

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

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

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

Approved and Adopted May 11, 2018

Commissioner William L. McDaniel, Jr.
MPO Chair

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COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

COST ANALYSIS CERTIFICATION



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2018/2019

Adopted 5/11/2018

Revision Number: Initial Adoption

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

Name: Victoria Peters

Community Liaison, District One
Title and District

Signature

5/11/2018



525-010-06
POLICY PLANNING
5/18

Florida Department of Transportation

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SECRETARY

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2020

Adopted 5/11/2018

Revision Number: Initial Adoption

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

Name: Victoria Peters

Select to enter

Title and District

Signature Select Date

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INTRODUCTION

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Area documents transportation planning and transportation planning related activities for FY 2018/19-2019/20. 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 Citizens and Technical Advisory Committees on April 30, 2018 and received final approval by the Collier MPO Board on May 11, 2018.

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 21st 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;

INTRODUCTION (cont.)

9. Enhance travel and tourism; and,
10. Emphasize the preservation of the existing transportation system

In addition to the planning factors noted above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to seven national goals which include:

- Improving Safety;
- Maintaining Infrastructure Condition;
- Reducing Traffic Congestion;
- Improving the Efficiency of the System and Freight Movement;
- Protecting the Environment; and,
- Reducing Delays in Project Delivery.

The FAST Act supplements the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The transition to performance based planning is being addressed within the tasks identified in this UPWP. The Collier MPO intends to coordinate with FDOT and member agencies to fully comply with the performance based planning requirements.

The MPO performs a variety of tasks utilizing funds under Titles 23 and 49, U.S.C. 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 \$156,456 in FY 2018/19 and \$185,262 in FY 2019/20 for a total of \$341,718.

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, 2017)

Jurisdiction	Land Area of Jurisdictions in Square Miles		2000 Population		2010 Census Population		2017 Population Estimate		Population Density
Collier County	1999.005	98.72%	215,043	85.55%	285,170	88.69%	319,796	89.46%	159.98
City of Naples	15.42	0.76%	20,976	8.34%	19,537	6.08%	20,195	5.65%	1309.66
City of Marco Island	9.375	0.46%	14,879	5.92%	16,413	5.10%	17,036	4.77%	1817.17
Everglades City	1.2	0.06%	479	0.19%	400	0.12%	443	0.12%	369.17
Total	2025	100%	251,377	100%	321,520	100%	357,470	100%	176.53

Source: 2010 Census and BEBR Projections

The most populous city in the county is Naples with an estimated 2017 population of 20,195. The City of Marco Island is the second largest in Collier County, with an estimated population of 17,036. 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 2017, Collier County saw its population increase from 321,520 to 357,470, approximately a 11% 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.

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.

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)

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 2012-2016 American Community Survey 5-year estimates, the median household income for the State of Florida is \$48,900. Collier County has a significantly higher median household income of \$59,783.

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 2012-2016 American Community Survey 5-year estimate, approximately 5.4% of the households in Collier County have no access to a vehicle which is slightly less than the 6.9% 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, U.S.C.

FY 2018/19 and FY 2019/20 MPO Staff's Transportation Planning Priorities

The major focus for the upcoming fiscal years of 2018/19 and 2019/20 will be the Long Range Transportation Plan and the transition to performance based planning. In addition, a Transportation System Performance Report will be prepared to provide a thorough system assessment to identify where priority investments should be made. 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), including a major update over the next two fiscal years, 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). The CMP was updated again in 2017. The latest update brought the document current with the 2040 LRTP and with new federal legislation which requires performance-based and data driven planning. The update recognized the need for a more extensive data analysis. This led to the recommendation to fund a biennial Transportation System Performance Report, which is intended to identify projects and priorities going forward. The updated CMP adopted performance measures and required project sponsors to establish baseline measures and report on the results to the Congestion Management Committee and the MPO Board.

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 celebrated 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 million residents and visitors annually.

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, the transit service is managed by two new vendors, MTM manages the scheduling and dispatch services and MV Transportation manages the fixed route and paratransit services. The County's 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

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)

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 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 Technical Advisory Committee (TAC), Bicycle & Pedestrian Advisory Committee (BPAC) and MPO Board. The TAC and BPAC collectively make annual recommendations to the Board for bicycle and pedestrian projects using local, state and federal funds, and based on policies and projects identified in the Bicycle & Pedestrian Master Plan. The MPO coordinates with the Community Traffic Safety Team (CTST) on educational efforts such as the annual "Walk to School Day". In 2018, the MPO updated and made available the Bicycle and Pedestrian Facilities Map. In 2012, the MPO completed a Major Update to the Comprehensive Pathways Plan. In 2017, the MPO began work on a new (as opposed to revised) Bicycle & Pedestrian Master Plan (which included changing its name from the Comprehensive Pathways Plan). The Bicycle and Pedestrian Master Plan will be completed by September 30, 2018. In addition, the MPO will finish the series of Walkable Communities Studies when it completes the Golden Gate Walkable Community Study in 2018. The Collier MPO also maintains a countywide database of bicycle and pedestrian facilities.

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. Two amendments to the plan were completed and a third is underway. The 2045 LRTP will be developed over the next three fiscal years, with adoption expected in December 2020. The development of the 2045 LRTP will include coordination with member agencies and the Florida Department of Transportation. It will include public involvement, financial revenue projections, travel demand model validation, coordination and development of Needs Plan projects, project cost

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)

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.

During the development of the 2045 LRTP, the MPO will continue to review projects and plans for consistency with the 2040 LRTP and will amend/update the plan as necessary.

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 conducts public comment periods on major document and continues to provide pre-paid postage on all public comment forms. This allows the public to mail comments to the MPO without having to provide postage. Comments may also be submitted electronically. The MPO also translates public meeting flyers and applicable surveys to Spanish and Creole in order to meet the needs of the population.

Extensive public involvement efforts have been conducted for the update to the Bicycle & Pedestrian Master Plan (BPMP) and the Golden Gate City Walkable Community study. Public meetings were held in multiple areas throughout the County. In order to facilitate public comment for the BPMP the MPO, along with consultants, developed a survey that could be taken on paper or online as well as an interactive map where the public could electronically comment directly on the map.

The MPO maintains a stand-alone MPO website on a continual basis. The website is visual, easily accessible, 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 is currently working on a full redesign and update to the website that will make it user friendly.

MPO staff continue 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 has begun public outreach efforts through our partners' social media site. Though the Collier MPO does not currently have a stand-alone social media site, we have partnered with Collier County Government to create events and status' on their page. This allows the MPO to reach a broader cross section of the public.

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (cont.)

The MPO is also working on an update to the Public Involvement Plan (PIP) which will facilitate ease of public comment. The new PIP will also outline new goals and objectives that the MPO will continue working on in order to create an atmosphere that welcomes public involvement in many different forms.

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. The MPO will continuously review their public involvement efforts and evaluate their success. This will allow us to change course of action when necessary and decipher what works best for the area.

Title VI and Environmental Justice

Staff will work on refining an in-house draft of a new PIP incorporating an updated Title VI Complaint Procedure and Policy and current Best Practices in conducting public outreach. Staff anticipates bringing the new draft to the MPO CAC and TAC for review in late summer, early fall 2018.

A preliminary identification of Environmental Justice Communities was conducted in 2016 and will be further refined as part of the Existing Conditions analysis for the Bicycle and Pedestrian Master Plan. Staff will continue to update EJ Community profiles on an as-needed basis for incorporation in future plans and studies.

Florida Department of Transportation District One Planning Activities

Florida Department of Transportation- District One District Wide Planning activities for FY18/19-FY19/20) include the following:

- 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

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)

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 2017/18, 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 including the design and construction of bike path and trail along County Barn Road from Rattlesnake Hammock to SR 84 (Davis Blvd.), a sidewalk along Vanderbilt Dr. from Vanderbilt Beach Rd. to 109th Ave. N., a bike lane and sidewalk along Green Blvd. from Santa Barbara Blvd. to Sunshine Blvd. and a Safe Routes To School project at Eden Park Elementary School. The Transportation Planning section also secured funding for roadway projects including the design of a road widening project along Airport-Pulling Road from Vanderbilt Beach Road to Immokalee Road and assisted the Collier MPO by justifying the need for the advancement of both the SR29 from SR82 to the Hendry County Line and SR82 from the Hendry County Line to Gator Slough Lane projects.

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 140 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 between 2018 and 2027.

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

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

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)

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 5th 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 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 3rd Avenue South to Goodlette-Frank Road, the City is also focusing on traffic volumes and speed characteristics on 3rd 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

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)

- construction of improvements that vary from entry islands, to roundabouts, to special pedestrian crossings and others.

City of Marco Island Planning Activities

The City is continuing an annual street resurfacing program to systematically resurface the entire 121 miles of street surfaces within the City Limits. These are all non-federal aid routes and funding is from ad valorem taxes. During FY18, 8.33 miles of roadways will be resurfaced at a cost of \$2,165,500.00.

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 two shared use pathway projects with a grant from FDOT for \$1,107,146.00. In FY18, the City will complete two more grant funded projects, Winterberry Linear Trail and the Yellowbird Shared Use Path (formally a SRTS Project) for a total of \$900,107.00. The City also has five (5) additional projects programmed within the FDOT Five Year Work Program, with a grant total of \$2,791,000. Upon completion of these programmed projects that will complete the Master Planned Bike Routes identified in 2005 by the Ad-Hoc Bike Path Committee.

The City is currently in the planning stages for the final bridge replacement project on the island. The W. Winterberry Bridge is scheduled for total reconstruction in FY20 and will be replaced with a new single span FDOT rated bridge.

The Growth Management Division is currently working on a major change to the current Land Development Code and subsequent governing Ordinances. Projected completion is early in 2019.

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.

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.

STATUS OF TRANSPORTATION PLANNING ACTIVITIES (Cont.)

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.

Due to Hurricane Irma, conditions have merited the City requesting that the improvement and resurfacing of the entire length of CR-29 be placed 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
- Completing the pedestrian pathway (sidewalk) on Copeland Avenue South

All Everglades City streets require special attention for needed storm water drainage improvements and pavement replacement.

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. Everglades City continues to coordinate its transportation planning activities with the Collier 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. The Collier MPO conducts an annual training exercise to ensure the COOP is updated. The last training session was held in August 2017. The COOP was utilized when Hurricane Irma struck on September 10, 2017.

UPWP FORMAT

The FY 2018/19-2019/20 UPWP covers the fiscal years starting July 1, 2018 and ending June 30, 2020. Since this is a two year UPWP the MPO will use the following designations for the task completion target dates included in the document: 1st Quarter = July – September 2018, 2nd Quarter = October – December 2019, 3rd Quarter = January – March 2019, 4th Quarter = April – June 2019, 5th Quarter = July – September 2019, 6th Quarter = October – December 2019, 7th Quarter = January – March 2020, 8th Quarter = April – June 2020.

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, Congestion Management planning is also addressed in this task. As part of the Congestion Management Process, the first biennial Transportation System Performance Report will be completed.

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.

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 process began by holding a kick-off meeting with Collier County Public Transportation and Neighborhood Enhancement Division (PTNE) to discuss their transit planning needs. The UPWP was discussed at the CAC and TAC meetings and at the MPO Board.

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 Andy Solis., District 2
Commissioner Burt Saunders, District 3
Commissioner Penny Taylor, District 4
Commissioner William L. McDaniel, Jr., District 5

CITY OF NAPLES

Councilman Terry Hutchison
Councilman Reg Buxton

CITY OF MARCO ISLAND

Councilman Erik Brechnitz

CITY OF EVERGLADES CITY

Councilwoman Elaine Middelstaedt

FLORIDA DEPARTMENT OF TRANSPORTATION

L.K. Nandam, District Secretary, District One

COLLIER METROPOLITAN PLANNING ORGANIZATION STAFF

Anne McLaughlin, MPO Executive Director
Eric Ortman, Senior Planner
Brandy Otero, Senior Planner
Karen Intriago, Administrative Assistant
Vacant, Planner

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:

- Lorraine Lantz, Collier County Transportation Planning, *Chair*
- Tim Brock, City of Everglades City, *Vice-Chair*
- Andy Holland, City of Naples Planning
- Michelle Arnold, Collier County Public Transit & Neighborhood Enhancement
- Dan Hall, Collier County Transportation Engineering
- Daniel James Smith, City of Marco Island Community Affairs
- Don Scott, Lee County MPO
- Gregg Strakaluse, City of Naples Engineering
- Justin Lobb, Collier County Airport Authority
- Ute Vandersluis, City of Naples Airport Authority
- Tim Pinter, City of Marco Island Planning
- David Ogilvie, Collier County Public Schools (non-voting)
- April Olson, Conservancy of Southwest Florida, Local Environmental Agency Representative (non-voting)
- Vacant, SWFRPC (non-voting)
- 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:

- Pam Brown, At-Large, *Chair*
- Robert Phelan, City of Marco Island, *Vice-Chair*
- Karen Homiak, District I
- Josh Rincon, Representing Minorities
- Rick Hart, Representing Persons with Disabilities
- Neal Gelfand, District II
- Russell Tuff, District III
- William Stephens, District IV
- Robert Anderson, District V
- Susan Jones, City of Naples

ADVISORY COMMITTEES (cont.)

- Suzanne Cross, City of Naples
- Tammie Pernas, Everglades City

Bicycle & Pedestrian Advisory Committee (BPAC)

The MPO's BPAC is composed of eleven (11) at-large voting members representing a wide cross-section of Collier County residents and neighborhoods, bicycle and pedestrian safety professionals, Safe Routes to Schools organizations, transit riders, local bicycle and pedestrian advocacy groups, organizations that encourage active transportation from a community health perspective, and advocates for persons with disabilities and other transportation disadvantaged populations.

The committee is responsible for providing citizen input into the deliberations of bicycle and pedestrian related issues within the community and to advise the MPO on developing a Bicycle and Pedestrian Plan. The BPAC is also involved in recommending priorities for bicycle and pedestrian projects and program implementation. Following is a list of the BPAC membership (Eleven at-large members appointed by the MPO Board):

- Joe Bonness, *Chair*
- Anthony Matonti, *Vice-Chair*
- Alan Musico
- Andrea Halman
- Dayna Fendrick,
- Jane Cheffy
- Dr. Mort Friedman
- Reginald Wilson
- Victor Ordija
- *Vacant*
- *Vacant*

Congestion Management Committee (CMC)

The CMC 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 CMC membership:

Voting Members

- Tony Khawaja, Collier County Traffic Operations, *Chair*
- Tim Pinter, City of Marco Island, *Vice-Chair*
- Alison Bickett, City of Naples
- Dan Summers, Collier County Emergency Management

ADVISORY COMMITTEES (cont.)

- Dave Rivera, City of Naples
- David Ogilvie, Collier County Public Schools
- Karen Homiak, CAC Representative
- Ian Barnwell, Collier County Transportation Planning
- Dr. Mort Friedman, PAC Representative
- Omar Deleon, Collier County Public Transit & Neighborhood Enhancement
- Vacant, City of Everglades City

Advisory Members

- Chief Alan McLaughlin, Ochopee Fire Control
- Don Scott, Lee County MPO
- Sgt. Greg Sheridan, City of Naples Police Department
- Fire Chief Kingman Schuldt, Golden Gate Fire District
- Lt. Mike Dolan, Collier County Sheriff's Office
- Deputy Chief Nick Biondo, East Naples Fire District
- Fire Chief Orly Stolls, North Naples Fire District
- Fire Chief Paul Anderson, Jr., Immokalee Fire District
- Chief Rita Greenberg, Big Corkscrew Fire District
- Chief Walter Kopka, Collier County EMS
- Chief Wayne Martin, Isles of Capri Fire District
- Wayne Watson, Collier County EMS
- Vacant, Florida Highway Patrol
- Vacant, City of Marco Island Police
- Vacant, Naples Fire Rescue Department

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*
- Harold Kurzman, Elderly, *Vice-Chair*
- Cheryl Burnham, Florida Association for Community Action
- David Ogilvie, Public Education
- Dylan Vogel, Citizen/User
- Emely Kafle, Representative for Children at Risk

ADVISORY COMMITTEES (cont.)

- Felix Soto, Florida Department of Children and Families
- Irene Johnson, Veteran Services
- Maribel Perez, Agency for Health Care Administration
- Dale Hanson, FDOT
- Rebecca MacKenzie, Area Agency on Aging
- Robert Richards, Florida Department of Education Division of Vocational Rehabilitation
- Sherry Brenner, Persons with Disabilities
- Susan Corris, Southwest Florida Workforce Development Board
- Vacant, Private Transportation Industry
- Birgitta Grasser, Citizens Advocate/Non-User
- Vacant, Local Medical Community

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)
- Metropolitan Planning Organization Agreement – FDOT/MPO (7/1/16) – Agreement for planning funding.
- Staff Services Agreement – MPO/Collier County (6/28/16)
- 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 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.

COLLIER
METROPOLITAN PLANNING ORGANIZATION
FY 2018/19-2019/20
UNIFIED PLANNING WORK PROGRAM (UPWP)

TASK 1

ADMINISTRATION

ADMINISTRATION

PURPOSE:

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

PREVIOUS WORK:

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

REQUIRED ACTIVITIES:

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

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

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

END PRODUCT:

(TARGET DATE)

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

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

RESPONSIBLE AGENCY:

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

Task 1 - Financial Tables

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

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

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. Update GIS database to address current conditions related, but not limited to: functional classification; roadway network for District One Regional Transportation Demand Model purposes; bicycle & pedestrian facilities inventory; and prepare various overlays for analytical purposes. Coordinate with Collier County staff on use of the County's Interactive Growth Model (CIGM) in analyzing amendments and updates to the Long Range Transportation Plan.

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 Intergovernmental Coordination Element (ICE) activities, Evaluation and Appraisal Reports (EAR), Intergovernmental Coordination and Review (ICAR), 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 Annual Average Daily Traffic (AADT) and volume-to-capacity ratios for planning documents and citizen's request.
- Continue to track the implementation status of projects and update any project lists as needed.
- Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the move towards performance based planning.

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) |
| • Updated 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 2018/19

FHWA (PL)

\$ 20,000

Collier MPO
Consultant Services

FY 2019/20

FHWA (PL)

\$ 20,000

Task 2 - Financial Tables

Task 2 - DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2018/19							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
B. Consultant Services							
Contract/Consultant Services	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Total:	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

Task 2 - DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
B. Consultant Services							
Contract/Consultant Services	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Total:	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

TASK 3

TRANSPORTATION IMPROVEMENT PROGRAM MONITORING AND DEVELOPMENT

TRANSPORTATION IMPROVEMENT PROGRAM

PURPOSE:

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

PREVIOUS WORK:

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

REQUIRED ACTIVITIES

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

END PRODUCTS:

(TARGET DATE)

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

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

RESPONSIBLE AGENCY:

Collier MPO	FY 2018/19 FHWA (PL)	\$ 20,000
Collier MPO	FY 2019/20 FHWA (PL)	\$ 15,000

Task 3 - Financial Tables

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

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

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 begin preparation for a major update of the LRTP to the horizon year of 2045. MAP-21 and FAST Act Performance measures will be integrated into the 2045 LRTP in an effort to move towards performance based planning. This task will work in coordination with other tasks throughout the UPWP, including Administration, Data Collection/Development, and Transit and Transportation Disadvantaged.

PREVIOUS WORK:

The MPO's LRTP was updated to a forecast year of 2040. The MPO adopted the 2040 LRTP in December 2015. The 2040 LRTP was amended three times after adoption. 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 and to develop the 2045 LRTP.
- Begin coordination and development of the 2045 LRTP.
- Continued coordination with FDOT District 1 to develop the next generation Regional Planning Model;
- Coordinate with member agencies to develop and review socio economic forecasts for the 2045 LRTP.
- Coordinate with the Lee MPO to prepare a scope and conduct an Origin/Destination Study

- Coordinate with on-going studies related to climate change and vulnerability.
- Incorporate federal performance measures into the 2045 LRTP.
- Begin updating revenue projections, needs plan and cost feasible plan.

END PRODUCT:

(TARGET DATE)

- Lee/Collier Origin/Destination Study (8th quarter)
- Amended 2040 LRTP (as needed)
- Data development for the 2045 LRTP (8th quarter)
- Socio-economic forecasts for the 2045 LRTP (8th quarter)
- Base model of District 1 Regional Planning Model for 2045 LRTP (6th quarter)
- Financial Revenue Forecasts for 2045 LRTP (8th quarter)

RESPONSIBLE AGENCY:

Collier MPO
Consultant Services

FY 2018/19

FHWA (PL)

\$162,379

Collier MPO
Consultant Services

FY 2019/20

FHWA (PL)

\$323,803

Task 4 - Financial Tables

Task 4 - Long Range Planning Estimated Budget Detail for FY 2018/19							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Subtotal:	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
B. Consultant Services							
2045 LRTP	\$122,379	\$0	\$0	\$0	\$0	\$0	\$122,379
Subtotal:	\$122,379	\$0	\$0	\$0	\$0	\$0	\$122,379
Total:	\$162,379	\$0	\$0	\$0	\$0	\$0	\$162,379

Task 4 - Long Range Planning Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Subtotal:	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
B. Consultant Services							
2045 LRTP	\$293,803	\$0	\$0	\$0	\$0	\$0	\$293,803
Subtotal:	\$293,803	\$0	\$0	\$0	\$0	\$0	\$293,803
Total:	\$323,803	\$0	\$0	\$0	\$0	\$0	\$323,803

TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING

SPECIAL PROJECTS & SYSTEMS PLANNING

PURPOSE:

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

PREVIOUS WORK:

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

REQUIRED TASKS:

BICYCLE AND PEDESTRIAN PLANNING SUPPORT:

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

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

CONGESTION MANAGEMENT PROCESS SUPPORT:

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

END PRODUCT:**(TARGET DATE)**

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

RESPONSIBLE AGENCY:

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

Task 5 - Financial Tables

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

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

TASK 6

TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING

TRANSIT & TRANSPORTATION DISADVANTAGED PLANNING

PURPOSE:

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

PREVIOUS WORK:

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

REQUIRED TASKS:

TRANSIT:

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

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

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

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

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

END PRODUCT:

(TARGET DATE)

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

RESPONSIBLE AGENCY:

FY 2018/19

Public Transit & Neighborhood Enhancement
Collier MPO

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

Collier Area Transit
Consultant Services

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

FY 2019/20

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

FTA (Sec. 5305)	\$118,587
State (cash match)	\$ 14,823
Local match	\$ 14,823
State TD Trust Fund	\$ 27,016

Task 6 - Financial Tables

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

Task 6 - Transit & TD Planning

Estimated Budget Detail for FY 19/20

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

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.
- The 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)
- TRIP Priorities. (as necessary)
- Joint MPO Priorities for Statewide Discretionary Funding (as needed)
- Updated regional transportation priorities. (as needed)
- FHWA/FTA/FDOT meetings and trainings (as needed)

RESPONSIBLE AGENCY:

Collier MPO	FY 2018/19 FHWA (PL)	\$35,000
Collier MPO	FY 2019/20 FHWA (PL)	\$30,000

Task 7 - Financial Tables

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2018/19							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$28,000	\$0	0	0	0	0	\$28,000
Subtotal:	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
B. Travel							
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Subtotal:	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Total:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2019/20							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	0	0	0	0	\$25,000
Subtotal:	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
B. Travel							
Travel to MPOAC and any other out of county activities as necessary	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Subtotal:	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Total:	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

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

Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2018/19								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
A. Miscellaneous Expenses								
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
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2019/20								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
A. Miscellaneous Expenses								
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
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000

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	FY 2018/19	
	FDOT (17/18)	\$14,487
	FDOT (18/19)	\$14,487
FDOT	FY 2019/20	
	FDOT	\$14,823
15/16 & 16/17 Carryforward Match		\$13,360

TABLES

**TABLE 1
AGENCY PARTICIPATION**

FY2018/19

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

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

(1) For FY 2018/2019, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.

(2) This amount identified on this line represents the amount of FTA 5305 funding and the amount of local match (10%) required.

* - FTA Section 5305 includes 2017/18 and 18/19 funding

T-1



TABLE 2
FUNDING SOURCE TABLE
FY 2018/19

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

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

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

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

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

TABLE 4
FUNDING SOURCE TABLE
FY 2019/20

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

TABLE 5

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

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
MAP -21 Federal Planning Factors								
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.		✓	✓	✓	✓		✓	
FAST Planning Factors								
9. Enhance travel and tourism.			✓	✓	✓	✓	✓	✓
10. Emphasize the preservation of the existing transportation system.		✓	✓	✓				✓
FDOT Planning Emphasis Areas								
11. Rural Transportation Planning		✓	✓	✓	✓	✓	✓	
12. Transportation Performance Measures		✓	✓	✓	✓	✓	✓	
13. ACES (Automated/Connected/Electric/Shared-use) Vehicles		✓		✓				

APPENDIX A

FY 2018/19 & 2019/2020

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

Appendix ‘A’

Federal Planning Factors and FDOT Planning Emphasis Area (PEA) for FY 2018/2019 & 2019/2020

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 rulemaking 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

The Florida Department of Transportation Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Metropolitan Planning Organizations should consider the following topics when updating their Unified Planning Work Plan.

Rural Transportation Planning

MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development



pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/ AV usage."

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

APPENDIX B

FTA Grant Application

RESOLUTION 2018-03

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

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

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

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

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

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

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

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



RESOLUTION 2018- 03

Page Two

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

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

COLLIER METROPOLITAN
PLANNING ORGANIZATION

ATTEST: _____
Anne McLaughlin
MPO Executive Director

By: _____
Commissioner William L. McDaniel, Jr.
MPO Chair

Approved as to form and legality:

Scott R. Teach
DEPUTY COUNTY ATTORNEY



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

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

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

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

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

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

[View Burden Statement](#)

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

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text" value="FL-80-0009"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text" value="Collier Metropolitan Planning Organization"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000558"/>		* c. Organizational DUNS: <input type="text"/>	
d. Address:			
* Street1: <input type="text" value="2885 South Horseshoe Drive"/>			
Street2: <input type="text"/>			
* City: <input type="text" value="Naples"/>			
County/Parish: <input type="text"/>			
* State: <input type="text" value="FL: Florida"/>			
Province: <input type="text"/>			
* Country: <input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code: <input type="text" value="34104-6130"/>			
e. Organizational Unit:			
Department Name: <input type="text" value="Collier MPO"/>		Division Name: <input type="text" value="Collier MPO"/>	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text"/>	* First Name: <input type="text" value="Anne"/>		
Middle Name: <input type="text"/>			
* Last Name: <input type="text" value="McLaughlin"/>			
Suffix: <input type="text"/>			
Title: <input type="text" value="Executive Director"/>			
Organizational Affiliation: <input type="text"/>			
* Telephone Number: <input type="text" value="239-252-5684"/>		Fax Number: <input type="text"/>	
* Email: <input type="text" value="Anne.McLaughlin@colliercountyfl.gov"/>			

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.):

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

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

Attach supporting documents as specified in agency instructions.

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="118,587.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="14,823.00"/>
* d. Local	<input type="text" value="14,823.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="148,233.00"/>

*** 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:

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

(FTA Funds Only)

Technical Classifications:	ITEM	FTA Funds
44.21.00	Program Support and Administration	\$27,271
44.22.00	General Development and Comprehensive Planning	\$13,635
44.23.01	Long Range Transportation - System Level	\$6,818
44.23.02	Long Range Transportation - Project Level	\$6,818
44.24.00	Short Range Transportation Planning	\$13,635
44.25.00	Transportation Improvement Program	\$6,818
44.26.00	Planning Emphasis Areas	\$6,818
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$13,635
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management / Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	\$6,818
44.27.00	Other Activities	\$13,635
	TOTAL NET PROJECT COST	\$115,900
ACCOUNTING CODE NUMBER		
44.30.01	Personnel	\$14,848
44.30.02	Fringe Benefits	\$4,416
44.30.03	Travel	\$1,600
44.30.04	Equipment	\$0
44.30.05	Supplies	\$800
44.30.06	Contractual	\$94,156
44.30.07	Other	\$80
44.30.08	Indirect Charges	\$0
	TOTAL NET PROJECT COST	\$115,900
FUND CODE NUMBER		
44.40.01	MPO Activities	\$115,900
44.40.02	Transit Operator Activities	
44.40.03	State and /or Local Agency Activities	
	TOTAL NET PROJECT COST	\$115,900

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

**TECHNICAL
CLASSIFICATIONS:**

ITEM

FTA Funds

44.21.00	Program Support and Administration	\$34,088
44.22.00	General Development and Comprehensive Planning	\$17,044
44.23.01	Long Range Transportation - System Level	\$8,522
44.23.02	Long Range Transportation - Project Level	\$8,522
44.24.00	Short Range Transportation Planning	\$17,044
44.25.00	Transportation Improvement Program	\$8,522
44.26.00	Planning Emphasis Areas	\$8,522
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$17,044
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management / Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	\$8,522
44.27.00	Other Activities	\$17,044
TOTAL Net Project Cost		\$144,874

**ACCOUNTING CODE
NUMBER**

44.30.01	Personnel	\$18,560
44.30.02	Fringe Benefits	\$5,520
44.30.03	Travel	\$4,859
44.30.04	Equipment	\$0
44.30.05	Supplies	\$2,055
44.30.06	Contractual	\$113,730
44.30.07	Other	\$150
44.30.08	Indirect Charges	
TOTAL Net Project Cost		\$144,874

FUND CODE NUMBER

44.40.01	MPO Activities	\$144,874
44.40.02	Transit Operator Activities	\$0
44.40.03	State and/or Local Agency Activities	\$0
TOTAL Net Project Cost		\$144,874

Federal Share (80%)	\$115,900
Local Share (20%)	\$28,974

Accounting
Classification
91.37.08.8P-2

FPC
02

Description
Technical Studies - Planning



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

Technical Classifications:	ITEM	FTA Funds
44.21.00	Program Support and Administration	\$27,903
44.22.00	General Development and Comprehensive Planning	\$13,951
44.23.01	Long Range Transportation - System Level	\$6,976
44.23.02	Long Range Transportation - Project Level	\$6,976
44.24.00	Short Range Transportation Planning	\$13,951
44.25.00	Transportation Improvement Program	\$6,976
44.26.00	Planning Emphasis Areas	\$6,976
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$13,951
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	\$6,979
44.27.00	Other Activities	\$13,951
	TOTAL NET PROJECT COST	\$118,587
ACCOUNTING CODE NUMBER		
44.30.01	Personnel	\$16,285
44.30.02	Fringe Benefits	\$6,979
44.30.03	Travel	\$4,819
44.30.04	Equipment	\$0
44.30.05	Supplies	\$1,643
44.30.06	Contractual	\$88,501
44.30.07	Other	\$360
44.30.08	Indirect Charges	\$0
	TOTAL NET PROJECT COST	\$118,587
FUND CODE NUMBER		
44.40.01	MPO Activities	\$118,587
44.40.02	Transit Operator Activities	
44.40.03	State and /or Local Agency Activities	
	TOTAL NET PROJECT COST	\$118,587

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

**TECHNICAL
CLASSIFICATIONS:**

ITEM

FTA Funds

44.21.00	Program Support and Administration	\$34,878
44.22.00	General Development and Comprehensive Planning	\$17,439
44.23.01	Long Range Transportation - System Level	\$8,720
44.23.02	Long Range Transportation - Project Level	\$8,720
44.24.00	Short Range Transportation Planning	\$17,439
44.25.00	Transportation Improvement Program	\$8,720
44.26.00	Planning Emphasis Areas	\$8,720
44.26.12	Coordination of Non-Emergency Human Service Transportation	\$17,439
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	\$8,720
44.27.00	Other Activities	\$17,439

TOTAL Net Project Cost

\$148,233

**ACCOUNTING CODE
NUMBER**

44.30.01	Personnel	\$20,356
44.30.02	Fringe Benefits	\$8,724
44.30.03	Travel	\$6,023
44.30.04	Equipment	\$0
44.30.05	Supplies	\$2,055
44.30.06	Contractual	\$110,625
44.30.07	Other	\$450
44.30.08	Indirect Charges	

TOTAL Net Project Cost

\$148,233

FUND CODE NUMBER

44.40.01	MPO Activities	\$148,233
44.40.02	Transit Operator Activities	\$0
44.40.03	State and/or Local Agency Activities	\$0

TOTAL Net Project Cost

\$148,233

Federal Share (80%)

\$118,587

Local Share (20%)

\$29,646

Accounting
Classification
91.37.08.8P-2

FPC
02

Description
Technical Studies - Planning



FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Collier Metropolitan Planning Organization

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

OR

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

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

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

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

AFFIRMATION OF APPLICANT

Name of Applicant: Collier Metropolitan Planning Organization (MPO)

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

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

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

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

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

Signature _____

Date: _____

Name Commissioner William L. McDaniel, Jr., MPO Chair

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

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

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

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

Signature _____ Date: _____

Name Scott R. Teach, Deputy County Attorney

Attorney for Applicant

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



APPENDIX C

RESPONSE TO COMMENTS – FHWA & FTA

FHWA & FTA Comments and MPO Responses

Page #	Comment Type	Comment Description
viii & x	Critical	"Titles 23 and 49 of the Federal Transit Act" is not accurate – these titles do not just pertain to transit. It would be better stated as Titles 23 and 49, U.S.C.
Response		<i>The statements have been revised as suggested.</i>
Page 6	Editorial	Some End Products are listed in past tense. For example: Developed, maintained and enhanced MPO website and web pages
Response		<i>The end tasks have been revised to remove the past tense verbs.</i>
Page 19	Critical	Many of the End Products are targeted towards the end of Year 2 of the UPWP, yet less funding is planned than Year 1. Please review to ensure this is accurate.
Response		<i>Section 3.10 of the MPO Handbook states that if the MPO has an unexpended balance on a task in year one of the UPWP and they wish to continue with that task in year 2, the MPOs must leave the balance in the first fiscal year of the two-year UPWP. The funds and budget would be available July 1st of the second fiscal year of the UPWP. Many of the projects that have been identified in the UPWP are expected to take more than 12 months for completion. Funding from year one will be available to complete these tasks. In addition, the MPO expects to have carry over funding from the close-out of the FY 16/17-17/18 UPWP which will be added to the 2nd year.</i>
General	Editorial	Good information about the performance measures in the introduction! I also like that you include a section to show responses to comment received. Overall, very comprehensive document!
Response		<i>Thank you for your positive comments.</i>
General	Editorial	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 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.
Response		<i>Understood. The scope of work for projects identified with consultant participation is not available at this time. The MPO will send all scopes of work to the District for review and approval prior to issuing a purchase order.</i>

General	Editorial	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.
Response		<i>All agreements will be executed and included in Appendix H of the final document.</i>
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. (FTA Circular 9030.1E, p. IV-1)
Response		<i>The MPO has not been notified of any planning activities proposed for funding under the 49 USC 5307 program. Staff will coordinate with Collier County PTNE Division and ensure that any future planning activities funded with 5307 funding are included in the UPWP.</i>
General	FTA Region IV	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.
Response		<i>Understood. The MPO will coordinate with the State DOT to ensure that accurate amounts are reflected in the UPWP as actual funding is updated.</i>

APPENDIX D

Response to Comments – FDOT

FDOT Comments and MPO Responses

General Comments:

Specific Comments:

1. Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP. The liaison will sign this form when the Board signs the final UPWP and Resolution. This Draft UPWP contains the older version that needs to be “switched out” for the revised version)

- a. This form is attached and available at the following link:
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788> **(Alex’s Recommendation)**

The Cost Analysis Certification form has been revised and included in the final UPWP.

2. APPENDIX H Certification and Statements and Assurances -in response to the MPO’s request for direction, please note the following: **(Alex’s Recommendation)**

- a. The Joint Cert package is not *required* to be included in the UPWP, however, the MPO may include it *if* they wish.
- b. Please ensure that the MPO includes the **signed** UPWP Statements and Assurances (Debarment and Suspension, Lobbying, DBE, Title IV/, and Appendices A and E) in their final UPWP.
- c. The form that includes all of the required Statements and Assurances is attached and available at the following link:
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795>

The signed UPWP Statements and Assurances will be included in Appendix H of the final UPWP.

3. Table 1, Agency Participation and Table 2, Funding Source Table (both the Task Tables & Summary Tables on both pages T-1 and T-2): The De-Obligation from Prior Fiscal years, should be updated to reflect the revised requested amount of \$177,000. (it is currently showing \$132,000 which has been revised since this Draft UPWP was submitted and has been reviewed initialed by FDOT Attorney Don Conway and should be resolved by the Collier Board on Friday, April 13, 2018.

Table 1 and Table 2 have been updated to reflect the approved de-obligation amount.

4. It appears that there may be a typographical error at the very top of the pages for T-3 and T-4. The FY reads **FY 2017/2018** on both pages but shouldn’t the dates listed on the top of the pages be updated to reflect the two new fiscal years in which this UPWP will be adopted?

The fiscal years for Table 3 and Table 4 have been corrected.

5. Please include a brief narrative as to the percentage and explanation of the Collier “Soft Match”. Here is an example of what the narrative might look like:

FDOT Soft Match



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 the UPWP is _____ of FHWA program funds for a total of _____ in FY 18/19 and _____ in FY 19/20 for a total of _____.

The narrative is included on page viii and has been updated to illustrate the amount of “soft-match” funding in each fiscal year.

6. If the MPO intends to manage a PL Study, it shall be included in their UPWP for the year(s) in which it will be carried out. If the Collier MPO intends on managing the County Wide Strategic Highway Safety Plan, previously programmed in the Work Program (WP) as FPN 4350411 and programmed with SA funds for FY2019, it shall be listed in their UPWP. Due to the fact that this project is funded with SA funds and not PL funds, it should have its own column to separately identify this planning study with the fund source (SA) and the year(s) in which it will be completed. Specifically, on page T-1, *Agency Participation Table*, a column should be added in-between the 2 columns of FHWA PL and FTA Section 5305* that reads: FHWA SA; funds to be listed in the Task #5 row; Special Projects. Similarly, a column should be added on page T-2 in the *Funding Source Table* with the column labeled as FHWA SA and placed in-between the 2 columns of FHWA PL and FDOT Soft Match, also listing the funds in the Task #5 row; Special Projects. It shall also remain in both the Work Program and the Collier TIP and a Modification will need to be processed to reflect the update of the Responsible Agency from Collier County to the Collier MPO upon the UPWP approval.

Funding for the Strategic Highway Safety Plan has been identified in Task 5, and included in T-1 and T-2.

7. Planning Studies In The MPO Area: The last sentence in this paragraph reads “An update will occur in 2016”. Since 2016 has passed, this language should be updated to reflect that an update will occur in the future, currently occurring or that an update already occurred.

The reference to 2016 has been removed.

Recommendations

8. An interactive table of contents, or section index would be very helpful to navigate the UPWP. **(Alex’s Recommendation).**

Thank you for the recommendation. MPO staff will look into creating an interactive table of contents during the next update.

9. Just a recommendation to update the Executive Director’s email address at the bottom of the SF-424 form- it currently reflects the older address.

The email address has been corrected.

10. Under the Planning Studies in the MPO Area: The narrative for some of the projects includes the agency who is completing the study (responsible agency mentioned) while some of the examples of the planning studies on this list do not. For example, the first one listed is the SR29 (in Collier County) and that it involves a PD&E study, however, it doesn't mention that it is being completed by FDOT. The next Planning Study listed is Old US 41 (Lee/Collier County) and that it is being completed by FDOT. It is optional, but the MPO may wish to mention the agency conducting the study for consistency purposes with this list.

The narrative has been updated to reflect the agency responsible for completing each study.

APPENDIX E

Response to Comments – Board and Advisory Committee Members

Comments received from the TAC

1. Page xiii – What is the status of the full redesign and update of the website? Will that be complete before the new UPWP starts (7/1/18)?

The website redesign is currently in the procurement process. Funding has been moved to Fiscal Year 2018/19. Redesign is expected to be completed in Fiscal Year 2018/19.

2. Page xxiii – Correct the name of the MPO = Collier Metropolitan Planning Organization not Collier County...
 - a. What is the status of the Vacant Planner position? When will it be filled?

Corrected. The vacant planner position is being held at this time. There is not sufficient funding to hire another full time position and fund essential studies over the next two years.

3. Page xxiv – BPAC membership was amended. The paragraph describing the membership should be edited to reflect changes.
 - a. Please review and edit as appropriate the current chair and vice-chair of the committee so there are not 2 chairs and 2 vice-chairs listed.
 - b. Please review and edit as appropriate the font and spacing of bullets on this page

The above referenced items have been corrected as suggested.

4. Page xxv – Some of the advisory members of the CMC are listed as (Advisory) and some are not. Is there a difference?

All advisory members are non-voting. The list has been corrected to list all members similarly.

5. Page xxvii – Was the Interlocal Agreement revised or is the 3/20/09 the most recent document?

The 3/20/09 Interlocal agreement is the current document. The agreement is in the process of being updated.

6. Page 5 – Pursue a MPO Internship Program is listed as an end product – Is this a current initiative or left over from prior MPO initiative?

The MPO is currently pursuing an internship program.

7. Page 6 – Status of the MPO Website – will the full redesign be completed by 7/1/18 and if not, is \$5,000 for consultant services in this task enough?

The website redesign is currently in the procurement process. Funding in the amount of \$30,000 has been allocated in Fiscal Year 2018/19. Redesign is expected to be completed in Fiscal Year 2018/19.

8. General comment about all End Products – throughout the UPWP - Some items are verbs/action words – complete, develop, participate in, present.... and others are just lists of items - minutes of meetings, MPO Newsletters, etc. Should it be standard? Recommend to use verbs – Create, Distribute, Conduct...
9. Page 10 – Required Activities – does the MPO review and develop comments on DRIs?

Review of DRIs has been removed from the required activities for this task.

10. Page 11 – Is the MPO planning to review and update the functional classifications etc.? Is this a separate task or part of the LRTP or only if FDOT initiates it?

The functional classifications will only be addressed on an as needed basis. The MPO is not planning to update the functional classifications at this time.

11. Page 11 – Analysis for the LRTP 2045 update – what is this end product – is this analysis of land use, traffic, TAZ, functional classification? Explain what is being analyzed.
 - a. Once defined as to what the end products are - Is \$20,00 for this task enough and is \$10,000 for consultant enough?

This was a duplicated effort. It has been removed from this task.

12. Page 14-16 – No consultant services – what about DTS?

The TIP is being completed in house. No consultant services are required.

13. Page 19 – Please explain under required tasks what “Potential” means. Potential projects are not listed in the end product.
 - a. End Product – how is Data Development for the 2045 LRTP different from the end products in Task 2 – Analysis for 2045 LRTP?
 - b. Lack of verbs make the tasks confusing. Is the MPO developing the Financial Revenues for 2045 or just reviewing and incorporating them into the LRTP? Bullet 5 and 7 maybe repetitious. Similarly, bullets 4 and 6 are confusing.

The reference to “potential” has been removed. The Origin/Destination study has been modified to be a task and end product. The verbs have been removed from end products. The repetitive bullets have been deleted.

14. Page 24 – Some end products are italicized. If placing names of reports or plans in italic, please be consistent throughout document.
 - a. What is the status of the Bike/Ped Master Plan Update – will it be completed before 7/1/18?

The italics have been removed. The Bike/Ped Master Plan has been revised to show completion in the 2nd quarter.

15. Page 28 – “Annual preparation of TIPs and TIP Amendment with the assistance of a consultant” – Previously it was indicated that the MPO was not using a consultant. This is not consistent, please explain.
The reference to assistance of a consultant has been removed.

- a. References are to CAT staff – is this the transit provider or should there be a reference to PTNE staff?

The references to CAT staff have been corrected. The statements now reflect coordination with PTNE staff.

16. Page 29 – End Product – Add Major TDP to be consistent with the tables.
 - a. What is “Increased access to medical, social, recreational, shopping and jobs for the TD”?
 - b. What is the difference between bullet 6 and 19?
 - c. Typo in responsible agency – Collier MPO 1

Major TDP has been added as an end product. The statement referenced in “a”. (Increased access to medical, social...) was a carryover from a previous UPWP and has been removed. Bullet 6 and 19 both refer to the TIP so bullet 19 was removed. The typo in responsible agency has been corrected.

17. T-3 and T-4 – should be FY19/20 not FY17/18

The typo has been corrected.

18. Appendix “A” – please be consistent as to fonts, sizing, spacing, etc.

Formatting and font has been corrected.

Comments received from the CAC

No comments received.

Comments received from the MPO Board

No comments received.

APPENDIX F

Response to Comments –Public

Comments received from the Public

No comments received.

APPENDIX G

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) – FDOT is completing a PD&E study that looks 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 and Cost Feasible Plan include this project.

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

Triangle Blvd. Traffic Study – Collier County recently completed this study which analyzed the traffic impacts and improvement concepts on Triangle Blvd. between US41 and SR951 (Collier Blvd.).

Pine Ridge Road Corridor Congestion Study – Pine Ridge Road between Livingston Road and I-75 was identified as having a level of service “F”, failing, in the 2016 and 2017 Annual Update and Inventory Reports (AUIRs). Collier County began the Corridor Congestion Study to identify existing and future conditions in the corridor, to develop and evaluate options to relieve the congestion, to engage the public in presenting the study findings and take input, and to develop recommendations to guide decision-makers in advancing future improvements. The recommendations of the study included several innovative intersection improvements and design concepts which will be presented to the Board of County Commissioners (BCC) for approval. Ultimately, the County will pursue preliminary engineering and environmental assessment to further evaluate the design features, right-of-way needs, and costs of the chosen concept for the intersection of Pine Ridge Road and Livingston Road. The additional intersections at Whippoorwill Lane and I-75 are within Limited Access Right-of-Way Limits. The County will pursue an Interchange Modification Report (IMR) with FDOT for the intersections in that portion of the corridor.

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. Collier County is currently studying the corridors and will be considering several alternatives to provide more capacity for the area.

Green Boulevard Extension/ North Belle Meade Study – Collier County has not commenced this study, but it is intended to 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. Several 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 study.

CR951 Congestion Relief Study – Collier County has not commenced this study, but it 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 City Gate 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 evaluate other alternative planning strategies to alleviate future congestion on CR951.

Transportation System Performance Report - This report will be completed by the Collier MPO with the assistance of a consultant. It is intended to provide a thorough system assessment in order to identify where priority investments should be made. The report will begin in 2018 and will be completed by March of 2020.

CAT Transit Development Plan (TDP) – The major update is due in September 2020. The major update will be completed as a joint project with the Collier MPO/ Collier County PTNE and the assistance of a consultant. The update is programmed to begin with the next fiscal year. The 2018 TDP Minor Update is due September 2018 and will be completed by Collier County PTNE staff.

Park and Ride Study – This study will identify sites for park and ride locations for CAT. The park and ride study will be a joint project with the Collier MPO/ Collier County PTNE and the assistance of a consultant. The study is expected to be completed in the fall of 2019.



Transit Impact Analysis – This study is intended to help understand the demand placed on the community’s transit network by development. This study will be a joint project with the Collier MPO/ Collier County PTNE and the assistance of a consultant. It is expected to begin by the summer of 2018.

Transportation Disadvantaged Service Plan (TDSP in Collier County) – The 2018 TDSP Annual Update is due to the Commission for the Transportation Disadvantaged by July 1, 2018. The minor update will be completed as a joint project with the Collier MPO and Collier County PTNE. The next major update to the TDSP must be completed by October 1, 2018. The major update will be completed as a joint project with the Collier MPO/ Collier County PTNE and the assistance of the Center for Urban Transportation Research. The update is expected to begin by May 2018.

Strategic Highway Safety Plan – The County Wide Strategic Highway Safety Plan was funded through the Congestion Management priority process. It is included in the TIP for funding in FY 18/19. The study will be managed by the MPO and completed by a consultant. It is expected to begin in the fall of 2018.

APPENDIX H

Statements and Assurances

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/16

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

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

Name: Commissioner William L. McDaniel, Jr.
Title: MPO Chair

Date



FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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

Name: Commissioner William L. McDaniel, Jr.
Title: MPO Chair

_____ Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Collier MPO 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 MPO, 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 MPO, in a non-discriminatory environment.

The Collier MPO 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

Name: Commissioner William L. McDaniel, Jr.
Title: MPO Chair

Date _____

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the 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 *Appendices A and E* of this agreement 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.

Name: Commissioner William L. McDaniel, Jr.
Title: MPO Chair

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

525-010-08
POLICY PLANNING
02/18

APPENDICES A and E

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.

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) 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 subcontractor 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)