

**COLLIER**  
**METROPOLITAN PLANNING ORGANIZATION**  
Bonita Springs (Naples), FL UZA

**FISCAL YEARS (FY) 2018/19-2019/20**  
**UNIFIED PLANNING WORK PROGRAM**

This document was approved and adopted by the  
Collier Metropolitan Planning Organization on

Approved and Adopted May 11, 2018

---

Commissioner William L. McDaniel, Jr.  
MPO Chair

Prepared by:  
Staff and the participating agencies of the  
Collier Metropolitan Planning Organization  
2885 Horseshoe Drive South, Naples, Florida 34104  
(239) 252-5804  
Fax: (239) 252-5815  
Collier.mpo@colliercountyfl.gov  
<http://www.colliermpo.com>

The preparation of this document has been financed in part through grants from  
the Federal Highway Administration (CFDA Number 20.205),  
the Federal Transit Administration (CFDA Number 20.505),  
the U.S. Department of Transportation, under the Metropolitan Planning Program,  
Section 104(f) of title 23, U.S. Code,  
and from Local funding provided by Collier County, the  
City of Naples, the City of Marco Island, and the City of Everglades City.  
The contents of this document do not necessarily reflect the official  
views or policy of the U.S. Department of Transportation.

**Federal Planning Funds**

Federal Aid Program (FAP) - # PL0313 (056)  
Financial Management (FM) - # 439314-2-14-01  
FDOT Contract # GOY70

**Federal Transit Administration (FTA) Section 5305(d) Funds**

Financial Management (FM) - # 410113 1 14  
Contract # GO581

**Federal Surface Transportation Program - Any Area (SA) Funds**

Financial Management - # 435041-1-18-01  
FDOT Contract #

Amendment 1: April 12, 2019  
Amendment 2: May 10, 2019  
Modification 3: May 30, 2019

[Amendment 4: October 11, 2019](#)





225-010-06  
POLICY PLANNING  
5/18

*Florida Department of Transportation*

605 Suwannee Street  
Tallahassee, FL 32399-0450

RICK SCOTT  
GOVERNOR

MIKE DEW  
SECRETARY

**Cost Analysis Certification**

**Collier MPO**

**Unified Planning Work Program - FY 2020**

Adopted 5/11/2018

Revision Number: Initial Adoption

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

\_\_\_\_\_  
Name: Victoria Peters

\_\_\_\_\_  
Select to enter  
Title and District

\_\_\_\_\_  
Select Date  
Signature

www.fdot.gov

**COLLIER  
METROPOLITAN PLANNING ORGANIZATION**

**FY 2018/19-2019/20  
UNIFIED PLANNING WORK PROGRAM (UPWP)**

**TASK 1**

**ADMINISTRATION**

## **ADMINISTRATION**

### **PURPOSE:**

To conduct activities (including staff travel and capital expenses) including the development and maintenance of administrative reports and grants contract administration. This task also includes all public involvement activities and administrative support for MPO planning and programs in general, including assistance to Federal, State and local agency staff, as needed. It provides for the administration of the area-wide multimodal transportation planning process in accordance with Federal and State requirements, and for the technical management over each project included in the UPWP.

### **PREVIOUS WORK:**

- Staff Management
- UPWP development and Amendments
- Annual and Quadrennial MPO Certifications
- Quarterly Reports and Invoices
- Grant Applications, Contracts, Joint Participation Agreements, and Budget Submittals
- Audits as required
- Legal services for MPO
- Purchase, lease or rent for MPO staff offices, vehicle, facilities and equipment
- Copies
- COOP
- Published MPO newsletters
- Developed and maintained an interactive stand-alone Website
- Staff spoke before groups and organizations
- Staff issued press releases and legal ads
- Participated in interviews by local print and broadcast media
- Public Involvement activities
- Provided information to the public, consultants and other government agencies by mail, phone and e-mail.

### **REQUIRED ACTIVITIES:**

- Manage in-house staff and consultants to accomplish all planning tasks.
- General administration and coordination of the MPO and MPO activities required to facilitate the UPWP and planning tasks per federal and state planning requirements.
- Maintain and update a General Planning Contract for planning tasks and issue purchase orders, work orders or necessary authorizations under contracts associated with the General Planning Contract or future planning contracts.
- Preparation of contracts, request for proposals and agreements between the MPO and participating agencies, including contracts with outside consultants.
- Technical assistance to local governments, public agencies, and other qualified grant sponsors regarding Federal and state grant applications or management issues.

- General facilitation, coordination and minute / record keeping of all MPO Board, advisory committee meetings, and any other public meetings or workshops. This includes legal ads and notices, scheduling the meetings, facility rentals, assembling and delivering the agendas / packets, transcribing the minutes, etc.
- Complete press releases, legal ads, advertisements, fliers, notices, etc. for meetings, transportation plans and MPO related activities.
- MPO Board, committee members and staff to participate in transportation workshops, conferences, meetings and coordination activities to provide staff, board, and committee members training and education, about the MPO and to enhance knowledge in any UPWP task, maintain technical expertise, promote sound transportation planning, and stay abreast of emerging issues. This includes purchase of any necessary resource and training materials. Travel may be required for these activities.
- Participate in any air quality compliance training and related air quality regulations (as necessary).
- Soliciting applications for vacancies on advisory committees, as needed.
- Updating of MPO and advisory committee bylaws, as needed.
- Contracting with outside legal counsel as necessary for contracts, agreements, and procedural assessments.
- Contractual lease or rent for MPO staff offices, facilities, vehicle and equipment, if applicable.
- Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals. Ensure compliance with DBE policy.
- Assist Collier County with MPO budget, grant compliance and annual audit as necessary. Ensure all MPO Board Members receive a copy of the annual audit.
- Drafting or updating any necessary agreements, resolutions or documents including but not limited to the reapportionment plan, interlocal agreements and coordination agreements.
- Pursue new grant opportunities as they arise to support transportation and related planning.
- Payment of professional membership dues for planning, such as AICP, engineering, such as EIT and ITS, and appropriate legal organizations.
- Purchase of all routine / necessary office supplies for the MPO.
- Printing expenses, either in house or through a vendor.
- Purchase or lease the necessary office equipment such as computers / laptops / monitors / color copiers / printers / scanners / fax machines / iPads / Tablets (or equivalent) / audiovisual aids in order to enhance MPO documentation and communication.
- Software license and maintenance agreements, including but not limited to computer operating systems, Adobe Professional and ArcGIS.
- Maintenance fees from the Collier County Information Technology department (IT) for help desk support and maintenance of MPO computers and related hardware/software, as necessary.
- Develop/update/revise/amend FY 2018/19-2019/20 Unified Planning Work Program.
- Develop an Annual Report to report on annual activities of staff and advisory committees, incorporating PIP statistics, performance measures and the Board's strategic plan.
- Develop annual reports for FHWA, FDOT, and other member governments, as requested.
- Continue to coordinate with FDOT and partner agencies to address and implement performance measures as required.
- Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in an effort to move towards performance based planning.

- Assess progress towards meeting UPWP objectives, project end dates and budget targets.
- Preparation of documents necessary to maintain the Federal and state certification of the Collier MPO's metropolitan multimodal transportation planning process (MMTPP) and the related requirements associated with Federal funding and the planning process. This includes the preparation of quarterly invoices and an Annual Summary Report to ensure compliance with any federal or state regulations.
- Maintain and update the Continuity of Operations Plan (COOP) or other disaster preparedness procedures and conduct a COOP preparedness training / exercise, as necessary.
- Review, update and distribution of MPO's Public Involvement Plan (PIP), LEP and the Joint Regional PIP.
- Ongoing Title VI & Environmental Justice evaluations including updating the complaint process and resolving complaints, as necessary.
- Document measures of effectiveness for the PIP.
- Complete MPO/project newsletters, fliers, and outreach materials to educate the public.
- Provides staff for information booths at community events and business trade fairs.
- Ongoing development, update and maintenance/enhancement of MPO website, social media and networking media to engage the public, gain public input and provide document availability, such as the QRC.
- Provide, conduct and review public involvement surveys and responses and public comment periods.
- Ongoing development and maintenance of mailing and community contact lists to ensure adequate notice of public meetings and distribution of public information materials.
- Payment of all postage, FedEx and routine / necessary office supplies for the MPO.
- Consultant assistance as required.

**END PRODUCT:**

**(TARGET DATE)**

- |   |                      |
|---|----------------------|
| • Quarterly progress reports and invoices.  | (quarterly)          |
| • Certification documentation, Agreements, Resolutions and JPAs.  | (annually)           |
| • Annual Audit distribution   | (annually)           |
| • Compliance with DBE Policy and reporting requirements.  | (as needed)          |
| • Press releases and solicitation for vacancies on advisory committees.   | (as needed)          |
| • Monthly agenda packets for advisory committees and the MPO Board  | (monthly)            |
| • Press releases or legal ads for advisory committee meetings, MPO Board meetings and any other meetings or special workshops/events                  | (monthly/ as needed) |
| • Annual summary of activities.   | (as needed)          |
| • Pursue a MPO Internship Program   | (as necessary)       |
| • Air quality compliance and regulation training  | (as necessary)       |
| • Title VI training.  | (as necessary)       |
| • FSUTMS training.  | (as necessary)       |
| • GIS training  | (as necessary)       |
| • Professional development training and workshops.  | (as necessary)       |
| • Office Lease and usage of car from Collier County Fleet Management for \$735 per quarter and an additional rate of \$0.49 per mile over 1,500 miles | (quarterly)          |

- Office equipment lease (monthly)
- 2018/19-2019/20 Unified Planning Work Program updates (as needed)
- Draft 2020/21 – 2021/22 Unified Planning Work Program (7<sup>th</sup> quarter)
- Continuity of Operations Plan (COOP) or other disaster preparedness procedures. (ongoing)
- MPO committee and Board member orientation. (as needed)
- Minutes of MPO Board and Advisory Committees and associated subcommittee meetings. (monthly)
- Agendas for the MPO Board and associated Advisory Committees. (Monthly)
- MPO newsletters. (semi-annually)
- Updated MPO website and web pages (ongoing)
- Information about MPO events and workshops. (ongoing)
- Timely response to all information requests. (ongoing)
- Public Involvement Plan (PIP) and Evaluation Guide (as necessary)
- Published list of projects for which Federal funds are obligated in the preceding year, and make available for public review. (annually)
- Annual Report (annually)
- Presentations for MPO committees, Board members and the public regarding the LRTP, TIP, UPWP and other plans (as needed)
- Updates to the Limited English Proficiency (LEP) Plan. (as needed)
- Updates to the community outreach tools to identify Environmental Justice and Title VI populations (as needed)
- Public involvement documents in accordance with the PIP (ongoing)

**RESPONSIBLE AGENCY:**

Collier MPO Consultant Services	<b>FY 2018/19</b> FHWA (PL)	\$315,000
Collier MPO Consultant Services	<b>FY 2019/20</b> FHWA (PL)	\$299,185



## Task 1 - Financial Tables

Task 1 - Administration								
Estimated Budget Detail for FY 2018/19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries, fringe benefits, and other deductions	\$244,750	\$0	\$0	\$0	\$0	\$0	\$244,750
	<b>Subtotal:</b>	<b>\$244,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$244,750</b>
<b>B. Consultant Services</b>								
	Website maintenance, hosting fees, etc.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>C. Travel</b>								
	Travel and Professional Development	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	<b>Subtotal:</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>d. Other Direct Expenses</b>								
	Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
	Insurance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	Cellular Telephone Access and expenses	\$750	\$0	\$0	\$0	\$0	\$0	\$750
	General Copying Expenses, equipment lease, printing charges, repairs and maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	General Office Supplies	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	Legal Advertising	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	Motor Pool Rental and Car Maintenance /expenses	\$4,500	\$0	\$0	\$0	\$0	\$0	\$4,500
	Postage, business reply permit, freight expenses, etc.	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$46,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,250</b>
	<b>Total:</b>	<b>\$315,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

Task 1 - Administration							
Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$243,935	\$0	\$0	\$0	\$0	\$0	\$243,935
<b>Subtotal:</b>	<b>\$243,935</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$243,935</b>
<b>B. Consultant Services</b>							
Website maintenance, hosting fees, etc.	<del>\$1,000</del>	\$0	\$0	\$0	\$0	\$0	<del>\$1,000</del>
<b>Subtotal:</b>	<del><b>\$1,000</b></del>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<del><b>\$1,000</b></del>
<b>C. Travel</b>							
Travel and Professional Development	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
<b>Subtotal:</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>D. Other Direct Expenses</b>							
Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
Insurance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Cellular Telephone Access and expenses	\$750	\$0	\$0	\$0	\$0	\$0	\$750
General Copying Expenses, equipment lease, <del>software purchase</del> , printing charges, repairs and maintenance	<del>\$14,000</del>	\$0	\$0	\$0	\$0	\$0	<del>\$14,000</del>
General Office Supplies	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
Legal Advertising	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Motor Pool Rental and Car Maintenance /expenses	\$4,500	\$0	\$0	\$0	\$0	\$0	\$4,500
Postage, business reply permit, freight expenses, etc.	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
<b>Subtotal:</b>	<b>\$46,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,250</b>
<b>Total:</b>	<b>\$299,185</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$299,185</b>

Deleted: 5,000  
Deleted: 5,000  
Deleted: 5,000  
Deleted: 5,000

Deleted: 10,000  
Deleted: 10,000

**TASK 3**

**TRANSPORTATION IMPROVEMENT  
PROGRAM MONITORING AND  
DEVELOPMENT**

## TRANSPORTATION IMPROVEMENT PROGRAM

### PURPOSE:

Develop Multimodal TIPs for FY 2018/2019-2022/2023 and FY 2019/20-2023/24 that identify all Federal, State, and locally funded transportation improvements consistent with the requirements of Federal and State laws. Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the TIP. This section also includes transportation system planning tasks related to contingency of operations and short-range transportation planning and programming.

### PREVIOUS WORK:

- Coordinated with agencies and jurisdictions on transportation plans and programs.
- Developed Annual preparation of TIPs and TIP Amendments with the assistance of a consultant to develop a web-based TIP Tool.

### REQUIRED ACTIVITIES

- Coordinate all TIP efforts with FDOT, local agencies, jurisdictions and the STIP.
- Continue to analyze proposed amendments to the current TIP for conformity, policy implications, financial impact, and administrative changes.
- Prepare and distribute updates to the TIP.
- Develop reports that provide information on various aspects of transportation projects and programs.
- Review and prioritize transportation system projects in the LRTP in preparation for the TIP.
- Continue to share project information with other transportation agencies and the public via the MPO website and QRC.
- Prepare project priority lists for the MPO Board and its advisory committees.
- Continued incorporation of Efficient Transportation Decision Making (ETDM) into the transportation planning process.
- Review ETDM projects and purpose and needs statements for projects on MPO priority lists and in the LRTP.
- Continued incorporation of any air quality compliance and related air quality regulations (as necessary).
- Review and update the Collier County Freight and Goods Mobility Analysis as necessary and respond to inquiries regarding this document.
- Review and assess the need for freight strategies and develop them as necessary.
- Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the move towards performance based planning.

### END PRODUCTS:

### (TARGET DATE)

- |   |                           |
|---|---------------------------|
| • Miscellaneous research reports and analyses.    | (ongoing)                 |
| • Updated maps and graphics                       | (ongoing)                 |
| • FY 2018/19 Transportation Project Priority List | (4 <sup>th</sup> Quarter) |

- FY 2019/20 Transportation Project Priority List (8<sup>th</sup> Quarter)
- Updates of available discretionary transportation funding Programs project lists. (as necessary)
- FY 2018/19 – 2022/23 TIP (4<sup>th</sup> Quarter)
- FY 2019/20 – 2023/24 TIP (8<sup>th</sup> Quarter)
- TIP Amendments (as necessary)

**RESPONSIBLE AGENCY:**

Collier MPO	<b>FY 2018/19</b> FHWA (PL)	\$ 20,000
-------------	--------------------------------	-----------

Collier MPO	<b>FY 2019/20</b> FHWA (PL)	\$ <u>15,000</u>
-------------	--------------------------------	------------------

Deleted: 20,000

### Task 3 - Financial Tables

Task 3 - TIP							
Estimated Budget Detail for FY 2018/19							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Total:</b>	<del><b>\$20,000</b></del>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

Deleted: 43,500

Task 3 - TIP							
Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	<del>\$15,000</del>	\$0	\$0	\$0	\$0	\$0	<del>\$15,000</del>
<b>Subtotal:</b>	<del><b>\$15,000</b></del>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<del><b>\$15,000</b></del>
<b>Total:</b>	<del><b>\$15,000</b></del>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<del><b>\$15,000</b></del>

Deleted: 20,000

Deleted: 20,000

Deleted: 20,000

Deleted: 20,000

Deleted: 20,000

Deleted: 20,000

**TASK 5      SPECIAL PROJECTS AND SYSTEMS  
PLANNING**

## **SPECIAL PROJECTS & SYSTEMS PLANNING**

### **PURPOSE:**

To complete various recurring and non-recurring planning projects. These projects will assist in providing a balanced, multimodal transportation system.

### **PREVIOUS WORK:**

- Staff support to the citizen-based Bicycle & Pedestrian Advisory Committee.
- Development of annual Work Program priorities for construction of new sidewalks, pathways and bike lanes.
- Served as liaison to FDOT to communicate the need for bicycle and pedestrian facilities on State roads.
- Completed an update of the Comprehensive Pathways Plan in 2012. Began the Bicycle and Pedestrian Master Plan in 2017. The plan is expected to be completed in the 2<sup>nd</sup> quarter of 2018.
- Coordinated with the City of Naples, Marco Island, Everglades City, and Collier County Staff to complete an inventory of the current bike and pedestrian facilities.
- Incorporated the inventory into the Collier County Bicycle and Pedestrian Facilities Map which will be published in 2018.
- Completed the Naples Manor Walkable Community Study (March 2010), Immokalee Walkable Community Study (December 2011), and the Golden Gate Walkable Community Study (June 2018).
- Participated in the US 41 (Commercial Drive to Guilford Road) and Airport Pulling Road (US 41 to Estey Avenue) Pedestrian/ Bicycle Safety Audit.
- The MPO first adopted CMS priorities in August 2003.
- Developed the CMC Stakeholders Committee which developed the concept for the update of the CMP in 2006.
- Updated CMP in 2008 and in 2017 to better define the CMP performance measures and process for projects.

### **REQUIRED TASKS:**

#### **BICYCLE AND PEDESTRIAN PLANNING SUPPORT:**

- Consultant services to complete the Bicycle and Pedestrian Master Plan .
- Conduct an annual project prioritization process, if needed.
- Participate in special events that promote bicycle/pedestrian activities and safety education.
- Continue outreach to Naples Pathway Coalition, Community Traffic Safety Team and Healthy Community Coalition of Collier County to gain community support of Bicycle and Pedestrian initiatives.
- Coordinate with MPO member governments and School District regarding data collection activities to quantify number of bicyclists and pedestrians at specific locations around Collier County.



- Coordinate with FDOT and local governments to ensure that roadway expansion and retrofit projects work towards meeting the bicycle/pedestrian goals identified in the Bicycle and Pedestrian Master Plan.
- Work with the Technical Advisory Committee (TAC) and School District to identify candidate projects for Safe Routes to Schools Program.
- Analyze bicycle/pedestrian facilities and crashes
- Update the multi-modal components of the LRTP, and LOS analysis as needed.
- Incorporate bicycle and pedestrian facilities plans and programs into multi-modal and mode-shift efforts.
- Coordinate with, and coordinate support for, the transit modal interface.
- Attend and participate in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate.
- Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures into Bicycle and Pedestrian planning in the move towards performance based planning.
- Consultant services may be used on this task.

**CONGESTION MANAGEMENT PROCESS SUPPORT:**

- Review CMP 2017 Update with the Congestion Management Committee (CMC) and prioritize CMP projects for funding from Federal, State or local sources.
- Complete a biannual Transportation System Performance Report to provide a thorough system assessment in order to identify where priority investments should be made.
- Staff will continue to coordinate with the Lee County MPO by attending their Traffic Management and Operations Committee (TMOC) and on the Collier/Lee/Charlotte Traffic Incident Management Committee to the extent necessary and feasible.
- Continue to coordinate with Collier Area Transit (CAT) and LeeTran with the LinC system which connects CAT and LeeTran; thereby connecting two counties over an expansive geographical area.
- Coordinate with FDOT and member agencies to address Congestion Management Planning in an effort to move towards performance based planning.
- Consultant and/or MPO staff will continue to review the current CMP and will update or revise the plan to reflect the latest strategies and performance measures as necessary.
- Attend and participate in local, jurisdictional, agency, municipality, FDOT and Lee MPO technical meetings and workshops related to CMC, CMP, and congestion relief strategies.
- Consultant and/or MPO staff to gather traffic volume, traffic signal, and roadway geometry information and crash statistics to facilitate the MPO's assessment of congestion for the Metropolitan Area.
- Facilitate "best practices" approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.
- Staff will continue to research alternative transportation choices to include Transportation Demand Management (TDM) strategies in the CMP.
- Consultant and MPO staff will prepare a Countywide Strategic Highway Safety Plan.

**END PRODUCT:**

**(TARGET DATE)**

- Prioritized Transportation Alternative Program Projects (as needed)
- Prioritized Bicycle and Pedestrian Projects for inclusion in FDOT's Work Program. (as needed)
- Coordinated efforts with member governments. (ongoing)
- Pathways element of the Regional Transportation Network. (annually)
- Community Traffic Safety Team (CTST) meetings and activities (monthly)
- Updated Bike/Ped Users Map (as needed)
- Bicycle and Pedestrian crash data (as needed)
- Bicycle and Pedestrian Master Plan (4<sup>th</sup> quarter)
- Transportation System Performance Report (7<sup>th</sup> quarter)
- Updated Congestion Management Process (as necessary)
- Updated CMP project identification and prioritization Methodology. (as necessary)
- Updated transportation project information. (ongoing)
- Updated traffic volume, signal and roadway geometry information (as necessary)
- Prioritized Congestion Management projects for funding. (as necessary)
- Strategic Highway Safety Plan (8<sup>th</sup> quarter)

**RESPONSIBLE AGENCY:**

	<b>FY 2018/19</b>	
Collier MPO	FHWA (PL)	\$132,000
Consultant Services	FHWA (SA)	\$200,000
	<b>FY 2019/20</b>	
Collier MPO	FHWA (PL)	<u>\$152,000</u>
Consultant Services		

Deleted: 147,000

## Task 5 - Financial Tables

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2018/19							
Budget Category & Description	FHWA (PL)	FHWA (SA)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
<b>Subtotal:</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>
<b>B. Consultant Services</b>							
Transportation System Performance Report	\$61,000	\$0	\$0	\$0	\$0	\$0	\$61,000
Bicycle and Pedestrian Master Plan	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
Strategic Highway Safety Plan	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Subtotal:</b>	<b>\$67,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$267,000</b>
<b>Total:</b>	<b>\$132,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$332,000</b>

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA <del>5305</del>	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
<b>Subtotal:</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>B. Consultant Services</b>							
Transportation System Performance Report	\$97,000	\$0	\$0	\$0	\$0	\$0	\$97,000
<del>Strategic Highway Safety Plan</del>	<del>\$5,000</del>	<del>\$0</del>	<del>\$0</del>	<del>\$0</del>	<del>\$0</del>	<del>\$0</del>	<del>\$5,000</del>
<b>Subtotal:</b>	<b><del>\$102,000</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$102,000</del></b>
<b>Total:</b>	<b><del>\$152,000</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$0</del></b>	<b><del>\$152,000</del></b>

Deleted: 5303

Deleted: 97,000

Deleted: 97,000

Deleted: 147,000

Deleted: 147,000

**TASK 6      TRANSIT AND TRANSPORTATION  
DISADVANTAGED PLANNING**

## **TRANSIT & TRANSPORTATION DISADVANTAGED PLANNING**

### **PURPOSE:**

To develop the LRTP, TIP and other plans, programs and technical studies relating to public transportation at a system level for Collier County. To oversee and provide planning services for a coordinated Transportation Disadvantaged (TD) Program in Collier County, in accordance with Chapter 427 of the Florida Statutes (FS) and Florida Administrative Code (F.A.C.) Rule 41-2.

### **PREVIOUS WORK:**

- Compilation of transit operations data, including ridership, fare revenues, and other pertinent data to evaluate efficiency and effectiveness of the transit system.
- Major Update and Annual Progress reports for the TDP.
- Coordinated with PTNE to address Transit Asset Management (TAM).
- Long Range Transit Needs section as part of the adopted 2040 LRTP.
- Completed the Comprehensive Operational Analysis (COA) which includes a complete evaluation of programmed services to determine the most effective approach to providing transportation service in Collier County within the current financial and operating constraints.
- Completed the Transit Development Plan (TDP) major update which was adopted in August 2015.
- Completed the American's with Disabilities Act (ADA) Bus Stop Assessment / Study.
- Completed the Transit Fare Analysis Study addressing fixed route and paratransit.
- Participated in the development of Rule 41-2, F.A.C.
- Attended meetings of the TD Commission.
- Provided staff services to the Local Coordinating Board (LCB).
- Managed the TD services and prepared grant applications.
- As the Designated Official Planning Agency (DOPA), completed the Community Transportation Coordinator renewal in 2018.
- Completed the Annual Community Transportation Coordinator (CTC) evaluations.
- Began the TDSP major update in 2018.
- Completed the TDSP Minor Updates.
- Began the Transit Fare Analysis Study (expected to be completed in June 2018)
- Coordinated with PTNE to review a scope of work for the Transit Impact Analysis.

### **REQUIRED TASKS:**

#### **TRANSIT:**

- Conduct and maintain the operations of the MPO including providing administrative support activities such as financial management, contract management, public outreach, personnel matters, procurement of equipment and supplies and general management of Transit Planning at the system level within the MPO. (Technical Code (TC) # 44.21.00)

- MPO staff and Board, and PTNE staff will attend and participate in meetings, seminars, training and workshops related to public transportation service which may include fixed route, ADA and ParaTransit Services. (TC # 44.21.00)
- Coordinate with transportation partners to identify transit projects for various State and Federal funding programs. (TC # 44.27.00)
- Prepare Transit Joint Participation Agreements and Section 5305(d) Grant Applications for submittal with biannual UPWP and during the interim year. (TC # 44.21.00)
- Update of annual Disadvantaged Business Enterprise (DBE) goals (TC #44.21.00).
- Annual preparation of TIPs and TIP Amendments (TC #44.25.00).
- Coordinate with the planning departments of the municipalities to ensure that a multi-modal aspect is included in their plans or projects (TC #44.22.00).
- MPO and PTNE staff will provide project management for consultant work activities associated with the major update and annual reports to the TDP. (TC # 44.24.00)
- MPO staff will coordinate with PTNE staff on the major updates and annual reports to the TDP. (TC # 44.24.00)
- Consultant and staff activities for the 2045 Long Range Transportation Plan. (TC #44.23.01 and 44.23.02)
- Consultant and staff activities for the Minor Annual Updates to the TDSP which also may serve as the Locally Coordinated Human Services Transportation Plan (LCHSTP) as required for FTA §5307, §5310 and §5311 and the programs previously known as Job Access and Reverse Commute (JARC) and New Freedom programs. (TC #44.26.12)
- If the BCC becomes the designated recipient of additional FTA funds, the MPO staff will coordinate as needed with the designated recipient regarding the grants. (TC #44.26.12)
- MPO staff will coordinate with PTNE and consultants regarding any multi-modal safety initiatives. (TC# 44.26.00 and 44.26.16)
- MPO staff will coordinate with PTNE to address transit performance measures as required. (TC #44.26.00)
- Consultant and staff activities to conduct a Transit Impact Analysis Study which will evaluate the demand placed on the community's transit network by development, which is an important dimension of the overall transportation network that is overlooked when assessing the impacts of development. (TC # 44.23.01 and 44.24.00)
- Consultant and staff activities to prepare the Transit Element of the 2045 Long Range Transportation Plan. (TC #44.22.00)
- Consultant and staff activities to prepare a Collier Area Transit Park and Ride Study. (TC # 44.26.15)
- Consultant and staff activities to prepare a major update to the CAT Transit Development Plan. (TC #44.24.00)

**TRANSPORTATION DISADVANTAGED (TC#44.26.12, 44.26.13, 44.26.14 and 44.26.15):**

- Monitor and evaluate performance of the CTC.
- Monitor Unmet Needs as determined by the TDSP Major Update.
- Cooperate with the CTC in developing funding applications.
- Coordinate with TD Commission and the LCB to ensure the maintenance of the Paratransit System.

- Attend and participate in meetings, seminars and workshops sponsored by the CTD and FDOT.
- Provide staff support to the LCB Board. Technical assistance includes preparation of meeting materials, meeting notices including legal advertisements of meetings and meeting advertisements in the Department of State Florida Administrative Register, official minutes, and maintaining permanent meeting records.
- Coordinate TD planning with the Transit Development Plan
- Insure effective coordination of non-emergency transportation services in metropolitan and Immokalee rural areas.
- Review system safety and security considerations.

**END PRODUCT:**

**(TARGET DATE)**

Deleted: ¶

- Various grant applications throughout the year. (ongoing)
- Annual Transit Performance Report by PTNE. (annually)
- FTA Section 5305(d) Grant application (annually)
- FTA Section 5305(d) Funding Agreement (as needed)
- TDP Annual Updates (PTNE and MPO) (2<sup>nd</sup> and 8<sup>th</sup> Quarter)
- Major TDP Update (7<sup>th</sup> quarter)
- Transit Element of the TIP (2<sup>nd</sup> and 8<sup>th</sup> Quarter)
- Transit Impact Analysis (8<sup>th</sup> Quarter)
- Park and Ride Study (6<sup>th</sup> Quarter)
- Transit Element of the Long Range Transportation Plan (8<sup>th</sup> Quarter)
- TD Services Program (maintained by CTC). (ongoing)
- Major Update of the TDSP (2<sup>nd</sup> Quarter)
- Minor Update of TDSP (8<sup>th</sup> Quarter)
- Updated Memoranda of Agreements, service contracts. (as required)
- Agendas and minutes for LCB meetings. (quarterly)
- FY 2019/20 annual evaluation of the CTC. (8<sup>th</sup> Quarter)

**RESPONSIBLE AGENCY:**

**FY 2018/19**

Public Transit & Neighborhood Enhancement	FHWA (PL)	\$ 25,000
Collier MPO	*FTA (Sec. 5305) FY 15 and 16/17	
	Carryover	\$106,880
	State (cash match)	\$ 13,360
	Local match	\$ 13,360
Collier Area Transit	FTA (Sec. 5305) FY 17/18	\$113,655
Consultant Services	State (cash match) FY 17/18	\$ 14,207
	Local match (FY 17/18)	\$ 14,207
	FTA (Sec. 5305) FY 18/19	\$115,900
	State (cash match) FY 18/19	\$ 14,487
	Local match FY 18/19	\$ 14,487
	State TD Trust Fund	\$ 26,962

Deleted: . . . . .

Deleted: ¶

\* The amount shown is the remainder of the grant available, not the award.

**FY 2019/20**

Public Transit & Neighborhood Enhancement  
Collier MPO  
Collier Area Transit  
Consultant Services

FTA (Sec. 5305)  
State (cash match)  
Local match  
State TD Trust Fund

\$118,587  
\$ 14,823  
\$ 14,823  
\$ 27,016

Deleted: ¶  
¶

Deleted: 113,655

Deleted: 14,207

Deleted: 14,207

Deleted: 26,915

Deleted: ¶



## Task 6 - Financial Tables

Deleted: ¶

Task 6 - Transit & TD Planning Estimated Budget Detail for FY 18/19									
Budget Category & Description	FTA 5305 FY 17/18	FTA State Match FY 17/18	FTA Local Match FY 17/18	FHWA (PL)	FTA 5305 FY 18/19	FTA State Match FY 18/19	FTA Local Match FY 18/19	Trans. Disad.	Total
<b>A. Personnel Services</b>									
MPO staff salaries, fringe benefits, and other deductions	\$74,965	\$9,370	\$9,370	\$0	\$19,264	\$2,408	\$2,408	\$21,102	\$138,887
<b>Subtotal:</b>	<b>\$74,965</b>	<b>\$9,370</b>	<b>\$9,370</b>	<b>\$0</b>	<b>\$19,264</b>	<b>\$2,408</b>	<b>\$2,408</b>	<b>\$21,102</b>	<b>\$138,887</b>
<b>B. Consultant Services</b>									
Transit Impact Analysis	\$32,800	\$4,100	\$4,100	\$0	\$0	\$0	\$0	\$0	\$41,000
Park and Ride Study	\$0	\$0	\$0	\$0	\$48,000	\$6,000	\$6,000	\$0	\$60,000
TDP Major Update	\$0	\$0	\$0	\$0	\$45,916	\$5,739	\$5,739	\$0	\$57,394
TDSP Major Update	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>Subtotal:</b>	<b>\$32,800</b>	<b>\$4,100</b>	<b>\$4,100</b>	<b>\$25,000</b>	<b>\$93,916</b>	<b>\$11,739</b>	<b>\$11,739</b>	<b>\$0</b>	<b>\$183,394</b>
<b>C. Travel</b>									
MPO Staff and PTNE staff attendance at training and conferences	\$3,887	\$486	\$486	\$0	\$1,600	\$200	\$200	\$2,000	\$8,859
<b>Subtotal:</b>	<b>\$3,887</b>	<b>\$486</b>	<b>\$486</b>	<b>\$0</b>	<b>\$1,600</b>	<b>\$200</b>	<b>\$200</b>	<b>\$2,000</b>	<b>\$8,859</b>
<b>D. Other Direct Expenses</b>									
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760
Website	\$240	\$30	\$30	\$0	\$240	\$30	\$30	\$0	\$600
Fed Ex/Postage	\$120	\$15	\$15	\$0	\$80	\$10	\$10	\$1,100	\$1,350
Office Supplies	\$1,643	\$206	\$206	\$0	\$800	\$100	\$100	\$0	\$3,055
<b>Subtotal:</b>	<b>\$2,003</b>	<b>\$251</b>	<b>\$251</b>	<b>\$0</b>	<b>\$1,120</b>	<b>\$140</b>	<b>\$140</b>	<b>\$3,860</b>	<b>\$7,765</b>
<b>Total:</b>	<b>\$113,655</b>	<b>\$14,207</b>	<b>\$14,207</b>	<b>\$25,000</b>	<b>\$115,900</b>	<b>\$14,487</b>	<b>\$14,487</b>	<b>\$26,962</b>	<b>\$338,905</b>

**Task 6 - Transit & TD Planning**

**Estimated Budget Detail for FY 19/20**

Budget Category & Description	FTA 5305 Carryover (15/16 and 16/17)	5305 Carryover State Match (15/16 and 16/17)	5305 Carryover Local Match (15/16 and 16/17)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
MPO staff salaries, fringe benefits, and other deductions	\$0	\$0	\$0	\$23,264	\$2,908	\$2,908	\$21,156	\$50,236
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,264</b>	<b>\$2,908</b>	<b>\$2,908</b>	<b>\$21,156</b>	<b>\$50,236</b>
<b>B. Consultant Services</b>								
Transit Element of 2045 LRTP	\$0	\$0	\$0	\$36,000	\$4,500	\$4,500	\$0	\$45,000
TDP Major Update	\$43,200	\$5,400	\$5,400	\$52,501	\$6,562	\$6,562	\$0	\$119,625
Park and Ride Study	\$55,680	\$6,960	\$6,960	\$0	\$0	\$0	\$0	\$69,600
<b>Subtotal:</b>	<b>\$98,880</b>	<b>\$12,360</b>	<b>\$12,360</b>	<b>\$88,501</b>	<b>\$11,062</b>	<b>\$11,062</b>	<b>\$0</b>	<b>\$110,625</b>
<b>C. Travel</b>								
MPO Staff and PTNE staff attendance at training and conferences	\$8,000	\$1,000	\$1,000	\$4,819	\$602	\$602	\$2,000	\$18,023
<b>Subtotal:</b>	<b>\$8,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,819</b>	<b>\$602</b>	<b>\$602</b>	<b>\$2,000</b>	<b>\$18,023</b>
<b>D. Other Direct Expenses</b>								
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760
Website	\$0	\$0	\$0	\$240	\$30	\$30	\$0	\$300
Fed Ex/ Postage	\$0	\$0	\$0	\$120	\$15	\$15	\$1,100	\$1,250
Office Supplies	\$0	\$0	\$0	\$1,643	\$206	\$206	\$0	\$2,055
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,003</b>	<b>\$251</b>	<b>\$251</b>	<b>\$3,860</b>	<b>\$6,365</b>
<b>Total:</b>	<b>\$106,880</b>	<b>\$13,360</b>	<b>\$13,360</b>	<b>\$118,587</b>	<b>\$14,823</b>	<b>\$14,823</b>	<b>\$27,016</b>	<b>\$308,849</b>

Deleted: ¶

Deleted: Task 6 - Transit & TD Planning

**TASK 7      REGIONAL COORDINATION**

**LOCALLY FUNDED ACTIVITIES**

**PURPOSE:**

To cover any MPO expenses deemed not eligible or reimbursable by FHWA PL, TD or FTA Section 5305(d) funding.

**PREVIOUS WORK:**

- Preparation of resolutions and policy positions with respect to legislative issues.
- Reimbursement of travel and training expenses not eligible for reimbursement from the FHWA PL, TD or FTA Section 5305(d) Grants.

**REQUIRED TASKS:**

Requests are often made of MPO staff to prepare resolutions and policy position statements which are not eligible for grant reimbursement. Travel expenses will be reimbursed consistent with the MPO's adopted policy, and any expenses that are not eligible for grant reimbursement will be funded from this task.

**TASK ACTIVITIES:**

- Preparation of resolutions and policy positions with respect to legislative issues.
- Payment for training and travel that is not eligible for FHWA PL, TD or FTA Section 5305(d) reimbursement.
- Payment of any shortfall of Consultant or Personnel costs.
- Payment of funds to operate the MPO until reimbursement by the grantor.

**END PRODUCT:**

**(TARGET DATE)**

- Resolutions and policy position statements. (as necessary)
- Membership to AICP, AMPO, and other organizations. (as necessary)
- Training and travel. (as necessary)
- Funds necessary to operate the MPO. (as necessary)

**RESPONSIBLE AGENCY:**

Collier MPO	<b>FY 2018/19</b> Local Funds	\$ 8,000
Collier MPO	<b>FY 2019/20</b> Local Funds	\$ 8,000

## Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2018/19								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
<b>A. Miscellaneous Expenses</b>								
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2019/20								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
<b>A. Miscellaneous Expenses</b>								
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>

**TASK 9 STATE SUPPORT**

**STATE SUPPORT FOR FTA SECTION 5305(D)**

**PURPOSE:**

To provide guidance, technical assistance and one-half the cash match to the MPO, in support of the transit planning activities; provide one-half the local cash match for the FTA Section 5303 or 5305(d) funds supporting UPWP Tasks.

**PREVIOUS WORK:**

- Annual State support since FY 1997-1998.

**METHODOLOGY:**

The FDOT will assist the MPO staff in the guidance and support of transit project planning efforts. Management efforts include State support in the form of a cash match. Funding in this category is contingent upon execution of a Joint Participation Agreement (JPA) between FDOT and the MPO.

**END PRODUCT:**

**(TARGET DATE)**

- Cash match and assistance with management and technical tasks funded with FTA Section 5303/5305(d) funds. (Ongoing)

**RESPONSIBLE AGENCY:**

	<b>FY 2018/19</b>	
FDOT	FDOT (17/18)	\$14,487
	FDOT (18/19)	\$14,487
	<b>FY 2019/20</b>	
FDOT	FDOT	<del>\$14,823</del>

Deleted: 14,207

15/16 & 16/17 Carryforward Match \$13,360

## **TABLES**



**TABLE 1  
AGENCY PARTICIPATION**

**FY2018/19**

Task #	Task Description	De-obligation from 17/18	FHWA (PL)	FHWA (SA)	FTA Section 5305*	FDOT		Local	TD Trust	Total	Amount to Consultant
						Soft Match	Cash Match				
1	Administration	\$ 85,000	\$ 230,000		\$ -	\$ 69,475	\$ -	\$ -	\$ -	\$ 384,475	\$ 30,000
2	Data Collection/ Development	\$ -	\$ 20,000		\$ -	\$ 4,411	\$ -	\$ -	\$ -	\$ 24,411	\$ 10,000
3	Transportation Improvement Program (TIP)	\$ -	\$ 20,000		\$ -	\$ 4,411	\$ -	\$ -	\$ -	\$ 24,411	
4	Long Range Planning	\$ -	\$ 162,379		\$ -	\$ 35,813	\$ -	\$ -	\$ -	\$ 198,192	\$ 122,379
5	Special Projects and Systems Planning	\$ 67,000	\$ 65,000	\$ 200,000	\$ -	\$ 29,113	\$ -	\$ -	\$ -	\$ 361,113	\$ 267,000
6	Transit and Transportation Disadvantaged	\$ 20,000	\$ 5,000		\$ 229,555	\$ 5,514	\$ 28,694	\$ 28,694	\$ 26,962	\$ 344,419	\$ 183,394
7	Regional Coordination	\$ 5,000	\$ 30,000		\$ -	\$ 7,719	\$ -	\$ -	\$ -	\$ 42,719	
8	Locally Funded Activities	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
	Total fiscal year 2018/19 funds for all tasks	\$ 177,000	\$ 532,379		\$ 229,555	\$ 156,456	\$ 28,694	\$ 36,694	\$ 26,962	\$ 1,187,740	
	Total De-obligation from prior fiscal years	\$ 177,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,000	
	Total cost, including carryover, for all tasks	\$ 177,000	\$ 532,379	\$ 200,000	\$ 229,555	\$ 156,456	\$ 28,694	\$ 36,694	\$ 26,962	\$ 1,387,740	\$ 612,773

	FHWA PL	FHWA SA	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -		\$ 156,456	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156,456
FY 18/19 State and Local Support for FTA Program (2)	\$ -		\$ 14,487	\$ -	\$ -	\$ 9,054	\$ 3,622	\$ -	\$ 1,811	\$ 28,974
FY 2018/19 Funding	\$ 532,379	\$ 200,000	\$ -	\$ 115,900	\$ 26,962	\$ -	\$ -	\$ -	\$ -	\$ 875,241
FY 2018/19 Local Funding	\$ -		\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -		\$ 14,207	\$ 113,655	\$ -	\$ 8,879	\$ 3,552	\$ -	\$ 1,776	\$ 142,069
De-Obligation from Prior Fiscal Years	\$ 177,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,000
Total cost, including carryover, for all tasks	\$ 709,379	\$ 200,000	\$ 185,150	\$ 229,555	\$ 26,962	\$ 22,934	\$ 9,174	\$ -	\$ 4,587	\$ 1,387,740

- (1) For FY 2018/2019, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.
- (2) This amount identified on this line represents the amount of FTA 5305 funding and the amount of local match (10%) required.
- \* - FTA Section 5305 includes 2017/18 and 18/19 funding

T-1



**TABLE 2**  
**FUNDING SOURCE TABLE**  
**FY 2018/19**

Task #	Task Description	De-obligated Funding from 17/18	FHWA PL Federal	FHWA SA Federal	FDOT Soft Match	Total Federal Funding	FTA 5305 2017-18 (Carry Forward)			FTA 5305 2018-19			State TD Trust	Local Funding	Total
							Federal	State	Local	Federal	State	Local			
1	Administration	\$ 85,000	\$ 230,000		\$ 69,475	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,475
2	Data Collection/Development		\$ 20,000		\$ 4,411	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,411
3	Transportation Improvement Program (TIP)	\$ 20,000			\$ 4,411	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,411
4	Long Range Planning		\$ 162,379		\$ 35,813	\$ 162,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,192
5	Special Projects and Systems Planning	\$ 67,000	\$ 65,000	\$ 200,000	\$ 29,113	\$ 332,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,113
6	Transit and Transportation Disadvantaged	\$ 20,000	\$ 5,000		\$ 5,514	\$ 25,000	\$ 113,655	\$ 14,207	\$ 14,207	\$ 115,900	\$ 14,487	\$ 14,487	\$ 26,962	\$ 8,000	\$ 352,419
7	Regional Coordination	\$ 5,000	\$ 30,000		\$ 7,719	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,719
8	Locally Funded Activities	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total fiscal year 2018/19 funds for all tasks	\$ 177,000	\$ 532,379	\$ 200,000	\$ 156,456	\$ 909,379	\$ 113,655	\$ 14,207	\$ 14,207	\$ 115,900	\$ 14,487	\$ 14,487	\$ 26,962	\$ 8,000	\$ 1,387,740
	State Support/Match for MPO (1)	\$ -	\$ -	\$ -	\$ 156,456	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156,456
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,487	\$ 14,487	\$ -	\$ -	\$ -	\$ 28,974
	FY 2018/19 Funding	\$ -	\$ 532,379	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,900	\$ -	\$ -	\$ -	\$ -	\$ 848,279
	FY 2018/19 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,962	\$ 8,000	\$ 34,962
	Roll Forward from Prior Fiscal Year	\$ 177,000			\$ -	\$ -	\$ 113,655	\$ 14,207	\$ 14,207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,069
	Total cost, including carryover, for all tasks	\$ 177,000	\$ 532,379	\$ 200,000	\$ 156,456	\$ 909,379	\$ 113,655	\$ 14,207	\$ 14,207	\$ 115,900	\$ 14,487	\$ 14,487	\$ 26,962	\$ 8,000	\$ 1,387,740

**TABLE 3  
AGENCY PARTICIPATION  
FY 2019/20**

Deleted: <object>

Task #	Task Description	FHWA (PL)	FHWA (SA)	FTA Section 5305*	FDOT		Local	TD Trust	Total	Amount to Consultant
					Soft Match	Cash Match				
1	Administration	\$ 299,185		\$ -	\$ 65,986	\$ -	\$ -	\$ -	\$ 365,171	\$ 1,000
2	Data Collection/ Development	\$ 20,000		\$ -	\$ 4,411	\$ -	\$ -	\$ -	\$ 24,411	\$ 10,000
3	Transportation Improvement Program (TIP)	\$ 15,000		\$ -	\$ 3,308	\$ -	\$ -	\$ -	\$ 18,308	
4	Long Range Planning	\$ 323,803		\$ -	\$ 71,416	\$ -	\$ -	\$ -	\$ 395,219	\$ 293,903
5	Special Projects and Systems Planning	\$ 152,000		\$ -	\$ 33,524	\$ -	\$ -	\$ -	\$ 185,524	\$ 102,000
6	Transit and Transportation Disadvantaged			\$ 225,467		\$ 28,183	\$ 28,183	\$ 27,016	\$ 308,849	\$ 110,625
7	Regional Coordination	\$ 30,000		\$ -	\$ 6,617	\$ -	\$ -	\$ -	\$ 36,617	
8	Locally Funded Activities	\$ -		\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
	Total fiscal year 2018/19 funds for all tasks	\$ 839,988		\$ 225,467	\$ 185,262	\$ 28,183	\$ 36,183	\$ 27,016	\$ 1,342,099	
	Total De-obligation from prior fiscal years	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total cost, including carryover, for all tasks	\$ 839,988	\$ -	\$ 225,467	\$ 185,262	\$ 28,183	\$ 36,183	\$ 27,016	\$ 1,342,099	\$ 517,528

	FHWA PL	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 185,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,262
FY 19/20 State and Local Support for FTA Program (2)	\$ -	\$ 14,823	\$ -	\$ -	\$ 9,264	\$ 3,706	\$ -	\$ 1,853	\$ 29,646
FY 2019/20 Funding	\$ 839,988	\$ -	\$ 118,587	\$ 27,016	\$ -	\$ -	\$ -	\$ -	\$ 985,591
FY 2019/20 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -	\$ 13,360	\$ 106,880	\$ -	\$ 8,350	\$ 3,340	\$ -	\$ 1,670	\$ 133,600
Total cost, including carryover, for all tasks	\$ 839,988	\$ 213,445	\$ 225,467	\$ 27,016	\$ 22,614	\$ 9,046	\$ -	\$ 4,523	\$ 1,342,099

- (1) For FY 2019/2020, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.
- (2) This amount identified on this line represents the amount of FTA 5305 funding and the amount of local match (10%) required.
- \* - FTA Section 5305 includes the current allocation from 2019/20 and carryforward funding from the FY 15/16 & 16/17 grant.



**TABLE 4  
FUNDING SOURCE TABLE  
FY 2019/20**

Task #	Task Description	FHWA PL Federal	FDOT Soft Match	Total Federal Funding	FTA 5305 15/16 & 16/17 (Carry Forward)			FTA 5305 19/20			State TD Trust	Local Funding	Total
					Federal	State	Local	Federal	State	Local			
1	Administration	\$ 299,185	\$ 65,986	\$ 299,185		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,171
2	Data Collection/Development	\$ 20,000	\$ 4,411	\$ 20,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,411
3	Transportation Improvement Program (TIP)	\$ 15,000	\$ 3,308	\$ 15,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,308
4	Long Range Planning	\$ 323,803	\$ 71,416	\$ 323,803		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,219
5	Special Projects and Systems Planning	\$ 152,000	\$ 33,524	\$ 152,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,524
6	Transit and Transportation Disadvantaged			\$ -	\$ 106,880	\$ 13,360	\$ 13,360	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016		\$ 308,849
7	Regional Coordination	\$ 30,000	\$ 6,617	\$ 30,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,617
8	Locally Funded Activities	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2018/19 funds for all tasks	\$ 839,988	\$ 185,262	\$ 839,988	\$ 106,880	\$ 13,360	\$ 13,360	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,342,099
	State Support/Match for MPO (1)	\$ -	\$ 185,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 185,262
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,823	\$ 14,823	\$ -		\$ 29,646
	FY 2019/20 Funding	\$ 839,988	\$ -	\$ -	\$ -	\$ -		\$ 118,587	\$ -		\$ -		\$ 958,575
	FY 2019/20 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,016	\$ 8,000	\$ 35,016
	5305 Carryforward		\$ -	\$ -	\$ 106,880	\$ 13,360	\$ 13,360	\$ -	\$ -	\$ -	\$ -		\$ 133,600
	Total cost, including carryover, for all tasks	\$ 839,988	\$ 185,262	\$ 839,988	\$ 106,880	\$ 13,360	\$ 13,360	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,342,099

TABLE 5

The Planning Factors listed below are priority themes for the FHWA, the FTA and the FDOT. The matrix identifies which of the Planning Factors and Emphasis Areas that will be considered in each of the UPWP Task activity.

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
<b>MAP -21 Federal Planning Factors</b>								
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.			✓	✓	✓		✓	
2. Increase the safety of the transportation system for motorized and non-motorized users.		✓	✓	✓	✓		✓	
3. Increase the security of the transportation system for motorized and non-motorized users.		✓		✓	✓		✓	
4. Increase the accessibility and mobility of people and for freight.		✓		✓	✓	✓	✓	
5. 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.	✓	✓	✓	✓	✓	✓	✓	✓
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		✓		✓	✓	✓	✓	
7. Promote efficient system management and operation.		✓		✓	✓	✓	✓	
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.		✓	✓	✓	✓		✓	
<b>FAST Planning Factors</b>								
9. Enhance travel and tourism.			✓	✓	✓	✓	✓	✓
10. Emphasize the preservation of the existing transportation system.		✓	✓	✓				✓
<b>FDOT Planning Emphasis Areas</b>								
11. Rural Transportation Planning		✓	✓	✓	✓	✓	✓	
12. Transportation Performance Measures		✓	✓	✓	✓	✓	✓	
13. ACES (Automated/ Connected/Electric/Shared-use) Vehicles		✓		✓				

**APPENDIX B**  
**FTA Grant Application**



## RESOLUTION 2018-03

### **RESOLUTION OF THE COLLIER METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION, FOR A GRANT UNDER THE URBAN MASS TRANSIT TRANSPORTATION ACT OF 1964, AS AMENDED**

**WHEREAS**, federal transit laws, codified in sections of Titles 49 and 23, United States Code, authorize the Secretary of Transportation to make grants for a transportation program that emphasizes a multi-modal approach; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

**WHEREAS**, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that the applicant gives an assurance that it will comply with Title VI of the Civil Rights act of 1964 and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the desired goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

**WHEREAS**, the total project allocation is attributed to an 80% share from the Federal Transit Administration a 10% share from local funds for the planning grant provided in a cash match by the Collier Metropolitan Planning Organization and a 10% match provided in cash by the Florida Department of Transportation.

**NOW, THEREFORE BE IT RESOLVED** by the Collier Metropolitan Planning Organization (MPO):

1. That the MPO Chairperson is authorized to execute and file an application on behalf of the Collier Metropolitan Planning Organization with the U.S. Department of Transportation, through the Florida Department of Transportation, to aid in the financing of planning projects pursuant to Section 5305 (d) of the Urban Mass Transportation Act of 1964, as amended.
2. That the MPO Chairperson is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation and/or the Florida Department of Transportation effectuating the purpose of this grant including Title VI of the Civil Rights Act of 1964.
3. That the MPO Chairperson is authorized to execute and file a Joint Participation Agreement (JPA) between the Collier Metropolitan Planning Organization and the Florida Department of Transportation for receipt of the federal funds and state cash match upon presentation to the MPO Board.



**RESOLUTION 2018- 03**

**Page Two**

4. That the MPO Director or staff designee is authorized to amend the FTA 5305(d) application, project budget and corresponding Unified Planning Work Program pages related to the 5305(d) allocation, including but not limited to the Task, Sub-Task, Financial Tables, Funding Source Tables and Agency Tables should the total funding allocated to Collier County deviate from the amount for which the County applied.
5. That the MPO Director or staff designee is authorized to furnish such additional information as the U.S. Department of Transportation and/or the Florida Department of Transportation may require in connection with the application and/or the project.

**This Resolution PASSED and duly adopted by the Collier Metropolitan Planning Organization after majority vote on this 11<sup>th</sup> day of May 2018.**

COLLIER METROPOLITAN  
PLANNING ORGANIZATION

ATTEST: \_\_\_\_\_  
Anne McLaughlin  
MPO Executive Director

By: \_\_\_\_\_  
Commissioner William L. McDaniel, Jr.  
MPO Chair

Approved as to form and legality:

\_\_\_\_\_  
Scott R. Teach  
DEPUTY COUNTY ATTORNEY





## **PROJECT DESCRIPTION FOR 2018/19-2019/20 FTA SECTION 5305(d) FUNDS**

This application for FTA Section 5305(d) funds pertains to a study to be conducted by the Collier MPO staff in the 2018/19-2019/20 fiscal year.

A consultant to the MPO will prepare a major update to the Transit Development Plan. This plan was last adopted in 2015 and is scheduled to be updated in 2020. The update will ensure consistency with *the Florida Transportation Plan* and the *Florida Transportation Plan* in order to reflect changes in local policy direction and input gained from public involvement activities.

A consultant to the MPO will complete a Transit Impact Analysis. The purpose of this study is to understand the demand placed on the community's transit network by development, which is an important dimension of the overall transportation network that is often overlooked when assessing the impacts of development.

A consultant to the MPO will conduct a Park and Ride study. The intent of this analysis is to evaluate the fare box recovery for the fixed route and ADA services to ensure that any increase will not create a reduction in the use of the service.

In addition, a consultant to the MPO will complete the transit element of the 2045 Long Range Transportation Plan. The purpose of this study is to understand the demand placed on the community's transit network by development, which is an important dimension of the overall transportation network that is often overlooked when assessing the impacts of development.



Deleted: <object>

View Burden Statement

OMB Number: 4040-0004  
Expiration Date: 12/31/2019

### Application for Federal Assistance SF-424

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> <input type="text"/>		
<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> EL-80-0009		
<b>State Use Only:</b>			
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>			
<b>* a. Legal Name:</b> Collier Metropolitan Planning Organization			
<b>* b. Employer/Taxpayer Identification Number (EINTIN):</b> 59-6000558		<b>* c. Organizational DUNS:</b> <input type="text"/>	
<b>d. Address:</b>			
<b>* Street1:</b> 2885 South Horseshoe Drive			
<b>Street2:</b> <input type="text"/>			
<b>* City:</b> Naples			
<b>County/Parish:</b> <input type="text"/>			
<b>* State:</b> FL: Florida			
<b>Province:</b> <input type="text"/>			
<b>* Country:</b> USA: UNITED STATES			
<b>* Zip / Postal Code:</b> 34104-6130			
<b>e. Organizational Unit:</b>			
<b>Department Name:</b> Collier MPO		<b>Division Name:</b> Collier MPO	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix:</b> <input type="text"/>	<b>* First Name:</b> Anne		
<b>Middle Name:</b> <input type="text"/>			
<b>* Last Name:</b> McLaughlin			
<b>Suffix:</b> <input type="text"/>			
<b>Title:</b> Executive Director			
<b>Organizational Affiliation:</b> <input type="text"/>			
<b>* Telephone Number:</b> 239-252-5884		<b>Fax Number:</b> <input type="text"/>	
<b>* Email:</b> Anne.McLaughlin@colliercountyfl.gov			

**Application for Federal Assistance SF-424**

**\* 8. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

MPO

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5305(d)

**\* 12. Funding Opportunity Number:**

FL-80-009

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Support of transit planning activities identified in the 2018/19-2019/20 Unified Planning Work Program. This includes a transit impact study and a TDP major update.

Attach supporting documents as specified in agency instructions.

Add Attachments Delete Attachments View Attachments

Deleted:

**Application for Federal Assistance SF-424**

**\* 8. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

MPO

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5305 (d)

**\* 12. Funding Opportunity Number:**

FL-80-009

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment Delete Attachment View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Support of transit planning activities identified in the 2018/19-2019/20 Unified Planning Work Program. This includes a park and ride study and a TDP major update.

Attach supporting documents as specified in agency instructions.

Add Attachments Delete Attachments View Attachments



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

MPO

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

**CFDA Title:**

Section 5305(d)

**\* 12. Funding Opportunity Number:**

FL-80-009

**\* Title:**

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

**Title:**

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States):**

**\* 15. Descriptive Title of Applicant's Project:**

Support of transit planning activities  
This includes a transit fare analysis

Attach supporting documents as specified in agency instructions

Add Attachments

Delete Attachments

View

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	14
* b. Program/Project	14
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	10/01/2019
* b. End Date:	09/30/2021
<b>18. Estimated Funding (\$):</b>	
* a. Federal	118,587.00
* b. Applicant	
* c. State	14,823.00
* d. Local	14,823.00
* e. Other	
* f. Program Income	
* g. TOTAL	148,233.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Mr. <input type="text"/> * First Name: Reg <input type="text"/>
Middle Name:	A <input type="text"/>
* Last Name:	Duxton <input type="text"/>
Suffix:	<input type="text"/>
* Title:	MPO Chair <input type="text"/>
* Telephone Number:	239-252-5884 <input type="text"/> Fax Number: <input type="text"/>
* Email:	Anne.McLaughlin@colliercountyfl.gov <input type="text"/>
* Signature of Authorized Representative:	<input type="text"/> * Date Signed: <input type="text"/>

Deleted: <object>

**Section 5305(d)**  
**GMIS PLANNING LINE ITEM CODES – FFY 2018-19**

(FTA Funds Only)

<b>Technical Classifications:</b>	<b>ITEM</b>	<b>FTA Funds</b>
44.21.00	Program Support and Administration	\$27,271
44.22.00	General Development and Comprehensive Planning	\$13,635
44.23.01	Long Range Transportation - System Level	\$6,818
44.23.02	Long Range Transportation - Project Level	\$6,818
44.24.00	Short Range Transportation Planning	\$13,635
44.25.00	Transportation Improvement Program	\$6,818
44.26.00	Planning Emphasis Areas	\$6,818
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$13,635
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management / Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	\$6,818
44.27.00	Other Activities	\$13,635
	<b>TOTAL NET PROJECT COST</b>	<b>\$115,900</b>

<b>ACCOUNTING CODE NUMBER</b>		<b>FTA Funds</b>
44.30.01	Personnel	\$14,848
44.30.02	Fringe Benefits	\$4,416
44.30.03	Travel	\$1,600
44.30.04	Equipment	\$0
44.30.05	Supplies	\$800
44.30.06	Contractual	\$94,156
44.30.07	Other	\$80
44.30.08	Indirect Charges	\$0
	<b>TOTAL NET PROJECT COST</b>	<b>\$115,900</b>

<b>FUND CODE NUMBER</b>		<b>FTA Funds</b>
44.40.01	MPO Activities	\$115,900
44.40.02	Transit Operator Activities	
44.40.03	State and /or Local Agency Activities	
	<b>TOTAL NET PROJECT COST</b>	<b>\$115,900</b>



**Section 5305(d)**  
**Approved Project Budget for FFY 2018-19**  
(Total Dollars)

TECHNICAL CLASSIFICATIONS:	ITEM	FTA Funds
44.21.00	Program Support and Administration	\$34,088
44.22.00	General Development and Comprehensive Planning	\$17,044
44.23.01	Long Range Transportation - System Level	\$8,522
44.23.02	Long Range Transportation - Project Level	\$8,522
44.24.00	Short Range Transportation Planning	\$17,044
44.25.00	Transportation Improvement Program	\$8,522
44.26.00	Planning Emphasis Areas	\$8,522
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$17,044
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management / Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	\$8,522
44.27.00	Other Activities	\$17,044
	TOTAL Net Project Cost	\$144,874
ACCOUNTING CODE NUMBER		
44.30.01	Personnel	\$18,560
44.30.02	Fringe Benefits	\$5,520
44.30.03	Travel	\$4,859
44.30.04	Equipment	\$0
44.30.05	Supplies	\$2,055
44.30.06	Contractual	\$113,730
44.30.07	Other	\$150
44.30.08	Indirect Charges	
	TOTAL Net Project Cost	\$144,874
FUND CODE NUMBER		
44.40.01	MPO Activities	\$144,874
44.40.02	Transit Operator Activities	\$0
44.40.03	State and/or Local Agency Activities	\$0
	TOTAL Net Project Cost	\$144,874
	Federal Share (80%)	\$115,900
	Local Share (20%)	\$28,974

Accounting Classification  
91.37.08.8P-2

FPC  
02

Description  
Technical Studies - Planning





**Section 5305(d)**  
**GMIS PLANNING LINE ITEM CODES – FFY 2019-20**  
 (FTA Funds Only)

**Technical Classifications:**

ITEM
44.21.00 Program Support and Administration
44.22.00 General Development and Comprehensive Planning
44.23.01 Long Range Transportation - System Level
44.23.02 Long Range Transportation - Project Level
44.24.00 Short Range Transportation Planning
44.25.00 Transportation Improvement Program
44.26.00 Planning Emphasis Areas
44.26.12 Coordination of Non-Emergency Human Service Transportation
44.26.13 Participation of Transit Operators in Metropolitan Planning
44.26.14 Planning for Transit Systems Management / Operations to Increase Ridership
44.26.15 Support Transit Capital Investment Decisions through Effective Systems Planning
44.26.16 Incorporating Safety & Security in Transportation Planning
44.27.00 Other Activities

TOTAL NET PROJECT COST

**FTA Funds**

<del>\$27,903</del>	Deleted: 26,742
<del>\$13,951</del>	Deleted: 13,371
<del>\$6,976</del>	Deleted: 6,686
<del>\$6,976</del>	Deleted: 6,686
<del>\$13,951</del>	Deleted: 13,371
<del>\$6,976</del>	Deleted: 6,686
<del>\$6,976</del>	Deleted: 6,686
<del>\$13,951</del>	Deleted: 13,371
<del>\$6,979</del>	Deleted: 6,686
<del>\$13,951</del>	Deleted: 13,371
<del>\$118,587</del>	Deleted: 113,655

**ACCOUNTING CODE NUMBER**

44.30.01 Personnel
44.30.02 Fringe Benefits
44.30.03 Travel
44.30.04 Equipment
44.30.05 Supplies
44.30.06 Contractual
44.30.07 Other
44.30.08 Indirect Charges

TOTAL NET PROJECT COST

<del>\$16,285</del>	Deleted: 14,848
<del>\$6,979</del>	Deleted: 4,416
<del>\$4,819</del>	Deleted: 3,887
<del>\$0</del>	
<del>\$1,643</del>	Deleted: 1,643
<del>\$88,501</del>	Deleted: 741
<del>\$360</del>	Deleted: 120
<del>\$0</del>	

**FUND CODE NUMBER**

44.40.01 MPO Activities
44.40.02 Transit Operator Activities
44.40.03 State and /or Local Agency Activities

TOTAL NET PROJECT COST

<del>\$118,587</del>	Deleted: 113,655
<del>\$118,587</del>	Deleted: 113,655
<del>\$118,587</del>	Deleted: 113,655



**Section 5305(d)**  
**Approved Project Budget for FFY 2019-20**  
(Total Dollars)

**TECHNICAL CLASSIFICATIONS:**

**ITEM**

**FTA Funds**

44.21.00	Program Support and Administration
44.22.00	General Development and Comprehensive Planning
44.23.01	Long Range Transportation - System Level
44.23.02	Long Range Transportation - Project Level
44.24.00	Short Range Transportation Planning
44.25.00	Transportation Improvement Program
44.26.00	Planning Emphasis Areas
44.26.12	Coordination of Non-Emergency Human Service Transportation
44.26.13	Participation of Transit Operators in Metropolitan Planning
44.26.14	Planning for Transit Systems Management / Operations to Increase Ridership
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning
44.26.16	Incorporating Safety & Security in Transportation Planning
44.27.00	Other Activities

<del>\$34,878</del>	Deleted: 33,428
<del>\$17,439</del>	Deleted: 16,714
<del>\$8,720</del>	Deleted: 8,357
<del>\$8,720</del>	Deleted: 8,357
<del>\$17,439</del>	Deleted: 8,357
<del>\$8,720</del>	Deleted: 16,714
<del>\$8,720</del>	Deleted: 8,357
<del>\$8,720</del>	Deleted: 8,357
<del>\$17,439</del>	Deleted: 8,357
<del>\$17,439</del>	Deleted: 16,714
<del>\$8,720</del>	Deleted: 8,357
<del>\$17,439</del>	Deleted: 16,714
<del>\$148,233</del>	Deleted: 142,069

TOTAL Net Project Cost

**ACCOUNTING CODE NUMBER**

44.30.01	Personnel
44.30.02	Fringe Benefits
44.30.03	Travel
44.30.04	Equipment
44.30.05	Supplies
44.30.06	Contractual
44.30.07	Other
44.30.08	Indirect Charges

<del>\$20,356</del>	Deleted: 18,560
<del>\$8,724</del>	Deleted: 5,520
<del>\$6,023</del>	Deleted: 4,859
\$0	
\$2,055	
<del>\$110,625</del>	Deleted: 9
<del>\$450</del>	Deleted: 1
<del>\$148,233</del>	Deleted: 142,069

TOTAL Net Project Cost

**FUND CODE NUMBER**

44.40.01	MPO Activities
44.40.02	Transit Operator Activities
44.40.03	State and/or Local Agency Activities
	TOTAL Net Project Cost

<del>\$148,233</del>	Deleted: 142,069
\$0	
\$0	
<del>\$148,233</del>	Deleted: 142,069

Federal Share (80%)  
Local Share (20%)

<del>\$118,587</del>	Deleted: 113,655
<del>\$29,646</del>	Deleted: 28,414

Accounting Classification  
91.37.08.8P-2

FPC  
02

Description  
Technical Studies - Planning



**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**  
**FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR**  
**FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**  
*(Signature page alternative to providing Certifications and Assurances in TEAM-Web)*

Name of Applicant: Collier Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of Categories 01 – 23.   X  

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Construction Hiring Preferences	_____



## FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

#### AFFIRMATION OF APPLICANT

Name of Applicant: Collier Metropolitan Planning Organization (MPO)

Name and Relationship of Authorized Representative: Commissioner William L. McDaniel, Jr., MPO Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name Commissioner William L. McDaniel, Jr., MPO Chair  
Authorized Representative of Applicant

#### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Collier Metropolitan Planning Organization (MPO)

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name Scott R. Teach, Deputy County Attorney  
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



## **APPENDIX C**

### **RESPONSE TO COMMENTS – FHWA & FTA**