



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

**UNIFIED PLANNING WORK PROGRAM  
FISCAL YEARS (FY) 2022/23-2023/24  
July 1, 2022-June 30, 2024**

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

May 13, 2022

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Council Member Greg Folley, MPO Chair

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# COST ANALYSIS CERTIFICATION

525-010-06  
POLICY PLANNING  
02/19



**Florida Department of Transportation**

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

## Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2023-FY2024

Adopted 5/13/2022

Revision Number: Initial Adoption

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

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

\_\_\_\_\_  
Florida Department of Transportation, D1; Planning Specialist III/Liaison  
Title and District

\_\_\_\_\_  
  
Signature

\_\_\_\_\_  
5/13/2022

www.fdot.gov

# INTRODUCTION

## DEFINITION OF THE UPWP

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Organization documents transportation planning and transportation planning related activities for the two year period starting July 1, 2022 (FY 2022/23-2023/24). 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 (LRTP); 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 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 was completed in December 2020. The development of the 2045 LRTP included coordination with member agencies and the Florida Department of Transportation.

The 2050 LRTP will be a focus for this UPWP. The MPO has started data collection to submit base year data for FDOT's District One Regional Planning Model. Next steps include obtaining a consultant to begin development of the 2050 LRTP. The document is required to be adopted by December 2025.

## INTRODUCTION (cont.)

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

An operational Congestion Management System (CMS) plan was originally adopted in 1997 and was updated in 2006. The CMS was developed to reduce congestion by not adding travel lanes to existing highways, but by initiatives such 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 in 2017. The 2017 update brought the document current with the 2040 LRTP and new federal legislation requiring performance-based, data driven planning. The 2017 update also adopted transportation performance measures and required project sponsors to establish baseline measures and report 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 completion of the first Transportation System Performance Report (TSPR). The TSPR called for updates to the CMP Goals, Objectives, and Performance Measures to be consistent with the analysis included in the report. An update to the CMP is underway and is expected to be completed in September 2022.

## LOCAL AND REGIONAL PLANNING PRIORITIES

### FY 2022/23 and FY 2023/24 UPWP Transportation Planning Priorities

Completing many technical plans and studies that support the development of the LRTP will be a focus of this UPWP. Additionally, the MPO will be updating the Environmental Justice analysis previously completed, by completing an Equity Analysis which will assist in the development of the LRTP and related technical plans.

#### **Transportation System Performance Report (TSPR)**

The first TSPR was approved in September 2020. The TSPR established a consistent methodology for identifying congested locations using a performance driven approach. The TSPR will be updated prior to the update of the 2050 LRTP and should be approved by June 2025. This is a supporting document of the LRTP.

#### **Transit Planning**

A major Transit Development Plan (TDP) update was completed in September 2020. The results of the TDP update were included in the transit element of the 2045 LRTP. A TDP update must be completed by ~~June~~ September 2025 in order to coordinate with the 2050 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 Regional Fares/Services study is being conducted to evaluate regional transit service and regional fares. The study will consist of information to guide analysis and decision making regarding potential cross-jurisdictional transit projects. ~~This study is expected to be completed by May 2023.~~

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. A major TDSP update is required to be completed 120 days after reappointment of the Community Transportation Coordinator which will occur in 2023. This update must be completed and submitted to the Transportation Disadvantaged Commission by October 2023.

#### **Local Road Safety Plan/Safe Streets for All Action Plan**

The initial Local Roads Safety Plan (LRSP) was completed and approved on May 14, 2021. The plan, funded through the Congestion Management priority process, is a data driven, 5-year safety plan that will guide the MPO in identifying implementation efforts that support FDOT's "Vision Zero" goals. ~~The update to the LRSP will be completed in-house with an update to data and statistics prior to the 2050 LRTP update. This is a supporting document of the LRTP~~ The Safe Streets for All Action Plan is a comprehensive safety action plan that supports FDOT's Vision Zero goals, provides a framework to reduce fatalities and serious injuries on roadways, and improves the safety, health, and well-being of residents and visitors. The Action Plan is expected to be completed by November 2025.

#### **Equity Analysis**

A preliminary identification of Environmental Justice Communities was conducted in 2016 and was further refined as part of the Existing Conditions analysis for the Bicycle and Pedestrian Master Plan. MPO Staff will prepare an updated Equity Analysis to assess changes throughout the community.

### **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, the MPO planning area's air quality 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 \$195,044 in FY 2022/23 and \$179,011 in FY 2023/24 for a total of \$374,055. The "soft match" amount being utilized to match carryover 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 FY22/23- FY23/24 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
- Freight Mobility Support
- 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 present status reports to the MPO Board and Advisory Committees to solicit feedback on planning activities and to ensure that District planning studies and MPO planning activities are coordinated.

### **CPG PARTICIPATION STATEMENT**

“The FDOT and the Collier Metropolitan Planning Organization participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA’s Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.”

### **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 28, 2022 and reviewed by the MPO Board on April 8, 2022. The final document was endorsed by the Citizens and Technical Advisory Committee on April 25, 2022 and approved by the MPO Board on May 13, 2022.

## 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.

In November 2021 the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address

new and emerging issues that face the nation’s transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching and deploying new technologies, and improving safety for all users.

**TABLE 1 – PLANNING FACTOR MATRIX**

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
<i>Federal Planning Factors</i>								
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.		✓	✓	✓	✓		✓	

**FEDERAL AND STATE PLANNING EMPHASIS AREAS**

**STATE PLANNING EMPHASIS AREAS – 2022**

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**

The Florida Transportation Plan and the State’s Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

### **Equity**

Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, created the “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

### **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.

### **Emerging Mobility**

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

## FEDERAL PLANNING EMPHASIS AREAS – 2022

FHWA and FTA have jointly issued PEAs for FY 22 UPWPs. The following items should be considered when developing tasks associated with the UPWP:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

**TABLE 2 – PLANNING EMPHASIS AREAS**

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
<i>FDOT Planning Emphasis Areas</i>								
1. Safety	✓	✓	✓	✓	✓	✓	✓	
2. Equity	✓	✓		✓	✓	✓	✓	
3. Resilience		✓	✓	✓	✓		✓	
4. Emerging Mobility		✓	✓	✓	✓	✓	✓	
<i>Federal Planning Emphasis Areas</i>								
5. Tackling the climate crisis - Transition to a clean energy, resilient future		✓	✓	✓	✓	✓	✓	
6. Equity and Justice40 in Transportation Planning	✓	✓	✓	✓	✓	✓	✓	
7. Complete Streets	✓	✓	✓	✓	✓	✓	✓	
8. Public Involvement	✓		✓	✓	✓	✓	✓	
9. Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD) Coordination		✓	✓	✓			✓	
10. Federal Land Management Agency (FLMA) (Coordination)			✓	✓	✓			
11. Planning and Environment Linkages (PEL)			✓	✓	✓	✓	✓	
12. Data in Transportation Planning		✓	✓	✓	✓	✓	✓	

## MPO RESOLUTION

The Resolution dated May 13, 2022, signed by the Collier MPO Chair, is available in Appendix E.

# **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 Chris Hall, District 2  
Commissioner Burt Saunders, District 3  
Commissioner Dan Kowal, District 4  
Commissioner William L. McDaniel, Jr., District 5

### **CITY OF NAPLES**

Council Member Ted Blankenship  
Council Member Paul Perry

### **CITY OF MARCO ISLAND**

Council Member Greg Folley

### **CITY OF EVERGLADES CITY**

Council Member Tony Pernas

### **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 twelve (12) 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 (7/1/22) – Agreement for planning funding.
- Staff Services Agreement – MPO/Collier County (5/24/22).
- Lease Agreement – MPO/Collier County (5/24/22)
- 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) *Requested updates to boilerplate. Will update when boilerplate agreement has been updated to new federal law.*
- Public Transit Grant Agreement (G1J00) – FDOT/MPO (12/31/22)
- Public Transit Grant Agreement (G1V40) – FDOT/MPO (12/31/23)
- Public Transit Grant Agreement (G2594) – FDOT/MPO (12/31/24)

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.colliermmpo.org/mmpo-agreements-resolutions/>.

## **CERTIFICATIONS AND ASSURANCES**

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



## UPWP TASK OVERVIEW

The FY 2022/23-2023/24 UPWP covers the fiscal years starting July 1, 2022 and ending June 30, 2024. 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. This task will include any necessary updates to agreements or documents related to the 2020 Census.

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

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

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

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

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

## UPWP TASK OVERVIEW (cont.)

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

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

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

This task includes various recurring and non-recurring planning projects, including bicycle and pedestrian planning support and congestion management planning. Complete Streets planning, and 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 2020
- Maintained MPO website
- Strategic Plan and Annual Report

## REQUIRED ACTIVITIES:

- Administer MPO Governing Board meetings and all Advisory Committee meetings including meeting advertisement and the preparation of minutes and agenda packages.
- Attend training at conferences, workshops, etc. (MPO staff and Governing Board members) Attend business meetings as required. Including but not limited to FDOT meetings, Title VI, ADA and Environmental Justice training opportunities.
- Perform grant and financial tasks including preparing grant agreements, grant compliance tasks, grant reimbursements, timekeeping, inventory, contract management, invoice payment.
- Purchase of office supplies, computers, printers, software, and audio-visual equipment.
- Rental lease payments for office space and MPO vehicle.
- Monthly payments for phone system, cell phones, website hosting, postage (monthly and annual permit) and administrative functions to run the MPO.
- Payment for MPO insurance.
- Participate in joint FDOT/MPO annual certification reviews and in Federal TMA reviews.
- Procure services, supplies, and equipment (including office supplies, printers, computers, iPads, software purchase and licensing, and audio-visual equipment. This includes preparation of Request for Proposals, Request for Professional Services, purchase orders, contracts, etc. Lease of necessary office equipment (printers, copiers, etc.).
- Review and maintain existing agreements, by-laws, and COOP. Modify as necessary to stay in compliance with federal/state rules and laws.

- Prepare and adopt the two-year UPWP; process modifications and amendments; submit progress reports and invoices.
- Monitor and update the annual Strategic Plan and Annual Report.
- 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.
- Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.

End Product/Deliverable(s)	Target Date
Administer MPO Governing Board and Advisory Committee meetings.	Ongoing
Progress Reports and Invoices to FDOT	Quarterly
Amendments and Modifications to FY 23/24 UPWP	As Needed
Draft FY 25/26 UPWP	March 2024
Final FY 25/26 UPWP	May 2024
Strategic Plan and Annual Report	October - Annually
Joint FDOT/MPO annual certification reviews.	Spring 2023/Spring 2024
Prepare for the 2024 Federal Certification review.	Summer 2024
Public Participation Plan (PPP) - Update as necessary.	Ongoing
Agenda packages and public notices for MPO Board and advisory committees	Monthly
Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.	Annually
Updated Bylaws, COOP, and MPO Agreements	As needed

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

## Task 1 - Financial Tables

Task 1 - Administration Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$275,000	\$0	\$0	\$0	\$275,000
	<b>Subtotal:</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$275,000</b>
<b>B. Consultant Services</b>						
	Website maintenance, hosting fees, etc.	\$5,000	\$0	\$0	\$0	\$5,000
	General Support	\$75,000	\$0	\$0	\$0	\$75,000
	<b>Subtotal:</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>
<b>C. Travel</b>						
	Travel and Professional Development	\$5,000	\$0	\$0	\$0	\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>D. Other Direct Expenses</b>						
	Building or room Rental/lease	\$17,000	\$0	\$0	\$0	\$17,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,600	\$0	\$0	\$0	\$3,600
	General Copying Expenses, equipment lease and purchase, printing charges, computer purchase, software purchase, repairs and maintenance	\$15,000	\$0	\$0	\$0	\$15,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$53,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,800</b>
	<b>Total:</b>	<b>\$413,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$413,800</b>

Task 1 - Administration						
Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$304,000	\$0	\$0	\$0	\$304,000
	<b>Subtotal:</b>	<b>\$304,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$304,000</b>
<b>B. Consultant Services</b>						
	Website maintenance, hosting fees, etc.	\$5,000	\$0	\$0	\$0	\$5,000
	General Support	\$1,000	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>
<b>C. Travel</b>						
	Travel and Professional Development	\$5,000	\$0	\$0	\$0	\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>D. Other Direct Expenses</b>						
	Building or room Rental/lease	\$17,000	\$0	\$0	\$0	\$17,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,600	\$0	\$0	\$0	\$3,600
	General Copying Expenses, equipment lease, printing charges, repairs and maintenance	\$15,000	\$0	\$0	\$0	\$15,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$53,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,800</b>
	<b>Total:</b>	<b>\$368,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$368,800</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. Acquire data to evaluate the system's operating efficiency and conditions to assess current needs, validate the MPO's and FDOT D-1 regional transportation planning model, 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 that include, but are not limited to functional classification; roadway network for District One Regional Transportation Demand Model; 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 GIS maps for bike/pedestrian planning activities.
- Updated TAZs and socioeconomic data for 2045 LRTP.
- Updated socio-economic data and TAZ structures for the 2045 LRTP Update.
- 2045 Long Range Transportation Plan adoption in 2021.
- Adoption of FY 2022 performance measures.

### **REQUIRED ACTIVITIES:**

- Coordinate with FDOT, local governments, and neighboring MPOs to collect and provide transportation data and information to support MPO, federal, and state planning activities, model development, and performance measures;
- Acquire and analyze data to support performance-based planning efforts such as the Long Range Transportation Plan, MPO Model Development, Transportation Improvement Program, Public Transit Safety Plan, Planning and Corridor Studies, Freight Studies, Complete Streets, Resiliency Studies, Congestion Management Process, etc.;
- Coordinate with federal, state, and local partners to prepare, analyze, and integrate 2020 U.S. Census data into MPO planning activities and efforts;
- Participate in the FDOT Statewide Model Task Force and regional modeling activities to support the FDOT D-1 model development, calibration, validation, and maintenance;
- Collaborate with Collier County to update the County Interactive Growth Model;
- Coordinate with the MPO Congestion Management Committee to evaluate data and data platforms used to analyze system conditions and needs.
- Review functional classifications, boundary information, and TAZ data based on 2020 census.
- 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.
- Prepare and maintain GIS files, and prepare and maintain maps.
- Coordinate with County staff on the County's Crash Data Management System (CDMS)

- Analyze bike/ped facilities and crash data.
- Complete equity analysis in preparation for 2050 LRTP.
- 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.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.

End Task/Deliverable(s)	Target Date
Collier Data for 2020 Validation of the District 1 Regional Planning Model	August 2022
Updated GIS Files and maps	As needed
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	As needed
Equity Analysis	June 2024
Bike/Ped Crash Data Analysis	As needed

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



## Task 2 - Financial Tables

Task 2 – DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2022/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
<b>B. Consultant Services</b>						
	Contract/Consultant Services/ General Support	\$45,000	\$0	\$0	\$0	\$45,000
	<b>Subtotal</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
	<b>Total:</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

Task 2 – DATA COLLECTION/DEVELOPMENT Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	\$0	\$0	\$25,000
	<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>B. Consultant Services</b>						
	Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
	<b>Total:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>

# TASK 3 TIP MONITORING AND DEVELOPMENT

## PURPOSE:

Develop Multimodal Transportation Improvement Programs (TIP) for FY 23/24-27/28 and FY 24/25-28/29 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 as well as new requirements from the Bipartisan Infrastructure Law (BIL). 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.
- Adoption of FY 23-27 TIP

## REQUIRED ACTIVITIES

- 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.
- Review FDOT Draft Tentative Work Program and Tentative Work Program for consistency with the LRTP and adopted priorities of the MPO Board.
- Prepare and adopt the TIP. This includes coordinating all efforts with FDOT, local agencies, jurisdictions and the STIP.
- Prepare and process amendments. This includes reviewing amendments for consistency with the TIP and LRTP.
- Coordinate with FDOT and member agencies to address integration of FAST Act Performance Management Measures in performance-based planning.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.

End Task	Target Date
Annual Project Priority Lists	June – Annually
FY 23/24-27/28 TIP	June - 2023
FY 24/25-28/29 TIP	June - 2024
TIP Amendments and Modifications	As needed
Adopted Safety Targets and Related Performance Measures	Annually

**RESPONSIBLE AGENCY:** Collier MPO

## Task 3 - Financial Tables

Task 3 - TIP						
Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
B. Consultant Services						
	General Support/ Automated TIP	\$20,000	\$0	\$0	\$0	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
	<b>Total:</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>

Task 3 - TIP						
Estimated Budget Detail for FY 23/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$29,000	\$0	\$0	\$0	\$29,000
	<b>Subtotal:</b>	<b>\$29,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,000</b>
B. Consultant Services						
	General Support/ Automated TIP	\$1,000	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>
	<b>Total:</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>

## TASK 4 LONG RANGE PLANNING

### PURPOSE:

To begin the update to the 2050 Long Range Transportation Plan and to continue to evaluate plans and programs for consistency with the 2045 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, TIP, and Transit and Transportation Disadvantaged.

### PREVIOUS WORK:

- Prepared and adopted 2045 LRTP. Transmitted to FDOT
- Began collecting base year data for 2050 LRTP.
- Prepared scope of work for the 2050 LRTP.

### REQUIRED TASKS:

- Review projects and studies as needed for consistency with MPO plans.
- 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.
- Attend meetings and participate on committees of FDOT District 1 Regional Transportation/Planning Model (RPM) Coordinating Committee, GIS Users Groups, Florida Standard Urban Transportation Model Structure (FSUTMS) Users Groups, and others as needed. Participate in FSUTMS training.
- Participate in freight planning, including updates to the regional freight plan, participation in various freight committees, and coordination with freight stakeholder.
- Participate in on-going studies related to resiliency. Monitor regional and local studies currently underway.
- Prepare any required amendments or updates to the 2045 LRTP as required.
- Begin coordination and development of the 2050 LRTP.
- Utilize consultant assistance for modeling support, data development and evaluation, and other support necessary to complete any required updates to the 2045 LRTP and the 2050 LRTP.
- 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.

End Task/Deliverable(s)	Target Date
2045 LRTP Amendments	As needed
Data Collection – 2020 Model Validation for 2050 LRTP	September 2022
Socio-Economic forecasts for the 2050 LRTP	June 2024
Public Participation Plan for 2050 LRTP	June 2024
2050 Revenue Projections	June 2024

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

## Task 4 - Financial Tables

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$30,000	\$0	\$0	\$0	\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
<b>B. Consultant Services</b>						
	L RTP	\$28,543	\$250,000	\$0	\$0	\$278,543
	<b>Subtotal:</b>	<b>\$28,543</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$278,543</b>
	<b>Total:</b>	<b>\$58,543</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$308,543</b>

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$40,000	\$0	\$0	\$0	\$40,000
	<b>Subtotal:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>
<b>B. Consultant Services</b>						
	L RTP	\$6,846	\$300,000	\$0	\$0	\$306,846
	<b>Subtotal:</b>	<b>\$6,846</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$306,846</b>
	<b>Total:</b>	<b>\$46,846</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$346,846</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.
- Completed first Transportation System Performance Report.
- Began Congestion Management Process Update, which will continue into this UPWP for completion.
- Completed first Local Road Safety Plan.

## REQUIRED TASKS:

- Attend and participate in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate.
- Coordinate with FDOT and member agencies to address continued integration of Performance Management measures into Bicycle and Pedestrian Planning and Congestion Management Planning.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.

## Bicycle/Pedestrian Planning

- Participate in special events that promote bicycle/pedestrian activities and safety education.
- 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.
- 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.
- Maintain and update the current Bicycle Pedestrian Master Plan as needed, and prior to the LRTP update.
- Depending on new federal and state guidance, prepare documents to address one or more of the following programs:
  - Vision Zero Action Plan
  - Safe Streets for All
  - Complete Streets
  - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Prepare updates to SUNTrail maps as opportunity arises.

**Congestion Management Planning**

- Complete the Congestion Management Process Update.
- Prepare an updated Transportation System Performance Report ~~prior to completion of the 2050 Long Range Transportation Plan. This document will become a guiding document of the 2050 LRTP.~~
- Attend Lee TMOC and Collier/Lee/Charlotte TIM Team to the extent feasible.
- Attend and participate in technical meetings and workshops related to the CMC, CMP and congestion relief strategies.
- ~~Update the Local Road Safety Plan with current data and statistics. This document will become a guiding document of the 2050 LRTP.~~ Work toward the completion of a Safe Streets For All Action Plan.
- Facilitate “best practices” approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.

End Task/Deliverable	Target Date
Congestion Management Process Update	December 2022
Updated Transportation System Performance Report	<del>June–November</del> 2024
<del>Updated Local Road Safety Plan</del> <u>Safe Streets for All Action Plan</u>	<del>June 2024</del> <u>November 2025</u>
Proposed revisions to SUNTrails Map	As needed
Safe Routes to School Program applications and prepare letters of support	As needed
Collier Bicycle/Pedestrian Facility Map Update	As needed
Bike/Ped Master Plan Update	<del>October 2024</del> <u>June 2025</u>

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

**COMPLETE STREETS ALLOCATION:**

Collier MPO is required to allocate 2.5% of its PL funding toward Complete Streets. Many MPO tasks and projects encompass Complete Streets. A table showing the required allocation amount and examples of MPO tasks and projects that satisfy the Complete Streets requirement is set forth below:

<u>FY 22/23 PL allocation</u>	<u>Complete Streets Allocation (2.5%)</u>	<u>Complete Streets Tasks and Projects</u>
<u>\$884,336</u>	<u>\$22,108.40</u>	<u>Bike/Ped Master Plan - \$67,133</u>
<u>FY 23/24 PL allocation</u>		
<u>\$811,641</u>	<u>\$20,291.03</u>	<u>Bike/Ped Master Plan - \$54,925</u>





## Task 5 – Financial Tables

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2022/23					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>					
MPO staff salaries, fringe benefits, and other deductions	\$26,000	\$0	\$0	\$0	\$26,000
<b>Subtotal:</b>	<b>\$26,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,000</b>
<b>B. Consultant Services</b>					
General Support	\$20,000	\$0	\$0	\$0	\$20,000
Congestion Management Process Update	\$20,000	\$0	\$0	\$0	\$20,000
Transportation System Performance Report	\$0	\$100,000	\$0	\$0	\$100,000
Bike/Ped Master Plan	\$67,133	\$0	\$0	\$0	\$67,133
<b>Subtotal:</b>	<b>\$107,133</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$207,133</b>
<b>Total:</b>	<b>\$133,133</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$233,133</b>

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2023/24					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>					
MPO staff salaries, fringe benefits, and other deductions	\$79,000	\$0	\$0	\$0	\$79,000
<b>Subtotal:</b>	<b>\$79,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$79,000</b>
<b>B. Consultant Services</b>					
General Support	\$1,000	\$0	\$0	\$0	\$1,000
Transportation System Performance Report	\$0	\$50,000	\$0	\$0	\$50,000
Bike/Ped Master Plan	\$54,925	\$0	\$0	\$0	\$54,925
<b>Subtotal:</b>	<b>\$55,925</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,925</b>
<b>Total:</b>	<b>\$134,925</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184,925</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 beginning the Transit Development Plan, the 2050 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 reporting 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
- Park and Ride Study
- Transit Impact Analysis
- 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.
- TDSP Minor Update
- Community Transportation Coordinator (CTC) Evaluation
- Annual TD Planning Grant Requirements

### **REQUIRED TASKS:**

- 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.
- 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.
- Prepare necessary progress reports and requests for reimbursement for Public Transit Grant Agreements. Participate in quarterly coordination meetings with FDOT to discuss status of agreements.
- Participate in quarterly coordination meetings with FDOT to discuss transit issues.
- Project Management and Consultant Services to complete the Transit Development Plan Major Update. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE.
- Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan.

- Project Management and Consultant Services to complete a Zero-Emission Fleet Transition Plan for Collier Area Transit.
- Consultant and staff services to conduct a Regional Fares/Services study which was identified as a part of the TDP major update.
- Coordinate with PTNE to identify Transit Priorities, review priorities for consistency with the TDP and LRTP.
- Complete designation of CTC in coordination with Commission for Transportation for Disadvantaged (CTD).
- Staff support to the LCB, including preparation of agendas, preparation of meeting materials including legal advertisements of meetings.
- Complete TD activities as required by TD Planning Grant, including annual updates to TDSP and major TDSP update, CTC Evaluation, annual review of bylaws, completion of LCB training, public workshop, etc.
- Prepare and submit grant application for TD Planning Grant. Execute grant agreement and prepare necessary progress reports and requests for reimbursement by the CTD.

End Task/Deliverable(s)	Target Date
Participation in meetings, trainings, workshops, or seminars (TD and Transit)	As needed
Regional Fares/Services Study	March 2024
Transit Development Plan <u>(TDP)</u> Major Update	<del>June 2025</del> ( <del>Due</del> September 2025, <del>early completion will assist with LRTP update</del> )
TDP Annual Report (Prepared by PTNE)– Provide Comments	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	As directed by FDOT
Adopted Transit Priorities	June - Annually
Zero Emission Transition Plan	June <del>2024</del> 2025
TD Grant Application and Agreement	Annually
LCB Meetings	Quarterly
Minor TDSP Update	May 2023
CTC Designation	June 2023
Major TDSP Update	October 2023
CTC Evaluation	May - Annually

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

## Task 6 - Financial Tables

Task 6 - Transit & TD Planning							
Budget Detail for FY 2022/23							
Budget Category & Description	FHWA PL	FTA 5305 (FY 21)	FTA 5305 (FY 22)	FTA 5307 (FY 22)	Trans. Disad.	Total	FTA 5305 Soft Match for FY 21 and FY 22
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$11,000	\$26,524	\$24,000	\$0	\$22,084	\$83,608	\$12,631
<b>Subtotal:</b>	<b>\$11,000</b>	<b>\$26,524</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$22,084</b>	<b>\$83,608</b>	<b>\$12,631</b>
<b>B. Consultant Services</b>							
Regional Fares and Service Study	\$0	\$38,984	\$89,995	\$0	\$0	\$128,979	\$32,245
TDSP Major Update	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0
TDP Major Update	\$61,340	\$0	\$0	\$0	\$0	\$61,340	\$0
Zero Emission Transition Plan	\$0	\$60,000	\$0	\$60,000	\$0	\$120,000	\$15,000
<b>Subtotal:</b>	<b>\$136,340</b>	<b>\$98,984</b>	<b>\$89,995</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$385,319</b>	<b>\$47,245</b>
<b>C. Travel</b>							
MPO Staff and PTNE staff attendance at training and conferences	\$9,000	\$2,000	\$9,600	\$0	\$2,000	\$22,600	\$2,900
<b>Subtotal:</b>	<b>\$9,000</b>	<b>\$2,000</b>	<b>\$9,600</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$22,600</b>	<b>\$2,900</b>
<b>D. Other Direct Expenses</b>							
Website	\$0	\$0	\$240	\$0	\$0	\$240	\$60
Legal Ads	\$0	\$0	\$0	\$0	\$2,760	\$2,760	\$0
Fed Ex/ Postage	\$120	\$120	\$80	\$0	\$1,110	\$1,430	\$50
Office Supplies	\$400	\$400	\$800	\$0	\$0	\$1,600	\$300
<b>Subtotal:</b>	<b>\$520</b>	<b>\$520</b>	<b>\$1,120</b>	<b>\$0</b>	<b>\$3,870</b>	<b>\$6,030</b>	<b>\$410</b>
<b>Total:</b>	<b>\$156,860</b>	<b>\$128,028</b>	<b>\$124,715</b>	<b>\$60,000</b>	<b>\$27,954</b>	<b>\$497,557</b>	<b>\$63,186</b>

Task 6 - Transit & TD Planning Budget Detail for FY 2023/24			
Budget Category & Description	FHWA PL	Trans. Disad.	Total
<b>A. Personnel Services</b>			
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$22, <del>084</del> 895	\$47, <del>084</del> 895
<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$22,<del>084</del>895</b>	<b>\$47,<del>084</del>895</b>
<b>B. Consultant Services</b>			
TDSP Major Update	\$2,667	\$0	\$2,667
TDP Major Update	\$123,883	\$0	\$123,883
<b>Subtotal:</b>	<b>\$126,550</b>	<b>\$0</b>	<b>\$126,550</b>
<b>C. Travel</b>			
MPO Staff and PTNE staff attendance at training and conferences	\$7,000	\$2, <del>000</del> 500	\$9, <del>000</del> 500
<b>Subtotal:</b>	<b>\$7,000</b>	<b>\$2,<del>000</del>500</b>	<b>\$9,<del>000</del>500</b>
<b>D. Other Direct Expenses</b>			
Website	\$0	\$0	\$0
Legal Ads	\$0	\$2,760	\$2,760
Fed Ex/ Postage	\$120	\$1,110	\$1,230
Office Supplies	\$400	\$0	\$400
<b>Subtotal:</b>	<b>\$520</b>	<b>\$3,870</b>	<b>\$4,390</b>
<b>Total:</b>	<b>\$159,070</b>	<b>\$27,<del>954</del>29,265</b>	<b>\$187,<del>024</del>8,335</b>

## **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:**

- Conduct Joint Lee/Collier BPAC, CAC, TAC and MPO meetings as needed.
- Staff and MPO Board attend MPOAC meetings and workshops, including freight meetings, noteworthy practices meetings, and MPOAC weekend institute for Governing Board members.
- Staff participate in CUTS meetings and host as required.
- Participate in Lee MPO TAC, BPAC, and TMOC meetings.
- Monitor and participate in statewide plans and programs, including but not limited to FTP, SIS, and Vision Zero.
- Attendance at state and local conferences/meetings on Collier MPO related issues provided by FDOT, FHWA, NHI, USDOT, NTI, etc.
- Monitor and update joint priorities (TRIP, SIS, enhancement, SUNTrail) as necessary. Rank and prioritize for funding.
- 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.
- Coordinate with municipalities to review local plans for consistency with MPO plans.
- Participate in regional freight workshops and seminars.
- Prepare and submit freight priorities as requested.

End Task/Deliverable(s)	Target Date
MPOAC Meeting Participation	Quarterly
CUTS Meeting Participation	Quarterly
Joint Priorities (TRIP, SIS, etc)	Annually – As requested by FDOT
Joint Lee/Collier MPO Meetings	Annually – As needed
Freight Priorities to MPOAC	As requested

**RESPONSIBLE AGENCY: Collier MPO**



## Task 7 - Financial Tables

Task 7- Regional Coordination					
Estimated Budget Detail for FY 2022/23					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	0	0	\$25,000
<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$7,000
<b>Subtotal:</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>
<b>Total:</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,000</b>

Task 7- Regional Coordination					
Estimated Budget Detail for FY 2023/24					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	0	0	\$25,000
<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$7,000
<b>Subtotal:</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>
<b>Total:</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,000</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.
- Payment for staff time to attend safety training and HR training required by Collier County.

### REQUIRED TASKS:

End Task/ Deliverable(s)	Target Date
Prepare resolutions and policy positions	As needed
Participate in Collier County required Safety and HR training courses	As needed
Payment of any shortfall of consultant or personnel costs or any invoices not eligible for grant reimbursement.	As needed

**RESPONSIBLE AGENCY: Collier MPO**

## Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2022/23						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	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	\$8,000	\$8,000
<b>Total:</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 2023/24						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	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	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>

# SUMMARY TABLES

**TABLE 3 – FY 2022/23 AGENCY PARTICIPATION**

Task #	Task Description	FHWA	FHWA	FTA Section 5305 (FY 21)	FTA Section 5305(FY 22)	FTA Section 5307 (FY 22)	FDOT Soft Match	Local	TD Trust	Total	Amount to Consultant
		CPG	CPG	G1V40	G2594						
		PL	SU	Soft Match	Soft Match						
1	Administration	\$ 413,800		\$ -			\$ 91,265	\$ -	\$ -	\$ 505,065	\$ 80,000
2	Data Collection/ Development	\$ 60,000		\$ -			\$ 13,233	\$ -	\$ -	\$ 73,233	\$ 45,000
3	Transportation Improvement Program (TIP)	\$ 30,000		\$ -			\$ 6,617	\$ -	\$ -	\$ 36,617	\$ 20,000
4	Long Range Planning	\$ 58,543	\$ 250,000	\$ -			\$ 12,912	\$ -	\$ -	\$ 321,455	\$ 278,543
5	Special Projects and Systems Planning	\$ 133,133	\$ 100,000	\$ -			\$ 29,363	\$ -	\$ -	\$ 262,496	\$ 207,133
6	Transit and Transportation Disadvantaged	\$ 156,860		\$ 128,028	\$ 124,715	\$60,000	\$ 97,782		\$ 27,954	\$ 595,339	\$ 385,319
7	Regional Coordination	\$ 32,000		\$ -			\$ 7,058	\$ -	\$ -	\$ 39,058	\$ -
8	Locally Funded Activities	\$ -		\$ -			\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2022/23 funds for all tasks	\$ 884,336	\$ 350,000	\$ 128,028	\$ 124,715	\$ 60,000	\$ 258,230	\$ 8,000	\$ 27,954	\$ 1,841,263	
	Total De-obligation from prior fiscal years	\$ -		\$ -			\$ -	\$ -	\$ -	\$ -	
	Total cost, including carryover, for all tasks	\$ 884,336	\$ 350,000	\$ 128,028	\$ 124,715	\$ 60,000	\$ 258,230	\$ 8,000	\$ 27,954	\$ 1,841,263	\$ 1,015,995

	FHWA PL	FHWA SU	FTA 5307	FDOT	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -			\$ 258,230	\$ -		\$ -	\$ -	\$ -	\$ 258,230
FY 2022/23 Funding	\$ 884,336	\$ 350,000	\$ 60,000		\$ 27,954		\$ -	\$ -	\$ -	\$ 1,322,290
FY 2022/23 Local Funding	\$ -		\$ -	\$ -		\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover *	\$ -		\$ 252,743	\$ -				\$ -		\$ 252,743
De-Obligation from Prior Fiscal Years			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 884,336	\$ 350,000	\$ 312,743	\$ 258,230	\$ 27,954	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 1,841,263

(1) For FY 2022/2023, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

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

\* - FTA Section 5305 includes FY 21 and FY 22 funding

\*Soft match includes \$195,044 at .1807% and \$63,186 at 20% to match PTGAs.

**TABLE 4 – FY 2022/23 FUNDING SOURCE**

<b>Task #</b>	<b>Task Description</b>	<b>FHWA PL Federal</b>	<b>FHWA SU Federal</b>	<b>FTA 5305 Carryforward</b>	<b>FTA Section 5307 (FY 22)</b>	<b>FDOT Soft Match</b>	<b>Total Federal Funding</b>	<b>State TD Trust</b>	<b>Local Funding</b>	<b>Total</b>
1	Administration	\$ 413,800				\$ 91,265	\$ 413,800	\$ -	\$ -	\$ 505,065
2	Data Collection/Development	\$ 60,000				\$ 13,233	\$ 60,000	\$ -	\$ -	\$ 73,233
3	Transportation Improvement Program (TIP)	\$ 30,000				\$ 6,617	\$ 30,000	\$ -	\$ -	\$ 36,617
4	Long Range Planning	\$ 58,543	\$ 250,000			\$ 12,912	\$ 308,543	\$ -	\$ -	\$ 321,455
5	Special Projects and Systems Planning	\$ 133,133	\$ 100,000			\$ 29,363	\$ 233,133	\$ -	\$ -	\$ 262,496
6	Transit and Transportation Disadvantaged	\$ 156,860		\$ 252,743	\$ 60,000	\$ 97,782	\$ 156,860	\$ 27,954		\$ 595,339
7	Regional Coordination	\$ 32,000				\$ 7,058	\$ 32,000	\$ -	\$ -	\$ 39,058
8	Locally Funded Activities for all tasks	\$ -				\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
		\$ 884,336	\$ 350,000	\$ 252,743	\$ 60,000	\$ 258,230	\$ 1,234,336	\$ 27,954	\$ 8,000	\$ 1,841,263
<b>Summary</b>										
	State Support/Match for MPO (1)	\$ -	\$ -			\$ 258,230	\$ -	\$ -		\$ 258,230
	FY 2022/23 Funding	\$ 884,336	\$ 350,000		\$ 60,000	\$ -	\$ -	\$ 27,954		\$ 1,322,290
	FY 2022/23 Local Funding	\$ -	\$ -			\$ -	\$ -		\$ 8,000	\$ 8,000
	Roll Forward from Prior Fiscal Year			\$ 252,743		\$ -	\$ -	\$ -		\$ 252,743
	<b>Total cost, including carryover, for a</b>	<b>\$ 884,336</b>	<b>\$ 350,000</b>	<b>\$ 252,743</b>	<b>\$ 60,000</b>	<b>\$ 258,230</b>	<b>\$ 1,234,336</b>	<b>\$ 27,954</b>	<b>\$ 8,000</b>	<b>\$ 1,841,263</b>

\*Soft match includes \$195,044 at .1807% and \$63,186 at 20% to match PTGAs.

**TABLE 5 – FY 2023/24 AGENCY PARTICIPATION**

Task #	Task Description	FHWA	FHWA	FDOT Soft Match	Local	TD Trust	Total	Amount to Consultant
		CPG	CPG					
		PL	SU					
1	Administration	\$ 368,800	\$ -	\$ 81,340	\$ -	\$ -	\$ 450,140	\$ 6,000
2	Data Collection/ Development	\$ 40,000	\$ -	\$ 8,822	\$ -	\$ -	\$ 48,822	\$ 15,000
3	Transportation Improvement Program (TIP)	\$ 30,000	\$ -	\$ 6,617	\$ -	\$ -	\$ 36,617	\$ 1,000
4	Long Range Planning	\$ 46,846	\$ 300,000	\$ 10,332	\$ -	\$ -	\$ 357,178	\$ 306,846
5	Special Projects and Systems Planning	\$ 134,925	\$ 50,000	\$ 29,758	\$ -	\$ -	\$ 214,683	\$ 105,925
6	Transit and Transportation Disadvantaged	\$ 159,070	\$ -	\$ 35,084	\$ -	\$ 29,265	\$ 223,419	\$ 126,550
7	Regional Coordination	\$ 32,000	\$ -	\$ 7,058	\$ -	\$ -	\$ 39,058	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2023/24 funds for all tasks	\$ 811,641	\$ 350,000	\$ 179,011	\$ 8,000	\$ 29,265	\$ 1,377,917	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 811,641	\$ 350,000	\$ 179,011	\$ 8,000	\$ 29,265	\$ 1,377,917	\$ 561,321

	FHWA PL	FHWA SU	FDOT	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ -	\$ 179,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,011
FY 2023/24 Funding	\$ 811,641	\$ 350,000	\$ -	\$ 29,265	\$ -	\$ -	\$ -	\$ -	\$ 1,190,906
FY 2023/24 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
De-Obligation from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 811,641	\$ 350,000	\$ 179,011	\$ 29,265	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 1,377,917

(1) For FY 2023/2024, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.

**TABLE 6 – FY 2023/24 FUNDING SOURCE**

<b>Task #</b>	<b>Task Description</b>	<b>FHWA PL Federal</b>	<b>FHWA SU Federal</b>	<b>FDOT Soft Match</b>	<b>Total Federal Funding</b>	<b>State TD Trust</b>	<b>Local Funding</b>	<b>Total</b>
1	Administration	\$ 368,800		\$ 81,340	\$ 368,800	\$ -	\$ -	\$ 450,140
2	Data Collection/Development	\$ 40,000		\$ 8,822	\$ 40,000	\$ -	\$ -	\$ 48,822
3	Transportation Improvement Program (TIP)	\$ 30,000		\$ 6,617	\$ 30,000	\$ -	\$ -	\$ 36,617
4	Long Range Planning	\$ 46,846	\$ 300,000	\$ 10,332	\$ 346,846	\$ -	\$ -	\$ 357,178
5	Special Projects and Systems Planning	\$ 134,925	\$ 50,000	\$ 29,758	\$ 184,925	\$ -	\$ -	\$ 214,683
6	Transit and Transportation Disadvantaged	\$ 159,070		\$ 35,084	\$ 159,070	\$ 29,265		\$ 223,419
7	Regional Coordination	\$ 32,000		\$ 7,058	\$ 32,000	\$ -	\$ -	\$ 39,058
8	Locally Funded Activities	\$ -		\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2023/24 funds for all tasks	\$ 811,641	\$ 350,000	\$ 179,011	\$ 1,161,641	\$ 29,265	\$ 8,000	\$ 1,377,917
<b>State Support/Match for MPO (1)</b>								
	State Support/Match for MPO (1)	\$ -	\$ -	\$ 179,011	\$ -	\$ -		\$ 179,011
	<b>FY 2023/24 Funding</b>	\$ 811,641	\$ 350,000	\$ -	\$ -	\$ 29,265		\$ 1,190,906
	<b>FY 2023/24 Local Funding</b>	\$ -	\$ -	\$ -	\$ -		\$ 8,000	\$ 8,000
	<b>Total cost, including carryover, for all tasks</b>	\$ 811,641	\$ 350,000	\$ 179,011	\$ 1,161,641	\$ 29,265	\$ 8,000	\$ 1,377,917