ 2,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090
Total	\$ 65,200	\$ 65,200	\$ 27,875	\$ 27,875	\$ 298,096	\$ 298,096	\$ 74,524	\$ 74,524	\$ 465,695
2028									
Source	FHWA		CTD		FTA 5307		Local/Soft Match		FY 2028 Total
Contract Number	G3P75		G3XXX		XXXXX		XXXXX		
Source Level	PL	Total	State	Total	Federal	Total	Local	Total	
MPO Budget Reference									
Lookup Name	2028 FHWA G3P75 (PL)	FHWA G3P75	2028 CTD G3XXX (State)	CTD G3XXX (Total)	2028 FTA 5307 XXXXX	FTA 5307 XXXXX (Total)	2028 Local/Soft	Local/Soft Match	
Personnel (salary and benefits)									
MPO Staff Salaries & Other deductions	\$ 61,910	-	\$ 27,875	-	\$ -	-	-	-	\$ 89,785
Personnel (salary and benefits) Subtotal	\$ 61,910	\$ 61,910	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ -	\$ -	\$ 89,785
Consultant									
Charlotte County Transit TDP Progress Report & other Transit related Studies		-		-	\$ 148,096	-	\$ 37,024	-	\$ 185,120
ubtotal	\$ -	\$ -	\$ -	\$ -	\$ 148,096	\$ 148,096	\$ 37,024	\$ 37,024	\$ 185,120
Travel									
Travel for Staff and LCB Board Member attend trainings, meetings and conference	\$ 1,200	-		-		-		-	\$ 1,200
tal	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Direct Expenses									
Advertising Costs for LCB Ads, Job posting and any related and required public meetings for TD Planning	\$ 1,000	-		-		-		-	\$ 1,000
Registration, training, conference, subscriptions	\$ 1,000	-		-		-		-	\$ 1,000
leo subscription	\$ 90	-		-		-		-	\$ 90
ses Subtotal	\$ 2,090	\$ 2,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090
Total	\$ 65,200	\$ 65,200	\$ 27,875	\$ 27,875	\$ 148,096	\$ 148,096	\$ 37,024	\$ 37,024	\$ 278,195

Task 9 Agency Expenditures Using Local Funds

Purpose:

To support activities and informational discussions related to legislative Delegation meetings on issues that affect the operations and functions of the MPO. The task as include the use of local funds for eligible expenditures that are not reimbursable through state and federal grant sources.

Required Activities:

- Monitor all Legislative Delegation meetings that could impact the MPO operations or its overall mission
- Coordinate with the Metropolitan Planning Organization Advisory Council (MPOAC) on statewide legislative matters affecting the MPO
- Provide refreshments at meetings to maximize productivity for Joint Regional MPO Meetings
- Administer and present the Peggy Walters Citizens Transportation Planning Award
- Reimburse staff for Class C related travel that is not covered by State and Federal regulations
- Cover expenses that are not eligible for FHWA reimbursement

End Products:

- Attendance at state and local legislative sessions on MPO related issues, as needed
- Provide refreshments at meetings to maximize productivity for Joint Regional MPO Meetings
- Non-reimbursable expenses covered over the years by the County i.e., award plaques, meeting refreshments, operating expenses, other planning /transit activities, membership fees, Class C Meals, salaries and benefits
- Presentation of the Peggy Walters Citizens Transportation Planning Award, accompanied by supporting documents and recognition materials

Responsible Agency: Charlotte County-Punta Gorda MPO

Funding Sources:	Year 1 – FY 2027	*LOCAL FUNDS	<u>\$16,569</u>
		TOTAL	\$16,569
	Year 2 – FY 2028	*LOCAL FUNDS	<u>\$16,569</u>
		TOTAL	\$16,569

*Local funds are used to cover expenses not eligible for FHWA reimbursement.

Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS			
2027			
Funding Source	Local		FY 2027 Total
Contract Number	Local	Total	
Source Level			
MPO Budget Reference			
Lookup Name	2027 Local (Local)	Local (Total)	
Salaries & Benefits not allowable by State	\$ 2,419	-	\$ 2,419
Personnel (salary and benefits)	\$ 2,419	\$ 2,419	\$ 2,419
Travel			
Travel expenses	\$ 700	-	\$ 700
Travel Subtotal	\$ 700	\$ 700	\$ 700
Direct Expenses			
Local contribution provided to the MPO by County for travel expenses, office expenes, membership, dues, meeting refreshments, promotional items, Peggy Walters Award Plaque and any other expenses not grant eligible	\$ 13,450	-	\$ 13,450
Direct Expenses Subtotal	\$ 13,450	\$ 13,450	\$ 13,450
Total	\$ 16,569	\$ 16,569	\$ 16,569
2028			
Funding Source	Local		FY 2028 Total
Contract Number	Local	Total	
Source			
MPO Budget Reference			
Lookup Name	2028 Local (Local)	Local (Total)	
Personnel (salary and benefits)			
Salaries & Benefits not allowable by State	\$ 2,419	-	\$ 2,419
Personnel (salary and benefits) Subtotal	\$ 2,419	\$ 2,419	\$ 2,419
Travel			
Travel expenses that is not allowable by State/Feds	\$ 700	-	\$ 700
Travel Subtotal	\$ 700	\$ 700	\$ 700
Direct Expenses			
Local contribution provided to the MPO by County for travel expenses, office expenes, membership, dues, meeting refreshments, promotional items, Peggy Walters Award Plaque and any other expenses not grant eligible	\$ 13,450	-	\$ 13,450
Direct Expenses Subtotal	\$ 13,450	\$ 13,450	\$ 13,450
Total	\$ 16,569	\$ 16,569	\$ 16,569

Table 1: Agency Funding Source Table FY 2027- FY 2028

Funding Source
May 18, 2026

Contract	Funding Source	Source Level	2027	2028	FY 2027 Funding Source				FY 2028 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G3XXX	CTD	State	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ 27,875	\$ -	\$ -	\$ -	\$ 27,875	\$ -
		CTD G3XXX TOTAL	\$ 27,875	\$ 27,875	\$ -	\$ -	\$ 27,875	\$ -	\$ -	\$ -	\$ 27,875	\$ -
G3P75	FHWA	PL	\$ 626,506	\$ 626,506	\$ 138,178	\$ 626,506	\$ -	\$ -	\$ 138,178	\$ 626,506	\$ -	\$ -
		FHWA G3P75 TOTAL	\$ 626,506	\$ 626,506	\$ 138,178	\$ 626,506	\$ -	\$ -	\$ 138,178	\$ 626,506	\$ -	\$ -
XXXXX	FTA 5307	Federal	\$ 298,096	\$ 148,096	\$ -	\$ 298,096	\$ -	\$ -	\$ -	\$ 148,096	\$ -	\$ -
		FTA 5307 XXXXX TOTAL	\$ 298,096	\$ 148,096	\$ -	\$ 298,096	\$ -	\$ -	\$ -	\$ 148,096	\$ -	\$ -
	Local	Local TOTAL	\$ 16,569	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569	\$ -	\$ -	\$ -	\$ 16,569
XXXXX	Local/Soft Match	Local/Soft Match XXXXX TOTAL	\$ 74,524	\$ 37,024	\$ 74,524	\$ -	\$ -	\$ -	\$ 37,024	\$ -	\$ -	\$ -
TOTAL			\$ 1,043,570	\$ 856,070	\$ 212,702	\$ 924,602	\$ 27,875	\$ 16,569	\$ 175,202	\$ 774,602	\$ 27,875	\$ 16,569
FTA Section 5307 requires a 20% soft match, which is being satisfied using Transportation Dev. Credits (TDCs).												

Table 2: Agency Participation Table FY 2027 – FY 2028

**Agency Participation
May 18, 2026**

Funding Source Contract	CTD G3XXX		FHWA G3P75		FTA 5307 XXXXX		Local		Local/Soft Match XXXXX	
	2027	2028	2027	2028	2027	2028	2027	2028	2027	2028
	Total Budget									
	\$ 27,875	\$ 27,875	\$ 626,506	\$ 626,506	\$ 298,096	\$ 148,096	\$ 16,569	\$ 16,569	\$ 74,524	\$ 37,024
Task 1 ADMINISTRATION										
Personnel (salary and benefits)	\$ -	\$ -	\$ 297,743	\$ 297,743	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 70,600	\$ 70,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 376,643	\$ 376,643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2 DATA COLLECTION, ANALYSIS AND MAPPING										
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3 PUBLIC PARTICIPATION PLAN (PPP)										
Personnel (salary and benefits)	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)										
Personnel (salary and benefits)	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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)	\$ -	\$ -	\$ 40,663	\$ 40,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 40,663	\$ 40,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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)	\$ 27,875	\$ 27,875	\$ 61,910	\$ 61,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 298,096	\$ 148,096	\$ -	\$ -	\$ 74,524	\$ 37,024
Travel	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 2,090	\$ 2,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 27,875	\$ 27,875	\$ 65,200	\$ 65,200	\$ 298,096	\$ 148,096	\$ -	\$ -	\$ 74,524	\$ 37,024
Task 9 AGENCY EXPENDITURE USING LOCAL FUNDS										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,419	\$ 2,419	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,450	\$ 13,450	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,569	\$ 16,569	\$ -	\$ -
TOTAL PROGRAMMED	\$ 27,875	\$ 27,875	\$ 626,506	\$ 626,506	\$ 298,096	\$ 148,096	\$ 16,569	\$ 16,569	\$ 74,524	\$ 37,024
Pursuant to 23 U.S.C [§ 11206(b)], 2.5% of the total PL allocation is set aside for Complete Streets. The FY 2026/2027 amount is \$15,663 and in FY 2027/2028 is \$15,663. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets. 3-30-26 - a total of \$60,000 in FHWA-PL funds was deobligated from the FY 2026 UPWP and will be added to FY 2027 FHWA-PL when become available. In accordance with FTA Section 5307, a 20% soft match is required. This requirement is fulfilled using Transportation Development Credits (TDCs), as reflected in Table 1.										

Appendices

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

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

	Administration	Data Collection, Analysis & Mapping	Public Participation	Long Range Transportation	Transportation Improvement Plan	Special Projects & System Planning	Regional Planning & Coordination	Transit & TD Planning	Agency Expenditures using Local Funds
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X
Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X	X	X		X	X	X	X
Increase the accessibility and mobility of people and for freight.	X	X	X	X		X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X	X	X	X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		X	X	X	X	X	X	X	X
Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate Stormwater impacts of transportation	X		X	X	X		X	X	X
Enhance travel and tourism	X		X	X		X	X	X	X
Emphasize the preservation of the existing transportation system.	X	X	X	X	X		X		X

Appendix B - State Planning Activities/Contracts

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

Contract Work

GIS Application Development and System Maintenance

Systems Planning and Reviews

Interchange Reviews

Travel Demand Model Development

ETDM/Community Impact Assessment

Statistics

Federal Functional Classification

Traffic Counts Program

Modal Development Technical Support

Commuter Services

State Highway System Corridor Studies

Growth Management Technical Support

Freight Mobility Support

Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

Appendix C - Planning Studies for Agencies in MPO Planning Areas

City of Punta Gorda Planning Studies

Name of Study/Short Description	Lead Agency/Dept.	FY Project Started	Cost	Source of Funds
Comprehensive Plan Updates	Local/Regional Planning Council	FY2025	\$125,000	Local
Land Development Regulation Updates	Local/Regional Planning Council	FY2025	\$225,000	Local
Boca Grand Stormwater Mitigation Project	Consultant/Local	FY2024/FY2025	\$7,390,673	Local, State Grant, Federal Grant, Other Grant Funds
Annexation Study	Local	FY2026	\$75,000	Local

Charlotte County Planning Studies

**THERE WERE NO PLANNING STUDIES PROGRAMMED FOR
CHARLOTTE COUNTY FOR FY 2027 – FY 2028**

Charlotte County Airport Authority Planning Studies

Planning Studies Charlotte County Airport Authority FY 2026/2027 - FY 2027/2028

Prepared on 12/4/25

Name of Study	Short Description	Estimated Cost	Source of Funding	FY Project Started	Lead Agency - Study
Master Plan Update	Update the 2019 master plan to reflect current conditions. The project will conduct comprehensive, long-term study that reassesses and guides an airport's future development to meet changing aviation demand and community needs.	\$1,200,000	FAA - \$1,080,000 (90%) FDOT - \$60,000 (5%) LOCAL - \$60,000 (5%)	FY 26 - FY 27	Consultant
Part 150 Noise Study	Update the 2019 noise study information that was included in the 2019 Master Plan. Analyzes airport noise and develops strategies for noise reduction.	\$1,300,000	FAA - \$1,170,000 (90%) FDOT - \$65,000 (5%) LOCAL - \$65,000 (5%)	FY 27 - FY 28	Consultant

Appendix D - Acronyms

Acronyms Used in this UPWP

AAASWFL	Area Agency on Aging for Southwest Florida	CTPP	Census Transportation Planning Package
AADT	Average Annual Daily Traffic	CTST	Community Traffic Safety Team
AARP	American Association of Retired Persons	CUTR	Center for Urban Transportation Research – University of South Florida
AASHTO	American Association of State Highway and Transportation Officials	CUTS	Coordinated Urban Transportation Studies
ADA	Americans with Disabilities Act	CV	Connected Vehicles
ADS	Autonomous Driving System	D1RPM	(FDOT) District 1 Regional Planning Model
AER	Annual Expenditure Report	DBE	Disadvantaged Business Enterprise
AHCA	Agency for Health Care Administration	DOEA	Department of Elder Affairs
AI	Artificial Intelligence	DRI	Development of Regional Impact
AMPO	Association of Metropolitan Planning Organizations	E+C	Existing plus Committed
APR	Annual Performance Report	EAR	Evaluation and Appraisal Report
APTA	American Public Transit Association	EIC	Englewood Interstate Connector
ARRA	American Recovery and Reinvestment Act of 2009	EIS	Environmental Impact Statement
ATMS	Automatic Traffic Management System	EJ	Environmental Justice
AV	Autonomous Vehicles	EOP	Emergency Operations Plan
BCC	Board of County Commissioners	EPA	Environmental Protection Agency
BEBR	Bureau of Economic and Business Research	ETAT	Environmental Technical Advisory Team
BMS	Bridge Management System	ETDM	Efficient Transportation Decision Making
BPAC	Bicycle/Pedestrian Advisory Committee	EV	Electric Vehicles
CAC	Citizens Advisory Committee	FAA	Federal Aviation Administration
CAMP	Corridor Access Management Plan	FAC	Florida Administrative Code
CAP	Commuter Assistance Program	FACTS	Florida Association of Coordinated Transportation Systems
CCAA	Charlotte County Airport Authority	FAP	Federal Aid Program
CCC	Continuing, Comprehensive and Cooperative Planning Process	FAST ACT	Fixing America’s Surface Transportation Act
CDMS	Crash Data Management System	FDOT	Florida Department of Transportation
CFASPP	Continuing Florida Aviation System Planning Process	FGTS	Florida Greenways and Trails System
CFR	Code of Federal Regulations	FHWA	Federal Highway Administration
CHHT	Charlotte Harbor Heritage Trails Master Plan	FIHS	Florida Intrastate Highway System
CHIP	Community Health Improvement Plan	FM	Financial Management
CIA	Community Impact Assessment	FPTA	Florida Public Transportation Association
CIP	Capital Improvements Program	FS	Florida Statutes
CMAQ	Congestion Mitigation Air Quality	FSUTMS	Florida Standard Urban Transportation Model Structure
CMP	Congestion Management Process	FTA	Federal Transit Administration
CMS	Congestion Management System	FTC	Florida Transportation Commission
COOP	Continuity of Operations Plan	FTP	Florida Transportation Plan
CPG	Consolidated Planning Grant	FY	Fiscal Year
CPT-HSTP	Coordinated Public Transit–Human Services Transportation	GIS	Geographic Information Systems
CRA	Community Redevelopment Agency	GPC	General Planning Consultant
CST	Construction	HOA	Homeowners Association
CTC	Community Transportation Coordinator	HOV	High Occupancy Vehicle Lanes
CTD	Florida Commission for the Transportation Disadvantaged	HP&R/D	Highway Planning and Research/Dept
		HSR	High Speed Rail
		ICAR	Intergovernmental Coordination and Review
		IIJA	Infrastructure Investment and Jobs Act
		IMS	Intermodal Management System

ISTEA	Intermodal Surface Transportation Efficiency Act	SAFETEA-LU	Transportation Equity Act – A Legacy for Users
IT	Information Technology	SCAT	Sarasota County Area Transit
ITS	Intelligent Transportation System	SGA	State of Good Repair
IVHS	Intelligent Vehicle Highway Systems	SIS	Strategic Intermodal System
JARC	Job Access Reverse Commute	SMS	Safety Management System
JPA	Joint Participation Agreement	SPR	State Planning and Research
LAP	Local Area Program	SR	State Route
LCB	Local Coordinating Board	SRTS	Safe Routes to School
LEP	Limited English Proficiency	SS4A	Safe Streets for All
LIDAR	Light Detection and Radar	STIP	Statewide Transportation Improvement Program
LOS	Level of Service	STP/SL	Surface Transportation Program
LRT	Light Rail Transit	STTF	State Transportation Trust Fund
LRTP	Long Range Transportation Plan	SWFRPC	Southwest Florida Regional Planning Council
MAP-21	Moving Ahead for Progress in the 21st Century	SWFTI	Southwest Florida Transportation Initiative
MOA	Memorandum of Agreement	T/E	Trip and Equipment
MOE	Measurement of Effectiveness	TAC	Technical Advisory Committee
MPA	Metropolitan Planning Area	TAM	Transit Asset Management
MPM	Mobility Performance Measures	TAMP	Transportation Asset Management Plan
MPO	Metropolitan Planning Organization	TAZ	Traffic Analysis Zone
MPOAC	Metropolitan Planning Organization Advisory Council	TD	Transportation Disadvantaged
MSTU	Municipal Service Tax Unit	TDM	Transportation Demand Management
MTP	Metropolitan Transportation Plan	TDP	Transit Development Plan
NEPA	National Environmental Policy Act	TDSP	Transportation Disadvantaged Service Plan
NHS	National Highway System	TE	Transportation Enhancement
NPS	National Park Service	TEA-21	Transportation Equity Act for the 21st Century
NTSB	National Transportation Safety Board	TIGER	Transportation Investment Generating Economic Recovery
OPA	Official Planning Agency	TIM	Traffic Incident Management
P+R	Park and Ride	TIP	Transportation Improvement Program
PD&E	Project Development and Environmental Study	TMA	Transportation Management Area
PE	Preliminary Engineering (Design)	TOD	Transit Oriented Development
PEA	Planning Emphasis Area	TOP	Transportation Outreach Program
PL	FHWA Metropolitan Planning Funds	TPM	Transportation Performance Management
PMS	Pavement Management System	TPO	Transportation Planning Organization
PPE	Public Participation Element	TRB	Transportation Research Board
PPP	Public Participation Plan	TRIP	Transportation Regional Incentive Program
R/W,	Right of Way	TSM	Transportation System Management
ROW		TTF	Transit Task Force
RFLI	Request for Letters of Interest	UPWP	Unified Planning Work Program
RFP	Request for Proposals	USBC	United States Bureau of the Census
RPC	Regional Planning Council	USC	United States Code
RSF	Regionally Significant Facility	USDOT	United States Department of Transportation
RTAP	Rural Transit Assistance Plan	UZA	Urbanized Area
RTCA	Rivers, Trails, and Conservation Assistance Program	VMT	Vehicle Miles Traveled
RTP	Regional Transportation Plan	VPD	Vehicles per Day

Appendix E - Resolution



**RESOLUTION
NUMBER 2026-01**

**A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION (MPO) ADOPTING THE
FISCAL YEAR 2026/2027 AND FISCAL YEAR 2027/2028 UNIFIED PLANNING WORK
PROGRAM (UPWP)**

WHEREAS, the Unified Planning Work Program (UPWP) is the Charlotte County-Punta Gorda Metropolitan Planning Organization’s biennial transportation planning work program and serves as the scope of work for the Florida Department of Transportation Metropolitan Planning Organization Agreement in compliance with 215.971 and 216.3475 Florida Statutes.

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

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

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

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

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

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

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

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

2. The MPO Director is hereby authorized to make administrative modifications to adopted UPWPs by shifting funds among line-item tasks as needed providing that:
 - a. The revision does not increase or decrease the total MPO budget in an adopted UPWP.
 - b. The revision does not change the scope of the work to be accomplished within any line-item task.
 - c. The revision does not add or delete a line-item task in a UPWP.
 - d. All modifications are coordinated with the appropriate funding agencies.

3. Copies of the Final FY 2026/2027 and FY 2027/2028 UPWP, Metropolitan Planning Organization Agreement and this Resolution shall be forwarded to the FDOT and FHWA.


PASSED AND DULY ADOPTED this 18th day of May, 2026.

CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

By: 
Christopher G. Constance, MD, Chairman

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

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

By: 
Thomas M. David, County Attorney
LR26-0151  (GRP)

**Appendix F - FY 2026/FY 2027 – FY2027/FY 2028 UPWP Comments
received from FDOT, FHWA & FTA**


Summary of Comments on UNIFIED PLANNING WORK PROGRAM


Page: 43

Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:08 PM
There should be a match associated with the 5307 funding 80/20

Number: 2 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:14 PM
There should be a match associated with the 5307 funding 80/20

Page: 44

 Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:22 PM
There should be a match associated with the 5307 funding 80/20

 Number: 2 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:27 PM
There should be a match associated with the 5307 funding 80/20

Page: 48

Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:33 PM
There should be a match associated with the 5307 funding 80/20

Page: 49

Number: 1 Author: Tameka.Wimberly Subject: Comment on Text Date: 4/14/2026 1:10:41 PM
There should be a match associated with the 5307 funding 80/20

**Appendix G – 2050- Long Range Transportation Planning
(LRTP)**

Available upon request

Appendix H – MPO/FDOT Agreement, Statements & Assurances

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439316-6-14-01</u> (item segment phase sequence)	Fund: <u>PL</u> <hr/> Function: <u>615</u> <hr/> Federal Award Identification No. (FAIN): <u>0408-064-M</u> <hr/> MPO Unique Entity Identifier (UEI) No.: <u>X3RBY2VEDJT3</u>	FLAIR Approp.: <hr/> 088854 FLAIR Obj.: <hr/> 780000 <hr/> Org. Code: <hr/> 55012010130 <hr/> Vendor No.: <hr/> F596000541056
CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>		

THIS FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this _____ day of _____ 2026, 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, P.O. Box 1249, Bartow, FL 33831-1249 and the Charlotte County - Punta Gorda Metropolitan Planning Organization (MPO), whose address is 1050 Loveland Boulevard Box C, Port Charlotte, FL33980, and whose Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov) is: X3RBY2VEDJT3 (collectively the "Parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the Parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR) § 450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is for the Department to provide Federal financial assistance to the MPO in the form of FHWA funds to support transportation planning activities identified in the MPO's Unified Planning Work Program (UPWP). This Agreement sets forth the terms and conditions under which FHWA funds will be provided and outlines the manner in which work tasks and subtasks in the UPWP will be undertaken and completed. The work to be performed by the MPO is fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A."
3. **Consolidated Planning Grant (CPG):** The Department began participating in the Consolidated Planning Grant (CPG) program with the State fiscal year (FY) 2022/23 – 2023/24 UPWP cycle. The Department designated FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, FHWA and FTA annually deliver lump sum appropriations to the Department for allocation to MPOs for metropolitan planning activities. The federal funds are provided to the Department as FHWA Planning (PL) and FTA 5305(d) funds. The Department uses the CPG to combine the FHWA PL and FTA 5305(d) MPO allocations into a single grant administered by FHWA. The Department continues to calculate annual MPO funding allocations using the approved FHWA PL and FTA 5305(d) allocation formulas.
4. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement, including the Statement of Assurances, which are legally binding under this Agreement.
5. **Budgetary Ceiling:** The total budgetary ceiling for the UPWP is \$1,253,012. 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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT

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
439316-6-14-01	\$1,253,012

6. **Non-federal Share:** It is the policy of the Department to fulfill the non-federal share or “soft match” with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.

7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2026 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2028. If the Agreement is fully executed after July 1, 2026, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2028. Expiration of this Agreement will be considered termination of the UPWP. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.

9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by the Parties with the same formalities as the original Agreement.
 - A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP shall require either an Amendment or a Modification. Such revisions may be budgetary and/or programmatic in nature and may be either major or minor in scale. Minor revisions shall be processed by the MPO as a Modification, whereas major revisions shall be processed by the MPO as an Amendment. A major revision shall be defined as an alteration to the UPWP that materially impacts its original intent or anticipated outcomes.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications.

i. Amendments to the UPWP

UPWP Amendments are required for actions described in 2 CFR 200.308 and 29 CFR 1470.30, as referenced in the MPO Program Management Handbook, FHWA technical memorandums and guidance, FDOT Technical memorandums and guidance, as well as other federal regulations.

In addition, a change in the MPO’s staff director, organizational name, or voting structure requires a UPWP Amendment.

ii. Modifications to the UPWP

UPWP changes that do not require an Amendment may be processed as a UPWP Modification.

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT

for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

10. General Requirements:

- A.** The MPO shall complete the UPWP with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 CFR and 49 CFR, and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in UPWP costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR § 200.302, specifically:
 - i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in § 200.327 Financial reporting and § 200.328 Monitoring and reporting program performance.
 - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv.** Effective control over, and accountability for, all funds, property, and other assets.
 - v.** Comparison of expenditures with budget amounts for each Federal award.
 - vi.** Written procedures to implement the requirements of § 200.305 Payment.
 - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E— Cost Principles and the terms and conditions of the Federal award.

11. Compensation and Payment:

- A.** The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with the UPWP, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide

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any other data required by FHWA or the Department to justify and support the payment requested.

- B.** Pursuant to Section 287.058, F.S., the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The UPWP and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C.** Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D.** The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the UPWP which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- E.** Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the UPWP, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit "D" for Contract Payment Requirements.
- F.** Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061, F.S.
- G.** Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, F.S. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then- current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H.** An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not

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disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the UPWP records, together with supporting documents and records, of the consultant and all subconsultants performing work on the UPWP, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the UPWP. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR § 200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), F.S., are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all UPWP costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the UPWP, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

- N. If, after UPWP completion, any claim is made by the Department resulting from an audit or for work or

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services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 15% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

12. Procurement and Contracts of the MPO:

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR § 200.
- B. It is understood and agreed by the Parties that participation by the Department in a project as part of the UPWP with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, F.S., Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 CFR 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

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

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200.1, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. Exhibit "B", Federal Financial Assistance (Single Audit Act), to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal

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year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this paragraph.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the Federal award;
 4. Initiate suspension or debarment proceedings as authorized under 2 CFR Part 180 and 1200 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 5. Withhold further Federal awards for the UPWP or program;
 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and UPWP records as

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necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

- vii. The Department's contact information for requirements under this Section is as follows:

Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

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

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

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

The Parties may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the Parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, F.S., and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

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

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

- 16. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters

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

- A. Initial Resolution:** The affected Parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
 - B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Charlotte County - Punta Gorda MPO - the Chairperson of the MPO.
 - C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the Parties may pursue any other remedies set forth in this Agreement or provided by law.
- 17. Compliance with 49 CFR Part 26:** To the extent required by law, comply, and have your consultants and subconsultants comply, with the provisions of 49 CFR Part 26, as amended.
- 18. Compliance with Laws and Regulations:**
- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this UPWP. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
 - B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," as set forth in 2 CFR Part 180 and 1200, attached and incorporated into this Agreement in Exhibit "E", and when applicable the MPO shall include Exhibit "E" required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
 - C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation (USDOT) issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work as part of the UPWP to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and related statutes and regulations.
 - D. Restrictions on Lobbying** The MPO agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or

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employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of Exhibit "F" be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR § 1.33.

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

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, F.S., an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the UPWP or any property included or planned to be included in the UPWP in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the UPWP or any property included or planned to be included in any UPWP, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

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- E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

20. Miscellaneous Provisions:**A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii. In addition, the MPO shall comply with the requirements of Section 119.0701, F.S.

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

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this Agreement with a signature on behalf of a party will be legal and binding on such party.

- J. The Parties agree to comply with s.20.055(5), F.S., and to incorporate in all subcontracts the obligation to comply with s.20.055(5), F.S.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

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

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI/Nondiscrimination Assurances
- D. Exhibit "D", Contract Payment Requirements
- E. Exhibit "E", Debarment and Suspension Certification
- F. Exhibit "F", Lobbying Certification for Grants, Loans, and Cooperative Agreements

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

MPO Name
Charlotte County - Punta Gorda Metropolitan
Planning Organization

Florida Department of Transportation

MPO Executive Director Name
Lakshmi N. Gurrum

District Secretary or Designee Name
James M. Driggers, Jr., P.E.



MPO Executive Director Signature

District Secretary or Designee Signature

MPO Chairperson or Designee Name
CHRISTOPHER G. CONSTANCO, CHAIRMAN

FDOT Legal Reviewer Name & Title
Don Conway, Senior Attorney



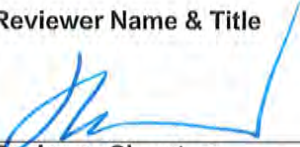
MPO Chairperson or Designee Signature

FDOT Legal Reviewer Signature

DS
DC

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MPO Legal Reviewer Name & Title



MPO Legal Reviewer Signature

K. M. W.

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EXHIBIT "A"
UPWP

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EXHIBIT "B"
FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: [20.205](#)
CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION
Federal-Aid Highway Program, Federal Lands Highway Program
***Award Amount:** \$1,253,012
Awarding Agency: Florida Department of Transportation
Indirect Cost Rate: N/A
****Award is for R&D:** No

*The federal award amount may change with supplemental agreements

**Research and Development as defined at 2 CFR § 200.87

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING
AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

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

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

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**EXHIBIT "C"****TITLE VI/NONDISCRIMINATION ASSURANCES**

Pursuant to Section 9 of US DOT Order 1050.2A, the MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

- (1.) Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
- (2.) Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the MPO's organization and to the general public. Such information shall be published where appropriate in languages other than English.
- (3.) Insert the clauses labeled *Appendices A and E* below in every contract subject to the Acts and the Regulations.
- (4.) Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
- (5.) Participate in training offered on Title VI and other nondiscrimination requirements.
- (6.) If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
- (7.) Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the MPO.

APPENDICES A and E

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the USDOT Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereinafter referred to as the "Regulations", which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The contractor, with regard to the work performed during this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract,

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including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or FHWA, FTA, Federal Aviation Administration (FAA), and Federal Motor Carrier Safety Administration (FMCSA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Department, or FHWA, FTA, FAA, or FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department shall impose such contract sanctions as it or FHWA, FTA, FAA, or FMCSA may determine to be appropriate, including, but not limited to:
- a. withholding of payments to the contractor under the Agreement until the contractor complies, and/or
 - b. cancellation, termination or suspension of the Agreement, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the Department or FHWA, FTA, FAA, or FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the Department, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 U.S.C. § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-259), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by USDOT regulations at 49 CFR parts 37 and 38; Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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CONTRACT PAYMENT REQUIREMENTS
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

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

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

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

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

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

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

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

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

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

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EXHIBIT "E"

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulations on Governmentwide Debarment and Suspension at 2 CFR Part 180 and 1200:

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

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EXHIBIT "F"

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the MPO that:

- (1.) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3.) The MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4.) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.