

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 7C

Endorse an Amendment to the FY 2021-2025 Transportation Improvement Program (TIP) and an Authorizing Resolution

OBJECTIVE: For the Committee to endorse an amendment to the FY2021-2025 Transportation Improvement Program (TIP) and an authorizing resolution.

CONSIDERATIONS: The Florida Department of Transportation (FDOT) has requested that the Collier MPO amend its FY2021-FY2025 Transportation Improvement Program (TIP) to reflect FDOT's change from hard to soft match involving 5305D transit funds.

The project FPN is 4101131. The email from FDOT requesting the change is shown in **Attachment 1**. The TIP amendment form and amended project sheet are shown in **Attachment 2**. The authorizing resolution is shown in **Attachment 3**. The MPO is completing the following public involvement steps as required by the MPO's Public Participation Plan for TIP amendments:

- coincides with review of the amendment by the TAC and CAC
- announced on the MPO website
- distributed via e-mail to applicable list-serve(s)

The comment period began on February 12, 2021 and ends with the MPO Board meeting on March 13, 2021.

STAFF RECOMMENDATION: That the Committee endorse the amendment to the FY2021-2025 TIP and the authorizing resolution.

Attachments:

1. FDOT email requesting amendment
2. TIP Amendment Form, Project Sheet
3. Authorizing Resolution

Prepared By: Anne McLaughlin, MPO Director

From: [OteroBrandy](#)
To: [Hanson, Dale](#)
Cc: [McLaughlinAnne](#); [Peters, Victoria](#)
Subject: FW: Please Read: FTA Section 5305(d) Funding Change / Collier MPO
Date: Wednesday, February 10, 2021 12:59:25 PM
Attachments: [RE Issuing the PTGA amending the UPWP.msg](#)
[ExtractPage2.xlsx](#)
[Collier Co FY 21-25 TIP 5305 Amendment.pdf](#)
[Task 6 - FY 21-22 UPWP Amendment 2 Draft.pdf](#)

Good afternoon Dale,

I spoke to Scott Philips yesterday for further guidance related to the 5305 UPWP amendment and TIP amendment. He sent 3 attachments to clarify a few things for me. I used his examples to prepare 2 tables for the UPWP (Task 6- FY 21-22 UPWP Amendment 2 Draft).

I will be taking the UPWP to the TAC/CAC on 2/22 and to the MPO Board on 3/12. I would like to take the PTGA amendment to the MPO Board concurrently to the 3/12 meeting. Anne is working on the TIP amendment per Scott's guidance. Please review the revised tables and let me know if you have any questions.

I will have a few other revisions included in this amendment so I am copying Victoria in this email. She said she would be willing to help obtain signatures if needed.

Respectfully,
 Brandy Otero
 Principal Planner



Collier MPO
 2885 South Horseshoe Drive, Naples, Florida 34104
 Phone: 239.252.5859
Brandy.otero@colliercountyfl.gov

From: Philips, Scott <Scott.Philips@dot.state.fl.us>
Sent: Tuesday, February 9, 2021 5:16 PM
To: OteroBrandy <Brandy.Otero@colliercountyfl.gov>
Cc: Reichert, Mark <Mark.Reichert@dot.state.fl.us>; Thompson, Erika <Erika.Thompson@dot.state.fl.us>; Peters, Victoria <Victoria.Peters@dot.state.fl.us>; Gaither, Wayne <Wayne.Gaither@dot.state.fl.us>
Subject: RE: Please Read: FTA Section 5305(d) Funding Change / Collier MPO

EXTERNAL EMAIL: This email is from an external source. Confirm this is a trusted sender

and use extreme caution when opening attachments or clicking links.

Hi Brandy –

Great speaking with you earlier. The desire to have the MPOs process the UPWP and TIP amendment concurrently processed through your board process is to expedite the approval process to ensure these changes are recorded prior to June 15th (the date that work program is cut off from changes). In regards to processing the UPWP & TIP amendments concurrently, the CO General Council Chief for Contracts and Special Projects has notified Don Conway that the items may be processed concurrently. There is no federal or state statute that prevents the processing of the two amendments concurrently. The email between CO GC, the D-1 GC and CO OPP is attached.

UPWP (Extract Page 2 attachment)

The UPWP Task 6 tables have been revised for your use. The orange column on the right side of each table reflects the 5305 Match change. Although the funds are not normally shown in the Task Tables, the change to the match source has been included to show the change as requested by the D-1 transit team. Please make sure to revise the UPWP Overall Budget Summary Tables to also reflect the change. I am available to assist if needed.

Let me walk you through the revisions.

1. The local match column for the FHWA Metropolitan Planning Funds on the UPWP tables provided was deleted. This program is soft matched and local funds are not required.
2. The State matches have been adjusted to reflect the required 20% match for the Total Project Cost. The match formula is included in the columns.
3. The “Total Cost” column does not include/calculated the state soft match totals for the 5305 funds.
4. A footnote is included on each worksheet to identify the change.
5. A second set of Task 6 tables is also provided. This table pushes the soft match column outside the Task 6 project totals.

The MPO handbook illustrates the UPWP overall budget table on Tables 3.13 Summary Budget Table (pdf page 131) and (pdf page 133). Link to the handbook

https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/policy/metrosupport/resources/fdot-mpo-handbook99c4d55af487435394909e5f80818235.pdf?sfvrsn=861c81ff_33

TIP Amendment

The attached TIP page shows the DPTO and LF crossed out to reflect the change from a hard match to a soft match. TDCs are not to be shown in the TIP. The staff report should discuss the swapping out of the hard matches to a soft match and a revised TIP page with reflecting only the 5305(d) funds for the program.

I kinda rushed putting this together, so if you like to discuss let me know

Bests!! :)

Scott

From: OteroBrandy <Brandy.Otero@colliercountyfl.gov>

Sent: Tuesday, February 9, 2021 2:08 PM

To: Philips, Scott <Scott.Philips@dot.state.fl.us>

Subject: FW: Please Read: FTA Section 5305(d) Funding Change / Collier MPO

EXTERNAL SENDER: Use caution with links and attachments.

From: Hanson, Dale <Dale.Hanson@dot.state.fl.us>

Sent: Friday, January 15, 2021 11:52 AM

To: McLaughlinAnne <Anne.McLaughlin@colliercountyfl.gov>; OteroBrandy <Brandy.Otero@colliercountyfl.gov>; MedinaJosephine <Josephine.Medina@colliercountyfl.gov>

Cc: Peters, Victoria <Victoria.Peters@dot.state.fl.us>

Subject: FW: Please Read: FTA Section 5305(d) Funding Change / Collier MPO

EXTERNAL EMAIL: This email is from an external source. Confirm this is a trusted sender and use extreme caution when opening attachments or clicking links.

Good Afternoon Collier MPO!

I wanted to touch base with you that the 5305(d) PTGA boiler plate contract language has been revised and I am currently in the process of drafting SFY 20/21 PTGAs.

As you all know however, the PTGAs need to include the UPWP. Therefore, in order for us to move forward, your PTGA is contingent upon submitting to me your revised/amended/modified UPWP.

As a reminder, your federal allocation is \$128,028.

Should you have any UPWP questions, please consult with your District MPO Liaison, Victoria Peters (victoria.peters@dot.state.fl.us).

In the meantime, please provide a timeline for your UPWP 5305(d) revised and TIP modification once you have an estimate.

Thank You,

Dale Hanson

Transit Project Coordinator

ATKINS on behalf of **FDOT, District One**

Modal Development Office/Public Transit

801 North Broadway Ave., MS 1-39

Bartow, FL 33830

Phone: 863-519-2321

Fax: 863- 519-2420

Email : Dale.Hanson@dot.state.fl.us



From: Peronto, Michelle S <Michelle.Peronto@dot.state.fl.us>

Sent: Tuesday, December 8, 2020 2:33 PM

Cc: Hanson, Dale <Dale.Hanson@dot.state.fl.us>; Ross, Charlene <Charlene.Ross@dot.state.fl.us>; Forestt, Michele <Michele.Forestt@dot.state.fl.us>; Marion, Meghan <Meghan.Marion@dot.state.fl.us>; Simmons, Paul <Paul.Simmons@dot.state.fl.us>; Gaither, Wayne <Wayne.Gaither@dot.state.fl.us>; Peters, Victoria <Victoria.Peters@dot.state.fl.us>; Abraham, Jesten <Jesten.Abraham@dot.state.fl.us>; Carlton, Lori <Lori.Carlton@dot.state.fl.us>; Brown, Millie <Millie.Brown@dot.state.fl.us>

Subject: Please Read: FTA Section 5305(d) Funding Change

Dear MPO/TPO Partners:

On Monday, December 7, 2020 the District Transit Offices were notified of an important change in how the PTGAs for FTA Section 5305(d) will be funded. The Department's Office of Policy Planning has decided to modify the FTA 5305(d) grant funding model by fulfilling the 5305(d) grant **20% non-federal share with transportation development credits (TDC)** in lieu of state and local cash matches for the upcoming PGTA Agreement and within FY 21 -23 UPWP Cycle. Since the Department is matching at the program level, there are no exceptions to the match. The PTGA boiler plate is currently being revised to address this change and will become available soon. Your Transit Project Manager will work with you once this revised PTGA is available.

Any 5305(d) program local hard match (cash) that the M/TPO has received or is in possession of for the FFY 21-23 UPWP cycle are to be budgeted/shown in the UPWP budget tables as "local funds" or "other funds." The attached budget table provided by the Office of Policy Planning shows the change on the second & fourth worksheet.

A UPWP 5305(d) amendment and TIP modification will need to be completed by the MPO no later than 30-days after the PTGA for the FFY 21 5305(d) funds has been issued (meaning the date that the agreement was received). This action is also required for the FY 22 UPWP budget tables. All M/TPOs are required to modify their 5305(d) funding to reflect the change to the 5305(d) non-federal share (match).

Below are the steps needed for the UPWP Amendment and TIP Modification, which have been provided by the Office of Policy Planning:

1. UPWP Amendment:
 - a. Modify existing budget tables by changing the 5305(d) “**local match**” funding column header to “**soft match.**”
 - b. Add the state and local cash match totals together to determine your “soft match” total.
 - c. Input the total into the appropriate budget table line item.
 - d. Revise or add a “local funds” or “other funds” column to the UPWP Budget Table. Transfer only the 5305(d) **local match funds** to this column. Do not include the State match. Please see the attached example for additional clarification. Changes are shown in red on the second worksheet.

2. TIP Modification:
 - a. Revise the TIP to reflect the change in state and local funding from State and Local Funds to “soft match.” The soft match in the revised table should equal the total sum of the 5305(d) state and local funding amounts.

Please work jointly with your assigned Community Liaison and Transit Project Manager to fulfill this assignment.

We apologize in advance for any confusion or any complications this may cause.

Thank you.

Most Sincerely,

Michelle S. Peronto
Transit Programs Administrator
FDOT, District One
Modal Development Office/Public Transit
Phone: 863-519-2551
michelle.peronto@dot.state.fl.us



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4101131 COLLIER COUNTY MPO TRANSIT PLANNING FTA SECTION 5305 (D)

Project Description: FTA Section 5305 Metropolitan Planning

Prior Years Cost: N/A

Future Years Cost: N/A

Total Project Cost: N/A

Work Summary: MODAL SYSTEMS PLANNING

LRTP Ref: TRANSIT CFP P6-34

Lead Agency: MPO

Length: N/A

Phase	Fund	2020/21	2021/22	2022/23	2023/24	2024/25	Total
PLN	DPTO	9,877	9,877	9,877	9,877	11,410	50,918
PLN	DU	79,010	79,010	79,010	79,010	91,283	407,323
PLN	LF	9,877	9,877	9,877	9,877	11,410	50,918
							0
							0
							0
							0
Total		98,764	98,764	98,764	98,764	114,103	509,159



**TIP Amendment for Approval by MPO Board on March 13, 2021 for
FY 2020/21 through FY 2024/25 TIP**

FPN	Action	Project Name	Requested by	Fund	Phase	FY	Amount
4101131	FDOT change from hard to soft match	FTA Section 5305 Metropolitan Planning.	FDOT	DPTO	PLN	2021-2025	-\$50,918
4101131	FDOT change from hard to soft match	FTA Section 5305 Metropolitan Planning.	FDOT	LF	PLN	2021-2025	-\$50,918
	TOTAL						-\$101,836
4101131	Update to match total federal allocation FY21	FTA Section 5305	FDOT	DU	PLN	2021	\$128,028

Responsible Agency	TIP Page	LRTP Reference
Collier County	141B	Transit CFP P6-34

COLLIER METROPOLITAN PLANNING ORGANIZATION

Attest: _____

Anne McLaughlin
Collier MPO Executive Director

Approved as to form and legality

Scott R. Teach, Deputy County Attorney

Date: _____

By: _____

MPO Chair
Printed Name:
Title: MPO Chair

Date: _____

4101131 COLLIER COUNTY MPO TRANSIT PLANNING FTA SECTION 5305 (D)

Project Description: FTA Section 5305 Metropolitan Planning

Prior Years Cost: N/A

Future Years Cost: N/A

Total Project Cost: N/A

Work Summary: MODAL SYSTEMS PLANNING

LRTP Ref: TRANSIT CFP P6-34

Lead Agency: MPO

Length: N/A

Phase	Fund	2020/21	2021/22	2022/23	2023/24	2024/25	Total
PLN	DU	128,028	79,010	79,010	79,010	91,283	456,341
							0
							0
							0
							0
Total		128,028	79,010	79,010	79,010	91,283	456,341



MPO RESOLUTION #2021-2
A RESOLUTION OF THE COLLIER METROPOLITAN
PLANNING ORGANIZATION APPROVING AN
AMENDMENT TO THE FY 2020/21- 2024/25
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WHEREAS, State and federal statutes, rules and regulations require that each designated Metropolitan Planning Organization develop and adopt a Transportation Improvement Program (“TIP”) and set forth the procedures for doing so; and

WHEREAS, the Collier Metropolitan Planning Organization’s (the “MPO”) TIP may require amending as authorized and required by 23 C.F.R. Part 450 Sections 326, 328, 330, 332 and 334, and by F.S. § 339.175(6), (8) and (13); and

WHEREAS, the Florida Department of Transportation (“FDOT”) has requested that the MPO’s FY 2020/21-2024/25 TIP be amended to reflect the change from hard to soft match for 5305D transit funding; identified by Federal Project Number (FPN) 410113-1 as shown in Attachment 1.

WHEREAS, in order to be eligible to receive federal funds, the TIP must be amended to include those projects; and

WHEREAS, the MPO announced the TIP Amendment on its website, distributed it via e-mail to various list-serves, and followed all of the steps of its Public Participation Plan through the expiration of the public comment period, which terminated with the MPO’s meeting on February 12, 2021; and

WHEREAS, the MPO has reviewed the proposed Transportation Improvement Program Amendment for those projects and determined that it is consistent with the MPO’s adopted plans and policies; and

WHEREAS, in accordance with all required State and federal procedures, rules and regulations, including but not limited to the Florida Department of Transportation’s MPO Administrative Manual, the TIP Amendment must be accompanied by an endorsement indicating official MPO approval.

THEREFORE, BE IT RESOLVED by the Collier Metropolitan Planning Organization that:

1. The FY 2020/21 - 2024/25 Transportation Improvement Program Amendment set forth in Attachments 1 and 2 is hereby adopted.
2. The Collier Metropolitan Planning Organization's Chairman is hereby authorized to execute this Resolution certifying the MPO Board's approval of the Amendment to the FY 20120/21 - 2024/25 Transportation Improvement Program for transmittal to FDOT and the Federal Highway Administration.

This Resolution PASSED and duly adopted by the Collier Metropolitan Planning Organization Board after majority vote on this 13th day of March, 2021.

Attest: COLLIER METROPOLITAN PLANNING ORGANIZATION

By: _____
Anne McLaughlin
MPO Executive Director

By: _____
MPO Chair

Approved as to form and legality:

Scott R. Teach, Deputy County Attorney

DRAFT