



**COLLIER  
METROPOLITAN PLANNING ORGANIZATION  
BONITA SPRINGS (NAPLES), FL UZA**

**UNIFIED PLANNING WORK PROGRAM  
FISCAL YEARS (FY) 2020/21-2021/22  
July 1, 2020-June 30, 2022**

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

May 8, 2020

Councilwoman Elaine Middelstaedt, MPO Chair

2885 Horseshoe Drive S.  
Naples, FL 34104  
(239) 252-5814 Fax: (239) 252-5815  
Collier.mpo@colliercountyfl.gov  
<http://www.colliermppo.com>

Federal Planning Fund  
Federal Aid Program (FAP) - # 0313-058-M  
Financial Management (FM) - # 439314-3-14-01 & 439314-3-14-02  
FDOT Contract #G1M49

Federal Transit Administration (FTA) Section 5305(d) Funds  
Financial Management (FM) - # 410113 1 14  
Contract # GO581  
Contract # G1619  
Contract #G1J00  
Contract #G1V40

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

Amendment 1 - 10/9/20  
Amendment 2 - 3/12/21

Amendment 3 - 9/10/21

# TABLE OF CONTENTS

<b>COST ANALYSIS CERTIFICATION .....</b>	<b>4</b>
<b>INTRODUCTION.....</b>	<b>5</b>
DEFINITION OF THE UPWP .....	5
OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES.....	5
CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES .....	7
AIR QUALITY PLANNING ACTIVITIES .....	7
SOFT MATCH.....	7
PUBLIC INVOLVEMENT PROCESS.....	8
FEDERAL AND STATE PLANNING EMPHASIS AREAS .....	9
<b>ORGANIZATION AND MANAGEMENT .....</b>	<b>12</b>
IDENTIFICATION OF MPO PARTICIPANTS .....	12
OPERATIONAL PROCEDURES AND BYLAWS .....	13
EXECUTED AGREEMENTS.....	14
CERTIFICATIONS AND ASSURANCES .....	14
STATE/FEDERAL PLANNING EMPHASIS AREA MATRIX.....	14
<b>TASK 1   ADMINISTRATION .....</b>	<b>17</b>
<b>TASK 2   DATA COLLECTION / DEVELOPMENT.....</b>	<b>21</b>
<b>TASK 3   TIP MONITORING AND DEVELOPMENT .....</b>	<b>24</b>
<b>TASK 4   LONG RANGE PLANNING .....</b>	<b>26</b>
<b>TASK 5   SPECIAL PROJECTS AND SYSTEMS PLANNING.....</b>	<b>29</b>
<b>TASK 6   TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING.....</b>	<b>32</b>
<b>TASK 7   REGIONAL COORDINATION .....</b>	<b>37</b>
<b>TASK 8   LOCALLY FUNDED ACTIVITIES.....</b>	<b>40</b>
<b>SUMMARY TABLES.....</b>	<b>42</b>
TABLE 1 – FY 2020/21 AGENCY PARTICIPATION.....	43
TABLE 2 – FY 2020/21 FUNDING SOURCE .....	44
TABLE 3 – FY 2021/22 AGENCY PARTICIPATION.....	45
TABLE 4 – FY 2021/22 FUNDING SOURCE .....	46
TABLE 5 – PLANNING FACTOR AND PEA MATRIX.....	47

<b>APPENDICES .....</b>	<b>48</b>
APPENDIX A – COMMONLY USED ACRONYMS.....	49
APPENDIX B – PLANNING STUDIES IN THE MPO AREA.....	52
APPENDIX C – STATEMENTS AND ASSURANCES .....	53
APPENDIX D – RESPONSE TO COMMENTS .....	60
APPENDIX E – FTA GRANT APPLICATION .....	67



## ***Florida Department of Transportation***

**RON DESANTIS**  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

**KEVIN J. THIBAUT, P.E.**  
SECRETARY

### **Cost Analysis Certification**

#### **Collier MPO**

#### **Unified Planning Work Program - FY FY21-FY22**

Amended 9/10/2021

Revision Number: Revision 3

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 G Peters

Planning Specialist III, Community Liaison, District One

Title and District

DocuSigned by:  
*Victoria Peters*  
BBDEB55AB69A48A...

9/14/2021 | 7:54 AM EDT

Select Date

Signature



# INTRODUCTION

## DEFINITION OF THE UPWP

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Area documents transportation planning and transportation planning related activities for the two year period starting July 1, 2020 (FY 2020/21-2021/22). The UPWP is the basis for allocating federal, state and local funds for transportation planning purposes in the Collier Metropolitan Planning area. At a minimum, a UPWP includes a description of the work and resulting products, indicates who will perform the work, provides timeframes and deadlines for completing the work, includes the cost of the work and the source(s) of funds.

This Work Program is consistent with all federal and state requirements. All products and planning concepts and factors follow Federal and State guidelines. The Collier MPO complies with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex.

The objective of the Collier MPO is to provide for a Continuing, Comprehensive, and Cooperative approach to the planning process. The MPO performs a variety of tasks utilizing funds under Titles 23 and 49, and Title 49 Chapter 53, U.S.C. Those tasks include annual development of the Transportation Improvement Program (TIP); continually improving the Congestion Management Process; regular updates to the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP); 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. All eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized.

## OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES

### **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. Three amendments to the plan were completed.

The 2045 LRTP started in 2019 and will continue through 2020. Adoption is due in December 2020. The development of the 2045 LRTP includes coordination with member agencies and the Florida Department of Transportation. The MPO has transmitted data for the 2015 Existing + Committed network and the 2015 and 2045 Socio Economic Data to FDOT for use in constructing the Districtwide Travel Demand Model. Next steps include public involvement, financial revenue projections, coordination and development of Needs Plan projects, project cost estimates development, a cost feasible plan, development of operations

## **INTRODUCTION (cont.)**

and maintenance costs, and a review of other plans and programs which will result in a multi-modal, long-range blueprint for the community's policy makers.

### **Congestion Management Process (CMP)**

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 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.

The CMP also recognized the need for a more extensive data analysis. This led to the recommendation to fund a biennial Transportation System Performance Report (TSPR), which is intended to identify projects and priorities going forward. The first TSPR is currently underway and is expected to be completed in June 2020. The results will help prioritize projects for Congestion Management funding and the LRTP.

### **Transit Planning**

A major Transit Development Plan (TDP) update is being developed and is expected to be completed in September 2020. The results of the TDP update will guide the transit element of the 2045 LRTP. The Public Transit and Neighborhood Enhancement (PTNE) Department in coordination with the Collier MPO completes Annual Progress Reports to the TDP in-house.

A Park and Ride study is currently underway. This study is expected to be completed in October 2020 and will help shape the transit element of the 2045 LRTP.

A Transit Impact Analysis is being conducted to help understand the demand placed on the community's transit network by development. This study is expected to be completed by August 2020.

The last Transportation Disadvantaged Service Plan (TDSP) major update was completed in 2018. The Collier MPO serves as the designated official planning agency and performs Transportation Disadvantaged Planning activities. Two annual updates of the TDSP will be completed in house in 2021 and 2022.

### **Local Road Safety Plan**

This plan was funded through the Congestion Management priority process and is intended to be a data driven, 5-year safety plan that will guide the MPO in identifying implementation efforts that support FDOT's "Vision Zero". The LRSP will be guided by the FDOT Strategic Highway Safety Plan (SHSP) and will relate to Federal Highway's proven safety countermeasures and national vision zero strategies. The study will be managed by the MPO and completed by a consultant. It is expected be completed in November 2020.

## **CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES**

### **FY 2020/21 and FY 2021/22 UPWP Transportation Planning Priorities**

Completing the 2045 LRTP continues to be a major focus for the upcoming fiscal years of 2020/21 and 2021/22, along with the many technical plans and studies that are underway that support the development of the LRTP. This is particularly appropriate given the substantial amount of population growth projected for Collier County. Initially, the MPO's public involvement activities will also be highly focused on the development of the LRTP and related technical plans. Following the adoption of the LRTP in December 2020, the focus will begin the shift towards implementation, monitoring and reporting on performance measures and increasing public awareness of modal options and services and, most importantly, of traffic laws and public safety.

### **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 Collier MPO participates in the Lee MPO's Technical Advisory Committee (TAC) and the Lee MPO participates in the Collier TAC. The MPOs will continue to work together to endorse and adopt regional priorities for enhancements, TRIP, highway and transit projects.

In addition, the Collier MPO participates in meetings of the Coordinated Urban Transportation Systems (CUTS), the Metropolitan Planning Organization Advisory Council (MPOAC), and in district and state-wide meetings with FDOT.

## **AIR QUALITY PLANNING ACTIVITIES**

The Collier MPO is in an air quality attainment area and does not anticipate completing any non-attainment planning activities at this time; however, air quality of the area continues to be monitored and staff participates in training as needed.

## **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 this UPWP is 18.07% of FHWA program funds for a total of \$180,209 in FY 2020/21 and \$133,404 in FY 2021/22 for a total of \$313,613. The "soft match" amount being utilized to match 5305(d) funding in this UPWP is 20% of FTA funds for a total of \$32,007 in FY 2020/21 and \$31,179 in FY 2021/22 for a total of \$63,186.

### **FDOT District One Planning Activities**

Florida Department of Transportation- District One District Wide Planning activities for FY20/21-FY21/22) 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
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Growth Management Impact Reviews
- Complete Streets Studies
- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

As part of the 3 “C” planning process, District staff coordinate planning activities with the MPO. MPO Board and Advisory Committee members are notified of project meetings within the MPO area. FDOT staff presents status reports to solicit feedback on planning activities and to ensure that District planning studies and MPO planning activities are coordinated.

## **PUBLIC INVOLVEMENT PROCESS**

The development of the UPWP has been subject to public review and comment and is consistent with the Collier MPO’s adopted Public Participation Plan (PPP). The draft is sent to the TAC and CAC for review, announced on the Collier MPO website and sent to interested parties via email to the MPO’s listserv on the date the TAC/CAC agenda packets are posted and distributed.

MPO staff responds in writing to input received from the public and all comments received from the public, advisory committee members and Board members are memorialized and addressed in this document. All comments received, including from FHWA, FTA, and FDOT have been addressed and incorporated into Appendix D of the final document.

A draft of this UPWP was endorsed by the Citizens and Technical Advisory Committees on February 24, 2020 and approved by the MPO Board on March 13, 2020. The final document was sent via email to the Citizens and Technical Advisory Committee members on April 20, 2020 for review and comment and received final approval by the Collier MPO Chair on May 8, 2020. The final document will be ratified by the MPO Board at the June MPO Board meeting.

## **FEDERAL AND STATE PLANNING EMPHASIS AREAS**

### **STATE PLANNING EMPHASIS AREAS – 2020**

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.

The Collier MPO has considered the four topics shown below and included them in studies identified in this UPWP.

#### **Safety**

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state's transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

#### **System Connectivity**

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

### **Resilience**

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

### **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.

## **Federal Planning Factors**

In December 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;
9. Enhance travel and tourism; and,
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 supplemented 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 Collier MPO has chosen to support the statewide targets. The transition to performance-based planning is ongoing and has been addressed within the tasks identified in this UPWP, specifically within the LRTP, the TIP, and the TSPR. The Collier MPO intends to coordinate with FDOT and member agencies to fully comply with the performance-based planning requirements.

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

## **IDENTIFICATION OF MPO PARTICIPANTS**

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 Rick LoCastro, 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 Mike McCabe  
Councilman Paul Perry

### **CITY OF MARCO ISLAND**

Councilman Greg Folley

### **CITY OF EVERGLADES CITY**

Councilwoman Elaine Middelstaedt

### **FLORIDA DEPARTMENT OF TRANSPORTATION**

L.K. Nandam, District Secretary, District One

The MPO Board is served by five advisory committees. The advisory committees are summarized as follows:

#### **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.



### **Citizens Advisory Committee (CAC)**

The MPO's CAC is composed of thirteen (13) 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.

### **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.

### **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.

### **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.

## **OPERATIONAL PROCEDURES AND BYLAWS**

The MPO operates under an adopted set of Bylaws. 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 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.

## **EXECUTED 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 (7/1/20) – Agreement for planning funding.
- Staff Services Agreement – MPO/Collier County (5/28/19)
- Lease Agreement – MPO/Collier County (5/28/19)
- 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)
- Public Transit Grant Agreement – FDOT/MPO (5/6/2019)

These agreements are currently under review and will be updated as appropriate. Current executed agreements can be accessed by visiting the Collier MPO website at <https://www.colliermopo.org/mpo-agreements-resolutions/>.

## **CERTIFICATIONS AND ASSURANCES**

All required certifications and assurances are included in this document in Appendix C.

## **STATE/FEDERAL PLANNING EMPHASIS AREA MATRIX**

The FY 2020/21-2021/22 Federal Planning Factors and FDOT's Planning Emphasis Areas matrix is included in this document in the tables section of this document on page 47.

## UPWP TASK OVERVIEW

The FY 2020/21-2021/22 UPWP covers the fiscal years starting July 1, 2020 and ending June 30, 2022. The specific planning activities to be undertaken over the next two years by MPO staff are organized into eight tasks, each of which includes individual activities. A brief overview of each of these tasks is provided below:

### 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.

### 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

## UPWP TASK OVERVIEW (cont.)

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**

This task includes various recurring and non-recurring planning projects, including bicycle and pedestrian planning support and congestion management 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. As part of the Congestion Management Process, a recurring Transportation System Performance Report will be completed in the second year of the UPWP.

### 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.

## TASK 1

## 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:

- Ongoing administrative activities
- Staff support for MPO Board and Committee meetings
- Develop and Update the UPWP
- Update Staff Services Agreement and Lease Agreement
- Public Involvement activities in compliance with the Public Participation Plan
- Procurement Activities
- Quarterly invoicing request
- Monthly invoicing activities
- Update to Public Participation Plan in 2019 and 2020
- Re-designed MPO website
- Strategic Plan and Annual Report

### REQUIRED ACTIVITIES:

Activity	Deliverable(s)	Target Date
Administer MPO Governing Board and Advisory Committee meetings.	Agendas, minutes, presentations	Ongoing
Prepare and adopt the two-year UPWP; process modifications and amendments; submit progress reports and invoices	FY 23-24 Adopted UPWP; Progress reports; Invoices	May 2022 Quarterly
Monitor and update the annual Strategic Plan and Annual Report.	Strategic Plan and Annual Report	December - Annually
Provide training for MPO staff and MPO Governing Board members at conferences, workshops, etc. Attend business meetings as required.	Enhanced knowledge of MPO staff and Board members which will assist the MPO planning process; Completed travel forms	As needed
Perform grant and financial tasks including preparing grant agreements, grant compliance tasks, grant reimbursements, timekeeping, inventory, contract management, invoice payment.	Agreements, FDOT audit, payment of invoices	Ongoing

Activity	Deliverable(s)	Target Date
Participate in joint FDOT/MPO annual certification reviews.	Responses to certification questions	March - Annually
Participate in the 2020 Federal Certification review.	Certification	December 2020
Procure services, supplies, and equipment (including computers, iPads, and software purchase and licensing) (RFP's, purchase orders, contracts, etc.). This may include the lease of necessary office equipment (printers, copiers, etc.)	Executed Contracts, work orders, and purchase orders	As needed
Review and maintain existing agreements, by-laws, and COOP. Modify as necessary to stay in compliance with federal/state rules and laws.	Agreements	As needed
Maintain the Public Participation Plan (PPP) and update as necessary. Conduct all activities to maintain compliance with plan including to maintain and update website, legal ads, press releases, etc.	PPP, legal ads, press releases	Ongoing
Public Service Announcement (PSA) or other Safety Campaign. This will be in addition to the MPO's Public Participation Process and will require consultant/ marketing services.	Safety video or material	December 2021
Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.	DBE Reports	Annually

**RESPONSIBLE AGENCY:**            **Collier MPO, Consultant Services**

## Task 1 - Financial Tables

Task 1 - Administration								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>								
	MPO staff salaries, fringe benefits, and other deductions	\$294,888	\$0	\$0	\$0	\$0	\$0	\$294,888
	<b>Subtotal:</b>	<b>\$294,888</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$294,888</b>
<b>B. Consultant Services</b>								
	Website maintenance, hosting fees, transcriptionist, etc.	\$38,000	\$0	\$0	\$0	\$0	\$0	\$38,000
	PSA or Safety Campaign	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	<b>Subtotal:</b>	<b>\$48,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,000</b>
<b>C. Travel</b>								
	Travel and Professional Development	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	<b>Subtotal:</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>D. Other Direct Expenses</b>								
	Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
	Insurance	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	Cellular Telephone Access and expenses	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
	General Copying Expenses, equipment lease, printing charges, computer purchase, software purchase, repairs and maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$500	\$0	\$0	\$0	\$0	\$0	\$500
	<b>Subtotal:</b>	<b>\$40,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,900</b>
	<b>Total:</b>	<b>\$387,788</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$387,788</b>

Task 1 - Administration							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$305,000	\$0	\$0	\$0	\$0	\$0	\$305,000
<b>Subtotal:</b>	<b>\$305,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>
<b>B. Consultant Services</b>							
Website maintenance, hosting fees, transcriptionist, etc.	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
<b>Subtotal:</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>C. Travel</b>							
Travel and Professional Development	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
<b>Subtotal:</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>
<b>D. Other Direct Expenses</b>							
Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
Insurance	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
Cellular Telephone Access and expenses	\$500	\$0	\$0	\$0	\$0	\$0	\$500
General Copying Expenses, equipment lease, software purchase, printing charges, repairs and maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
General Office Supplies	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
Telephone Access, expenses and system maintenance	\$500	\$0	\$0	\$0	\$0	\$0	\$500
<b>Subtotal:</b>	<b>\$40,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,200</b>
<b>Total:</b>	<b>\$350,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,200</b>



## TASK 2 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:

- Developed LRTP map in GIS depicting the land use "vision" including regional transit routes and regional nonmotorized transportation corridors.
- Developed several GIS maps for bike/pedestrian planning activities.
- Updated socio-economic data for amendment to 2040 LRTP.
- Updated socio-economic data and TAZ structures for the 2045 LRTP Update.

### REQUIRED ACTIVITIES:

Activity	Deliverable(s)	Target Date
Update TAZs and socioeconomic data through development of 2045 LRTP	Completed data files transmitted to FDOT	March 2021
Consultant services will be required to update the 2045 LRTP Travel Model. Model development is a collaborative process between the MPO and FDOT. Final model documentation must be transmitted to FDOT upon completion and adoption of the LRTP.	Completed data files transmitted to FDOT	March 2021
Coordinate with the County staff on updates to the County Interactive Growth Model (CIGM) so that both entities (County and MPO) are using the most current and accurate TAZ structure and socioeconomic data available	Upon completion and adoption of 2045 LRTP, shared use of updated CIGM TAZ structure and socioeconomic data; followed by periodic updates as needed, prompted either by MPO or County staff analysis, changes in BCC policies, etc.	March 2021 and as needed thereafter

Activity	Deliverable(s)	Target Date
Coordinate with County staff on the County's Crash Data Management System (CDMS) so that both entities (County and MPO) are using the most current and accurate crash data available	Updated CDMS upon completion and adoption of Transportation System Performance Report and Action Plan; periodic updates as needed, prompted either by MPO or County staff analysis,	March 2021 and as needed thereafter
Perform data collection and analysis to implement Transportation System Performance Report, for example - collect traffic counts of turning movements at congested intersections, analyze and report on LOS	data collection, database development and management, analysis, reports and presentations, maps and other graphics	June 2022 and as needed thereafter
Review and provide travel demand model information such as Annual Average Daily Traffic (AADT) and volume-to-capacity ratios for planning documents, other agency and citizen's requests	responses to questions from planning partners, citizen's including reports, maps, graphics	As needed
Prepare and maintain GIS files, prepare and maintain maps	responses to questions from planning partners, citizen's including reports, maps, graphics	As needed
Participate in 2020 US Census as needed; review preliminary data releases and reports	Briefings for advisory committees, MPO Board and postings to website for general public information	As needed
Coordinate with County and Municipalities to review and comment on Local policy issues, such as Land Development Code and Growth Management Plan regulations as it relates to the Long Range Transportation Plan.	Responses to request for comments	As needed
Continue 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, Local Road Safety Plan etc. and the data used to update and maintain such information.	Response to comments as requested	As needed

**RESPONSIBLE AGENCY:** Collier MPO, Consultant Services

## Task 2 - Financial Tables

Task 2 - DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>B. Consultant Services</b>							
Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>Subtotal</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>Total:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

Task 2 - DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>B. Consultant Services</b>							
Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>Subtotal</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>Total:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

## TASK 3 TIP MONITORING AND DEVELOPMENT

### PURPOSE:

Develop Multimodal Transportation Improvement Programs (TIP) for FY 2021/2022-2025/2026 and FY 2022/23-2026/27 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.
- Annual preparation of TIP and TIP amendments.
- Annual list of project priorities for inclusion in the TIP.

### REQUIRED ACTIVITIES

Activity	Deliverable(s)	Target Date
Develop annual project priorities identifying unfunded highway, transit, bicycle and pedestrian, planning and congestion management projects that are prioritized by the MPO. This activity includes review of applications and associated activities.	Submitted applications to FDOT  Annual Project Priority Lists	February – Annually  June – Annually
Review FDOT Draft Tentative Work Program and Tentative Work Program for consistency with the LRTP and adopted priorities of the MPO Board	Review letter if necessary	Annually
Prepare and adopt the TIP. This includes coordinating all efforts with FDOT, local agencies, jurisdictions and the STIP.	Adopted TIP	June – 2021 June - 2022
Prepare and process any requested amendments. This includes reviewing amendments for consistency with the TIP and LRTP.	Transmitted amendment packages	As needed
Coordinate with FDOT and member agencies to address integration of FAST Performance Management Measures in performance based planning.	Transmitted adopted performance measures	Annually

**RESPONSIBLE AGENCY:** Collier MPO

## Task 3 - Financial Tables

Task 3 - TIP							
Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Total:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

Task 3 - TIP							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Total:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

## TASK 4 LONG RANGE PLANNING

### PURPOSE:

To finalize the update to the 2045 Long Range Transportation Plan and to continue to evaluate plans and programs for consistency with the 2040 Long Range Transportation Plan (LRTP) during development of the plan. FAST Act Performance measures will be integrated into the 2045 LRTP as required. This task will work in coordination with other tasks throughout the UPWP, including Administration, Data Collection/Development, and Transit and Transportation Disadvantaged.

### PREVIOUS WORK:

- Amendment to the 2040 LRTP which reallocated socio-economic data, added a project to the needs network and reallocated funding to projects on the cost feasible plan.
- Public Involvement Plan for the 2045 LRTP.
- Prepared and advertised the first survey for the 2045 LRTP.
- 2045 Existing + Committed network data for Collier MPO area
- Updates socio-economic data and TAZ structures for the 2045 LRTP update
- Began drafting chapters of elements for inclusion in the 2045 LRTP, including ACES and resiliency.

### REQUIRED TASKS:

Review projects and studies as needed for consistency with MPO plans.	Consistency letter	As needed
Continue to incorporate the Efficient Transportation Decision Making (ETDM) Process into the Long Range Multimodal transportation planning process. Continue to work with FDOT to review 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. Review purpose and needs statements for projects and provide comments.	Recommendations or comments	As needed
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	Working knowledge of the FSUTMS model which will help The MPO address requests for information related to the model; Attendance and participation at meetings/ Travel Forms	As needed

(FSUTMS) Users Groups, and others as needed. Participate in FSUTMS training.		
Continue to execute the Public Participation Plan for the 2045 LRTP	Public meetings, surveys, website postings, summary included in 2045 LRTP  All feedback received through the public participation process will enhance the 2045 LRTP.	December 2020
Prepare revenue projections for the 2045 LRTP	Revenue Projections	December 2020
Incorporate Transportation Performance Measures into 2045 LRTP. Monitor and report on targets upon request by FDOT.	Appendix or element included in 2045 LRTP	December 2020 As needed
Develop alternatives for the 2045 Needs Plan	Adopted 2045 Needs Plan	September 2020
Develop alternatives for 2045 Cost Feasible Plan	Adopted 2045 Cost Feasible Plan	October 2020
Develop the draft and final 2045 LRTP	Draft 2045 LRTP Adopted 2045 LRTP	November 2020 December 2020
Participate in freight planning, including updates to the regional freight plan, participation in various freight committees, and coordination with freight stakeholder	Enhanced freight planning for the 2045 LRTP; Attendance at meetings, Agendas, Travel Forms	As needed
Participate in on-going studies related to climate change and vulnerability	Attendance at meetings/ Maps and graphics related to resiliency for the 2045 LRTP	As needed
Begin preliminary data collection efforts for 2050 LRTP	Completed base year data submitted to FDOT	June 2022

**RESPONSIBLE AGENCY: Collier MPO, Consultant Services**

## Task 4 - Financial Tables

Task 4 - Long Range Planning Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>B. Consultant Services</b>							
2045 LRTP	\$20,000	\$120,000	\$0	\$0	\$0	\$0	\$140,000
<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>
<b>Total:</b>	<b>\$55,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>

Task 4 - Long Range Planning Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>B. Consultant Services</b>							
2045 LRTP	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
2050 LRTP	\$36,373	\$24,615					\$60,988
<b>Subtotal:</b>	<b>\$41,373</b>	<b>\$24,615</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,988</b>
<b>Total:</b>	<b>\$76,373</b>	<b>\$24,615</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,988</b>



## TASK 5 SPECIAL PROJECTS AND 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:

- 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.
- Began first Transportation System Performance Report. This report continues into this UPWP for completion and will become recurring every two years.
- Began Local Road Safety Plan, which will continue into this UPWP for completion.

### REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Participate in special events that promote bicycle/pedestrian activities and safety education.	Attendance and participation, noted on progress reports, travel forms if outside of county	As needed
Participate in meetings/workshops related to bicycle/pedestrian initiatives, including those hosted by FDOT, FHWA, CTST, Naples Pathway Coalition, Blue Zones, Healthy Community Coalition of Collier County, and other agencies.	Regional cooperation and coordination; Enhanced knowledge of MPO staff and understanding of best practices Attendance and participation, noted on progress reports, travel forms if outside of county	Ongoing
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.	Comments on projects	As needed
Attend and participate in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate	Enhanced knowledge of MPO staff and understanding of best practices; Attendance and participation, noted on progress reports, travel forms if outside of county	As needed

Activity	Deliverable(s)	Target Date
Maintain and update the Bicycle Pedestrian Master Plan	Bicycle Pedestrian Master Plan	As needed
Coordinate with Lee MPO to maintain the Non-Motorized element of the Regional Transportation Network	Regional Non-motorized Transportation Network	As needed
Analyze bike/ped facilities and crashes	Crash Data	As needed
Review Safe Routes to School Program applications and prepare letter of support	Support letter	As needed
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.	Data collected	As needed
Maintain and update the Collier Bicycle/Pedestrian Facility Map	Bicycle/Pedestrian Map	As needed
Coordinate with FDOT and member agencies to address continued integration of Performance Management measures into Bicycle and Pedestrian Planning and Congestion Management Planning	Compliance with Federal Requirements	As Determined by FDOT
Review and update the Congestion Management Process	Congestion Management Process	June 2022
Complete first biennial Transportation System Performance Report	Completed TSPR	December 2020
Attend Lee TMOC and Collier/Lee/Charlotte TIM Team to the extent feasible	Attendance and Participation, noted on progress report	Ongoing
Attend and participate in technical meetings and workshops related to the CMC, CMP and congestion relief strategies	Attendance and Participation, noted on progress report	As needed
Complete a Local Road Safety Plan	Completed LSPR	September 2021
Facilitate “best practices” approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.	Comments provided on plans and programs as requested	As needed

**RESPONSIBLE AGENCY: Collier MPO, Consultant Services**

## Task 5 – Financial Tables

Task 5 – Special Projects & Systems Planning Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
<b>Subtotal:</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
<b>B. Consultant Services</b>							
Transportation System Performance Report/Congestion Management Process	\$78,285	\$0	\$0	\$0	\$0	\$0	\$78,285
Local Road Safety Plan	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
<b>Subtotal:</b>	<b>\$78,285</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$143,285</b>
<b>Total:</b>	<b>\$123,285</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$188,285</b>

Task 5 – Special Projects & Systems Planning Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>B. Consultant Services</b>							
Transportation System Performance Report/Congestion Management Process	\$77,285	\$0	\$0	\$0	\$0	\$0	\$77,285
<b>Subtotal:</b>	<b>\$77,285</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,285</b>
<b>Total:</b>	<b>\$112,285</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$112,285</b>

## **TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING**

### **PURPOSE:**

To provide the necessary resources to support a multimodal transportation system in the Collier MPO area. This task includes completing the Transit Development Plan, the 2045 Long Range Transportation Plan, a multimodal TIP and other plans, programs and technical studies relating to public transportation. This task includes coordination with the transit agency for the establishment of transit asset management target measures and target setting for the required Public Transit Safety Agency Plan. In addition, this task includes overseeing and providing 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**

- TDP Major Update – Carryover from last UPWP
- Park and Ride Study – Carryover from last UPWP
- Transit Impact Analysis – Carryover from last UPWP
- Coordinated with PTNE to review and adopt the Transit Asset Management Performance Measures for the Collier Metropolitan Area.
- Ongoing transit and transportation disadvantaged coordination between the Collier MPO and PTNE.
- Staff support to the Local Coordinating Board as required by the TD Planning Grant.

### **REQUIRED TASKS:**

Activity	Deliverable(s)	Target Date
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.	Office supplies; reports  Documented on progress reports	Ongoing
MPO staff, Board, and PTNE staff will participate in meetings, trainings, workshops, or seminars related to fixed route which may include fixed routes, ADA or paratransit service.	Enhanced knowledge of MPO and PTNE staff understanding of best practices; Completed Travel Forms, Receipts, Progress Reports	As needed
Project Management and Consultant Services to complete the Transit Development Plan Major Update. This is	Transit Development Plan submitted to FDOT	September 2020

Activity	Deliverable(s)	Target Date
a carryover from the previous fiscal year. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE	Comments on Annual Report	June - Annually
Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan	Updated documents with performance measures included as required	As directed by FDOT
Prepare and submit Section 5305(d) grant application.	Completed and submitted application	Annually
Prepare quarterly progress reports and invoices.	Completed Progress Report and invoice	Quarterly
Consultant and staff activities for a Park and Ride study. This is carryover from the previous fiscal year.	Park and Ride Study	December 2020
Consultant activities for the 2045 LRTP. Coordinate TDP and Park and Ride study with 2045 LRTP. Elements of both documents will be included in the LRTP	Multi-modal LRTP	December 2020
Consultant and staff services to complete the transit impact analysis. This is a carryover from the previous fiscal year.	Completed study	December 2020
Consultant and staff services to conduct a study identified as a result of the TDP major update (still to be determined)	Completed study	June 2022
Consultant services to complete a Comprehensive Operational Analysis. This is a PTNE study funded with 5307 funding and is shown for illustrative purposes.	Completed study	January 2022
Staff support to the LCB, including preparation of agendas, preparation of meeting materials including legal advertisements of meetings.	Quarterly	Ongoing
Complete TD activities as required by TD Planning Grant, including annual updates to TDSP, CTC Evaluation, annual review of bylaws, completion of LCB training, public workshop, etc.	TDSP Annual Report CTC Evaluation Bylaw Update Public Workshop LCB Board Training	June - Annual June - Annual May - Annual March - Annual March - Annual
Staff attendance at TD training and workshops as required by the TD planning grant	Sign in sheets, agendas, travel forms	As needed

**RESPONSIBLE AGENCY: Collier MPO, Collier County PTNE, Consultant Services**

## Task 6 - Financial Tables

The following table is shown for illustration purposes only. The table shown for FY 15/16-17/18 is intended to provide a summary of the three-year grant agreement that has spanned over several UPWPs. The funding has already been spent. A portion of this funding was considered carryforward funding

to close out consultant services (\$142,069) in this UPWP and has not changed. The remaining funding will not be added to the summary tables as it is not new revenue. This will be the last report on this grant.

Task 6 - Transit & TD Planning				
Budget Detail for 15/16-17/18				
Budget Category & Description	FTA 5305	FTA State Match	FTA Local Match	Total
<b>A. Personnel Services</b>				
MPO staff salaries, fringe benefits, and other deductions	\$71,423	\$9,085	\$9,085	\$89,593
<b>Subtotal:</b>	<b>\$71,423</b>	<b>\$9,085</b>	<b>\$9,085</b>	<b>\$89,593</b>
<b>B. Consultant Services</b>				
Transit Impact Analysis	\$98,432	\$12,304	\$12,304	\$123,040
Park and Ride Study	\$47,920	\$5,990	\$5,990	\$59,900
TDP Major Update	\$43,200	\$5,400	\$5,400	\$54,000
CAT Fare Analysis	\$55,975	\$6,998	\$6,997	\$69,970
Website	\$1,102	\$138	\$138	\$1,378
<b>Subtotal:</b>	<b>\$246,629</b>	<b>\$30,830</b>	<b>\$30,829</b>	<b>\$308,288</b>
<b>C. Travel</b>				
MPO Staff and PTNE staff attendance at training and conferences	\$15,671	\$1,802	\$1,802	\$19,275
<b>Subtotal:</b>	<b>\$15,671</b>	<b>\$1,802</b>	<b>\$1,802</b>	<b>\$19,275</b>
<b>D. Other Direct Expenses</b>				
Legal Ads	\$0	\$0	\$0	\$0
Fed Ex/ Postage	\$280	\$35	\$35	\$350
Office Supplies	\$1,601	\$200	\$200	\$2,001
<b>Subtotal:</b>	<b>\$1,881</b>	<b>\$235</b>	<b>\$235</b>	<b>\$2,351</b>
<b>Total:</b>	<b>\$335,604</b>	<b>\$41,952</b>	<b>\$41,951</b>	<b>\$419,507</b>

The funding shown for FY 18/19 has been separated for accounting purposes. This grant is current and will be closed out on 6/31/21.

Task 6 - Transit & TD Planning				
Estimated Budget Detail for FY 18/19				
Budget Category & Description	FTA 5305 FY 18/19	FTA State Match FY 18/19	FTA Local Match FY 18/19	Total
<b>A. Personnel Services</b>				
MPO staff salaries, fringe benefits, and other deductions	\$21,504	\$2,688	\$2,688	\$26,880
<b>Subtotal:</b>	<b>\$21,504</b>	<b>\$2,688</b>	<b>\$2,688</b>	<b>\$26,880</b>
<b>B. Consultant Services</b>				
Park and Ride Study	\$48,000	\$6,000	\$6,000	\$60,000
TDP Major Update	\$45,916	\$5,739	\$5,739	\$57,394
<b>Subtotal:</b>	<b>\$93,916</b>	<b>\$11,739</b>	<b>\$11,739</b>	<b>\$117,394</b>
<b>C. Travel</b>				
MPO Staff and PTNE staff attendance at training and conferences	\$0	\$0	\$0	\$0
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. Other Direct Expenses</b>				
Legal Ads	\$0	\$0	\$0	\$0
Website	\$0	\$0	\$0	\$0
Fed Ex/ Postage	\$80	\$10	\$10	\$100
Office Supplies	\$400	\$50	\$50	\$500
<b>Subtotal:</b>	<b>\$480</b>	<b>\$60</b>	<b>\$60</b>	<b>\$600</b>
<b>Total:</b>	<b>\$115,900</b>	<b>\$14,487</b>	<b>\$14,487</b>	<b>\$144,874</b>

Task 6 - Transit & TD Planning Estimated Budget Detail for FY 2020/21								
	FTA 5305 Carry-Forward							
Budget Category & Description	FTA 5305 Carryforward	State Match	Local Match	FTA 5307 FFY 19	FTA 5305 20/21	Trans. Disad.	Total	5305 20% FY 20/21 Soft Match (TDC)
<b>A. Personnel Services</b>								
MPO staff salaries, fringe benefits, and other deductions	\$45,728	\$5,715	\$5,715	\$0	\$58,924	\$21,156	\$137,238	\$14,731
<b>Subtotal:</b>	<b>\$45,728</b>	<b>\$5,715</b>	<b>\$5,715</b>	<b>\$0</b>	<b>\$58,924</b>	<b>\$21,156</b>	<b>\$137,238</b>	<b>\$14,731</b>
<b>B. Consultant Services</b>								
TDP Major Update	\$30,037	\$3,755	\$3,755	\$0	\$0	\$0	\$37,547	\$0
Transit Study - TBD after TDP Completion	\$0	\$0	\$0	\$0	\$58,984	\$0	\$58,984	\$14,746
Comprehensive Operational Analysis	\$36,000	\$4,500	\$4,500	\$93,559	\$0	\$0	\$138,559	\$0
<b>Subtotal:</b>	<b>\$66,037</b>	<b>\$8,255</b>	<b>\$8,255</b>	<b>\$93,559</b>	<b>\$58,984</b>	<b>\$0</b>	<b>\$235,090</b>	<b>\$14,746</b>
<b>C. Travel</b>								
MPO Staff and PTNE staff attendance at training and conferences	\$4,819	\$602	\$602	\$0	\$9,600	\$2,000	\$17,623	\$2,400
<b>Subtotal:</b>	<b>\$4,819</b>	<b>\$602</b>	<b>\$602</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$2,000</b>	<b>\$17,623</b>	<b>\$2,400</b>
<b>D. Other Direct Expenses</b>								
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760	\$0
Website	\$240	\$30	\$30	\$0	\$0	\$0	\$300	\$0
Fed Ex/Postage	\$120	\$15	\$15	\$0	\$120	\$1,100	\$1,370	\$30
Office Supplies	\$1,643	\$206	\$206	\$0	\$400	\$0	\$2,455	\$100
<b>Subtotal:</b>	<b>\$2,003</b>	<b>\$251</b>	<b>\$251</b>	<b>\$0</b>	<b>\$520</b>	<b>\$3,860</b>	<b>\$6,885</b>	<b>\$130</b>
<b>Total:</b>	<b>\$118,587</b>	<b>\$14,823</b>	<b>\$14,823</b>	<b>\$93,559</b>	<b>\$128,028</b>	<b>\$27,016</b>	<b>\$396,836</b>	<b>\$32,007</b>

Soft Match – Soft Match is not considered to be MPO revenue and is not calculated into the total project cost. FY 20/21 5305 match has been revised to reflect changing the match source from 10% local and 10% state funded match to 20% Transportation Development Credits.

Task 6 – Transit & TD Planning				
Estimated Budget Detail for FY 21/22				
Budget Category & Description	FTA 5305	Trans. Disad.	Total	FTA 5305 FY 21/22 Soft Match
<b>A. Personnel Services</b>				
MPO staff salaries, fringe benefits, and other deductions	\$64,000	\$22,036	\$86,036	\$16,000
<b>Subtotal:</b>	<b>\$64,000</b>	<b>\$22,036</b>	<b>\$86,063</b>	<b>\$16,000</b>
<b>B. Consultant Services</b>				
Transit Study – TBD after TDP Completion	\$49,995	\$0	\$49,995	\$12,499
<b>Subtotal:</b>	<b>\$49,995</b>	<b>\$0</b>	<b>\$49,995</b>	<b>\$12,499</b>
<b>C. Travel</b>				
MPO Staff and PTNE staff attendance at training and conferences	\$9,600	\$2,000	\$11,600	\$2,400
<b>Subtotal:</b>	<b>\$9,600</b>	<b>\$2,000</b>	<b>\$11,600</b>	<b>\$2,400</b>
<b>D. Other Direct Expenses</b>				
Legal Ads	\$0	\$2,760	\$2,760	\$0
Website	\$240	\$0	\$240	\$60
Fed Ex/ Postage	\$80	\$1,110	\$1,180	\$20
Office Supplies	\$800	\$0	\$800	\$200
<b>Subtotal:</b>	<b>\$1,120</b>	<b>\$3,870</b>	<b>\$4,990</b>	<b>\$280</b>
<b>Total:</b>	<b>\$124,715</b>	<b>\$27,906</b>	<b>\$152,621</b>	<b>\$31,179</b>

Soft Match – Soft Match is not considered to be MPO revenue and is not calculated into the total project cost. FY 21/22 5305 match has been revised to reflect changing the match source from 10% local and 10% state funded match to 20% Transportation Development Credits.



## TASK 7 REGIONAL COORDINATION

### PURPOSE:

Provide for the continuation of a region-wide multimodal transportation planning process in accordance with Federal and State guidelines. To provide training to MPO staff, Board members and advisory committee members to support transportation planning and policy activities in the region.

### PREVIOUS WORK:

- Represented the MPO at local, regional, State and Federal meetings, including quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and Coordinated Urban Transportation Studies (CUTS) meetings.
- Submitted freight projects to MPOAC for prioritization.
- Attendance at Lee MPO TAC and TMOC meetings.
- Conducted Joint Lee/Collier BPAC, CAC, TAC and MPO meets as needed.
- Updated Joint TRIP priorities and regional priorities with Lee County and submitted to FDOT.

### REQUIRED ACTIVITIES:

Activity	Deliverable(s)	Target Date
Staff and MPO Board participation in MPOAC meetings and workshops, including freight meetings, noteworthy practices meetings, and MPOAC weekend institute for Governing Board members	Regional Coordination; Attendance, travel forms, progress reports	Ongoing
Staff participation in CUTS meetings	Regional Coordination; Attendance and participation, travel forms	Quarterly
Participation in Lee MPO TAC, BPAC, and TMOC meetings	Regional Coordination; Attendance and participation	Monthly, bi-monthly
Monitoring of and continued participation in statewide plans and programs, including but not limited to FTP, SIS, and Vision Zero	Regional Coordination and enhanced knowledge of statewide plans and programs; Attendance and participation, travel forms	As needed
Attendance at state and local conferences/meetings on Collier MPO related issues provided by FDOT, FHWA, NHI, USDOT, NTI, etc.	Regional Coordination and enhanced MPO staff knowledge; Attendance and participation, travel forms	As needed
Monitor and update joint priorities (TRIP, SIS, enhancement, non-motorized) as necessary. Ranks and priorities for funding.	Approved joint priorities	June - Annually (as requested by FDOT)

Activity	Deliverable(s)	Target Date
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.	Update of laws and regulations as needed	As needed
Coordinate with municipalities to review local plans for consistency with MPO plans.	Provided comments	As needed
Participate in regional freight workshops and seminars	Regional coordination and enhanced system connectivity planning; Attendance and participation	As needed

**RESPONSIBLE AGENCY: Collier MPO**

## Task 7 - Financial Tables

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$24,000	\$0	0	0	0	0	\$24,000
<b>Subtotal:</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,000</b>
<b>B. Travel</b>							
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
<b>Subtotal:</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>
<b>Total:</b>	<b>\$31,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,000</b>

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$15,000	\$0	0	0	0	0	\$15,000
<b>Subtotal:</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>B. Travel</b>							
Travel to MPOAC and any other out of county activities as necessary	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
<b>Subtotal:</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>
<b>Total:</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>

## TASK 8      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:

- Reimbursement of travel and training expenses not eligible for reimbursement from the FHWA PL, TD or FTA Section 5305(d) Grants, particularly Class C travel expenses.
- Payment for staff time to attend safety training and HR training required by Collier County.

### REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Prepare resolutions and policy positions	Resolutions and policies	As needed
Attend training and travel not eligible for grant reimbursement (i.e. Class C Travel)	Travel Form	As needed
Participate in Collier County required Safety and HR training courses	HR maintained log of courses	As needed
Payment of any shortfall of consultant or personnel costs.	Paid invoices	As needed

**RESPONSIBLE AGENCY: Collier MPO**

## Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2020/21								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
<b>A. Miscellaneous Expenses</b>								
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2021/22								
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Other	Total
<b>A. Miscellaneous Expenses</b>								
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>

## SUMMARY TABLES

**TABLE 1 – FY 2020/21 AGENCY PARTICIPATION**

Task #	Task Description	De-obligation from 19/20	FHWA (PL)	FHWA (SU)	FTA 5307*	FTA Section 5305**	FDOT		Local	TD Trust	Total	Amount to Consultant
							Soft Match	Cash Match				
1	Administration	\$ 73,588	\$ 314,200			\$ -	\$ 85,528	\$ -	\$ -	\$ -	\$ 473,316	\$ 48,000
2	Data Collection/ Development		\$ 25,000			\$ -	\$ 5,514	\$ -	\$ -	\$ -	\$ 30,514	\$ 15,000
3	Transportation Improvement Program (TIP)		\$ 10,000			\$ -	\$ 2,206	\$ -	\$ -	\$ -	\$ 12,206	
4	Long Range Planning		\$ 55,000	\$ 120,000		\$ -	\$ 38,597	\$ -	\$ -	\$ -	\$ 213,597	\$ 140,000
5	Special Projects and Systems Planning	\$ 10,000	\$ 113,285	\$ 65,000		\$ -	\$ 41,527	\$ -	\$ -	\$ -	\$ 229,812	\$ 143,285
6	Transit and Transportation Disadvantaged				\$ 93,559	\$ 476,170	\$ 32,007	\$ 43,517	\$ 43,517	\$ 27,016	\$ 715,786	\$ 263,168
7	Regional Coordination		\$ 31,000			\$ -	\$ 6,837	\$ -	\$ -	\$ -	\$ 37,837	
8	Locally Funded Activities		\$ -			\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
	Total fiscal year 2020/21 funds for all tasks		\$ 548,485			\$ 476,170	\$ 212,216	\$ 43,517	\$ 51,517	\$ 27,016	\$ 1,358,921	
	Total De-obligation from prior fiscal years	\$ 83,588	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,588	
	Total cost, including carryover, for all tasks	\$ 83,588	\$ 548,485	\$ 185,000	\$ 93,559	\$ 476,170	\$ 212,216	\$ 43,517	\$ 51,517	\$ 27,016	\$ 1,721,068	\$ 609,453

	FHWA PL	FHWA SU	FDOT	FTA 5305	FTA 5307	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -		\$ 212,216	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,216
FY 2020/21 Funding	\$ 548,485	\$ 185,000	\$ -	\$ 128,028		\$ 27,016	\$ -	\$ -	\$ -	\$ -	\$ 888,529
FY 2020/21 Local Funding	\$ -		\$ -	\$ -		\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
FTA Carryover (2)	\$ -		\$ 43,517	\$ 348,142	\$ 93,559	\$ -	\$ 27,198	\$ 10,879	\$ -	\$ 5,440	\$ 528,735
De-Obligation from Prior Fiscal Years	\$ 83,588		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,588
Total cost, including carryover, for all tasks	\$ 632,073	\$ 185,000	\$ 255,733	\$ 476,170	\$ 93,559	\$ 27,016	\$ 32,198	\$ 12,879	\$ -	\$ 6,440	\$ 1,721,068

(1) For FY 2020/2021, FDOT will "soft match" the MPP/PL Funds and 5305 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 for FDOT cash match and local match represents the cash match for 5305 carryforward funding.

\* FTA Section 5307 includes FFY 19 funding for CAT and is shown for illustrative purposes only

\*\* - FTA Section 5305 includes 2017/18, 2018/19 and 19/20 funding

**TABLE 2 – FY 2020/21 FUNDING SOURCE**

Task #	Task Description	De-obligated Funding from 19/20 UPWP	FHWA PL Federal	FHWA SU Federal	FDOT Soft Match	Total Federal Funding	FY 19 FTA 5307	FTA 5305 Carry Forward			FTA 5305 FY 20/21	State TD Trust	Local Funding	Total
								Federal	State	Local				
1	Administration	\$ 73,588	\$ 314,200		\$ 85,528	\$ 387,788			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473,316
2	Data Collection/Development		\$ 25,000		\$ 5,514	\$ 25,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,514
3	Transportation Improvement Program (TIP)		\$ 10,000		\$ 2,206	\$ 10,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,206
4	Long Range Planning		\$ 55,000	\$ 120,000	\$ 38,597	\$ 175,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,597
5	Special Projects and Systems Planning	\$ 10,000	\$ 113,285	\$ 65,000	\$ 41,527	\$ 188,285			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,812
6	Transit and Transportation Disadvantaged				\$ 32,007	\$ -	\$ 93,559	\$ 348,142	\$ 43,517	\$ 43,517	\$ 128,028	\$ 27,016		\$ 715,786
7	Regional Coordination		\$ 31,000		\$ 6,837	\$ 31,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,837
8	Locally Funded Activities	\$ -	\$ -		\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2020/21 funds for all tasks	\$ 83,588	\$ 548,485	\$ 185,000	\$ 212,216	\$ 817,073	\$ 93,559	\$ 348,142	\$ 43,517	\$ 43,517	\$ 128,028	\$ 27,016	\$ 8,000	\$ 1,721,068
	State Support/Match for MPO (1)	\$ -	\$ -	\$ -	\$ 212,216	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ 212,216
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -
	FY 2020/21 Funding	\$ -	\$ 548,485	\$ 185,000	\$ -	\$ -		\$ -	\$ -		\$ 128,028	\$ -		\$ 861,513
	FY 2020/21 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 27,016	\$ 8,000	\$ 35,016
	Roll Forward from Prior Fiscal Year	\$ 83,588			\$ -	\$ -	\$ 93,559	\$ 348,142	\$ 43,517	\$ 43,517	\$ -	\$ -		\$ 612,323
	Total cost, including carryover, for all tasks	\$ 83,588	\$ 548,485	\$ 185,000	\$ 212,216	\$ 817,073	\$ 93,559	\$ 348,142	\$ 43,517	\$ 43,517	\$ 128,028	\$ 27,016	\$ 8,000	\$ 1,721,068



**TABLE 3 – FY 2021/22 AGENCY PARTICIPATION**

Task #	Task Description	FHWA (PL)	FHWA (SU)	FTA Section 5305	FDOT Soft Match	Local	TD Trust	Total	Amount to Consultant
1	Administration	\$ 350,200		\$ -	\$ 77,238	\$ -	\$ -	\$ <b>427,438</b>	\$ 2,000.00
2	Data Collection/ Development	\$ 25,000		\$ -	\$ 5,514	\$ -	\$ -	\$ <b>30,514</b>	\$ 15,000.00
3	Transportation Improvement Program (TIP)	\$ 20,000		\$ -	\$ 4,411	\$ -	\$ -	\$ <b>24,411</b>	
4	Long Range Planning	\$ 76,373	\$ 24,615	\$ -	\$ 16,844	\$ -	\$ -	\$ <b>117,832</b>	\$ 65,988.00
5	Special Projects and Systems Planning	\$ 112,285		\$ -	\$ 24,765	\$ -	\$ -	\$ <b>137,050</b>	\$ 77,285.00
6	Transit and Transportation Disadvantaged	\$ -		\$ 124,715	\$ 31,179		\$ 27,906	\$ <b>183,800</b>	\$ 49,995.00
7	Regional Coordination	\$ 21,000		\$ -	\$ 4,632	\$ -	\$ -	\$ <b>25,632</b>	
8	Locally Funded Activities	\$ -		\$ -	\$ -	\$ 8,000		\$ <b>8,000</b>	
	Total fiscal year 2021/22 funds for all tasks	\$ 604,858	\$ 24,615	\$ 124,715	\$ 164,583	\$ 8,000	\$ 27,906	\$ <b>954,677</b>	\$ 210,268.00
	Total De-obligation from prior fiscal years	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total cost, including carryover, for all tasks</b>	<b>\$ 604,858</b>	<b>\$ 24,615</b>	<b>\$ 124,715</b>	<b>\$ 164,583</b>	<b>\$ 8,000</b>	<b>\$ 27,906</b>	<b>\$ 954,677</b>	<b>\$ 210,268.00</b>

	FHWA	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 164,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,583
FY 2021/22 Funding	\$ 629,473	\$ -	\$ 124,715	\$ 27,906	\$ -	\$ -	\$ -	\$ -	\$ 782,094
FY 2021/22 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PL Roll Forward from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Close-Out from FY 2019/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total cost, including carryover, for all tasks</b>	<b>\$ 629,473</b>	<b>\$ 164,583</b>	<b>\$ 124,715</b>	<b>\$ 27,906</b>	<b>\$ 5,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 954,677</b>

(1) For FY 2021/2022, FDOT will "soft match" the MPP/PL and 5305 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.

**TABLE 4 – FY 2021/22 FUNDING SOURCE**

<b>Task #</b>	<b>Task Description</b>	<b>FHWA PL Federal</b>	<b>FHWA SU</b>	<b>FDOT Soft Match</b>	<b>Total Federal Funding</b>	<b>FTA 5305 FY 21/22</b>	<b>State TD Trust</b>	<b>Local Funding</b>	<b>Total</b>
1	Administration	\$ 350,200		\$ 77,238	\$ 350,200	\$ -	\$ -	\$ -	\$ 427,438
2	Data Collection/Development	\$ 25,000		\$ 5,514	\$ 25,000	\$ -	\$ -	\$ -	\$ 30,514
3	Transportation Improvement Program (TIP)	\$ 20,000		\$ 4,411	\$ 20,000	\$ -	\$ -	\$ -	\$ 24,411
4	Long Range Planning	\$ 76,373	\$ 24,615	\$ 16,844	\$ 100,988	\$ -	\$ -	\$ -	\$ 117,832
5	Special Projects and Systems Planning	\$ 112,285		\$ 24,765	\$ 112,285	\$ -	\$ -	\$ -	\$ 137,050
6	Transit and Transportation Disadvantaged	\$ -		\$ 31,179	\$ -	\$ 124,715	\$ 27,906	\$ -	\$ 183,800
7	Regional Coordination	\$ 21,000		\$ 4,632	\$ 21,000	\$ -	\$ -	\$ -	\$ 25,632
8	Locally Funded Activities	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2019/20 funds for all tasks	\$ 604,858	\$ 24,615	\$ 164,583	\$ 629,473	\$ 124,715	\$ 27,906	\$ 8,000	\$ 954,677
	State Support/Match for MPO	\$ -		\$ 164,583	\$ -	\$ -	\$ -	\$ -	\$ 164,583
	FY 2021/22 Funding	\$ 604,858	\$ 24,615	\$ -		\$ 124,715	\$ 27,906		\$ 782,094
	FY 2021/22 Local Funding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	PL Roll Forward from Prior Fiscal Year	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 604,858	\$ 24,615	\$ 164,583	\$ -	\$ 124,715	\$ 27,906	\$ 8,000	\$ 954,677

**TABLE 5 – PLANNING FACTOR AND PEA MATRIX**

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

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
<b>Federal Planning Factors</b>								
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.			✓	✓	✓		✓	
2. Increase the safety of the transportation system for motorized and non-motorized users.	✓	✓	✓	✓	✓		✓	
3. Increase the security of the transportation system for motorized and non-motorized users.		✓		✓	✓		✓	
4. Increase the accessibility and mobility of people and for freight.		✓		✓	✓	✓	✓	
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	✓	✓	✓	✓	✓	✓	✓	✓
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		✓		✓	✓	✓	✓	
7. Promote efficient system management and operation.		✓		✓	✓	✓	✓	
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.		✓	✓	✓	✓		✓	
9. Enhance travel and tourism.	✓		✓	✓	✓	✓	✓	✓
10. Emphasize the preservation of the existing transportation system.		✓	✓	✓				✓
<b>FDOT Planning Emphasis Areas</b>								
11. Safety	✓	✓	✓	✓	✓	✓	✓	
12. System Connectivity		✓		✓	✓	✓	✓	
13. Resilience		✓	✓	✓	✓	✓	✓	
14. ACES (Automated/Connected/Electric/Shared-use) Vehicles		✓		✓	✓	✓	✓	

## APPENDICES

## **APPENDIX A – COMMONLY USED ACRONYMS**

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

## COMMONLY USED ACRONYMS

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

## COMMONLY USED ACRONYMS

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

## APPENDIX B – 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 is completing a PD&E study to evaluate alternatives for capacity and sidewalk improvements.

**Immokalee Road Corridor Congestion Study** – Immokalee Road between Livingston Road and Logan Blvd. was considered a congested corridor in the 2019 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 are expected to include several innovative intersection improvements and design concepts which will be presented to the Board of County Commissioners (BCC) for approval.

**Golden Gate Parkway Complete Streets Study** – This study of the Golden Gate Parkway corridor from Santa Barbara Blvd. to Collier Blvd. (951) is intended to recommend the most appropriate intersections, pedestrian features and safety improvements in the corridor. The study will look at current traffic, future traffic, land use and the Collier County Complete Streets Policy. It is anticipated that several recommendations and alternatives will be recommended to the BCC.

**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.

**Golden Gate Estates Bridges** – This study will be completed by Collier County. It will include the re-evaluation of 10 new bridges in the Golden Gate Estates Area.



## **APPENDIX C – STATEMENTS AND ASSURANCES**

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

525-010-08  
POLICY PLANNING  
05/18

**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.

*Elaine Middelstaedt*

Name: Elaine Middelstaedt  
Title: MPO Chair (or designee)

5/8/2020  
Date

Approved as to form and legality

*Scott R. Teach*  
Scott R. Teach, Deputy County Attorney



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

525-010-08  
POLICY PLANNING  
05/18

**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.

Elaine Middelstaedt  
Name: Elaine Middelstaedt  
Title: MPO Chair (or designee)

5/8/2020  
Date

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



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

525-010-06  
POLICY PLANNING  
05/18

**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

*Elaine Middelstaedt*

Name: Elaine Middelstaedt  
Title: MPO Chair (or designee)

5/8/2020  
Date

Approved as to form and legality

*Scott R. Teach*  
Scott R. Teach, Deputy County Attorney

CAO



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

525-010-08  
POLICY PLANNING  
05/18

**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.

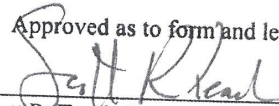

The Collier MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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: Elaine Middelstaedt  
Title: MPO Chair (or designee)

5/8/2020  
Date

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


### 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.

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

525-010-08  
POLICY PLANNING  
05/18

- (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)

## **APPENDIX D – RESPONSE TO COMMENTS**



Agency	Comment	Response	Page
Rae Anne Burton - Public	<p>How can a document state that a draft was presented April 27, 2020 on an email that is dated April 20,2020?</p> <p>There is a lot of information, mainly it seems to be budget, it is very confusing and the information on what is wrong or how to fix is not clear.</p> <p>For example the statement about the Immokalee Road Corridor between Livingston Road and Logan Blvd being congested. The reason it is congested is because of the dense developments that the county is permitting. The document states that there is recommendations to include Innovative intersections. Just What does that mean - more stop lights – one at each of the current and new developments to allow access to an already congested road?</p> <p>I realize that things can't stand still during this influenza, but to only give information to the public, via website and emails is not sufficient. There are many concerned residents that do not have access to internet. This document is not clear.</p>	<p>The dates were entered in the draft document prior to COVID-19 and the cancellation of committee meetings. The error has been corrected.</p> <p>Responded to Ms. Burton that the UPWP is the MPO's budget document for a two-year period. It is intended to give an overview of the MPO's tasks and budget. There are elements that the State requires we include in the document, including a listing of planning studies conducted by others within the MPO area. By including the listing of projects completed by others, it is not intended to be an endorsement of the projects or to supply full project descriptions. The list is a brief overview for informational purposes.</p> <p>The UPWP was not sent out solely as a response to COVID-19. The document was received because Ms. Burton requested to be included on a list for information about MPO programs and documents. This is one of the ways we achieve our public involvement. Ms. Burton was advised that the MPO would be available to provide more information about MPO programs and documents upon request.</p>	<p>8</p> <p>General</p> <p>General</p>
TAC – Collier County	Required activities, the date column is the FY 23/24 UPWP and the target date is May 2024 which is outside this UPWP. Is this a typo?	The target date has been corrected to May 2022.	18
TAC – Collier County	PSA – Target date is August 22, outside the UPWP. There is only consultant funding for one year identified. How will this be accomplished?	There was an error in the table. The target date has been revised to reflect December 2021. It is intended that a small amount of additional funding will be added in the second year to allow for wrap up activities when close out funding from the current grant is allocated.	19
TAC – Collier County	Ideas for PSA's – Should coordinate with traffic and congestion issues. The County and City are working on roundabouts but driver error and understanding they are not rotaries is a common issue	Acknowledged. The MPO intends to wait for the outcome of the Local Road Safety Plan to help identify priority areas the PSA and/or a Safety Campaign would be beneficial.	19
TAC – Collier County	Task 2 – Required Activities, none are designated as using consultant services yet there is \$15,000 in consultant services for both years. This is a very low amount but what project are they working on or could they be used in many of the activities.	This task works in coordination with Long Range Planning and Special Projects and Systems Planning. The \$15,000 identified may be used for GIS or modeling services on an as needed basis.	22
TAC – Collier County	Task 3 - Typos in Purpose dates and 3 <sup>rd</sup> activity.	Corrected typos.	25

TAC – Collier County	Task 3 – FY 20/21 Table does not match table 2. Is total for task \$10,000 or \$20,000?	Corrected error. Total for task is \$10,000	26
TAC – Collier County	Task 5 – Is the MPO doing pedestrian counts?	The MPO is collecting bicycle/pedestrian count data. Some counters are able to distinguish between bicyclists and pedestrians.	31
TAC – Collier County	Task 6 – Responsible agency should include consultant services.	The responsible agency has been corrected to include consultant services.	34
TAC – Collier County	Task 6 – Transit Study, TBD? Is a place holder acceptable?	The MPO defers to the transit agency to determine priority for transit planning tasks. PTNE has asked that we wait until the TDP and COA have been completed to identify the next transit planning study. Since the TDP will be completed by September 2020, and we have no expectation of receiving the FY 20/21 5305(d) allocation prior to that time there should be sufficient time to identify the transit study and amend the UPWP prior to executing the transit grant agreement.	36
TAC – Collier County	Task 7 – FY 20/21 Tables do not match Table 2	The totals have been corrected.	39
TAC – Collier County	Summary Tables – Table 2 PL allocations do not match task tables. Double check funding and needs/activity costs.	The allocations have been corrected to match the totals in the task tables.	45, 46

Agency	Comment Type	Comment	Response	Page
FTA Region IV	General	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.	PTNE has notified the MPO that they will be completing a COA with 5307 funding. The COA is identified in Task 6.	General
FTA Region IV	General	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	Activities have been listed as continued from previous fiscal years have been shown as carryover activities.	General
FTA Region IV	General	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Understood. The MPO will coordinate with the State DOT to ensure that accurate amounts are reflected in the UPWP as actual funding is updated.	General
FTA Region IV	General	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO	Understood. This is noted in the purpose and required activities of Task 6.	General

Agency	Comment Type	Comment	Response	Page
		PTASP target setting that will occur during the next UPWP cycle.		
FHWA	Editorial	The Cost Analysis Certification was included twice. Please remove the duplicate Cost Analysis Certification page for FY2021.	The cost analysis certification for FY 2021 has been removed.	4 & 5
FHWA	Critical	Please be sure to include the finalized/signed version in the Final UPWP.	Understood. The signed version of the cost analysis certification will be included in the final version.	4
FHWA	Enhancement	Considering that the Local Road Safety Plan is still in development, I suggest including references to FDOT's SHSP in this section for consistency purposes. This may further illustrate how the local and state goals, objectives, and priorities for the plan are similar and provide the holistic picture for your stakeholders.	A reference to the SHSP has been included as suggested.	7
FHWA	Enhancement	I suggest including a transition paragraph under the FDOT District One Planning Activities. For example, consider how FDOT D1 Planning Activities support the MPO. This will increase the readability of the document.	A transition paragraph has been added to the District One planning activities section.	8
FHWA	Editorial	I suggest including instructions for the public to access the Executed Agreements. For example, the Operational Procedures and Bylaws section instructs the public to request documentation from the Growth Management Division.	A link to the MPO's website has been added to this section.	15
FHWA	Editorial	Please be sure to update the MPO Agreement Date for the Final UPWP.	The MPO Agreement date has been updated.	15
FHWA	Editorial	For the Final UPWP, I suggest combing through the document to make sure the proper appendices are referenced throughout the UPWP accordingly. For example, the Certifications and Assurances refers to Appendix H. However, <u>Appendix C is referenced on page 55.</u>	The reference to Appendix H has been changed to Appendix C. No other errors were found.	15
FHWA	Editorial	For the State/Federal Planning Emphasis Area Matrix section, the narrative refers to page T-5. However, the Table of Contents reflects page 49. I suggest the narrative to reflect the intended page reference to increase readability.	The narrative has been corrected to reflect the correct page number.	15
FHWA	Enhancement	For the previous work sections under each task, I suggest using a different format to make these sections easier to read (i.e. the tabular form used to convey Required Activities, bullets, numbers, etc.)	The previous work sections have been changed to bullet format.	General
FHWA	Critical	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.	Understood. All agreements and certifications will be signed and included in the final document.	General
FHWA	Editorial	For the Collier MPO TMA Federal Certification Review, I suggest changing the target date to reflect the deadline for the report to be finalized which is December 2020.	The target date was changed to December 2020.	19

Agency	Comment Type	Comment	Response	Page
FHWA	Editorial	In the FY2020/21 budget table, I suggest removing “(Still TBD)” from the PSA or Safety Campaign under Consultant Services.	Still TBD was removed from the budget table.	20
FHWA	Editorial	For the last activity at the bottom of page 23, the task refers to the SHSP. Considering the MPO changed it to the Local Road Safety Plan, I suggest referencing the appropriate plan. However, if this is referencing the FDOT’s SHSP, please include it in the activity.	Updated statement to Local Road Safety Plan.	23
FHWA	Critical	For the third activity and deliverables, attendance and participation at meetings and committees for Long Range planning efforts do not have feasible outcomes. Please incorporate benefits and products that support long range planning efforts and include those under the deliverables section. Additionally, I suggest using this approach and applying to the other activities/deliverables listed in Task 4.	Deliverables have been modified.	27 & 28
FHWA	Critical	Please incorporate an activity/task that addresses incorporating TPM into your LRTP. It should also include monitoring and adjusting targets with the assumption as an ongoing basis.	TPM activity has been added to the task.	27 & 28
FHWA	Critical	On page 32 B. Consultant Services, funds are programmed to the SHSP. However, pages 30-31 discuss funding and completing the Local Road Safety Plan. If this is the case, I suggest editing the FY20/21 budget table accordingly.	The table was updated as suggested.	30-32
FHWA	Enhancement	For Task 9, I suggest including a budget table and reflect the associated funds. Please refer to what was included for Task 8’s budget tables.	Task 9 was redundant and was removed from the document. The budget for the state’s match of FTA 5305 funding is shown in Task 6.	42
FHWA	Critical	Based on the PL formula for Collier MPO, the MPO will be receiving \$548,485. Per FDOT’s spreadsheet for FY20 PL funds, Collier MPO had \$0. However, the MPO programmed \$629,485 for FY 2020/21. Please provide justification for including an additional \$81,000.	The additional funding is de-obligation from FY 19/20. The amount has been modified to reflect the correct amount.	45
FHWA	Editorial	Tasks that involve consultant participation (such as Tasks 1, 4 and 5) 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	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.	General

Agency	Comment Type	Comment	Response	Page
		are eligible and are allowable costs.		
FHWA	Critical	Please note that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process. Please provide additional clarification on the deliverables associated with all training/meetings/conferences.	Understood. Additional clarification has been added.	General
FHWA	Enhancement	For annual completion dates, please identify specific months for as many activities possible. For example, some of the identified activities identify a month for completion date while other tasks state “annually” for anticipated date of completion. If there are any known months of completion for the tasks, please identify them in the completion column.	Specific months have been added where possible.	General
FHWA	Editorial	Some Activities are listed in past tense. For example: (p.19) Maintain the Public Participation Plan (PPP) and update as necessary. Conduct all activities needed to maintain compliance with plan including maintained and updated website, legal ads, press releases, etc.; (p. 23) Continued coordination with jurisdictions,; (p.25) planning and congestion management projects that have been prioritized by the MPO.:(p.30) Attend and participated in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate	Activities have been corrected to present tense.	19,23,25,30
FDOT	Editorial	The Collier UPWP document is user-friendly with including an interactive Table of Contents and flowing dialogue which is concise yet still captures the required elements of the UPWP. Additionally, the Required Activities graphs provide good details in the “Activities” and “Deliverables” segments for the public to follow under each Task. Great discussion of the objective of the Collier MPO with including the “3 C’s” of the planning process.  The amount of work placed into this UPWP is evident as Ms. Otero challenged herself to significantly par down this edition of the Collier’s UPWP while still being a very comprehensive document and meeting the State and Federal Agency requirements. I enjoyed reviewing it.	Thank you for your positive comments.	General
FDOT	Recommendation	The bottom of page 2 lists a PEA Matrix – should (is) PEA (Planning Emphasis Areas) spelled out for the public – maybe I missed this	Planning Emphasis Areas has been spelled out.	2
FDOT	Recommendation	Include FDOT Planning Activity of “Complete Streets Studies”.	“Complete Streets Studies” has been added.	8 & 9
FDOT	Recommendation	Under Executed Agreements, is the highlighted date of 7/1/18 a placeholder? Should it reflect a more current date?	7/1/18 was a placeholder. It has been revised to reflect the current date.	15

Agency	Comment Type	Comment	Response	Page
FDOT	Recommendation	There is a “PSA or Safety Campaign (TBD)” on Task 1 Financial Tables listed for \$100,000 in FY2020/21. I would suggest also including this in FY 2021/22 in case this is not completed in the first year of the UPWP – perhaps allocate \$70,000 to the first year and \$30,000 to complete it in the second year (?).	Funding will be added when closeout funding is available from FY 19/20. There is currently not sufficient funding to allocate funding to this study in year two.	20
FDOT	Recommendation	In Task 5, is the Strategic Highway Safety Plan supposed to be called “Local Road Safety Plan” (?)	Strategic Highway Safety Plan has been revised to Local Road Safety Plan.	32
FDOT	Recommendation	In Task 6 of the Transit Financial Tables; section B. Consultant Services, FY21 includes activities for the completion of the LRTP, TDP Major Update and other consultant services, resulting in significantly more funding in FY21 than in FY22 for this Task. In FY22 is it anticipated only one Transit Study will occur with \$54, 8333 allocated? Is it possible more funding may be needed to be allocated to consultant services for Transit in FY22?? (Also given the emphasis for more multi modal services)	Carryforward funding and activities are included in the tables for the first fiscal year which makes it appear that there is more funding in FY 20/21. FY 21/22 only includes the allocation for one fiscal year.	
FDOT	Recommendation	The page numbering jumps from page 44 to 46 with what appears to be a blank page in-between... or maybe that is just my printer....	The pagination issue has been corrected.	44-46
FDOT	Recommendation	Page 49 has a sentence that wraps around the table – is there any way to include that sentence all on top of the table for ease of reading? Just a suggestion.	The error was corrected.	49
FDOT	Recommendation	Several of the End Products are targeted for Year 1 of the UPWP, yet less funding is planned than Year 2. Please review to ensure this is accurate.	The end products and funding are accurate. Additional funding will be added to year two with the close out balance from the current grant.	General
FDOT	Recommendation	All Agreements or Certifications, including the UPWP Title Page, 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.	Understood. Signed agreements and certifications will be included in the final document.	General

## **APPENDIX E – FTA GRANT APPLICATION**



**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>		<b>4. Applicant Identifier:</b> <input type="text"/>		
<b>5a. Federal Entity Identifier:</b> <input type="text"/>		<b>5b. Federal Award Identifier:</b> FL-80-0009		
<b>State Use Only:</b>				
<b>6. Date Received by State:</b> <input type="text"/>		<b>7. State Application Identifier:</b> 1001		
<b>8. APPLICANT INFORMATION:</b>				
<b>* a. Legal Name:</b> Collier Metropolitan Planning Organization				
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-6000558		<b>* c. Organizational DUNS:</b> 0235645830000		
<b>d. Address:</b>				
<b>* Street1:</b> 2885 South Horseshoe Drive		<input type="text"/>		
<b>Street2:</b>		<input type="text"/>		
<b>* City:</b> Naples		<input type="text"/>		
<b>County/Parish:</b>		<input type="text"/>		
<b>* State:</b>		FL: Florida		
<b>Province:</b>		<input type="text"/>		
<b>* Country:</b>		USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 31404-6130		<input type="text"/>		
<b>e. Organizational Unit:</b>				
<b>Department Name:</b> Collier MPO		<b>Division Name:</b> Collier MPO		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>				
<b>Prefix:</b>		<b>* First Name:</b> Anne		
<b>Middle Name:</b>		<input type="text"/>		
<b>* Last Name:</b> McLaughlin		<input type="text"/>		
<b>Suffix:</b>		<input type="text"/>		
<b>Title:</b> Executive Director				
<b>Organizational Affiliation:</b> <input type="text"/>				
<b>* Telephone Number:</b> 239-252-5884		<b>Fax Number:</b> <input type="text"/>		
<b>* Email:</b> Anne.McLaughlin@colliercountyfl.gov				





**Application for Federal Assistance SF-424**

**\* 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) Metropolitan Transportation Planning and State and Non-Metropolitan Planning Research

**\* 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.):**

Collier

Add Attachment

Delete Attachment

View Attachment

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

Support of transit planning activities identified in the 2020/21-2021/22 Unified Planning Work Program.

Attach supporting documents as specified in agency instructions

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input style="width: 50px;" type="text" value="19"/>	* b. Program/Project <input style="width: 50px;" type="text" value="19, 25"/>
Attach an additional list of Program/Project Congressional Districts if needed <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 200px;" type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div> </div>	
<b>17. Proposed Project:</b>	
* a. Start Date: <input style="width: 50px;" type="text" value="10/01/2020"/>	* b. End Date: <input style="width: 50px;" type="text" value="10/01/2021"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input style="width: 100px;" type="text" value="128,028.00"/>
* b. Applicant	<input style="width: 100px;" type="text"/>
* c. State	<input style="width: 100px;" type="text" value="16,003.00"/>
* d. Local	<input style="width: 100px;" type="text" value="16,004.00"/>
* e. Other	<input style="width: 100px;" type="text"/>
* f. Program Income	<input style="width: 100px;" type="text"/>
* g. TOTAL	<input style="width: 100px;" type="text" value="160,035.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b> <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 50px;" type="text"/> <input type="checkbox"/> b. Program is subject to E O 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 200px;" type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div> </div>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b> <input checked="" type="checkbox"/> ** I AGREE ** 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	
<b>Authorized Representative:</b>	
Prefix: <input style="width: 50px;" type="text"/>	* First Name: <input style="width: 100px;" type="text" value="Elaine"/>
Middle Name: <input style="width: 150px;" type="text"/>	
* Last Name: <input style="width: 150px;" type="text" value="Middelstaedt"/>	
Suffix: <input style="width: 50px;" type="text"/>	
* Title: <input style="width: 150px;" type="text" value="MPO Chair"/>	
* Telephone Number: <input style="width: 100px;" type="text" value="239-252-5884"/>	Fax Number: <input style="width: 100px;" type="text"/>
* Email: <input style="width: 150px;" type="text" value="Anne.McLaughlin@colliercountyfl.gov"/>	
* Signature of Authorized Representative:	* Date Signed: <input style="width: 50px;" type="text" value="10/9/20"/>

Approved as to form and legality

*Scott R. Head*



Section 5305(d)  
 Approved Project Budget for Fiscal Year  
 \$160,035

Collier MPO

**TECHNICAL CLASSIFICATIONS**

44.21.00	Program Support and Administration	\$ 37,654.00
44.22.00	General Development and Comprehensive Planning	\$ 18,828.00
44.23.00	Long Range Transportation Planning: System Level	\$ 9,414.00
44.23.02	Long Range Transportation Planning	\$ 9,414.00
44.24.00	Short Range Transportation Planning	\$ 18,828.00
44.25.00	Transportation Improvement Program	\$ 9,414.00
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$ 9,414.00
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$ 18,828.00
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	\$ 9,414.00
44.27.00	Other Activities	\$ 18,827.00

**TOTAL NET PROJECT COSTS \$ 160,035.00**

**ACCOUNTING CLASSIFICATIONS**

44.30.01	Personnel	\$ 51,560.00
44.30.02	Fringe Benefits ( )%	\$ 22,097.00
44.30.03	Travel	\$ 12,000.00
44.30.04	Equipment	
44.30.05	Supplies	\$ 500.00
44.30.06	Contractual	\$ 73,728.00
44.30.07	Other	\$ 150.00
44.30.08	Indirect Charges ( )%	

**TOTAL NET PROJECT COSTS \$ 160,035.00**

**FUND ALLOCATIONS**

44.40.01	MPO Activities	\$ 160,035.00
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	

**TOTAL NET PROJECT COSTS \$ 160,035.00**

**Federal Share (80%) \$ 128,028.00**

**Local Share (20%) \$ 32,007.00**

**ACCOUNTING**

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 160,035.00



Section 5305(d)  
GMIS Planning Line Item Codes  
(FTA FUNDS ONLY)

Collier MPO

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	30,125.00
44.22.00	General Development and Comprehensive Planning	\$	15,062.00
44.23.00	Long Range Transportation Planning: System Level	\$	7,531.00
44.23.02	Long Range Transportation Planning	\$	7,531.00
44.24.00	Short Range Transportation Planning	\$	15,062.00
44.25.00	Transportation Improvement Program	\$	7,531.00
44.26.12	Coordination of Non-Emergency Human Services Transportation	\$	7,531.00
44.26.13	Participation of Transit Operators in Metropolitan Planning	\$	15,062.00
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	\$	7,531.00
44.27.00	Other Activities	\$	15,062.00

TOTAL NET PROJECT COSTS \$ 128,028.00

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	41,248.00
44.30.02	Fringe Benefits	(__%)	\$ 17,678.00
44.30.03	Travel	\$	9,600.00
44.30.04	Equipment		
44.30.05	Supplies	\$	400.00
44.30.06	Contractual	\$	58,982.00
44.30.07	Other	\$	120.00
44.30.08	Indirect Charges	(__%)	

TOTAL NET PROJECT COSTS \$ 128,028.00

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	128,028.00
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		

TOTAL NET PROJECT COSTS \$ 128,028.00



**FFY20 Title VI / Non-Discrimination Policy Statement**

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

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

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the subrecipient'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 subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.

Elaine Middeldtaedt 10/9/20

Signature of Presiding Officer for the MPO/TPO      Date of Signature

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





### FFY20 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 Collier MPO contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier 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 work of the Collier MPO in a non-discriminatory environment. The Collier MPO shall require its consultants to not discriminate on the bases of race, color, national origin, sex, age handicap/disability, or income status 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.

Elaine Middeldatov

10/9/20

Signature of Presiding Officer for the MPO/TPO

Date of Signature

Approved as to form and legality

Scott R. Teach  
Scott R. Teach, Deputy County Attorney



**FEDERAL FY20 CERTIFICATION REGARDING LOBBYING**

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

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.

Elaine Middelstaedt 10/9/20

Chairperson for the MPO

Date

Approved as to form and legality

Scott R. Teach  
Scott R. Teach, Deputy County Attorney



**FEDERAL FY20 DEBARMENT AND SUSPENSION CERTIFICATION**

As required by U.S. Regulations on Government wide Debarment and Suspension (Nonprocurement)  
at 49 CFR 29.510

(1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and  
belief, that it and its principles:

- (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 Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of  
any information contradicting the statements of paragraphs (a) through (d) above, it will  
promptly provide that information to the U.S. DOT.

Elaine Muddelstaedt 10/9/20

Chairperson for the MPO

Date

Approved as to form and legality

Scott R. Teach  
Scott R. Teach, Deputy County Attorney





*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

### **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

#### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded



animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

**1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 1.3. Procurement.

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 "Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

### 1.4. Suspension and Debarment.

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11(d). This certification is required by 49 C.F.R. § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

*An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA’s regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.*

*On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following*



*certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

**4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) 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 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.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and



submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

#### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

**CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and



- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

**CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and

- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

**CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

**CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

**CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

**CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the*



*Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

#### **CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway*

*public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Collier MPO

The Applicant certifies to the applicable provisions of categories 01–20. X

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	<u></u>
02 Public Transportation Agency Safety Plans	<u></u>
03 Tax Liability and Felony Convictions	<u></u>
04 Lobbying	<u></u>
05 Private Sector Protections	<u></u>
06 Transit Asset Management Plan	<u></u>
07 Rolling Stock Buy America Reviews and Bus Testing	<u></u>
08 Urbanized Area Formula Grants Program	<u></u>
09 Formula Grants for Rural Areas	<u></u>
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<u></u>
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<u></u>

Certifications and Assurances

Fiscal Year 2020

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Construction Hiring Preferences
- 20 Cybersecurity Certification for Rail Rolling Stock and Operations

**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Collier MPO

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 2020, 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 2020.

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



Certifications and Assurances

Fiscal Year 2020

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 Elaine Middelstaedt Date: 10/9/20

Name Elaine Middelstaedt, Collier MPO Chair Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Collier 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 Scott R. Teach Date: 9/29/2020

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

*Each Applicant for federal assistance to be awarded by FTA 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 TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



