



**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.colliermpo.com>

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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

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2021

Adopted 5/8/2020

Revision Number: Select

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

Planning Specialist III/Community Liaison District 1

Title and District

Signature

Select Date

www.fdot.gov

COST ANALYSIS CERTIFICATION

S25-010-06
POLICY PLANNING
02/19



Florida Department of Transportation

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Name: Victoria Peters

Planning Specialist III/Community Liaison District 1
Title and District

Signature Select Date

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 (formerly known as the Strategic Highway 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 study will be managed by the MPO and completed by a consultant. It is expected to 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 \$138,836 in FY 2020/21 and \$120,971 in FY 2021/22 for a total of \$259,807.

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
- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

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 **Appendices E and F** of this document. Comments received from FHWA, FTA, and FDOT have been addressed and incorporated into the final document. A draft of this UPWP was presented for final endorsement to the Citizens and Technical Advisory Committees on April 27, 2020 and received final approval by the Collier MPO Board on May 8, 2020.

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 Donna Fiala, District 1
Commissioner Andy Solis., District 2
Commissioner Burt Saunders, District 3
Commissioner Penny Taylor, District 4
Commissioner William L. McDaniel, Jr., District 5

CITY OF NAPLES

Councilman Terry Hutchison
Councilman Reg Buxton

CITY OF MARCO ISLAND

Councilman Erik Brechnitz

CITY OF EVERGLADES CITY

Councilwoman Elaine Middelstaedt

FLORIDA DEPARTMENT OF TRANSPORTATION

L.K. Nandam, District Secretary, District One

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 (7/1/18) – 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.

CERTIFICATIONS AND ASSURANCES

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

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 T-5.

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.

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. 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:

MPO staff performed required ongoing activities including supporting the MPO Board and committee meetings; develop and update the UPWP; updating necessary documents including the Staff Services Agreement and Lease Agreement; conducting public involvement activities in compliance with the Public Participation Plan; conducted procurement activities for plans and studies; and prepared quarterly/monthly reimbursement requests and invoices.

Completed an update to the Public Participation Plan in 2019 and in 2020.

Transitioned to a new website vendor and re-designed the MPO web page to be more user friendly.

Completed Collier MPO Strategic Plan and Annual Report, which reported on activities of staff and advisory committees, incorporating PIP statistics, performance measures and the Board's strategic plan.

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	Annually
Provide training for MPO staff and MPO Governing Board members at conferences, workshops, etc. Attend business meetings as required.	Completed travel forms	As needed
Perform grant and financial tasks including preparing grant agreements, grant compliance tasks, grant	Agreements, FDOT audit, payment of invoices	Ongoing

Activity	Deliverable(s)	Target Date
reimbursements, timekeeping, inventory, contract management, invoice payment.		
Participate in joint FDOT/MPO annual certification reviews.	Responses to certification questions	Annually
Participate in the 2020 Federal Certification review.	Certification	August 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 needed to maintain compliance with plan including maintained and updated 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
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
	Subtotal:	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
B. Consultant Services								
	Website maintenance, hosting fees, etc.	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	PSA or Safety Campaign (Still TBD)	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	Subtotal:	\$102,000	\$0	\$0	\$0	\$0	\$0	\$102,000
C. Travel								
	Travel and Professional Development	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	Subtotal:	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
D. Other Direct Expenses								
	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	\$500	\$0	\$0	\$0	\$0	\$0	\$500
	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
	Subtotal:	\$40,200	\$0	\$0	\$0	\$0	\$0	\$40,200
	Total:	\$445,200	\$0	\$0	\$0	\$0	\$0	\$445,200

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Subtotal:	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
B. Consultant Services							
Website maintenance, hosting fees, etc.	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Subtotal:	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
C. Travel							
Travel and Professional Development	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Subtotal:	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
D. Other Direct Expenses							
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	\$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
Subtotal:	\$40,200	\$0	\$0	\$0	\$0	\$0	\$40,200
Total:	\$345,200	\$0	\$0	\$0	\$0	\$0	\$345,200

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” that includes 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
Continued coordination with jurisdictions, agencies and municipalities within Collier County and adjacent to Collier County on community master plans, transportation system plans, multi-modal mobility plans, Strategic Highway Safety Plan etc. and the data used to update and maintain such information.	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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
B. Consultant Services							
Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Subtotal	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Total:	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
B. Consultant Services							
Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Subtotal	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Total:	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

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.

Developed Annual preparation of TIPs and TIP Amendments.

Developed 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 have been prioritized by the MPO. This activity includes review of applications and associated activities.	Submitted applications to FDOT	February – Annually
	Annual Project Priority Lists	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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Total:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Total:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000

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:

Completed and adopted an 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.

Prepared the Public Involvement Plan for the 2045 LRTP. Prepared and advertised the first survey for the 2045 LRTP.

Prepared and transmitted data to FDOT for projects to update the Existing + Committed network for Collier MPO area.

Updated socio-economic data and TAZ structures for the 2045 LRTP Update and transmitted to FDOT by required deadline.

Began drafting chapters of elements that will be included in the 2045 LRTP, including ACES and resiliency.

REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
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	Attendance and participation at meetings/ Travel Forms	As needed

Activity	Deliverable(s)	Target Date
Groups, Florida Standard Urban Transportation Model Structure (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	December 2020
Prepare revenue projections for the 2045 LRTP	Revenue Projections	Summer 2020
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	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	As needed

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Subtotal:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
B. Consultant Services							
2045 LRTP	\$20,000	\$150,000	\$0	\$0	\$0	\$0	\$170,000
Subtotal:	\$20,000	\$150,000	\$0	\$0	\$0	\$0	\$170,000
Total:	\$55,000	\$150,000	\$0	\$0	\$0	\$0	\$205,000

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Subtotal:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
B. Consultant Services							
2045 LRTP	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Subtotal:	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Total:	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

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:

Development of annual Work Program priorities for construction of new sidewalks, pathways and bike lanes.

Served as liaison to FDOT to communicate the need for bicycle and pedestrian facilities on State roads.

Completed first Transportation System Performance Report. This report 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.	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 participated in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate	Attendance and participation, noted on progress reports, travel forms if outside of county	As needed
Maintain and update the Bicycle Pedestrian Master Plan	Bicycle Pedestrian Master Plan	As needed

Activity	Deliverable(s)	Target Date
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	Annually
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	As needed
Complete a biennial Transportation System Performance Report	Completed TSPR	June 2022
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	November 2020
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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Subtotal:	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
B. Consultant Services							
Transportation System Performance Report	\$18,285	\$0	\$0	\$0	\$0	\$0	\$18,285
Strategic Highway Safety Plan	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Subtotal:	\$18,285	\$25,000	\$0	\$0	\$0	\$0	\$43,485
Total:	\$63,285	\$25,000	\$0	\$0	\$0	\$0	\$88,285

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Subtotal:	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
B. Consultant Services							
Transportation System Performance Report	\$62,285	\$0	\$0	\$0	\$0	\$0	\$62,285
Subtotal:	\$62,285	\$0	\$0	\$0	\$0	\$0	\$62,285
Total:	\$107,285	\$0	\$0	\$0	\$0	\$0	\$107,285

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. 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

Began the Major Update of the TDP and the Park and Ride Study. Both studies are expected to be completed during this cycle of the UPWP and the results will feed into the development of the 2045 LRTP.

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. Provided 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.	Completed Travel Forms, Receipts, Progress Reports	As needed
Project Management and Consultant Services for Transit Development Plan Major Update. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE	Transit Development Plan submitted to FDOT Comments on Annual Report	September 2020 Annually

Activity	Deliverable(s)	Target Date
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	Park and Ride Study	October 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 conduct a transit impact analysis.	Completed study	September 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
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	Annual Annual Annual Annual 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

Task 6 - Transit & TD Planning Estimated Budget Detail for FY 20/21									
Budget Category & Description	FTA 5305 Carry-forward	FTA State Match Carry-forward	FTA Local Match Carry-forward	FHWA (PL)	FTA 5305 FY 20/21	FTA State Match FY 20/21	FTA Local Match FY 20/21	Trans. Disad.	Total
A. Personnel Services									
MPO staff salaries, fringe benefits, and other deductions	\$23,264	\$9,370	\$9,370	\$0	\$48,000	\$2,408	\$6,000	\$21,156	\$110,236
Subtotal:	\$23,264	\$9,370	\$9,370	\$0	\$48,000	\$2,408	\$6,000	\$21,156	\$110,236
B. Consultant Services									
Transit Impact Analysis	\$32,800	\$4,100	\$4,100	\$0	\$0	\$0	\$0	\$0	\$41,000
Transit Element of the 2045 LRTP	\$36,000	\$4,500	\$4,500	\$0	\$0	\$0	\$0	\$0	\$45,000
TDP Major Update	\$52,501	\$6,562	\$6,562	\$0	\$0	\$0	\$0	\$0	\$65,625
Park and Ride	\$40,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Transit Study - TBD after TDP Completion	\$0	\$0	\$0	\$0	\$58,984	\$7,372	\$7,372	\$0	\$73,728
Subtotal:	\$161,301	\$20,162	\$20,162	\$0	\$58,984	\$7,372	\$7,372	\$0	\$275,353
C. Travel									
MPO Staff and PTNE staff attendance at training and conferences	\$4,819	\$602	\$602	\$0	\$9,600	\$1,200	\$1,200	\$2,000	\$20,023
Subtotal:	\$4,819	\$602	\$602	\$0	\$9,600	\$1,200	\$1,200	\$2,000	\$20,023
D. Other Direct Expenses									
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760
Website	\$240	\$30	\$30	\$0	\$240	\$30	\$30	\$0	\$600
Fed Ex/Postage	\$120	\$15	\$15	\$0	\$80	\$10	\$10	\$1,100	\$1,350
Office Supplies	\$1,643	\$206	\$206	\$0	\$1,643	\$206	\$206	\$0	\$4,110
Subtotal:	\$2,003	\$251	\$251	\$0	\$1,120	\$140	\$140	\$3,860	\$7,765
Total:	\$191,387	\$23,923	\$23,923	\$0	\$118,587	\$14,823	\$14,823	\$27,016	\$414,482

Task 6 - Transit & TD Planning

Estimated Budget Detail for FY 21/22

Budget Category & Description	FTA 5305 Carry-forward	5305 Carry-forward State Match	5305 Carry-forward Local Match	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
MPO staff salaries, fringe benefits, and other deductions	\$0	\$0	\$0	\$64,000	\$8,000	\$8,000	\$21,156	\$101,156
Subtotal:	\$0	\$0	\$0	\$64,000	\$8,000	\$8,000	\$21,156	\$101,156
B. Consultant Services								
Transit Study - TBD after TDP Completion	\$0	\$0	\$0	\$43,867	\$5,483	\$5,483	\$0	\$54,833
Subtotal:	\$0	\$0	\$0	\$43,867	\$5,483	\$5,483	\$0	\$54,833
C. Travel								
MPO Staff and PTNE staff attendance at training and conferences	\$0	\$0	\$0	\$9,600	\$1,200	\$1,200	\$2,000	\$14,000
Subtotal:	\$0	\$0	\$0	\$9,600	\$1,200	\$1,200	\$2,000	\$14,000
D. Other Direct Expenses								
Legal Ads	\$0	\$0	\$0	\$0	\$0	\$0	\$2,760	\$2,760
Website	\$0	\$0	\$0	\$240	\$30	\$30	\$0	\$300
Fed Ex/ Postage	\$0	\$0	\$0	\$120	\$15	\$15	\$1,100	\$1,250
Office Supplies	\$0	\$0	\$0	\$800	\$100	\$100	\$0	\$1,000
Subtotal:	\$0	\$0	\$0	\$1,120	\$251	\$251	\$3,860	\$5,260
Total:	\$0	\$0	\$0	\$118,587	\$14,823	\$14,823	\$27,016	\$175,249

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	Attendance, travel forms, progress reports	Ongoing
Staff participation in CUTS meetings	Attendance and participation, travel forms	Quarterly
Participation in Lee MPO TAC, BPAC, and TMOC meetings	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	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, NTL, etc.	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	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	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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$24,000	\$0	0	0	0	0	\$24,000
Subtotal:	\$24,000	\$0	\$0	\$0	\$0	\$0	\$24,000
B. Travel							
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Subtotal:	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Total:	\$31,000	\$0	\$0	\$0	\$0	\$0	\$31,000

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
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$15,000	\$0	0	0	0	0	\$15,000
Subtotal:	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
B. Travel							
Travel to MPOAC and any other out of county activities as necessary	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
Subtotal:	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
Total:	\$21,000	\$0	\$0	\$0	\$0	\$0	\$21,000

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
A. Miscellaneous Expenses								
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000

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

TASK 9 STATE SUPPORT FOR FTA SECTION 5305(D)

PURPOSE:

To provide guidance, technical assistance and one-half the cash match to the MPO, in support of the transit planning activities; provide one-half the local cash match for the FTA Section 5303 or 5305(d) funds supporting UPWP Tasks.

PREVIOUS WORK:

Annual State support since FY 1997-1998.

REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Provide Cash Match and assistance for FTA Section 5305(d) grant	Cash Match	Ongoing

RESPONSIBLE AGENCY: FDOT

SUMMARY TABLES

TABLE 1 – FY 2020/21 AGENCY PARTICIPATION

Task #	Task Description	De-obligation from 19/20	FHWA (PL)	FHWA (SU)	FTA Section 5305*	FDOT		Local	TD Trust	Total	Amount to Consultant
						Soft Match	Cash Match				
1	Administration	\$ 71,000	\$ 374,200		\$ -	\$ 98,191	\$ -	\$ -	\$ -	\$ 543,391	\$ 102,000
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	\$ 150,000	\$ -	\$ 12,130	\$ -	\$ -	\$ -	\$ 217,130	\$ 170,000
5	Special Projects and Systems Planning	\$ 10,000	\$ 53,285	\$ 25,000	\$ -	\$ 13,958	\$ -	\$ -	\$ -	\$ 102,243	\$ 43,285
6	Transit and Transportation Disadvantaged				\$ 309,974		\$ 38,746	\$ 38,746	\$ 27,016	\$ 414,482	\$ 275,353
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		\$ 309,974	\$ 138,836	\$ 38,746	\$ 46,746	\$ 27,016	\$ 1,109,803	
	Total De-obligation from prior fiscal years	\$ 81,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,000	
	Total cost, including carryover, for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 309,974	\$ 138,836	\$ 38,746	\$ 46,746	\$ 27,016	\$ 1,365,803	\$ 605,638

	FHWA PL	FHWA SU	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -		\$ 138,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,836
FY 20/21 State and Local Support for FTA Program (2)	\$ -		\$ 14,823	\$ -	\$ -	\$ 9,264	\$ 3,706	\$ -	\$ 1,853	\$ 29,646
FY 2020/21 Funding	\$ 548,485	\$ 175,000	\$ -	\$ 118,587	\$ 27,016	\$ -	\$ -	\$ -	\$ -	\$ 869,088
FY 2020/21 Local Funding	\$ -		\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -		\$ 23,923	\$ 191,387	\$ -	\$ 14,952	\$ 5,981	\$ -	\$ 2,990	\$ 239,233
De-Obligation from Prior Fiscal Years	\$ 81,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,000
Total cost, including carryover, for all tasks	\$ 629,485	\$ 175,000	\$ 177,582	\$ 309,974	\$ 27,016	\$ 29,216	\$ 11,687	\$ -	\$ 5,843	\$ 1,365,803

- (1) For FY 2020/2021, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.
- (2) This amount identified on this line represents the amount of FTA 5305 funding and the amount of local match (10%) required.
- * - FTA Section 5305 includes 2017/18, 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	FTA 5305 Carry Forward			FTA 5305 20/21			State TD Trust	Local Funding	Total
							Federal	State	Local	Federal	State	Local			
1	Administration	\$ 71,000	\$ 374,200		\$ 98,191	\$ 445,200		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543,391
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	\$ 150,000	\$ 12,130	\$ 205,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,130
5	Special Projects and Systems Planning	\$ 10,000	\$ 53,285	\$ 25,000	\$ 13,958	\$ 88,285		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,243
6	Transit and Transportation Disadvantaged					\$ -	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016		\$ 414,482
7	Regional Coordination		\$ 31,000		\$ 6,837	\$ 31,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,837
8	Locally Funded Activities	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2018/19 funds for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 138,836	\$ 804,485	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,365,803
	State Support/Match for MPO (1)	\$ -	\$ -	\$ -	\$ 138,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 138,836
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,823	\$ 14,823	\$ -		\$ 29,646
	FY 2020/21 Funding	\$ -	\$ 548,485	\$ 175,000	\$ -	\$ -	\$ -	\$ -		\$ 118,587	\$ -		\$ -		\$ 842,072
	FY 2020/21 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,016	\$ 8,000	\$ 35,016
	Roll Forward from Prior Fiscal Year	\$ 81,000			\$ -	\$ -	\$ 191,387	\$ 23,923	\$ 23,923	\$ -	\$ -	\$ -	\$ -		\$ 320,233
	Total cost, including carryover, for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 138,836	\$ 804,485	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,365,803

TABLE 3 – FY 2021/22 AGENCY PARTICIPATION

Task #	Task Description	FHWA (PL)	FTA Section 5305	FDOT		Local	TD Trust	Total	Amount to Consultant
				Soft Match	Cash Match				
1	Administration	\$ 345,200	\$ -	\$ 76,135	\$ -	\$ -	\$ -	\$ 421,335	\$ 2,000
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	\$ 40,000	\$ -	\$ 8,822	\$ -	\$ -	\$ -	\$ 48,822	\$ 5,000
5	Special Projects and Systems Planning	\$ 107,285	\$ -	\$ 23,662	\$ -	\$ -	\$ -	\$ 130,947	\$ 62,285
6	Transit and Transportation Disadvantaged	\$ -	\$ 118,587	\$ -	\$ 14,823	\$ 14,823	\$ 27,016	\$ 175,249	\$ 54,833
7	Regional Coordination	\$ 21,000	\$ -	\$ 4,632	\$ -	\$ -	\$ -	\$ 25,632	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2021/22 funds for all tasks	\$ 548,485	\$ 118,587	\$ 120,971	\$ 14,823	\$ 22,823	\$ 27,016	\$ 852,705	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 548,485	\$ 118,587	\$ 120,971	\$ 14,823	\$ 22,823	\$ 27,016	\$ 852,705	\$ 139,118

	FHWA PL	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 120,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,971
State and Local Support for FTA Program (2)	\$ -	\$ 14,823	\$ -	\$ -	\$ 9,264	\$ 3,706	\$ -	\$ 1,853	\$ 29,646
FY 2021/22 Funding	\$ 548,485	\$ -	\$ 118,587	\$ 27,016	\$ -	\$ -	\$ -	\$ -	\$ 694,088
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 548,485	\$ 135,794	\$ 118,587	\$ 27,016	\$ 14,264	\$ 5,706	\$ -	\$ 2,853	\$ 852,705

- (1) For FY 2021/2022, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.
- (2) This amount identified on this line represents the amount of FTA 5305 funding and the amount of local match (10%) required.

TABLE 4 – FY 2021/22 FUNDING SOURCE

Task #	Task Description	FHWA PL	FDOT	TOTAL	FTA 5305 2021-22			State TD	Local	Total
		Federal	Soft Match	FEDERAL PL	Federal	State	Local	Trust	Funding	
1	Administration	\$ 345,200	\$ 76,135	\$ 345,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421,335
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	\$ 40,000	\$ 8,822	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,822
5	Special Projects and Systems Planning	\$ 107,285	\$ 23,662	\$ 107,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,947
6	Transit and Transportation Disadvantaged	\$ -	\$ -	\$ -	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ -	\$ 175,249
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	\$ 548,485	\$ 120,971	\$ 548,485	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 852,705
	State Support/Match for MPO	\$ -	\$ 120,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,971
	State and Local Support for FTA Program	\$ -	\$ -	\$ -	\$ -	\$ 14,823	\$ 14,823	\$ -	\$ -	\$ 29,646
	FY 2021/22 Funding	\$ 548,485	\$ -	\$ -	\$ 118,587	\$ -	\$ -	\$ 27,016	\$ -	\$ 694,088
	FY 2021/22 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	PL Roll Forward from Prior Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 548,485	\$ 120,971	\$ -	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 852,705

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

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

Planning Factors and Emphasis Areas that will be considered in each of the UPWP Task activity.

APPENDICES

APPENDIX A – COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

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
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DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The [redacted] 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 [redacted] also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: [redacted]
Title: MPO Chairman (or designee)

Date

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 [REDACTED] that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the [REDACTED], 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 [REDACTED] shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: _____
Title: MPO Chairman (or designee)

[REDACTED] _____
Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the [REDACTED] 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 [REDACTED], 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 [REDACTED], in a non-discriminatory environment.

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

Name: [REDACTED]
Title: MPO Chairman (or designee)

Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the [REDACTED] 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 [REDACTED] 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: _____
Title: MPO Chairman (or designee)

[REDACTED] _____
Date

APPENDICES A and E

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

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27: The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

APPENDIX D – RESPONSE TO COMMENTS

Agency	Comment	Response	Page
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 rd 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