

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

**FISCAL YEARS (FY) 2016/17-2017/18**  
**UNIFIED PLANNING WORK PROGRAM**

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

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MPO Chair

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## COMMONLY USED ACRONYMS

<b>Acronym</b>	<b>Full Name</b>
<b>AADT</b>	<b>Annual Average Daily Traffic</b>
<b>ADA</b>	<b>Americans with Disability Act</b>
<b>AMPO</b>	<b>Association of Metropolitan Planning Organizations</b>
<b>ARRA</b>	<b>American Recovery and Reinvestment Act</b>
<b>AASHTO</b>	<b>American Association of State Highway and Transportation Officials</b>
<b>AUIR</b>	<b>Annual Update and Inventory Report</b>
<b>BCC</b>	<b>Board of County Commissioners</b>
<b>CAC</b>	<b>Citizens Advisory Committee</b>
<b>CAT</b>	<b>Collier Area Transit</b>
<b>CEMP</b>	<b>County Emergency Management Plan</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CIA</b>	<b>Community Impact Assessment</b>
<b>CIE</b>	<b>Capital Improvement Element</b>
<b>CIGM</b>	<b>Collier Inter-Active Growth Model</b>
<b>CIP</b>	<b>Capital Improvement Program</b>
<b>CMP</b>	<b>Congestion Management Process</b>
<b>CMS</b>	<b>Congestion Management System</b>
<b>CMS/ITS</b>	<b>Congestion Management System/Intelligent Transportation System Committee</b>
<b>COA</b>	<b>Comprehensive Operational Analysis</b>
<b>COOP</b>	<b>Continuity of Operations Plan</b>
<b>CORSIM</b>	<b>Corridor Simulation</b>
<b>CR</b>	<b>County Road</b>
<b>CRA</b>	<b>Community Redevelopment Agency</b>
<b>CTC</b>	<b>Community Transportation Coordinator</b>
<b>CTD</b>	<b>(Florida) Commission for the Transportation Disadvantaged</b>
<b>CTST</b>	<b>Community Traffic Safety Team</b>
<b>CUTR</b>	<b>Center for Urban Transportation Research</b>
<b>CUTS</b>	<b>Coordinated Urban Transportation Studies</b>
<b>DBE</b>	<b>Disadvantaged Business Enterprise</b>
<b>DOPA</b>	<b>Designated Official Planning Agency</b>
<b>DRI</b>	<b>Development of Regional Impact</b>
<b>EAR</b>	<b>Evaluation and Appraisal Report</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>ETAT</b>	<b>Environmental Technical Advisory Team</b>
<b>ETDM</b>	<b>Efficient Transportation Decision Making</b>
<b>F.A.C.</b>	<b>Florida Administrative Code</b>
<b>FAP</b>	<b>Federal Aid Program</b>
<b>FAST</b>	<b>Fixing America's Surface Transportation</b>
<b>FDOT</b>	<b>Florida Department of Transportation</b>
<b>FHREDI</b>	<b>Florida's Heartland Rural Economic Development Initiative</b>

## COMMONLY USED ACRONYMS

<b>Acronym</b>	<b>Full Name</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FM</b>	<b>Financial Management</b>
<b>FS</b>	<b>Florida Statutes</b>
<b>FSUTMS</b>	<b>Florida Standard Urban Transportation Model Structure</b>
<b>FTA</b>	<b>Florida Transit Administration</b>
<b>FTP</b>	<b>Florida Transportation Plan</b>
<b>FY</b>	<b>Fiscal Year</b>
<b>GIS</b>	<b>Geographical Information System</b>
<b>ICAR</b>	<b>Intergovernmental Coordination and Review</b>
<b>ICE</b>	<b>Intergovernmental Coordination Element</b>
<b>IJR</b>	<b>Interchange Justification Report</b>
<b>IT</b>	<b>Information Technology</b>
<b>ITS</b>	<b>Intelligent Transportation Systems</b>
<b>JARC</b>	<b>Job Access Reverse Commute</b>
<b>JPA</b>	<b>Joint Participation Agreement</b>
<b>LAP</b>	<b>Local Agency Program</b>
<b>LCB</b>	<b>Local Coordinating Board for the Transportation Disadvantaged</b>
<b>LEP</b>	<b>Limited English Proficiency</b>
<b>LinC</b>	<b>Lee in Collier Transit Service</b>
<b>LOS</b>	<b>Level of Service</b>
<b>LRTP</b>	<b>Long Range Transportation Plan</b>
<b>MAP-21</b>	<b>Moving Ahead for Progress in the 21<sup>st</sup> Century</b>
<b>MMP</b>	<b>Master Mobility Plan</b>
<b>MMTPP</b>	<b>Metropolitan Multimodal Transportation Planning Process</b>
<b>MPO</b>	<b>Metropolitan Planning Organization (includes references to the organization, MPO Board, Staff and Committees)</b>
<b>MPOAC</b>	<b>Metropolitan Planning Organization Advisory Council</b>
<b>MPP</b>	<b>Metropolitan Planning Program</b>
<b>NTD</b>	<b>National Transit Database</b>
<b>PAC</b>	<b>Pathway Advisory Committee</b>
<b>PD&amp;E</b>	<b>Project Development &amp; Environment</b>
<b>PEA</b>	<b>Planning Emphasis Area</b>
<b>PIP</b>	<b>Public Involvement Plan</b>
<b>PL</b>	<b>Highway Planning Funds</b>
<b>PTNE</b>	<b>Public Transit and Neighborhood Enhancement</b>
<b>PTOP</b>	<b>Public Transportation Operation Plan</b>
<b>QRC</b>	<b>Quick Response Code</b>
<b>RFP</b>	<b>Request for Proposal</b>
<b>ROW</b>	<b>Right-of-Way</b>
<b>SHS</b>	<b>State Highway System</b>
<b>SIS</b>	<b>Strategic Intermodal System</b>
<b>SR</b>	<b>State Road</b>

## COMMONLY USED ACRONYMS

<b>Acronym</b>	<b>Full Name</b>
<b>SSPP</b>	<b>System Safety Program Plan</b>
<b>SWFRPC</b>	<b>Southwest Florida Regional Planning Council</b>
<b>TAC</b>	<b>Technical Advisory Committee</b>
<b>TAZ</b>	<b>Traffic Analysis Zone</b>
<b>TD</b>	<b>Transportation Disadvantaged</b>
<b>TDM</b>	<b>Transportation Demand Management</b>
<b>TDP</b>	<b>Transit Development Plan</b>
<b>TDSP</b>	<b>Transportation Disadvantaged Service Plan</b>
<b>TIP</b>	<b>Transportation Improvement Program</b>
<b>TMA</b>	<b>Transportation Management Area</b>
<b>TSM</b>	<b>Transportation Systems Management</b>
<b>TRIP</b>	<b>Transportation Regional Incentive Program</b>
<b>ULAM</b>	<b>Urban Land Allocation Model</b>
<b>UPWP</b>	<b>Unified Planning Work Program</b>
<b>USC</b>	<b>United States Code</b>
<b>USDOT</b>	<b>United States Department of Transportation</b>
<b>VE</b>	<b>Value Engineering</b>
<b>ZDATA</b>	<b>Zonal Data (land use and socio-economic)</b>

## **COST ANALYSIS CERTIFICATION**

### **COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I 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.



\_\_\_\_\_  
District MPO Liaison Bessie Reina

5-23-16

Date

## INTRODUCTION

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Area documents transportation planning and transportation planning related activities for FY 2016/17-2017/18. The objective of this work program is to ensure that a continuing, cooperative and comprehensive approach to planning for transportation needs is maintained and properly coordinated with other jurisdictions and MPOs, the Southwest Florida Regional Planning Council (SWFRPC) and the Florida Department of Transportation (FDOT). Comments received from FHWA, FTA, and FDOT have been addressed and incorporated into the final document. A draft of this UPWP was presented for final endorsement to the Pathways Advisory Committee on April 19, 2016 and the Citizens and Technical Advisory Committees on April 25, 2016 and received final approval by the Collier MPO Board on May 13, 2016.

This document is intended to inform all public officials and agencies that contribute effort and allocated funds to the multimodal transportation planning process about the nature of the tasks identified in the UPWP. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the Interlocal Agreement creating the Metropolitan Planning Organization. In addition, the UPWP provides the basis for Federal funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds.

MPO planning principles, procedures and technical issues in the UPWP are intended to be an integral part of the planning process and bring about improved decision making in transportation project selection, development, design, mitigation and construction. The level of effort in this UPWP is largely based on state and federal requirements, joint efforts with planning partners that support the transportation planning process, and the cycle of updates to the Long Range Transportation Plan.

*Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21) maintains the federal planning factors that were included in the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). In addition, the new transportation authorization bill, *Fixing America's Surface Transportation* (FAST) added two planning factors. The following ten federal planning factors have been incorporated into the MPO Planning Process and this UPWP:

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;
9. Enhance travel and tourism; and,



## **INTRODUCTION (cont.)**

### **10. Emphasize the preservation of the existing transportation system**

The MPO performs a variety of tasks utilizing funds under Titles 23 and 49 of the Federal Transit Act. Those tasks include annual development of the Transportation Improvement Program (TIP); continually improving the Congestion Management System; regular updates to the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP); assisting Collier County in its role as Transportation Disadvantaged Community Transportation Coordinator (CTC); support of Bicycle and Pedestrian Planning activities; preparation of updates to the Long Range Transportation Plan; periodically updating the Public Involvement Plan (PIP), expanding public outreach activities and implementing strategies to address environmental justice issues; and supporting FDOT District One and Collier County planning activities with emphasis on improving traffic modeling and Geographic Information Systems (GIS) capabilities.

Section 120 of Title 23, U.S.C, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100% to the extent credits are available. The “soft-match” amount being utilized to match the FHWA funding in this UPWP is 18.07% of FHWA program funds for a total of \$287,677.

## STATUS OF TRANSPORTATION PLANNING ACTIVITIES

Collier County is located along Southwest Florida's tropical Gulf Coast. Collier County has a well defined network of state and local roadways and is continuing to grow and develop to meet the changing demands of the community. The figure below shows the population and land area distribution of the Jurisdictions within Collier County.

**Figure 1**  
**Population and Land Area Summary and Distribution (2000, 2010, 2015)**

Jurisdiction	Land Area of Jurisdictions in Square Miles		2000 Population		2010 Census Population		2015 Population Estimate		Population Density
Collier County	1999.005	98.72%	215,043	85.55%	285,170	88.69%	306,276	89.24%	153.21
City of Naples	15.42	0.76%	20,976	8.34%	19,537	6.08%	19,796	5.77%	1283.79
City of Marco Island	9.375	0.46%	14,879	5.92%	16,413	5.10%	16,716	4.87%	1783.04
Everglades City	1.2	0.06%	479	0.19%	400	0.12%	412	0.12%	343.33
Total	2025	100%	251,377	100%	321,520	100%	343,200	100%	169.48

Source: 2010 Census and Collier County Comprehensive Planning Projections

The most populous city in the county is Naples with an estimated 2015 population of 19,796. The City of Marco Island is the second largest in Collier County, with an estimated population of 16,716. The population of the county's unincorporated area is quite large as compared to the cities, with about 306,276 residents. During the time period of 2010 to 2015, Collier County saw its population increase from 321,520 to 343,200, approximately a 7% increase. Much of Collier County's current growth is occurring in Golden Gate Estates, one of the largest platted subdivisions of its kind in the world. Since this single-family residential subdivision was developed prior to Florida's growth management laws, building permits in Golden Gate Estates are not subject to the same concurrency regulations as new development, thus, Collier County cannot deny residential building permits due to the lack of transportation capacity. In addition to the growth in the number of permanent residents, Collier County has a high seasonal influx, with a projected peak season population of approximately 20% over full-time residents.

At 2,025 square miles, Collier County consists of a very large area. The unincorporated community of Immokalee is located 41 miles northeast of Naples and the City of Everglades City is located 36 miles southeast of Naples. Much of the eastern part of Collier County is in public ownership, including Everglades National Park, Big Cypress Preserve, Picayune Strand and Fakahatchee Strand State Preserves, Collier-Seminole State Park, Rookery Bay National Estuarine Research Reserve, Florida Panther Wildlife Refuge and Corkscrew Swamp Sanctuary. These areas represent 80% of the land in Collier County and cannot be developed.

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)**

Over the ten year period of 2000-2010, Collier County grew at a rate much higher than that of the State of Florida, seeing a 30% increase in population. The population density that exists in Collier County, however, is much less than the overall State population density, with approximately 159 persons per square mile versus 353 persons per square mile in the State of Florida. This reflects the large undeveloped area of the county and a small urban core.

The percent of households with incomes in the categories under \$50,000 are lower than the percentages for the State of Florida. On the other hand, Collier County is higher than the State of Florida in the category over \$75,000. According to 2010-2014 American Community Survey 5-year estimates, the median household income for the State of Florida is \$47,212. Collier County has a significantly higher median household income of \$56,250.

It is important to note that while the county as a whole is predominantly more affluent than that for the State of Florida, there are anomalies that exist. The Immokalee area falls within a statewide area of critical economic concern and has been designated as a “rural enterprise zone” with higher than average unemployment, children living in poverty, and families who fall under the federal poverty thresholds. Transportation to employment, job training, and critical health and social services available in the western portions of the county must continue to be available to residents of Immokalee area.

According to the 2010-2014 American Community Survey 5-year estimate, approximately 6% of the households in Collier County have no access to a vehicle which is comparable to the 7.1% of Floridians that live in households with no vehicle availability.

The conditions described above highlight the challenges that impact transportation, including rapid growth, high seasonal population, the development of gated communities (lack of effective local/collector street network and lack of connectivity), the low population density of the county, and access and reliance on automobiles. The planning activities described below are intended to address these issues at the local and regional levels and are performed with funds under Title 23 and 49 of the Federal Transit Act.

### **FY 2016/17 and FY 2017/18 MPO Staff’s Transportation Planning Priorities**

The focus for the upcoming fiscal years of 2016/17 and 2017/18 will be the Golden Gate City Walkable Community Study, the update of the Comprehensive Pathways Plan, the Congestion Management Process, and completion of transit studies. All of the studies will include public involvement and outreach to the community. The MPO staff will continue to develop demographic analysis and travel behavior of Collier County to assist with MPO and jurisdictional agency efforts. In addition, the MPO staff will continue to coordinate and assist the Collier County Public Transit and Neighborhood Enhancement Division with the development of the Transit Development Plans (TDP) and Transportation Disadvantaged Service Plans (TDSP) and any other transit enhancement plans jointly agreed to.

### **Regional Transportation Planning Activities**

The Lee County and Collier MPOs meet annually to discuss regional issues and projects which may have a joint impact on the area. The MPOs will continue to work together to endorse and adopt regional priorities for enhancements, TRIP, highway and transit projects.

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)**

### **FDOT Five Year Work Program**

The MPO annually recommends priority lists for roadway capacity improvements, congestion management, enhancement, and transit projects to FDOT which then incorporates these recommended priorities, to the maximum extent feasible, into their Tentative Five Year Work Program. The Adopted FDOT Work Program and the Capital Improvement Programs (CIP) of Collier County, the City of Naples, the City of Marco Island, and the City of Everglades City are combined to form a single multimodal Transportation Improvement Program (TIP).

### **Congestion Management System (CMS)**

An operational CMS was originally adopted in 1997 and was updated in 2006. The CMS was developed to reduce congestion, not by adding travel lanes to existing highways, but by such initiatives as improving traffic signal timing, improving intersections (adding/lengthening turn lanes, etc.), and modifying medians. In 2008, the MPO updated the CMS and renamed it the Congestion Management Process (CMP). This was done to highlight the importance on the evaluation process and incorporated strategies that result in more efficient use of transportation facilities. The latest update included some of the strategies already in the CMS, as well as adding focuses on transit, pedestrian / bicycle and Transportation Demand Management (TDM) and the evaluation component for the funded projects. An update of the current CMP is anticipated to streamline the evaluation process and focus on additional performance measures.

### **Public Transportation**

In January 2001, the Collier County Board of County Commissioners (BCC) began the Collier Area Transit (CAT) System. CAT is funded through a variety of sources including FTA Section 5307, various state grants, fare box, and local revenues. In February 2016, CAT will be celebrating 15 years of services, another historic milestone! Since the service inception, CAT has expanded its services to 19 fixed routes and transported an estimate of 1.2 million residents and visitors.

Lee and Collier Counties established a regional transit connection called the LinC (Lee in Collier) route in October 2011. The LinC service has exceeded ridership expectations. The route was made possible by funds from Lee County, FDOT, and through coordinated efforts by the City of Bonita Springs, CAT, Collier County and the Collier MPO.

A major Transit Development Plan (TDP) update was completed in August 2015. The Public Transit and Neighborhood Enhancement (PTNE) Department in coordination with the Collier MPO is expected to complete Annual Progress Reports to the TDP in-house. The next Major TDP update will be completed by a consultant with coordination with PTNE and the MPO and is anticipated to be completed in September 2020.

### **Transportation Disadvantaged Community Transportation Coordinator (CTC)**

Under the direction of Collier County CTC, Keolis Transit America Inc. (Keolis), the current management entity that operates fixed route and paratransit contract will come to an end. Effective March 26, 2016, the transit service will be managed by two new vendors, MTM will manage the scheduling and dispatch services and MV Transportation will manage the fixed route and paratransit services. The County's

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)**

paratransit program includes Americans with Disabilities Act (ADA) and Transportation Disadvantaged services funded by the State's Transportation Disadvantaged (TD) Program. Collier County acts as the

Community Transportation Coordinator (CTC). As the Designated Official Planning Agency (DOPA) for the TD program, Collier MPO staff continues to coordinate the TD planning efforts by providing support to the Local Coordinating Board (LCB) and monitoring the CTC activities to ensure the availability of efficient, cost effective and quality transportation services for the transportation disadvantaged.

Services under the Medicaid Program are now provided by MTM. It is noted that while MTM coordinates with PTNE/CAT and the MPO, neither entity is required to monitor or evaluate the services they provide.

CAT's paratransit system and the Immokalee Circulator route are funded through various state grants, fare box, and local revenues including FTA's Section 5311 program for rural public transportation.

The Collier MPO completed the Transportation Disadvantaged Service Plan (TDSP) major update in house. The TDSP was approved in October 2013. The Collier MPO has been completing the annual TDSP Minor Updates in house. The MPO continues to assist CAT with research, budget, funding discussions and presentations, regarding the current paratransit service and the existing fare structure.

### **Bicycle and Pedestrian Planning**

Collier County continues to improve conditions for bicycling and walking through the efforts of the Pathways Advisory Committee (PAC), under the MPO. The PAC makes annual recommendations for pathway projects using local, state and federal funds based on projects identified in the Pathways Plan. The MPO coordinates with the Community Traffic Safety Team (CTST) on educational efforts such as the annual "Walk to School Day". In 2011, the MPO updated and distributed the Bike/Ped Users Map throughout Collier County and intends to update that effort in 2016. In 2012, the MPO completed a Major Update to the Comprehensive Pathways Plan. The MPO intends to review and update the Comprehensive Pathways Plan in 2016. In addition, the MPO will finish the series of Walkable Communities Studies by addressing Golden Gate City as the final location. The Collier MPO also maintains a countywide pathways database and the pathways inventory.

### **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) is a critical tool in the MPO process. It is composed of a Needs Assessment, a Cost Feasible Plan, and several multi-modal transportation components. It is the primary document in which multi-modal components (such as pathways, transit and other projects), land use data and projected revenues are integrated in the long range planning process.

The 2040 LRTP was adopted in December 2015. The development of the 2040 LRTP included extensive public involvement, financial revenue projections, travel demand model validation, coordination and development of Needs Plan projects, project cost estimates, a cost feasible plan, operations and maintenance costs, and a review of other plans and programs resulting in a multi-modal, long-range blueprint for the community's policy makers.

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)**

The MPO will continue to review projects and plans for consistency with the 2040 LRTP and will amend/update the plan as necessary.

### **Information Management/Public Involvement**

In order to reach a wider audience, the MPO public information/involvement efforts continue to include

the use of newsletters, a stand-alone MPO website, and televised MPO Board meetings. Staff also continues to participate in public outreach efforts by attending community and special interest group meetings, as well as by conducting public workshops.

The MPO provides pre-paid postage on all public comment forms. This allows the public to mail comments to the MPO without having to provide postage.

A large public involvement effort was conducted for the adopted 2040 LRTP development. Public meetings were held in multiple areas throughout the County. During the development of the LRTP, the MPO received sixty-five (65) written comments on public comment forms with pre-paid postage.

The MPO maintains a stand-alone MPO website on a continual basis. The website is visual, user friendly and has searchable categories to find documents easier. The website includes translation capabilities which allow a user to translate pages on the website into 71 languages. In addition, a project directory allows users to view information and before and after pictures of projects programmed in the county.

The MPO staff continues to use quick response codes (QRC) on all documents and public comment forms. The QRC allows anyone who has a smart phone to scan a document's barcode and access the MPO's link to that document. This effort promotes technology and allows a user to simply scan a document instead of taking a hard copy from the display. This is a cost saving and environmentally friendly effort.

MPO staff will continue to seek methods of generating public interest and participation on the MPO's standing advisory committees, and ensure all vacancies are filled.

### **Title VI and Environmental Justice**

The Collier MPO will continue to take reasonable steps to ensure that all persons, including those with disabilities or language barriers, have meaningful opportunities to participate in the MPO's transportation planning and programming processes, and will strive to address environmental justice issues at all stages of the planning process. This includes implementing the strategies included in the MPO's PIP to reduce participation barriers for under-served groups and engage them in the decision-making process. The MPO adopted a Title VI Complaint Procedure, a Limited English Proficiency Plan and FDOT's Disadvantaged Business Enterprise (DBE) Policy.

### **Florida Department of Transportation District One Planning Activities**

Florida Department of Transportation- District One District Wide Planning activities for FY16/17-FY17/18) include the following:

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)**

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- Enhancement Program Development
- Commuter Services
- State Highway System Corridor Studies
- Complete Streets Studies
- Growth Management Impact Reviews

### **Collier County Planning Activities**

The Transportation Planning section completes reviews, provides planning and programming of County and State transportation facilities and administers the Neighborhood Traffic Management Program (NTMP) in Collier County. In FY 2014/2015, the section has secured additional funding from FDOT and the Collier MPO for new sidewalks and bike lanes in much needed areas of Collier County, the extension of a new regional roadway (Logan Boulevard from Immokalee Road to the Lee County Line), and right of way acquisition and construction for the I-75 @ SR 951 interchange.

Transportation Planning has completed: reviews of multiple miles of developer designed roadways; the Developer Sponsor Road Project Permitting Process guidance, which will help facilitate the review process and expedite the project development schedule; and the Annual Update and Inventory Report (AUIR) that determines existing Level of Service on over 130 road segments throughout Collier County and provides the means to project forward and analyze the potential traffic on these road segments. This provided the information necessary to determine when and if those segments are projected to fail in 2018 and 2023.

The Planned Unit Development (PUD) Monitoring section that maintains an accessible information tracking system for nearly 400 PUD's and ensures all commitments agreed to in a PUD are monitoring for compliance on a yearly basis.

### **City of Naples Planning Activities**

The City of Naples is a residential community with an area of approximately 16 square miles with a local road system consisting of 108 miles of streets. The community is based on a town plat recorded in 1887 and development is at substantial build out. The community's transportation planning activities involve the following programs: 1) City Street Level of Service (LOS) monitoring; 2) Downtown redevelopment

## STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)

and traffic circulation; 3) Use of an established traffic calming program to address city street issues; and 4) Implementation of master plans for intermodal facilities.

The four major planning activities are outlined as follows:

- The City maintains a quarterly traffic count program of State arterials, County arterials and City collector streets within its corporate limits. The quarterly count program produces average daily traffic data and peak hour traffic data; this data is monitored for compliance with the City's Growth Management Plan for LOS 'C'. The count data is placed on the City's website and updated quarterly. The traffic count program data provides both current and historic data for public review and analysis. In preparing an internal Annual Inventory and Update Report (AUIR), the City provides an analysis of the traffic data. Historically, the City's LOS has been LOS 'C' or better with the notation that 5<sup>th</sup> Avenue South is a constrained facility and only a few streets require monitoring for the potential need of traffic circulation improvements.
- The City's 'D' downtown district [Note: the Naples Community Redevelopment Agency (CRA) includes the downtown district] has been subject of traffic modeling to reflect future redevelopment with mixed-use zoning. The on-going planning activities concurrent with redevelopment involve reconfiguring of City streets to create a more pedestrian friendly character that is more conducive to the existing mixed-use zoning. Within the 'D' district, the Naples CRA is processing amendments to reflect the need for improvements to serve future redevelopment to include considerations for improved connectivity and intermodal functions within the U.S.41 corridor. The City anticipates partnering with the Metropolitan Planning Organization (MPO), the Florida Department of Transportation (FDOT) and Collier County in planning for future connectivity improvements, particularly improvements that may potentially impact State and County roads.
- In 2013, the City completed and adopted the first comprehensive plan amendment for intermodal facilities (Note: the original pedestrian and bicycle plans were adopted in 2007). Both the 2007 and 2013 adopted plans include a pedestrian master plan and a bicycle master plan identifying community-wide intermodal improvements. Based on the priorities established in these plans, elements of pedestrian and bicycle improvements are on-going. Recent project improvements implemented by the City have been segments of 'missing sidewalk links' and new pavement striping that includes sharrows and bike lanes on select streets.

Additional projects have been subject of funding request to the MPO and the FDOT. Both these agencies have been supportive of improvements identified in the referenced comprehensive plans with the MPO adopting a number of City intermodal projects and the FDOT funding such projects in their 5-Year Work Plans. Future projects, endorsed by the MPO and funded by the FDOT include new sidewalks on segments of Gulf Shore Boulevard, 3rd Street North, 2nd Street South, and sidewalks in and around the St. Ann School.

- The City has a neighborhood traffic calming program based on planning and implementing changes to City streets to deter adverse traffic related problems. There are currently six



## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)**

- areas/streets in the community subject of on-going analysis for improvements to counter traffic speeding, ‘cut thru’ traffic volumes and/or counter excessive truck traffic. These areas include Crayton Road, Park Shore Drive, Seagate Drive, South Golf Drive, Old Trail Drive, Eagle Oak Ridge and sections of Downtown. Due to the upcoming extension of 3<sup>rd</sup> Avenue South to Goodlette-Frank Road, the City is also focusing on traffic volumes and speed characteristics on 3<sup>rd</sup> Avenue South. The speed study will be used to establish existing speeds and volumes and compare them to post-extension speeds. By using the data from the study, the City will be able to determine whether traffic calming will be needed. The planning of improvements is typically followed by the budgeting, design and construction of improvements that vary from entry islands, to roundabouts, to special pedestrian crossings and others.

### **City of Marco Island Planning Activities**

In 2016 the City of Marco Island completed the total re-construction of the Smokehouse Bay Bridges, which replaced two obsolete structures that were built in 1969 and 1970. The new bridge structures were designed for a 50 year life span. In the future, the W. Winterberry Bridge will be replaced with a new single span FDOT rated bridge. This bridge replacement will bring all 15 bridges on the island up to current FDOT standards.

The City recently initiated an annual street resurfacing program to systematically resurface the entire 121 miles of street surfaces within the City limits. This program started with the City streets that were outside of the recently completed Sewer Replacement Program.

The City is currently continuing with an area wide Bicycle Pathway/ Bike Lane program which has been funded through the MPO and the FDOT. This year, the City completed a \$1,039,000 project that added over 4 miles of new shared use pathways to the current Master Planned Bike Ways. In the next 5 years, \$4.8 million of new bike lanes and shared use pathways are programmed to be constructed within the City. These projects will complete the Master Planned facilities identified in 2005 by the Ad-Hoc Bike Path Committee.

The final upgrade to the last traffic signal on the Island was completed this year. The signal at Bald Eagle Dr. and E. Elkcam Circle was the last signal to receive video detection and programming. With the completion of this upgrade, all ten signals on the island function through video detection and upgraded pedestrian controls.

### **City of Everglades City Planning Activities**

The City of Everglades City was incorporated as a municipality in 1953. At the time of its incorporation it had been the county seat of Collier County since 1923. Following Hurricane Donna in September 1960, the county seat was moved to East Naples in 1962. The total land area of Everglades City is 768 acres, or approximately 1.2 square miles.

Existing development in Everglades City is located largely on compacted fill land; it consists primarily of residential housing supported by commercial and local government land uses. The Everglades AirPark, operated by the Collier County Airport Authority, and a National Park Service Visitor Center are located on public lands within the City and next to Chokoloskee Bay.

## **STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)**

The single access road to and from Everglades City is County Road 29 (CR-29). It is a southern extension of State Road 29 (SR-29). The northern portion of SR-29 in Collier County is part of an emerging Strategic Intermodal System, or SIS, network that traverses rural Collier and Hendry counties from State Road 80 in the City of LaBelle south to its intersection with Interstate 75 (I-75). South of I-75, SR-29 continues to its intersection with US-41, Tamiami Trail, at Carnestown. South of US-41, it becomes County Road 29 (CR-29), extending south three miles to the municipal limits of Everglades City, and beyond to its southern terminus on Chokoloskee Island.

Along its entire length, CR-29 is the only roadway access point to unincorporated Chokoloskee Island and another unincorporated community, Plantation Island, located east of the Lake Placid waterway. Persons living in these two island communities are not Everglades City residents.

As future conditions merit, the City, may pursue placing the improvement and resurfacing of the entire length of CR-29 on the Collier MPO list of Unfunded Roadway Priorities.

Some future planning activities include:

- Completing an accurate assessment of City Streets, intersections, and its bicycle/pedestrian pathways; and
- An ongoing assessment of the impact of the Everglades School, the AirPark, and Everglades National Park facilities on City streets, intersections, and bicycle/pedestrian pathways.

Among the Everglades City streets requiring special attention for needed storm water drainage improvements and pavement replacement are:

- CR-29 from the Barron River Bridge to the Chokoloskee Bay Causeway,
- Allen Avenue between Jasmine and Kumquat streets,
- Datura Street between Copeland Avenue North and School Drive,
- Evergreen Street between Copeland Avenue North and School Drive,
- Copeland Avenue North between Datura and Camellia streets, and
- School Drive at its intersection with North Storter Avenue.

Everglades City is relied on the contribution of Florida Department of Transportation District 1 and the Collier County Growth Management Division in completing construction of Street Lighting Improvements along Collier Avenue and Broadway from the Barron River Bridge to the City Hall traffic circle during Fiscal Year 2010/11. Despite the fact that Everglades City has no professional planning staff and a modest operating budget, the City continues to coordinate its transportation planning activities with the MPO.

### **Continuity of Operations Plan (COOP)**

The Collier MPO operates under the rules and procedures of its own Continuity of Operations Plan (COOP). The development of the COOP was based on the Collier County Emergency Management Plan (CEMP) criteria and is updated by the MPO annually.

## **UPWP FORMAT**

The FY 2016/17-2017/18 UPWP covers the fiscal years starting July 1, 2016 and ending June 30, 2018. Since this is a two year UPWP the MPO will use the following designations for the task completion target dates included in the document: 1<sup>st</sup> Quarter = July – September 2016, 2<sup>nd</sup> Quarter = October – December 2016, 3<sup>rd</sup> Quarter = January – March 2017, 4<sup>th</sup> Quarter = April – June 2017, 5<sup>th</sup> Quarter = July – September 2017, 6<sup>th</sup> Quarter = October – December 2017, 7<sup>th</sup> Quarter = January – March 2018, 8<sup>th</sup> Quarter = April – June 2018.

FHWA Metropolitan Planning Program planning (MPP/PL) funds, FTA Section 5305 (d) Planning Funds, State Transportation Disadvantaged Trust Funds, FDOT Grant Funds, and local match participation provide financing for all the tasks contained within the UPWP. The Collier County Clerk of the Circuit Court performs an annual audit of the MPO program. The UPWP tasks to be undertaken during these fiscal years are organized into eight major subsets.

### **1. Administration**

Administrative tasks provide for the primary management of MPO activities, including but not limited to, staff time to organize and conduct MPO Board and advisory committee meetings, public involvement efforts, and to participate in intergovernmental activities. In addition, this section includes all necessary expenditures to maintain operations, capital expenditures, Federal and State compliance documentation and all fiscally related tasks such as audits, progress reporting, maintenance of financial records, and the preparation of annual administrative reports, such as the UPWP, are also included.

### **2. Data Collection / Development**

Task activities in this section includes those needed to monitor and analyze travel behavior and factors affecting travel, such as socio-economic, land use, environmental, air quality, safety, security and freight and transportation system data. Evaluation of the data collected in this section is used for both long and short range planning for the transportation system.

### **3. Transportation Improvement Program Maintenance and Development**

This task annually provides for the development of the TIP, a five-year program of transportation improvements. The TIP will be developed in cooperation with FDOT and the local governments. Transportation projects will be drawn from the currently adopted MPO Long Range Transportation Plan to ensure the program's consistency relative to priorities and financial constraints. The prioritization methodology for each State and Federal funding project category will be detailed in the introduction of each pertinent section of the TIP. Regionally significant projects, regardless of funding source, are also included in the Transportation Improvement Program. The TIP also includes a list of multi-modal unfunded State, county and municipal projects that have been prioritized by the MPO Board.

Task activities in this section include establishing project priorities, annually updating the TIP and reviewing transportation plans and reports for use in many other UPWP sections and tasks, including short range planning, the Long Range Transportation Plan (LRTP), Transit Planning, and project planning.

## **UPWP FORMAT (cont.)**

### **4. Long Range Planning**

Updates and amendments to the LRTP include multi-modal aspects of transportation planning such as highway planning, transit planning, reviewing enhancement priorities, bicycle/pedestrian programming, and congestion monitoring of the Systems Planning area. This section is intended to work with the other sections of the UPWP in the development, review, amending and updating of the Long Range Transportation Plan.

### **5. Special Projects and Systems Planning**

Bicycle and Pedestrian planning and support are conducted in order to provide a balanced transportation system to ensure that non-motorized travel options are safe, convenient and offer recreational opportunities. In addition, the Congestion Management Process (CMP) will be evaluated and updated. The CMP is a systematic approach required in transportation management areas (TMAs) that provides for effective management and operational strategies of new and existing transportation facilities eligible for Federal and State funding. The CMP should result in multimodal system performance measures and strategies included in the metropolitan transportation plan and TIP.

### **6. Transit & Transportation Disadvantaged Planning**

The UPWP addresses the continuing efforts of the Transit Program and Transportation Disadvantaged (TD) Program. Transit support is provided in order to develop the LRTP, TIP and other plans, programs and technical studies relating to public transportation. In addition, planning services are provided to ensure a coordinated Transportation Disadvantaged (TD) Program in Collier County.

### **7. Regional Coordination**

This task provides for the creation of a region-wide multimodal transportation planning process in accordance with Federal and State guidelines to ensure the coordination of transportation planning and policy activities in FDOT District One. This includes travel expenditures, room rental, and any other necessary costs for regional planning.

### **8. Locally Funded Activities**

This task allows staff to complete requests to prepare resolutions and policy position statements which are not eligible for grant reimbursement. In addition, travel expenses that are not eligible for grant reimbursement will be funded from this task.

## JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Collier Metropolitan Planning Organization with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5305(d);
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 16, 2016.

Based on a joint review and evaluation, the Florida Department of Transportation and the Collier Metropolitan Planning Organization recommend that the Metropolitan Planning Process for the Collier Metropolitan Planning Organization be certified.



District Secretary (or designee)



Date



Commissioner Penny Taylor, MPO Chair



Date

Approved as to form and legality



Scott R. Teach, Deputy County Attorney



## **CERTIFICATION OF THE MPO PROCESS**

### **2016 Joint Certification Review**

On February 16, 2016, the Collier Metropolitan Planning Organization (MPO) and the Florida Department of Transportation (FDOT) District One conducted a certification review based upon the process outlined in the FDOT Metropolitan Planning Organization Program Management Handbook. This review addressed all of the planning requirements mandated by law referenced in the Joint Certification Statement and the questions outlined in Section 7.11 of the MPO Handbook.

As a result of the review, both the MPO and FDOT staff agree the Collier Metropolitan Planning Organization's metropolitan planning process is certified and no corrective actions are required. Below is a list of noteworthy achievements of the MPO:

### **NOTEWORTHY ACHIEVEMENTS**

The Collier MPO continues to be highly effective in implementing planning requirements in areas of:

#### **Public Outreach and Involvement**

- The MPO staff has continued the tradition of rotating the location of the April MPO Board Meeting. The MPO Board has held meetings in the City of Naples, Everglades City, the City of Marco Island and Immokalee. In 2015, the MPO Board held two meetings in other locations (Marco Island and the City of Naples). The MPO will hold the April 2016 meeting in Immokalee. This has proved to be a popular feature of the Public Involvement Plan and has enabled the MPO Board to reach traditionally underserved populations.
- Based on the popularity of this activity for the MPO Board, the CAC has also started to rotate the location of their meetings. In 2015, the CAC met on Marco Island. In addition, two joint meetings with the TAC were held. In 2016, the will hold their rotating meeting in Immokalee.
- The MPO staff continues to update and modify the MPO Website. Staff is committed to informing the public and members about the planning process and uses the Website as a tool to disseminate information including MPO documents, meeting minutes, agency information and opportunities to comment on MPO plans and projects.
- The Collier MPO continues to take reasonable steps to ensure that all persons, including those with disabilities or language barriers, have meaningful opportunities to participate in the transportation planning and programming processes and strives to address environmental justice issues at all stages of the planning process. This includes implementing the strategies included in the MPO's PIP to reduce participation barriers for under-served groups and engage them in the decision-making process. In 2013, the MPO added a language translation feature to the MPO Website. The translator button allows visitors to view the MPO Website in 71 languages. The MPO has experienced a 33% increase in website hits since both of these functions were added in 2013.
- The MPO continued to use Quick Response (QR) Codes on documents for public comment and on major documents and plans. In 2013, the MPO started using the QR codes on public comment forms also. This has helped minimize the number of copies of a document the MPO has to produce since the QR codes allow people to link to the MPO website and download the document by simply scanning the QR codes.

## **CERTIFICATION OF THE MPO PROCESS (cont.)**

- The MPO public involvement efforts continue to include the use of newsletters, a stand-alone MPO website separate from Collier County's site, televised MPO Board meetings and an evaluation of the PIP statistics. Staff also continues to participate in public outreach efforts by attending community and special interest group meetings, as well as by conducting public workshops.
- MPO staff is continuing to make strides to generate public interest and participation on the MPO's standing advisory committees, and ensure all vacancies are filled. MPO staff use such techniques as advertisements, presentations to civic associations and networking during public information meetings to generate interest in the MPO and hosts new member orientations to ensure new committee and board members are informed about matters they will be discussing in the future.

### **Bicycle and Pedestrian Program**

- The MPO participated in a formal Pedestrian/ Bicycle Road Safety Audit (RSA) that was derived from the Pedestrian and Bicycle Safety Study that was adopted in early 2014. As an outcome of the Safety Study, the MPO and the PAC, along with the FDOT District One, selected the two high pedestrian / bicycle crash corridors for further study. The specific corridor limits were US 41 from Commercial Drive / Palm Street to Guilford Road and Airport Pulling Road from US 41 to Estey Avenue. The findings of this study were presented to the committees and the MPO Board. FDOT is preparing a cost benefit analysis. The final report will be brought back to the MPO Board.
- The MPO continues to make a bike and pedestrian map for Collier County available to the public. The map is very popular and large quantities of the map are requested frequently by the local bike shops to give out to their customers – especially those customers who are renting bikes.

### **Long Range Transportation Plan (LRTP)**

- The MPO completed the 2040 Long Range Transportation Plan with a consultant in December, 2015.
- The MPO has involved many public involvement techniques and incorporated the comments of many interested parties including environmental groups, citizens and municipalities.
- MPO staff hosted five public workshops that were attended by a total of 95 people.
- MPO staff hosted seven working group meetings.
- Postage paid comments forms were distributed at all public meetings. A total of 65 comment forms were received from the public.

### **Congestion Management System (CMS)**

- The MPO continues to focus on short-term and long-term congestion management and mobility strategies as defined by CMP. The MPO emphasizes the importance of both pathways and CMS projects by a large quantity of high quality priorities for funding. CMS projects include the expansion of the adaptive traffic control devices / systems, intersection improvements, purchase and installation of bus shelters, the purchase of uninterrupted power supply systems and surveillance systems and an ITS Network Analysis.
- MPO staff began to work on performance measures and new criteria for the CMP.

### **Transportation Improvement Program**

- MPO staff has worked hard to add several visualization techniques and make TIP and Quick-TIP

## **CERTIFICATION OF THE MPO PROCESS (cont.)**

format more user-friendly. MPO staff continues to utilize a consultant to help enhance the TIP and create an interactive web-based program / tool for additional public involvement features.

### **Regional Coordination**

- The MPO regularly participates in numerous regional planning activities including Coordinated Urban Transportation Studies (CUTS) and Joint Lee and Collier Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), Pathways Advisory Committee (PAC) and MPO meetings.
- The Lee and Collier MPO's have established joint priorities for the Transportation Regional Incentive Program (TRIP).
- All of these efforts are contributing to a better planned transportation network for the citizens of Collier and Lee Counties.

### **Public Transportation System**

- The MPO completed a Transportation Disadvantaged Service Plan (TDSP) minor update in 2015. The TDSP minor update focused on updating statistics and performance measures.
- The MPO and Public Transit & Neighborhood Enhancement (PTNE) completed a Transit Development Plan (TDP) major update in 2015.
- MPO staff completed an evaluation of the Community Transportation Coordinator (CTC) as required by the Transportation Disadvantaged (TD) planning grant.

## **CORRECTIVE ACTIONS**

No corrective actions were identified with this certification.



## **UPWP EFFORT & CONSISTENCY**

### **Level of Effort**

The level of effort described in this UPWP includes the MPO staff, consultant services, FDOT support, and technical assistance from the various planning and engineering departments of Collier County, City of Naples, City of Everglades City and the City of Marco Island. It is anticipated that this support level will be sufficient to meet the “3-C’s” (continuing, comprehensive and cooperative) of the metropolitan transportation planning process throughout the Collier County Metropolitan Area.

### **Public Involvement**

The UPWP has been developed in cooperation with FDOT, FHWA and FTA. The development of the UPWP has been subject to public review and comment and is consistent with the Collier MPO’s adopted Public Involvement Plan (PIP). The PIP is designed to educate and inform the public about transportation issues, and to provide the public with opportunities to contribute their ideas and opinions early and often throughout the planning process.

### **Local Government Comprehensive Plan Consistency**

The UPWP has been developed to be consistent, to the maximum extent feasible, with the approved Growth Management Plans of the participating local governments and the Southwest Florida Strategic Regional Policy Plan.

**ORGANIZATION AND MANAGEMENT  
OF THE  
METROPOLITAN PLANNING ORGANIZATION**

The Collier MPO is the primary agency responsible for transportation planning in Collier County. The MPO Board consists of nine voting members, representing the county government and three local municipalities, and one non-voting representative from the FDOT. The MPO is a legislative body with the power to develop and adopt plans, and to set priorities for the programming of improvements to the transportation system. The MPO membership includes the following:

**COLLIER COUNTY**

Commissioner Donna Fiala, District 1  
Commissioner Georgia Hiller, Esq., District 2  
Commissioner Tom Henning, District 3  
Commissioner Penny Taylor, District 4  
Commissioner Tim Nance, District 5

**CITY OF NAPLES**

Vice-Mayor Linda Penniman  
Councilman Reg Buxton

**CITY OF MARCO ISLAND**

Councilman Joe Batte

**CITY OF EVERGLADES CITY**

Mayor Sammy Hamilton, Jr.

**FLORIDA DEPARTMENT OF TRANSPORTATION**

Billy Hattaway, District Secretary, District One

**COLLIER COUNTY METROPOLITAN PLANNING ORGANIZATION STAFF**

Anne McLaughlin, MPO Executive Director  
Eric Ortman, Senior Planner  
Brandy Otero, Senior Planner  
Vacant, Planner  
Gabrielle Gonzalez, Administrative Secretary

## ADVISORY COMMITTEES

### Technical Advisory Committee (TAC)

The MPO's TAC is composed of technically qualified representatives of agencies responsible for directing, developing and improving the transportation system within the Collier County Metropolitan Planning Area. Committee duties include the coordination of transportation planning and programming activities arising from the review of all transportation technical studies and reports submitted to them. The following is a list of the TAC membership:

- Andy Holland, City of Naples Planning, *Chair*
- April Olson, Local Environmental Resource Agency (non-voting)
- Dan Hall, Collier County Transportation Engineering
- David Ogilvie, Collier County Public Schools (non-voting)
- Don Scott, Lee County MPO
- Gregg Strakaluse, City of Naples Engineering
- Justin Lobb, Collier County Airport Authority
- Kerry Keith, City of Naples Airport Authority
- Michelle Arnold, Collier County Public Transit & Neighborhood Enhancement, *Chair*
- Nicole Gwinnett, SWFRPC (non-voting)
- Lorraine Lantz, Collier County Transportation Planning
- Tami Scott, City of Marco Island Community Development, *Vice-Chair*
- Tim Pinter, City of Marco Island Planning
- Vacant, City of Everglades City
- Vacant, City of Marco Island Engineering
- Vacant, Freight Representative (non-voting)

### Citizens Advisory Committee (CAC)

The MPO's CAC is composed of individuals representing a cross-section of the geographic community and special interests, such as minorities and persons with disabilities. They are recruited to represent the City of Naples, the City of Marco Island, the City of Everglades City and the County Commission Districts of the unincorporated areas of the county. The CAC provides the MPO Board and staff with the citizen's perspective on the multimodal transportation planning process. The CAC is the focal point of the MPO's public involvement process. The following is a list of the CAC membership:

- Fred Thomas, District V
- Gary Shirk, At-Large, *Chair*
- Josh Rincon, Representing Minorities
- Joyce Graham, Representing Persons with Disabilities
- Karen Homiak, District I, *Vice-Chair*
- Pam Brown, At-Large
- Patty Huff, City of Everglades City
- Tom Dunne, City of Naples
- Wayne Sherman, District IV
- Vacant, City of Marco Island

## **ADVISORY COMMITTEES (cont.)**

- Vacant, District II
- Vacant, District III
- Vacant, City of Naples

### **Pathway Advisory Committee (PAC)**

The MPO's PAC is made up of citizens interested in the development and use of a bicycle and pedestrian pathways system in Collier County. The committee is responsible for assisting the MPO staff in the ongoing review and update of the Comprehensive Pathways Plan. The PAC is also involved in the review of the system inventory and priorities for the future capital expenditures funds for pathway facilities. Following is a list of the PAC membership (Nine at-large members appointed by the MPO Board):

- Alan Musico, Vice-Chair
- Dayna Fendrick, Chair
- Deborah Chesna
- Dr. Mort Friedman
- Jane Cheffy
- Jim Klug
- Joe Adams
- Joseph Bonness
- Victor Ordija

### **Congestion Management Systems/ Intelligent Transportation System (CMS/ITS) Committee**

The CMS/ITS committee serves the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects to be funded from the MPO's CMS boxed funds. The following is a list of the CMS/ITS membership:

#### Voting Members

- David Ogilvie, Collier County Public Schools
- Dan Summers, Collier County Emergency Management
- Gregg Strakaluse, City of Naples Engineering
- Karen Homiak, CAC Representative
- Laurie Beard, Collier County Transportation Planning
- Dr. Mort Friedman, PAC Representative
- Omar Deleon, Collier County Public Transit & Neighborhood Enhancement
- Tim Pinter, City of Marco Island, *Vice-Chair*
- Tony Khawaja, Collier County Traffic Operations, *Chair*
- Vacant, City of Everglades City

## **ADVISORY COMMITTEES (cont.)**

### Advisory Members

- Vacant, City of Marco Police and Fire (Advisory)
- Don Scott, Lee County MPO (Advisory)
- Fire Chief Orly Stolts, North Naples Fire District (Advisory)
- Greg Sheridan, City of Naples Police Department (Advisory)
- Lt. Mike Dolan, Collier County Sheriff's Office (Advisory)
- Rita Greenberg, Big Corkscrew Fire District (Advisory)
- Fire Chief Kingman Schuldt, Golden Gate Fire District (Advisory)
- Vacant, City of Marco Island Police (Advisory)
- Chief Walter Kopka, Collier County EMS (Advisory)
- Vacant, Florida Highway Patrol (Advisory)
- Fire Chief Paul Anderson, Jr., Immokalee Fire District (Advisory)
- Chief Alan McLaughlin, Ochopee Fire Control (Advisory)

### **Local Coordinating Board for the Transportation Disadvantaged (LCB)**

The LCB for the Transportation Disadvantaged (TD) has been appointed by the MPO to carry out the duties described in Rule 41-2, Florida Administrative Code, as an integral part of the TD planning and delivery service program.

The LCB is composed of representatives from various State and local agencies, as well as citizen representatives. A member of the MPO Board is appointed to serve as the LCB's Chairman. Following is a list of the LCB membership:

- Commissioner Donna Fiala - *Chair*
- David Ogilvie, Public Education
- Debi Stephens, FDOT
- Deborah Chesna, Local Medical Community
- Dylan Vogel, Citizen/User
- Elizabeth Severo, Florida Department of Elder Affairs
- Ellie Roberts, Citizen Advocate/Non-User
- Felix Soto, Florida Department of Children and Families
- Gary Vincent, Veterans Services
- Harold Kurzman, Elderly, *Vice-Chair*
- Joe Martinez, Agency for Health Care Administration
- Joyce Austin, Early Childhood Development/State Coordinating Council
- Olga Hernandez, Community Action
- Robert Richard, Florida Department of Education Division of Vocational Rehabilitation
- Sherry Brenner, Persons with Disabilities
- Susan Corris, Southwest Florida Workforce Development Board
- Vacant, Private Transportation Industry

## **AGREEMENTS AND PROCEDURES**

### **Agreements**

The MPO has various agreements in place with State and local governments and agencies that promote the “3-C” planning process. The following is a list of agreements currently in place:

- Amended and Restated Interlocal Agreement for the Creation of the Collier County MPO – FDOT, City of Naples, City of Marco Island, City of Everglades City, Collier County (2/26/15)
- Transportation Planning (PL) Funds Joint Participation Agreement (JPA) – FDOT/MPO (12/9/11)  
*This agreement will be rescinded on June 30, 2016 and a new MPO Agreement will be executed to be effective on July 1, 2016. The duration of the new MPO Agreement will coincide with the duration of this UPWP.*
- Staff Services Agreement – MPO/Collier County (9/22/15)
- Interlocal Agreement – Lee and Collier MPO regional coordination (amended 3/20/09)
- Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement – FDOT/MPO/Collier County Airport Authority, Naples Airport Authority/ Southwest Florida Regional Planning Council (11/25/14)
- Public Transportation Joint Participation Agreement – FDOT/MPO (11/10/15)

These agreements are currently under review and will be updated as appropriate.

### **Operational Procedures and Bylaws**

The MPO operates under an adopted set of Bylaws. In 2015, the MPO Board selected Anne McLaughlin as the new MPO Executive Director. The MPO Executive Director reports directly to the MPO Board. The additional MPO staff members are Collier County employees pursuant to a staff services agreement. Administrative services are provided by Collier County under the rules and procedures of Collier County and the State of Florida. Annual audits of the MPO Program are performed as part of the single audit process under the direction of the Clerk of Courts Finance Department.

Official records of MPO business are maintained in the MPO Offices located in the Collier County Growth Management Division, 2885 South Horseshoe Drive, Naples, Florida 34104. All of the MPO records are available for public inspection during normal business hours.

The Collier MPO’s operational procedures fully comply with the public records laws and the Sunshine Laws of the State of Florida.

# LOBBYING CERTIFICATION FOR GRANTS, LOANS AND COOPERATIVE AGREEMENTS

## FEDERAL FY 2016-2017 CERTIFICATION REGARDING LOBBYING


### Certification for Contracts, Grants, Loans, and Cooperative Agreements

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Collier Metropolitan Planning Organization that:

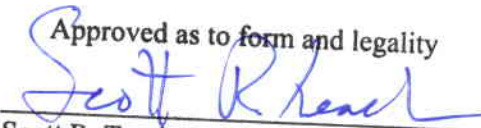
- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Collier Metropolitan Planning Organization, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a Member of Congress or the state legislature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

May 13, 2016

Date

  
Commissioner Penny Taylor, MPO Chair

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Approved as to form and legality  
  
Scott R. Teach, Deputy County Attorney



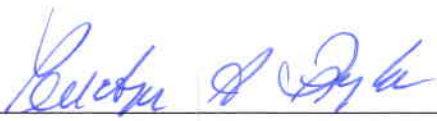
## DEBARMENT AND SUSPENSION CERTIFICATION

### FEDERAL FY 2016/17 DEBARMENT AND SUSPENSION CERTIFICATION

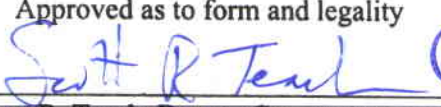
As required by the USDOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget "Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.

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

May 13, 2016  
Date

  
\_\_\_\_\_  
Commissioner Penny Taylor, MPO Chair

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Approved as to form and legality  
  
\_\_\_\_\_  
Scott R. Teach, Deputy County Attorney





## TITLE VI/ NONDISCRIMINATION POLICY STATEMENT


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

The Collier Metropolitan Organization further agrees to the following responsibilities with respect to its programs and activities:

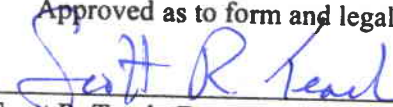

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chair (Chief Executive Officer).
2. Issue a policy statement signed by the Chair (Chief Executive Officer), which expresses its commitment to the nondiscrimination provisions of Title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

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

May 13, 2016  
Date

  
Commissioner Penny Taylor, MPO Chair

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Approved as to form and legality  
  
Scott R. Teach, Deputy County Attorney 


## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Collier Metropolitan Planning Organization that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

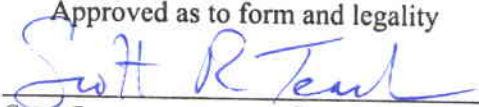
The Collier Metropolitan Planning Organization, and its consultants, shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Collier Metropolitan Planning Organization in a non-discriminatory environment.

The Collier Metropolitan Planning Organization shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

May 13, 2016  
Date

  
Commissioner Penny Taylor, MPO Chair

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Approved as to form and legality  
  
Scott R. Teach, Deputy County Attorney



**COLLIER  
METROPOLITAN PLANNING ORGANIZATION  
FY 2016/17-2017/18  
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
- 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 2016/17-2017/18 Unified Planning Work Program.
- Develop annual reports for FHWA, FDOT, and other member governments, as requested.
- 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.   | (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)       |
| • Participate in any air quality compliance and regulation training   | (as necessary)       |
| • Participate in Title VI training.   | (as necessary)       |
| • Participate in FSUTMS training.   | (as necessary)       |
| • Participate in GIS training   | (as necessary)       |
| • Participate in 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)            |
| • Develop, update and amend the multi-year UPWP.  | (as needed)          |
| • Updated Continuity Of Operations Plan (COOP) or other disaster preparedness procedures.   | (ongoing)            |

- Present new 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)
- Maintained and enhanced MPO website and web pages. (ongoing)
- Disseminated information about MPO events and workshops. (ongoing)
- Timely response to all information requests. (ongoing)
- Review and update of the 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)
- Present evaluation of PIP statistics to MPO committees and Board. (annually)
- Presentations to 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 include Community Characteristics Reports (8<sup>th</sup> Quarter)
- Create, update and publish MPO informational materials (ongoing)
- Receive public input from placing documents in municipal buildings, libraries, and advertising on the local government access channels. (ongoing)

**RESPONSIBLE AGENCY:**

Collier MPO Consultant Services	<b>FY 2016/17</b> FHWA (PL)	\$310,000
Collier MPO Consultant Services	<b>FY 2017/18</b> FHWA (PL)	\$250,000



# Task 1 - Financial Tables

Task 1 - Administration								
Estimated Budget Detail for FY 2016/17								
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	\$251,500	\$0	\$0	\$0	\$0	\$0	\$251,500
	<b>Subtotal:</b>	<b>\$251,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$251,500</b>
<b>B. Consultant Services</b>								
	Website maintenance, hosting fees, etc.	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	<b>Subtotal:</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</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	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
	General Copying Expenses, equipment lease, printing charges, repairs and maintenance	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
	General Office Supplies	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	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	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	<b>Subtotal:</b>	<b>\$51,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,500</b>
	<b>Total:</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>

Task 1 - Administration							
Estimated Budget Detail for FY 2017/18							
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	\$191,500	\$0	\$0	\$0	\$0	\$0	\$191,500
<b>Subtotal:</b>	<b>\$191,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$191,500</b>
<b>B. Consultant Services</b>							
Website maintenance, hosting fees, etc.	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
<b>Subtotal:</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>
<b>C. Travel</b>							
Travel and Professional Development	\$4,000	\$0	\$0	\$0	\$0	\$0	\$8,000
<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	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
General Copying Expenses, equipment lease, printing charges, repairs and maintenance	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
General Office Supplies	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
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	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
<b>Subtotal:</b>	<b>\$51,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,500</b>
<b>Total:</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

## **TASK 2      DATA COLLECTION / DEVELOPMENT**

## **DATA COLLECTION / DEVELOPMENT**

### **PURPOSE:**

Develop and monitor the multimodal transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the transportation system's integrity. Evaluate the system's operating efficiency and conditions to assess current needs, validate the long-range transportation planning model by looking at shorter range tasks, project future travel demand, and identify future improvements. Coordination with local agencies, jurisdictions and municipalities when reviewing and updating the forecasts and plans is essential.

### **PREVIOUS WORK:**

- Provided current data sources via the MPO's Website.
- Compiled annual traffic data and conducted surveys for Congestion Management Process (CMP) consideration.
- Updated the existing GIS maps. Coordinated with Growth Management Division, Comprehensive Planning staff on land use forecasts and data review. Updated socio-economic data and TAZ structures for the 2040 LRTP Update.

### **REQUIRED ACTIVITIES:**

Coordinate with the planning departments of the municipalities to update the existing land use forecasts and traffic analysis zone updates from the current county build out study effort to assist in these efforts. Review and develop comments and recommendations regarding DRIs, Intergovernmental Coordination Element (ICE) activities, EARS, ICARS, in regard to the MPO Long Range Transportation Plan.

### **Review of Data:**

- Staff and consultant will coordinate with the jurisdiction's Comprehensive Planning Departments regarding land use forecasting efforts to ensure that demographic and employment data at the Traffic Analysis Zone (TAZ) level of regional and local transportation planning efforts are updated.
- Staff will coordinate with the planning and zoning departments of the municipalities to ensure that updated socioeconomic, demographic and employment data are updated.
- Staff will maintain both employment and residential databases to ensure that the locations and projected build-out of major new developments are accounted for in future forecasts.
- Continued coordination with jurisdictions, agencies and municipalities within Collier County and adjacent to Collier County on community master plans, transportation system plans, multi-modal mobility plans, Strategic Highway Safety Plan etc. and the data used to update and maintain such information.
- Update and review any functional classifications, boundary information and transportation network databases and inventory.
- Participate in update of National Household Travel Survey (as deemed appropriate).

- Review and provide travel demand model information such as AADT and volume-to-capacity ratios for planning documents and citizen's request.
- Staff will review and prepare annual project priority lists for committee and MPO review and approval.
- Continue to track the implementation status of projects and update any project lists as needed.

## **GIS**

- Continue to expand program development for Web-based roadway data exchange and review between agencies.
- Continue to create and update maps and graphics using GIS data.

## **END PRODUCTS:**

## **(TARGET DATE)**

- |  |             |
|--|-------------|
| • Updated demographic and employment data forecasts.   | (as needed) |
| • Updated Traffic Analysis Zone/Traffic Analysis District structure.                                 | (as needed) |
| • Miscellaneous research reports and analyses.   | (ongoing)   |
| • Create and update maps and graphics.   | (ongoing)   |
| • Maintenance of functional classifications, boundary information and TAZ data based on 2010 census. | (as needed) |

## **RESPONSIBLE AGENCY:**

Collier MPO  
Consultant Services

**FY 2016/17**  
FHWA (PL)

\$ 20,000

Collier MPO  
Consultant Services

**FY 2017/18**  
FHWA (PL)

\$ 10,000

## Task 2 - Financial Tables

Task 2 - DATA COLLECTION/DEVELOPMENT							
Estimated Budget Detail for FY 2016/17							
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	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>B. Consultant Services</b>							
Contract/Consultant Services	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Total:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

Task 2 - DATA COLLECTION/DEVELOPMENT							
Estimated Budget Detail for FY 2017/18							
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	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>B. Consultant Services</b>							
Contract/Consultant Services	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>Subtotal</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>Total:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

## **TASK 3**

# **TRANSPORTATION IMPROVEMENT PROGRAM MONITORING AND DEVELOPMENT**

## **TRANSPORTATION IMPROVEMENT PROGRAM**

### **PURPOSE:**

Develop Multimodal TIPs for FY 2017/2018-2021/2022 and FY 2018/19-2022/23 that identify all Federal, State, and locally funded transportation improvements consistent with the requirements of Federal and State laws. 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.
- Utilize consultant services to develop the interactive TIP tool.
- 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.
- Staff working with consultant will continue to share project information with other transportation agencies and the public via the MPO website and QRC.
- 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.

### **END PRODUCTS:**

### **(TARGET DATE)**

- |   |                           |
|---|---------------------------|
| • Conduct miscellaneous research reports and analyses.                              | (ongoing)                 |
| • Create and update maps and graphics.  | (ongoing)                 |
| • FY 2017/18 Transportation Project Unfunded Priority List                          | (4 <sup>th</sup> Quarter) |
| • FY 2018/19 Transportation Project Unfunded Priority List.                         | (8 <sup>th</sup> Quarter) |
| • Updates of available discretionary transportation funding Programs project lists. | (as necessary)            |
| • FY 2017/18 – 2021/22 TIP  | (4 <sup>th</sup> Quarter) |



- FY 2018/19 – 2022/23 TIP
- TIP Amendments

(8<sup>th</sup> Quarter)  
(as necessary)

**RESPONSIBLE AGENCY:**

Collier MPO  
Consultant Services

**FY 2016/17**  
FHWA (PL)

\$ 43,500

Collier MPO  
Consultant Services

**FY 2017/18**  
FHWA (PL)

\$ 38,500

## Task 3 - Financial Tables

Task 3 - TIP							
Estimated Budget Detail for FY 2016/17							
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	\$33,500	\$0	\$0	\$0	\$0	\$0	\$33,500
<b>Subtotal:</b>	<b>\$33,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,500</b>
<b>B. Consultant Services</b>							
Interactive TIP	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Total:</b>	<b>\$43,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,500</b>

Task 3 - TIP							
Estimated Budget Detail for FY 2017/18							
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	\$28,500	\$0	\$0	\$0	\$0	\$0	\$28,500
<b>Subtotal:</b>	<b>\$28,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,500</b>
<b>B. Consultant Services</b>							
Interactive TIP	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Total:</b>	<b>\$38,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,500</b>

## **TASK 4      LONG RANGE PLANNING**

## **LONG RANGE PLANNING**

### **PURPOSE:**

To evaluate plans and programs for consistency with the 2040 Long Range Transportation Plan (LRTP) and to continue to evaluate and update the 2040 (LRTP) as needed.

### **PREVIOUS WORK:**

The MPO's LRTP was updated to a forecast year of 2040. The MPO adopted the 2040 LRTP in December 2015. The multi-modal LRTP included transit and bicycle/pedestrian projects (both on- and off-road). The MPO staff worked with member governments and advisory committees to evaluate changing land use patterns, to account for changes that have occurred in the urban fringe and rural lands; as well as the significant growth in Collier County.

### **REQUIRED TASKS:**

- Prepare amendments or updates to the 2040 LRTP as required;
- Continue to execute the public participation plan for any 2040 LRTP amendments or updates;
- Address integration of MAP-21 and FAST Performance Management Measures on the 2040 LRTP, as necessary.
- Continued coordination with the FDOT District 1 regional transportation/planning model Coordinating Committee and local staff on any updates required to the travel demand model tool.
- Continue to incorporate the Efficient Transportation Decision Making (ETDM) Process into the Long Range Multimodal transportation planning process. Continue to work with FDOT to develop projects for the ETDM process as they relate to LRTP projects and priorities and to provide project specific comments as part of the ETDM process.
- Attend meetings and participate on committees of FDOT District 1 Regional Transportation/Planning Model (RPM) Coordinating Committee, GIS Users Groups, Florida Standard Urban Transportation Model Structure (FSUTMS) Users Groups, and others as needed.
- Attend training as necessary on FSUTMS;
- Utilize consultant assistance for modeling support, data development and evaluation, and other support necessary to complete updates to the 2040 LRTP.

### **END PRODUCT:**

### **(TARGET DATE)**

- |   |             |
|---|-------------|
| • Evaluate and Amend the current 2040 LRTP;         | (as needed) |
| • Updated model of District 1 RPM for 2040 LRTP;    | (as needed) |
| • Review Financial Revenue Forecasts for 2040 LRTP; | (as needed) |

### **RESPONSIBLE AGENCY:**

Collier MPO	<b>FY 2016/17</b>	
Consultant Services	FHWA (PL)	\$91,973

Collier MPO  
Consultant Services

**FY 2017/18**  
FHWA (PL)

\$91,973

## Task 4 - Financial Tables

Task 4 – Long Range Planning Estimated Budget Detail for FY 2016/17							
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	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>B. Consultant Services</b>							
LRTP amendment	\$56,973	\$0	\$0	\$0	\$0	\$0	\$56,973
<b>Subtotal:</b>	<b>\$56,973</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,973</b>
<b>Total:</b>	<b>\$91,973</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,973</b>

Task 4 – Long Range Planning Estimated Budget Detail for FY 2017/18							
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	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>B. Consultant Services</b>							
LRTP amendment	\$56,973	\$0	\$0	\$0	\$0	\$0	\$56,973
<b>Subtotal:</b>	<b>\$56,973</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,973</b>
<b>Total:</b>	<b>\$91,973</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,973</b>

## **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 Pathway Advisory Committee.
- Development of annual Work Program priorities for construction of new sidewalks, pathways and bike lanes.
- Served as liaison to FDOT to communicate that need for bicycle and pedestrian facilities on State roads.
- Completed an update of the *Comprehensive Pathways Plan* in 2012.
- 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 and created a database.
- Incorporated the inventory in to the Collier County Bicycle and Pedestrian Facilities Map published in 2011 and in 2012.
- Completed the Naples Manor Walkable Community Study (March 2010), and Immokalee Walkable Community Study (December 2011).
- 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 CMS/ITS Stakeholders Committee which developed the concept for the update of the CMP in 2006.
- Updated CMP in 2008 to better define the CMP performance measures and process for projects.

### **REQUIRED TASKS:**

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

- Review the *Comprehensive Pathway Plan* once per year and update it as necessary.
- Conduct an annual project prioritization process.
- Participate in activities such as “Commuter Services Day” and “Walk to School Day”.
- 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 Pathways Plan.



- Work with Pathways Advisory Committee (PAC) 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 will be pursued as appropriate.
- Consultant services may be used on this task.

#### **CONGESTION MANAGEMENT PROCESS SUPPORT:**

- Review CMP findings with the CMS/ITS Stakeholders Committee and prioritize CMP projects for funding from Federal, State or local sources.
- Staff will update the CMP based on the 2040 LRTP Update efforts.
- Staff will continue to coordinate with the Lee County MPO by attending their Traffic Management and Operations Committee (TMOC).
- 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.
- Acquire and compile existing project databases from other agencies for use in developing and maintaining State of the System report.
- Consultant and/or MPO staff to review the current CMP and will update or revise the plan to reflect the latest strategies and performance measures.
- Attend and participate in local, jurisdictional, agency, municipality, FDOT and Lee MPO technical meetings and workshops related to CMS/ITS, 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.

#### **END PRODUCT:**

#### **(TARGET DATE)**

- |  |  |
|--|--|
| • Prioritized Transportation Alternative Program Projects                  | (as needed)                                    |
| • Prioritized Boxed Pathway Projects for inclusion in FDOT's Work Program. | (4 <sup>th</sup> and 8 <sup>th</sup> Quarters) |
| • Coordinated efforts with member governments.                             | (ongoing)                                      |
| • Review pathways element of Regional Transportation                       |  |

- Network. (annually)
- Participate in meetings and activities of Community Traffic Safety Team (CTST) (monthly)
- Maintain, update and publish Bike/Ped Users Map (as needed)
- Collect and analyze bicycle and pedestrian trip data (as needed)
- *Comprehensive Pathways Plan* Updates (as needed)
- Major *Comprehensive Pathways Plan* Update (8<sup>th</sup> Quarter)
- Golden Gate City Walkable Communities Needs Assessment (6<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 CMS/ITS projects for funding. (as necessary)

**RESPONSIBLE AGENCY:**

Collier MPO Consultant Services	<b>FY 2016/17</b> FHWA (PL)	\$266,693
Collier MPO Consultant Services	<b>FY 2017/18</b> FHWA (PL)	\$126,693

## Task 5 - Financial Tables

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2016/17							
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	\$63,041	\$0	\$0	\$0	\$0	\$0	\$63,041
<b>Subtotal:</b>	<b>\$63,041</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,041</b>
<b>B. Consultant Services</b>							
Comprehensive Pathways Plan	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Walkable Community Study	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
Congestion Management Process Update	\$58,652	\$0	\$0	\$0	\$0	\$0	\$58,652
<b>Subtotal:</b>	<b>\$203,652</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,652</b>
<b>Total:</b>	<b>\$266,693</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$266,693</b>

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2017/18							
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	\$76,693	\$0	\$0	\$0	\$0	\$0	\$76,693
<b>Subtotal:</b>	<b>\$76,693</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,693</b>
<b>B. Consultant Services</b>							
Comprehensive Pathways Plan	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Walkable Community Study	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Congestion Management Process Update	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
<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>Total:</b>	<b>\$126,693</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,693</b>

## **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.
- 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 TDSP major update in 2013
- 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 2013.
- Completed the Annual Community Transportation Coordinator (CTC) evaluations.
- Completed the TDSP Minor Updates.
- Facilitated the discussions with the CTC, the LCB and the public regarding a fare increase.

### **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 with the assistance of a consultant (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 CAT 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 CAT staff on the major updates and annual reports to the TDP. (TC # 44.24.00)
- Consultant and staff activities for the Minor Update of the 2035 Long Range Transportation Plan and the development of the 2040 LRTP. (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/CAT and consultants with an. (TC #44.22.00 and 44.27)
- MPO staff will coordinate with PTNE and consultants regarding any multi-modal safety initiatives. (TC# 44.26.00 and 44.26.16)
- Consultant and staff activities 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.
- 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.

**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)

- Submissions of various grant applications throughout the year. (ongoing)
- Annual Transit Performance Report by PTNE. (annually)
- Complete FTA Section 5305(d) Grant application. (annually)
- Complete JPA (as needed)
- Preparation of TDP Annual Updates (PTNE and MPO) (2<sup>nd</sup> and 8<sup>th</sup> Quarter)
- Develop and amend the TIP (2<sup>nd</sup> and 8<sup>th</sup> Quarter)
- Fare Analysis (6<sup>th</sup> quarter)
- Transit Impact Analysis (8<sup>th</sup> Quarter)
- TD Services Program (maintained by CTC). (ongoing)
- Increased access to medical, social, recreational, shopping and jobs for the TD. (Ongoing)
- Minor Update of TDSP prepared by CTC. (4<sup>th</sup> and 8<sup>th</sup> Quarter)
- Completed and accepted grant applications. (ongoing)
- Updated Memoranda of Agreements, service contracts. (as required)
- Prepared and distributed agendas and minutes for meetings. (quarterly)
- FY 2016/17 annual evaluation of the CTC. (4<sup>th</sup> Quarter)
- FY 2017/18 annual evaluation of the CTC. (8<sup>th</sup> Quarter)
- A TD Element in the TIP. (annually)

## RESPONSIBLE AGENCY:

### FY 2016/17

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

FTA (Sec. 5305) FY 15/16	\$110,484
State (cash match) FY 15/16	\$ 13,811
Local match (FY 15/16)	\$ 13,811
FTA (Sec. 5305) FY 16/17	\$111,466
State (cash match) FY 16/17	\$ 13,933
Local match FY 16/17	\$ 13,933
State TD Trust Fund	\$ 26,077

### FY 2017/18

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

FTA (Sec. 5305)	\$110,484
State (cash match)	\$ 13,811
Local match	\$ 13,811
State TD Trust Fund	\$ 26,077

## Task 6 - Financial Tables

Task 6 - Transit & TD Planning Estimated Budget Detail for FY 16/17								
Budget Category & Description	FTA 5305 FY 15/16	FTA State Match FY 15/16	FTA Local Match FY 15/16	FTA 5305 FY 16/17	FTA State Match FY 16/17	FTA Local Match FY 16/17	Trans. Disad.	Total
<b>A. Personnel Services</b>								
MPO staff salaries, fringe benefits, and other deductions	\$50,000	\$6,250	\$6,250	\$30,982	\$3,872	\$3,872	\$21,077	\$122,303
<b>Subtotal:</b>	<b>\$50,000</b>	<b>\$6,250</b>	<b>\$6,250</b>	<b>\$30,982</b>	<b>\$3,872</b>	<b>\$3,872</b>	<b>\$21,077</b>	<b>\$122,303</b>
<b>B. Consultant Services</b>								
Fare Analysis	\$27,764	\$3,471	\$3,471	\$20,236	\$2,530	\$2,530	\$0	\$60,002
Transit Impact Analysis	\$30,000	\$3,750	\$3,750	\$57,528	\$7,191	\$7,191	\$0	\$109,410
<b>Subtotal:</b>	<b>\$57,764</b>	<b>\$7,221</b>	<b>\$7,221</b>	<b>\$77,764</b>	<b>\$9,721</b>	<b>\$9,721</b>	<b>\$0</b>	<b>\$169,412</b>
<b>C. Travel</b>								
MPO Staff and PTNE staff attendance at training and conferences	\$1,600	\$200	\$200	\$1,600	\$200	\$200	\$2,000	\$6,000
<b>Subtotal:</b>	<b>\$1,600</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,600</b>	<b>\$200</b>	<b>\$200</b>	<b>\$2,000</b>	<b>\$6,000</b>
<b>D. Other Direct Expenses</b>								
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
Website	\$240	\$30	\$30	\$240	\$30	\$30	\$0	\$600
Fed Ex/Postage	\$80	\$10	\$10	\$80	\$10	\$10	\$1,000	\$1,200
Office Supplies	\$800	\$100	\$100	\$800	\$100	\$100	\$0	\$2,000
<b>Subtotal:</b>	<b>\$1,120</b>	<b>\$140</b>	<b>\$140</b>	<b>\$1,120</b>	<b>\$140</b>	<b>\$140</b>	<b>\$3,000</b>	<b>\$5,800</b>
<b>Total:</b>	<b>\$110,484</b>	<b>\$13,811</b>	<b>\$13,811</b>	<b>\$111,466</b>	<b>\$13,933</b>	<b>\$13,933</b>	<b>\$26,077</b>	<b>\$303,515</b>



Task 6 - Transit & TD Planning							
Estimated Budget Detail for FY 17/18							
Budget Category & Description	FHWA (PL)	FHWA (SU)	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	\$74,964	\$9,371	9,371	\$21,077	\$114,783
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,964</b>	<b>\$9,371</b>	<b>\$9,371</b>	<b>\$21,077</b>	<b>\$114,783</b>
<b>B. Consultant Services</b>							
Transit Impact Analysis	\$0	\$0	\$32,800	\$4,100	\$4,100	\$0	\$41,000
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,800</b>	<b>\$4,100</b>	<b>\$4,100</b>	<b>\$0</b>	<b>\$41,000</b>
<b>C. Travel</b>							
MPO Staff and PTNE staff attendance at training and conferences	\$0	\$0	\$1,600	\$200	\$200	\$2,000	\$4,000
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600</b>	<b>\$200</b>	<b>\$200</b>	<b>\$2,000</b>	<b>\$4,000</b>
<b>D. Other Direct Expenses</b>							
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
Website	\$0	\$0	\$240	\$30	\$30	\$0	\$300
Fed Ex/ Postage	\$0	\$0	\$80	\$10	\$10	\$1,000	\$1,100
Office Supplies	\$0	\$0	\$800	\$100	\$100	\$0	\$1,000
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,120</b>	<b>\$140</b>	<b>\$140</b>	<b>\$3,000</b>	<b>\$4,400</b>
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,484</b>	<b>\$13,811</b>	<b>\$13,811</b>	<b>\$26,077</b>	<b>\$164,183</b>

## **TASK 7      REGIONAL COORDINATION**

## **REGIONAL COORDINATION**

### **PURPOSE:**

Provide for the creation of a region-wide multimodal transportation planning process in accordance with Federal and State guidelines to ensure the coordination of transportation planning and policy activities in FDOT District One.

### **PREVIOUS WORK:**

- Represented the MPO at local, regional, State and Federal meetings.
- Attended quarterly Coordinated Urban Transportation Studies (CUTS) meetings, MPOAC meetings.
- Developed and updated an interlocal agreement between the Collier MPO and the Lee County MPO coordinating regional transportation solutions.
- Development and adoption of Lee-Collier Bi-County Regional Transportation Network that includes Strategic Intermodal System (SIS) and other important cross-county connections and intermodal facilities.
- Developed, adopted, and updated the Regional Transportation Network Priorities for Statewide Discretionary funding.
- Developed the evaluation criteria for and ranking of candidate Transportation Regional Incentive Program (TRIP) projects.
- Development of 2040 District wide model.

### **REQUIRED ACTIVITIES:**

- Participation in the Lee County MPO and advisory committee meetings.
- Participation and coordination of Joint MPO Board and Joint Advisory Committee meetings with Lee County.
- Coordinate with FDOT, Lee County MPO, other adjoining MPOs and adjoining jurisdictions, municipalities or agencies to ensure that regional needs are being addressed and planning activities are consistent. Such coordination includes but is not limited to discussion of regional plans, review of the Strategic Intermodal System (SIS) plan, evaluation and ranking of TRIP projects, and update of Joint priorities for regional and statewide funding.
- Develop, adopt and update regional transportation priorities, including the Regional Transportation Network Priorities, the Transportation Regional Incentive Program (TRIP) projects and Regional Enhancement Priorities.
- Manage consultant services as required.
- Participation and membership in, the Association of Metropolitan Planning Organizations (AMPO), MPOAC, District One CUTS, FDOT / FHWA quarterly conference calls and regional quarterly meetings, and Florida's Heartland Regional Economic Development Initiative (FHREDI) meetings. Travel may be required for this activity.
- Analysis of State and Federal laws and regulations for MPOs, committees and local government officials to aid them in the application of regional transportation policy strategies.

**END PRODUCT:****(TARGET DATE)**

- An enhanced regional transportation planning process. (ongoing)
- Participation in the statewide MPOAC, the quarterly MPO Staff Directors' Advisory Committee and MPOAC subcommittees, and FDOT District One CUTS meetings. (quarterly)
- Participation in the Lee County TAC meetings. (monthly)
- Joint meetings with the Lee County MPO advisory committees and MPO Board. (annually)
- Participation in SWFRPC planning process. (as necessary)
- Updated TRIP Priorities. (as necessary)
- Updated Joint MPO Priorities for Statewide Discretionary Funding (as needed)
- Develop and update regional transportation priorities. (as needed)
- Attend meetings organized or recommended by FHWA/FTA/FDOT (as needed)

**RESPONSIBLE AGENCY:**

Collier MPO	<b>FY 2016/17</b> FHWA (PL)	\$30,000
Collier MPO	<b>FY 2017/18</b> FHWA (PL)	\$25,000

## Task 7 - Financial Tables

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2016/17							
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	\$25,000	\$0	0	0	0	0	\$25,000
<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>B. Travel</b>							
Travel to MPOAC and any other out of county activities as necessary	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>Total:</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2017/18							
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>B. Travel</b>							
Travel to MPOAC and any other out of county activities as necessary	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>Total:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

## **TASK 8**

## **LOCALLY FUNDED ACTIVITIES**

## **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 2016/17</b>	
	Local Funds	\$ 8,000
Collier MPO	<b>FY 2017/18</b>	
	Local Funds	\$ 8,000

## Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2016/17								
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 2017/18								
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:

FDOT	<b>FY 2016/17</b>	
	FDOT (15/16)	\$13,811
	FDOT (16/17)	\$13,933
FDOT	<b>FY 2017/18</b>	
	FDOT	\$13,811

# TABLES

**TABLE 1**  
**AGENCY PARTICIPATION**  
**FY2016/17**

Task #	Task Description	De-obligation from 15/16	FHWA (PL)	FTA Section 5305*	FDOT		Local	TD Trust	Total	Amount to Consultant
					Soft Match	Cash Match				
1	Administration	\$ 60,000	\$ 250,000	\$ -	\$ 68,372	\$ -	\$ -	\$ -	\$ 378,372	\$ 3,000
2	Data Collection/ Development	\$ 10,000	\$ 10,000	\$ -	\$ 4,411	\$ -	\$ -	\$ -	\$ 24,411	\$ 10,000
3	Transportation Improvement Program (TIP)	\$ 5,000	\$ 38,500	\$ -	\$ 9,594	\$ -	\$ -	\$ -	\$ 53,094	\$ 10,000
4	Long Range Planning	\$ -	\$ 91,973	\$ -	\$ 20,285	\$ -	\$ -	\$ -	\$ 112,258	\$ 56,973
5	Special Projects and Systems Planning	\$ 140,000	\$ 126,693	\$ -	\$ 58,820	\$ -	\$ -	\$ -	\$ 325,513	\$ 203,652
6	Transit and Transportation Disadvantaged	\$ -	\$ -	\$ 221,950	\$ -	\$ 27,744	\$ 27,744	\$ 26,077	\$ 303,515	\$ 169,412
7	Regional Coordination	\$ 5,000	\$ 25,000	\$ -	\$ 6,617	\$ -	\$ -	\$ -	\$ 36,617	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2016/17 funds for all tasks	\$ 220,000	\$ 542,166	\$ 221,950	\$ 168,099	\$ 27,744	\$ 35,744	\$ 26,077	\$ 1,241,780	\$ -
	Total De-obligation from prior fiscal years	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
	Total cost, including carryover, for all tasks	\$ 220,000	\$ 542,166	\$ 221,950	\$ 168,099	\$ 27,744	\$ 35,744	\$ 26,077	\$ 1,241,780	\$ 453,037

	FHWA PL	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 168,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,099
FY 16/17 State and Local Support for FTA Program (2)	\$ -	\$ 13,933	\$ -	\$ -	\$ 8,708	\$ 3,483	\$ -	\$ 1,742	\$ 27,866
FY 2016/17 Funding	\$ 542,166	\$ -	\$ 221,950	\$ 26,077	\$ -	\$ -	\$ -	\$ -	\$ 790,193
FY 2016/17 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -	\$ 13,811	\$ -	\$ -	\$ 8,632	\$ 3,453	\$ -	\$ 1,726	\$ 27,622
De-Obligation from Prior Fiscal Years	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
Close-Out from FY 2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 762,166	\$ 195,843	\$ 221,950	\$ 26,077	\$ 22,340	\$ 8,936	\$ -	\$ 4,468	\$ 1,241,780

- (1) For FY 2016/2017, 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 2015/16 and 16/17 funding

**TABLE 2**  
**FUNDING SOURCE TABLE**  
**FY 2016/17**

Task #	Task Description	De-obligated Funding from 15/16	FHWA PL Federal	FDOT Soft Match	TOTAL FEDERAL PL	FTA 5305 2015-16			FTA 5303 2016-17			State TD Trust	Local Funding	Total
						Federal	State	Local	Federal	State	Local			
1	Administration	\$ 60,000	\$ 250,000	\$ 68,372	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378,372
2	Data Collection/Development	\$ 10,000	\$ 10,000	\$ 4,411	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,411
3	Transportation Improvement Program (TIP)	\$ 5,000	\$ 38,500	\$ 9,594	\$ 43,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,094
4	Long Range Planning	\$ -	\$ 91,973	\$ 20,285	\$ 91,973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,258
5	Special Projects and Systems Planning	\$ 140,000	\$ 126,693	\$ 58,820	\$ 266,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,513
6	Transit and Transportation Disadvantaged	\$ -	\$ -	\$ -	\$ -	\$ 110,484	\$ 13,811	\$ 13,811	\$ 111,466	\$ 13,933	\$ 13,933	\$ 26,077	\$ -	\$ 303,515
7	Regional Coordination	\$ 5,000	\$ 25,000	\$ 6,617	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,617
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2016/17 funds for all tasks	\$ 220,000	\$ 542,166	\$ 168,099	\$ 762,166	\$ 110,484	\$ 13,811	\$ 13,811	\$ 111,466	\$ 13,933	\$ 13,933	\$ 26,077	\$ 8,000	\$ 1,241,780
	State Support/Match for MPO (1)	\$ -	\$ -	\$ 168,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,099
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,933	\$ 13,933	\$ -	\$ -	\$ 27,866
	FY 2016/17 Funding	\$ -	\$ 542,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,466	\$ -	\$ -	\$ 26,077	\$ -	\$ 679,709
	FY 2016/17 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	PL Roll Forward from Prior Fiscal Year	\$ -	\$ 220,000	\$ -	\$ -	\$ 110,484	\$ 13,811	\$ 13,811	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,106
	Total cost, including carryover, for all tasks	\$ -	\$ 762,166	\$ 168,099	\$ -	\$ 110,484	\$ 13,811	\$ 13,811	\$ 111,466	\$ 13,933	\$ 13,933	\$ 26,077	\$ 8,000	\$ 1,241,780

**TABLE 3**  
**AGENCY PARTICIPATION**  
**FY 2017/18**

Task #	Task Description	FHWA (PL)	FTA Section 5305	FDOT		Local	TD Trust	Total	Amount to Consultant
				Soft Match	Cash Match				
1	Administration	\$ 250,000	\$ -	\$ 55,139	\$ -	\$ -	\$ -	<b>\$ 305,139</b>	\$ 3,000
2	Data Collection/ Development	\$ 10,000	\$ -	\$ 2,206	\$ -	\$ -	\$ -	<b>\$ 12,206</b>	\$ 5,000
3	Transportation Improvement Program (TIP)	\$ 38,500	\$ -	\$ 8,491	\$ -	\$ -	\$ -	<b>\$ 46,991</b>	\$ 10,000
4	Long Range Planning	\$ 91,973	\$ -	\$ 20,285	\$ -	\$ -	\$ -	<b>\$ 112,258</b>	\$ 56,973
5	Special Projects and Systems Planning	\$ 126,693	\$ -	\$ 27,943	\$ -	\$ -	\$ -	<b>\$ 154,636</b>	\$ 50,000
6	Transit and Transportation Disadvantaged	\$ -	\$ 110,484	\$ -	\$ 13,811	\$ 13,811	\$ 26,077	<b>\$ 164,183</b>	\$ 41,000
7	Regional Coordination	\$ 25,000	\$ -	\$ 5,514	\$ -	\$ -	\$ -	<b>\$ 30,514</b>	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	<b>\$ 8,000</b>	\$ -
	Total fiscal year 2017/18 funds for all tasks	\$ 542,166	\$ 110,484	\$ 119,578	\$ 13,811	\$ 21,811	\$ 26,077	<b>\$ 833,927</b>	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -
	<b>Total cost, including carryover, for all tasks</b>	<b>\$ 542,166</b>	<b>\$ 110,484</b>	<b>\$ 119,578</b>	<b>\$ 13,811</b>	<b>\$ 21,811</b>	<b>\$ 26,077</b>	<b>\$ 833,927</b>	\$ 165,973

	FHWA PL	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 119,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,578
State and Local Support for FTA Program (2)	\$ -	\$ 13,811	\$ -	\$ -	\$ 8,632	\$ 3,453	\$ -	\$ 1,726	\$ 27,622
FY 2017/18 Funding	\$ 542,166	\$ -	\$ 110,484	\$ 26,077	\$ -	\$ -	\$ -	\$ -	\$ 678,727
FY 2017/18 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PL Roll Forward from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Close-Out from FY 2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total cost, including carryover, for all tasks</b>	<b>\$ 542,166</b>	<b>\$ 133,389</b>	<b>\$ 110,484</b>	<b>\$ 26,077</b>	<b>\$ 13,632</b>	<b>\$ 5,453</b>	<b>\$ -</b>	<b>\$ 2,726</b>	<b>\$ 833,927</b>

- (1) For FY 2017/2018, 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.

**TABLE 4**  
**FUNDING SOURCE TABLE**  
**FY 2017/18**

Task #	Task Description	FHWA PL Federal	FDOT Soft Match	FTA 5305 2017-18			State TD Trust	Local Funding	Total
				Federal	State	Local			
1	Administration	\$ 250,000	\$ 55,139	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,139
2	Data Collection/Development	\$ 10,000	\$ 2,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,206
3	Transportation Improvement Program (TIP)	\$ 38,500	\$ 8,491	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,991
4	Long Range Planning	\$ 91,973	\$ 20,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,258
5	Special Projects and Systems Planning	\$ 126,693	\$ 27,943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,636
6	Transit and Transportation Disadvantaged	\$ -	\$ -	\$ 110,484	\$ 13,811	\$ 13,811	\$ 26,077	\$ -	\$ 164,183
7	Regional Coordination	\$ 25,000	\$ 5,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,514
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2017/18 funds for all tasks	\$ 542,166	\$ 119,578	\$ 110,484	\$ 13,811	\$ 13,811	\$ 26,077	\$ 8,000	\$ 833,927
	State Support/Match for MPO	\$ -	\$ 119,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,578
	State and Local Support for FTA Program	\$ -	\$ -	\$ -	\$ 13,811	\$ 13,811	\$ -	\$ -	\$ 27,622
	FY 2016/17 Funding	\$ 542,166	\$ -	\$ 110,484	\$ -	\$ -	\$ 26,077		\$ 678,727
	FY 2016/17 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	PL Roll Forward from Prior Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 542,166	\$ 119,578	\$ 110,484	\$ 13,811	\$ 13,811	\$ 26,077	\$ 8,000	\$ 833,927



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 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.		✓	✓	✓				✓



## **APPENDIX A**

**FY 2016/17 & 2017/2018**

### **FEDERAL PLANNING FACTORS AND FDOT'S PLANNING EMPHASIS AREAS (PEA)**

## Appendix ‘A’

### Federal Planning Factors and FDOT Planning Emphasis Area (PEA) for FY 2016-2017 & 2017-2018

The FTA and FHWA have in the past identified PEAs annually to promote priority themes for consideration, as appropriate, in metropolitan and statewide Unified Planning Work Programs proposed for FTA and FHWA funding. SAFETEA-LU, MAP-21 and the subsequent rule making have specified eight specific planning factors that FTA and FHWA will use in determining MPO and UPWP compliance with federal and state requirements. These factors are:

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; and
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of transportation system.

In addition to the existing factors, the Fixing America’s Surface Transportation (FAST) Act added two planning factors:

1. Enhance travel and tourism.
2. Emphasize the preservation of the existing transportation system.

### FDOT Planning Emphasis Areas

#### *Advancing Multi-Modal Transportation Planning*

Over the past decade, transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level. Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements.

#### *Freight Planning*

Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities, including throughput and trade, moves Florida’s economy. All freight transportation modes can be considered and include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a Freight and Mobility and Trade Plan. The plan defines policies and investments that will enhance Florida's economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their Freight Planning website.

### ***Transit Planning***

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's Public Transit Office webpage for more information.

### ***Complete Streets***

The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment. One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, community needs, and context sensitive solutions in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: FDOT Complete Streets - Workshops and Multi-Modal Corridor Planning Guidebook.

### ***Bicycle/Pedestrian***

Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and support from all planning partners

to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. FDOT has also implemented a Pedestrian and Bicycle Safety Program that targets the reduction of fatalities and injuries of pedestrian and bicyclists by promoting conditions for safe and effective travel.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2014 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started as a result of the issuance of the 2014 State Planning Emphasis Area.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: FDOT Safety Office Webpage, State of Florida Pedestrian & Bicycle Strategic Safety Plan, Bicycle and Pedestrian Council, and Pinellas County Pedestrian Safety Plan.

### ***Federal Planning Emphasis Areas***

In 2015 the Federal Highway Administration and Federal Transit Administration issued a joint Planning Emphasis Areas letter to all MPOs encouraging them to place emphasis on the following areas as they develop their Unified Planning Work Programs. FDOT supports the MPOs consideration of the federal planning emphasis areas in the development of the UPWP. The Federal Planning Emphasis Areas are posted on the Office of Policy Planning website. The emphasis areas are:

***MAP-21 Implementation***

***Regional Models of Cooperation***

***Ladders of Opportunity***

# **APPENDIX B**

## **FTA Grant Application**

## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

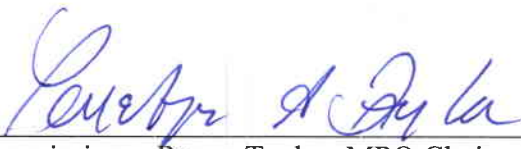
It is the policy of the Collier Metropolitan Planning Organization that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Collier Metropolitan Planning Organization, and its consultants, shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Collier Metropolitan Planning Organization in a non-discriminatory environment.

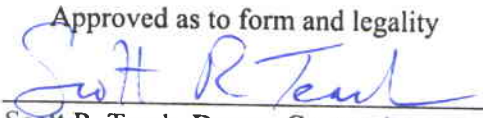
The Collier Metropolitan Planning Organization shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

May 13, 2016

Date

  
\_\_\_\_\_  
Commissioner Penny Taylor, MPO Chair

xxxiv

Approved as to form and legality  
  
\_\_\_\_\_  
Scott R. Teach, Deputy County Attorney



## **RESOLUTION 2016-02**

### **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 the 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 there under; 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 business 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 2016-02**


**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 applied for.
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 13<sup>th</sup> day of May 2016.**

COLLIER METROPOLITAN  
PLANNING ORGANIZATION

ATTEST:

  
Anne McLaughlin  
MPO Executive Director

By:

  
Commissioner Penny Taylor  
MPO Chair

Approved as to form and legality:

  
Scott Teach  
DEPUTY COUNTY ATTORNEY





## PROJECT DESCRIPTION FOR 2016/17-2017/18 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 2016/17-2017/18 fiscal year.

The MPO and Collier County staff will update the *Transit Development Plan* as needed, to ensure consistency with the *2040 Florida Transportation Plan* and the *Florida Transportation Plan Update* currently underway and to reflect changes in local policy direction and input gained from public involvement activities.

A consultant to the MPO will conduct a Fare Analysis. 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 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.

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

Not Applicable

5a. Federal Entity Identifier:

Not Applicable

5b. Federal Award Identifier:

FL-80-0009

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

1001

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Collier Metropolitan Planning Organization

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000558

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

2885 South Horseshoe Drive

Street2:

\* City:

Naples

County/Parish:

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

34104

**e. Organizational Unit:**

Department Name:

Collier MPO

Division Name:

Collier MPO

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Anne

Middle Name:

\* Last Name:

McLaughlin

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

239-252-5884

Fax Number:

\* Email:

AnneMcLaughlin@colliergov.net

## 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, etc.):

Add Attachment

Delete Attachment

View Attachment

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

Support of transit planning activities in the 2016/2017-2017/2018 Unified Planning Work Program. This includes a transit fare analysis study and a transit impact analysis study.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

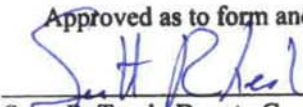
Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="111,466.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="13,933.00"/>
* d. Local	<input type="text" value="13,933.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="139,332.00"/>

Approved as to form and legality  
  
Scott R. Teach, Deputy County Attorney

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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)

☒ \*\* I AGREE

\*\* 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.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: 

\* Signature of Authorized Representative:



\* Date Signed:

CAO

**Section 5305(d)**  
**GMIS PLANNING LINE ITEM CODES – FFY 2016-17**  
(FTA Funds Only)

<b>Technical Classifications:</b>	<b>ITEM</b>	<b>FTA Funds</b>
44.21.00	Program Support and Administration	\$26,277
44.22.00	General Development and Comprehensive Planning	\$13,114
44.23.01	Long Range Transportation - System Level	\$6,557
44.23.02	Long Range Transportation - Project Level	\$6,557
44.24.00	Short Range Transportation Planning	\$13,114
44.25.00	Transportation Improvement Program	\$6,557
44.26.00	Planning Emphasis Areas	\$6,557
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$13,114
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	\$6,557
44.27.00	Other Activities	\$13,114

TOTAL NET PROJECT COST      \$111,466

**ACCOUNTING CODE  
NUMBER**

44.30.01	Personnel	\$21,686
44.30.02	Fringe Benefits	\$9,294
44.30.03	Travel	\$1,600
44.30.04	Equipment	\$0
44.30.05	Supplies	\$800
44.30.06	Contractual	\$77,765
44.30.07	Other	\$320
44.30.08	Indirect Charges	\$0

TOTAL NET PROJECT COST      \$111,466

**FUND CODE  
NUMBER**

44.40.01	MPO Activities	\$111,466
44.40.02	Transit Operator Activities	
44.40.03	State and /or Local Agency Activities	

TOTAL NET PROJECT COST      \$111,466

**Section 5305(d)**  
**Approved Project Budget for FFY 2016-17**  
(Total Dollars)

**TECHNICAL  
CLASSIFICATIONS:**

**ITEM**

**FTA Funds**

44.21.00	Program Support and Administration	\$32,782
44.22.00	General Development and Comprehensive Planning	\$16,392
44.23.01	Long Range Transportation - System Level	\$8,196
44.23.02	Long Range Transportation - Project Level	\$8,196
44.24.00	Short Range Transportation Planning	\$16,392
44.25.00	Transportation Improvement Program	\$8,196
44.26.00	Planning Emphasis Areas	\$8,196
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$16,392
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	\$8,196
44.27.00	Other Activities	\$16,392
TOTAL Net Project Cost		\$139,332

**ACCOUNTING CODE  
NUMBER**

44.30.01	Personnel	\$27,108
44.30.02	Fringe Benefits	\$11,618
44.30.03	Travel	\$2,000
44.30.04	Equipment	\$0
44.30.05	Supplies	\$1,000
44.30.06	Contractual	\$97,206
44.30.07	Other	\$400
44.30.08	Indirect Charges	
TOTAL Net Project Cost		\$139,332

**FUND CODE NUMBER**

44.40.01	MPO Activities	\$139,332
44.40.02	Transit Operator Activities	\$0
44.40.03	State and/or Local Agency Activities	\$0
TOTAL Net Project Cost		\$139,332

Federal Share (80%)	\$111,466
Local Share (20%)	\$27,866

Accounting  
Classification  
91.37.08.8P-2

FPC  
02

Description  
Technical Studies - Planning

**Section 5305(d)**  
**GMIS PLANNING LINE ITEM CODES – FFY 2017-18**  
(FTA Funds Only)

<b>Technical Classifications:</b>	<b>ITEM</b>	<b>FTA Funds</b>
	44.21.00 Program Support and Administration	\$25,996
	44.22.00 General Development and Comprehensive Planning	\$12,998
	44.23.01 Long Range Transportation - System Level	\$6,499
	44.23.02 Long Range Transportation - Project Level	\$6,499
	44.24.00 Short Range Transportation Planning	\$12,998
	44.25.00 Transportation Improvement Program	\$6,499
	44.26.00 Planning Emphasis Areas	\$6,499
	44.26.12 Coordination of Non-Emergency Human Service Transportation	\$12,998
	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	\$6,499
	44.27.00 Other Activities	\$12,998
	<b>TOTAL NET PROJECT COST</b>	<b>\$110,484</b>
<b>ACCOUNTING CODE NUMBER</b>		
	44.30.01 Personnel	\$18,560
	44.30.02 Fringe Benefits	\$5,520
	44.30.03 Travel	\$1,600
	44.30.04 Equipment	\$800
	44.30.05 Supplies	\$804
	44.30.06 Contractual	\$82,400
	44.30.07 Other	\$800
	44.30.08 Indirect Charges	\$0
	<b>TOTAL NET PROJECT COST</b>	<b>\$110,484</b>
<b>FUND CODE NUMBER</b>		
	44.40.01 MPO Activities	\$110,484
	44.40.02 Transit Operator Activities	
	44.40.03 State and /or Local Agency Activities	
	<b>TOTAL NET PROJECT COST</b>	<b>\$110,484</b>



**Section 5305(d)**  
**Approved Project Budget for FFY 2017-18**  
(Total Dollars)

**TECHNICAL  
CLASSIFICATIONS:**

**ITEM**

**FTA Funds**

44.21.00	Program Support and Administration	\$32,496
44.22.00	General Development and Comprehensive Planning	\$16,248
44.23.01	Long Range Transportation - System Level	\$8,124
44.23.02	Long Range Transportation - Project Level	\$8,124
44.24.00	Short Range Transportation Planning	\$16,248
44.25.00	Transportation Improvement Program	\$8,124
44.26.00	Planning Emphasis Areas	\$8,124
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$16,248
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	\$8,124
44.27.00	Other Activities	\$16,248

TOTAL Net Project Cost

\$138,106

**ACCOUNTING CODE  
NUMBER**

44.30.01	Personnel	\$23,200
44.30.02	Fringe Benefits	\$6,900
44.30.03	Travel	\$2,000
44.30.04	Equipment	\$1,000
44.30.05	Supplies	\$1,006
44.30.06	Contractual	\$103,000
44.30.07	Other	\$1,000
44.30.08	Indirect Charges	

TOTAL Net Project Cost

\$138,106

**FUND CODE NUMBER**

44.40.01	MPO Activities	\$138,106
44.40.02	Transit Operator Activities	\$0
44.40.03	State and/or Local Agency Activities	\$0

TOTAL Net Project Cost

\$138,106

Federal Share (80%)

\$110,484

Local Share (20%)

\$27,621

Accounting  
Classification  
91.37.08.8P-2

FPC  
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Description  
Technical Studies - Planning



APPENDIX A  
**FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2016 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 – 24.   X**

OR

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

**Category    Description**

- |     |  |       |
|-----|--|-------|
| 01. | Assurances Required For Each Applicant.  | _____ |
| 02. | Lobbying.  | _____ |
| 03. | Procurement Compliance.  | _____ |
| 04. | Protections for Private Providers of Public Transportation.                              | _____ |
| 05. | Public Hearing.  | _____ |
| 06. | Acquisition of Rolling Stock for Use in Revenue Service.                                 | _____ |
| 07. | Acquisition of Capital Assets by Lease.  | _____ |
| 08. | Bus Testing.   | _____ |
| 09. | Charter Service Agreement.   | _____ |
| 10. | School Transportation Agreement.   | _____ |
| 11. | Demand Responsive Service.   | _____ |
| 12. | Alcohol Misuse and Prohibited Drug Use.  | _____ |
| 13. | Interest and Other Financing Costs.  | _____ |
| 14. | Intelligent Transportation Systems.  | _____ |
| 15. | Urbanized Area Formula Program.  | _____ |
| 16. | Clean Fuels Grant Program.   | _____ |
| 17. | Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program. | _____ |
| 18. | Non-urbanized Area Formula Program for States.   | _____ |
| 19. | Job Access and Reverse Commute Program.  | _____ |
| 20. | New Freedom Program.   | _____ |
| 21. | Paul S. Sarbanes Transit in Parks Program.   | _____ |
| 22. | Tribal Transit Program.  | _____ |
| 23. | TIFIA Projects.  | _____ |
| 24. | Deposits of Federal Financial Assistance to a State Infrastructure Banks.                | _____ |

## FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE (Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

#### AFFIRMATION OF APPLICANT

Name of Applicant: Collier Metropolitan Planning Organization (MPO)

Name and Relationship of Authorized Representative: Commissioner Penny Taylor, MPO Chair

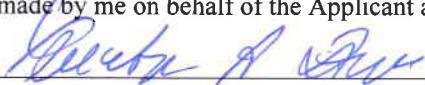
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certification and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2016.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2016.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein 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 fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 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 correct.

Signature



Date:

5/13/16

Name – Commissioner Penny Taylor, MPO Chair  
Authorized Representative of Applicant

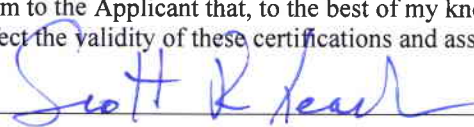
#### AFFIRMATION OF APPLICANT'S ATTORNEY

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 the Applicant.

I further affirm to the Applicant 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 the project.

Signature



Date:

4/29/16

Name – Scott R. Teach – Deputy County Attorney  
Attorney for Applicant

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.



## **APPENDIX C**

### **Appendix to Title VI/ Nondiscrimination Policy Statement**

## APPENDIX C

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

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-

aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **APPENDIX D**

## **RESPONSE TO COMMENTS - FHWA**

# FHWA Comments and MPO Responses

## Enhancement Comments

- 1) Please consider adding FAST to your list of acronyms.  
*The acronym has been added.*

## Editorial Comments

- 2) **General Comment** – Overall staff is commended for a very detailed and comprehensive planning document.
- 3) **Page ix** – Kudos to the MPO for providing a clear and concise definition of soft match.
- 4) **Page 7** – Lists professional development and training as \$8,000 but in the end products the only training identifies is air quality training. Please include details about additional planned training activities. Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary, and allocable to the transportation planning process.  
*The training amount for Task 1 has been corrected. When breaking down expenses by line item, the original amount shown for training was based upon two years of expenses instead of one. The total has been revised to \$4,000 for training and additional end products have been added (Title VI training, FSUTMS training, and GIS training).*
- 5) **Page T-5** - The table illustrates the first 8 planning factors as Federal and the last 2 as State Planning Factors, this is not correct. All 10 planning factors identified in this table are federal.  
*T-5 has been revised as requested.*
- 6) **Page T- 5** – In addition, there are check marks in all of the boxes. Is this table meant to illustrate that all subtasks of the UPWP meets every single planning factor?  
*T-5 has been corrected.*
- 7) **General Comment** – Kudos to the MPO staff for all of the noteworthy achievements highlighted as a result of the 2016 Joint Certification.
- 8) **General Comment** – For the final planning document, is MPO staff planning to include additional detail about the District 1 planning activities listed?  
*The information shown was provided by District 1. In future updates, MPO staff will work with District 1 to provide additional detail.*

- 9) **General Comment** – All agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

*Acknowledged. All signatures will be obtained prior to transmitting the final document to FDOT.*

- 10) **General Comment** – Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL funds for these types of planning projects or activities. The District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

*Understood. The requested information is not available at this time. Each scope of services, anticipated cost and completion date will be forwarded to FHWA for review prior to execution of the work order/contract.*

- 11) **FTA Comments** – FTA has reviewed the draft UPWP and the subject document appears to satisfy the requirements of 23 U.S.C. 134, 49 U.S.C. 5305 and 2 CFR Part 200.



## **APPENDIX E**

### **Response to Comments – FDOT**

# FDOT Comments and MPO Responses

## General Comments:

- 12) The UPWP includes a great level of detail and reflects a significant effort. It also clearly reflects a great effort to implement the new requirements, that is appreciated.
- 13) The FM Number and Federal Aid Project number have now been provided to the Districts; please transmit these to the MPO for inclusion in the UPWP.  
*The corrected FM number and FAP number have been added to the cover page.*
- 14) All Tasks – the MPO does a great job identifying the efforts that the consultant support is going for, well done.

## Specific Comments:

- 15) Page ix, Soft Match – please provide the percentage of the soft match as well as the dollar amount.  
*The percentage has been added to the introduction as requested.*
- 16) Page xxx – the discussion of agreements that the MPO has should be updated to reflect the expiration of the existing PL JPA and the execution of the new MPO Agreement.  
*The discussion of agreements in the introduction has been updated to reflect the expiration of the existing PL JPA and the execution of the new MPO agreement as requested.*
- 17) Summary Budget Tables – please include the soft match amount on these tables by task.  
*The soft match has been added to each table by task as requested.*
- 18) Task 1. Specific line item questions: We noticed that the cost of General Copying Expenses exceeds that of nearly every other line item under Other Direct Expenses, including Building Lease. Is this correct?  
*This line item includes all items associated with copies, including the equipment lease, any repairs/maintenance for the copy machine, printing charges for bike/ped maps and newsletters, and general copying expenses. The MPO has polled committees on multiple occasions in regards to receiving electronic packets. To date, most of the committee members have elected to receive paper copies of each agenda packet. The multiple agenda packets that must go out monthly add to the copy costs.*
- 19) For the cover page, the new Federal Aid Program (FAP) Number is: 0313(054).  
*The cover page has been revised as requested.*
- 20) For the cover page, the new Financial Management (FM) Number is: 439314-1-14-01.  
*The cover page has been revised as requested.*

21) On page iii, it seems a “9” is missing before “State Support for FTA Section 5305 (d).

*Page iii has been revised as suggested.*

22) On page ix, the recommended soft match language from the training presentation is included but the following section of the recommended text, highlighted in bold, has been omitted.

- a. “Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C.”

*The language has been updated as requested.*

23) On Table 3, Agency Participation FY 2017/18, for Task # 6 the total listed for this row is \$164,047. On page 30, Task 6 Table Estimate Budget Detail for FY 17/18 list the total as \$ 167,447.

*The error has been corrected as requested. The correct amount is \$164,047, which is reflected in both tables.*

24) Please review the following items to ensure that the distinction among the Federal Planning Factors, the State Planning Emphasis Areas, and the Federal Planning Emphasis Areas is clear.

- a. Table T-5 only includes the federal planning factors but is labeled “The emphasis areas listed below are priority themes for the FHWA, the FTA and the FDOT. The matrix identifies which of the Planning Factors or Planning Emphasis Area (PEA) will be considered in each of the UPWP Task activity.”
- b. On Table T-5, the last two planning factors are labeled as state planning factors but are listed correctly as Federal planning factors in Appendix A.
- c. Table 5 is identified as “Planning Emphasis Areas (PEA)” in the index.

*The table has been revised to identify that it is discussing Planning Factors. The last two factors have been correctly labeled as Federal planning factors. The title of the table has been changed throughout the document for consistency.*

25) On the cover page, reference to “Federal Transit Authority” should be changed to “Federal Transit Administration.”

*The cover page has been corrected as requested.*

26) On page xi, it is suggested to clarify in the following sentence “transit” to state “Collier Area Transit” and/or whomever else will be assisted.

- a. “In addition, the MPO staff will continue to coordinate and assist **transit** with the development of the Transit Development Plans (TDP) and Transportation Disadvantaged Service Plans (TDSP) and any other transit enhancement plans jointly agreed to.”

*The language has been clarified on page xi.*

27) On page 22, in the Congestion Management Process Support section, the following is stated:

“Continue to coordinate with CAT and LeeTran with the LinC system which connects two transit services.” It is suggested to state which two transit services (e.g., LeeTran and Collier Area Transit; thus, connecting two counties over an expansive geographical area).

*This page was revised as recommended.*

## **APPENDIX F**

### **Response to Comments – Board and Advisory Committee Members**

### **Comments received from the TAC**

No comments received.

### **Comments received from the CAC**

No comments received.

### **Comments received from the PAC**

Add AASHTO to the list of acronyms in this document.  
*The acronym has been added.*

### **Comments received from the MPO Board**

No comments received.

# **APPENDIX G**

## **Response to Comments –Public**

## **Comments received from the Public**

No comments received.

# **APPENDIX H**

## **2016 Executed UPWP Documents**





# **APPENDIX I**

## **Planning Studies in the MPO Area**

## PLANNING STUDIES IN THE MPO AREA

This list is compiled and/or updated by the Collier MPO staff for the purposes of regional planning. It is included here for reference.

**SR 29 (in Collier County)** – This is a PD&E study that looked at several alternatives to provide more capacity through Immokalee. An alternative has been endorsed by the MPO Board but the PD&E has not been approved by FHWA. This project has been going on since 2007. The Collier MPO 2040 Needs Plan includes this project.

**I-75/Everglades Boulevard Interchange Justification Report (in Collier County)** – This is a study looking at the justification and feasibility of a new interchange at Everglades Boulevard and I-75 about 9 miles east of the Alligator Alley Toll Booth. This study and other studies related to this project have been going on since 2006. The current adopted 2040 LRTP includes this project as an unfunded need.

**Old US 41 (Lee/Collier County)**– FDOT will be completing a PD&E study to evaluate alternatives for capacity and sidewalk improvements.

**Randall Boulevard/Oil Well Road Study** – This study surrounds the Randall Boulevard and Oil Well Road corridors and it is intended that this study clearly define the most appropriate corridor for needed multi-lane improvements to facilitate east-west travel.

**Green Boulevard Extension/ North Belle Meade Study** – This study will evaluate the area that extends eastward from CR – 951 to surround the North Belle Meade area from Golden Gate Estates to I-75 and eastward to Everglades Boulevard. The purpose of this study is to more clearly define the future collector roadway network in this area. A number of east-west and north-south needs-based corridors have been identified that would enhance circulation throughout the area. The study effort would include determining the feasibility and preferred alignment for the identified corridors or alternatives that may be developed during the course of the study.

**CR951 Congestion Relief Study** – This study area is intended to identify an alternative travel route to the existing CR951 corridor due to forecasted high congestion levels by 2040. The study area extends from CR951 to CityGate North Boulevard to Benfield Road on its eastern limits to US41 at its southern limits. The limits of this study area are subject to change. The study will consider multiple travel routes, improvements to CR951, a no-build option, and also evaluate other alternative planning strategies to alleviate future congestion on CR951.

**CAT Transit Development Plan (TDP)** – Collier County is currently drafting the 2016 TDP Minor Update.

**Transportation Disadvantaged Service Plan (TDSP in Collier County)** - The local coordinating Board for the Transportation Disadvantaged approved the 2012 TDSP Annual Update. The 2016 TDSP Annual Update is due to the Commission for the Transportation Disadvantaged by July 1, 2016.

**Comprehensive Pathway Plan (in Collier County)** – The Collier MPO staff, a consultant and the PAC updated the Comprehensive Pathway Plan in December 2012. An update will occur in 2016.

**Seminole Gulf Rail Corridor (in Lee and Collier Counties)** – The Lee MPO completed a rail feasibility study that will be distributed for review.

