



“EXHIBIT A” to MPO Agreement #G2V40

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

**UNIFIED PLANNING WORK PROGRAM  
FISCAL YEARS (FY) 2024/25-2025/26  
July 1, 2024-June 30, 2026**

This document was approved and adopted by the  
Collier Metropolitan Planning Organization on  
May 10, 2024

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# TABLE OF CONTENTS

<b>COST ANALYSIS CERTIFICATION .....</b>	<b>4</b>
<b>INTRODUCTION.....</b>	<b>5</b>
DEFINITION OF THE UPWP .....	5
OVERVIEW AND STATUS OF CURRENT CORE PLANNING ACTIVITIES.....	5
LOCAL AND REGIONAL PLANNING PRIORITIES.....	7
AIR QUALITY PLANNING ACTIVITIES .....	8
SOFT MATCH.....	8
CPG PARTICIPATION STATEMENT.....	9
CPG FUNDING AMOUNTS FOR THIS UPWP .....	9
IIJA 2.5% PL SET ASIDE FOR COMPLETE STREETS PLANNING .....	10
PUBLIC INVOLVEMENT PROCESS.....	10
FEDERAL PLANNING FACTORS.....	11
<b>TABLE 1 – FEDERAL PLANNING FACTOR MATRIX.....</b>	<b>12</b>
FEDERAL AND STATE PLANNING EMPHASIS AREAS .....	13
<b>TABLE 2 – PLANNING EMPHASIS AREAS .....</b>	<b>15</b>
MPO RESOLUTION .....	15
<b>ORGANIZATION AND MANAGEMENT.....</b>	<b>16</b>
IDENTIFICATION OF MPO PARTICIPANTS .....	16
OPERATIONAL PROCEDURES AND BYLAWS .....	17
EXECUTED AGREEMENTS.....	18
CERTIFICATIONS AND ASSURANCES.....	19
UPWP TASK OVERVIEW .....	20
<b>TASK 1 ADMINISTRATION .....</b>	<b>22</b>
<b>TASK 2 DATA COLLECTION / DEVELOPMENT.....</b>	<b>26</b>
<b>TASK 3 TIP MONITORING AND DEVELOPMENT .....</b>	<b>30</b>
<b>TASK 4 LONG RANGE PLANNING.....</b>	<b>32</b>
<b>TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING.....</b>	<b>35</b>
<b>TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING.....</b>	<b>38</b>
<b>TASK 7 REGIONAL COORDINATION .....</b>	<b>42</b>

<b>TASK 8</b>	<b>LOCALLY FUNDED ACTIVITIES.....</b>	<b>45</b>
<b>SUMMARY TABLES.....</b>		<b>47</b>
TABLE 3 – FY 2024/25 AGENCY PARTICIPATION .....		49
TABLE 4 – FY 2024/25 FUNDING SOURCE .....		50
TABLE 5 – FY 2025/26 AGENCY PARTICIPATION.....		51
TABLE 6 – FY 2025/26 FUNDING SOURCE .....		52
<b>APPENDICES .....</b>		<b>53</b>
APPENDIX A – COMMONLY USED ACRONYMS.....		54
APPENDIX B – PLANNING STUDIES IN THE MPO AREA.....		57
APPENDIX C – STATEMENTS AND ASSURANCES .....		59
APPENDIX D – RESPONSE TO COMMENTS .....		66
APPENDIX E – MPO RESOLUTION .....		68
APPENDIX F – UPWP REVIEW CHECKLIST .....		70

# COST ANALYSIS CERTIFICATION

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525-010-06  
POLICY PLANNING  
02/19

## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

Jared W. Perdue, P.E.  
SECRETARY

### Cost Analysis Certification

#### Collier MPO

#### Unified Planning Work Program - FY 24/25-25/26

Adopted 5/10/2024

Revision Number: Initial Adoption

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

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Name: Edith Perez, FCCM

Community Liaison, District One  
Title and District

*Edith Perez*

5/10/2024

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Signature

[www.fdot.gov](http://www.fdot.gov)

# INTRODUCTION

## DEFINITION OF THE UPWP

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Organization documents transportation planning and transportation planning related activities for the two-year period starting July 1, 2024 (FY 2024/25-2025/26). The UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes in the Collier Metropolitan Planning area. At a minimum, a UPWP includes a description of the work and resulting products, indicates who will perform the work, provides timeframes and deadlines for completing the work, includes the cost of the work and the source(s) of funds.

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

The objective of the Collier MPO is to provide for a Continuing, Comprehensive, and Cooperative approach to the planning process. The MPO performs a variety of tasks utilizing funds under Titles 23 and 49, and Title 49 Chapter 53, U.S.C. Those tasks include annual development of the Transportation Improvement Program (TIP); continually improving the Congestion Management Process; regular updates to the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP); support of Bicycle and Pedestrian Planning activities; preparation of updates to the Long Range Transportation Plan (LRTP); periodically updating the Public Involvement Plan (PIP), expanding public outreach activities and implementing strategies to address environmental justice issues; and supporting FDOT District One and Collier County planning activities with emphasis on improving traffic modeling and Geographic Information Systems (GIS) capabilities. All eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized.

## OVERVIEW AND STATUS OF CURRENT CORE PLANNING ACTIVITIES

### **Long Range Transportation Plan**

The LRTP is a critical tool in the MPO process. It is composed of a Needs Assessment, a Cost Feasible Plan, and several multi-modal transportation components. It is the primary document in which multi-modal components (such as pathways, transit, and other projects), land use data, and projected revenues are integrated in the long range planning process. The 2045 LRTP started in 2019 and was completed in December 2020. The development of the 2045 LRTP included coordination with member agencies and the FDOT.

The 2050 LRTP will be the focus for this UPWP. The MPO's consultant has begun development of the 2050 LRTP. Current activities include developing a Public Involvement Plan and public involvement materials, coordinating initiatives, goals, objectives, decision making framework, travel modeling and analysis, and coordinating with member agencies and FDOT. The document is required to be adopted by December 2025.

## INTRODUCTION (cont.)

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

An operational Congestion Management System (CMS) plan was originally adopted in 1997 and was updated in 2006. The CMS was developed to reduce congestion by not adding travel lanes to existing highways, but by initiatives such as improving traffic signal timing, improving intersections (adding/lengthening turn lanes, etc.), and modifying medians. In 2008, the MPO updated the CMS and renamed it the Congestion Management Process (CMP). The CMP was updated in 2017. The 2017 update brought the document current with the 2040 LRTP and new federal legislation requiring performance-based, data driven planning. The 2017 update also adopted transportation performance measures and required project sponsors to establish baseline measures and report the results to the Congestion Management Committee and the MPO Board.

Updates to the CMP are completed every five years. The last update to the CMP occurred in April 2022. Beginning a new update to the CMP for anticipated completion in 2027 will be a focus for this UPWP. The update will bring the document current with the 2050 LRTP, which is currently underway.

## **LOCAL AND REGIONAL PLANNING PRIORITIES**

### **FY 2024/25 and FY 2025/26 UPWP Transportation Planning Priorities**

Completing many technical plans and studies that support the development of the LRTP will be a focus of this UPWP.

#### **Transit Planning**

A major Transit Development Plan (TDP) update was completed in September 2020 and a new update is now underway. The TDP update is scheduled to be completed by September 2025 and will coordinate with the 2050 LRTP. The Collier County Public Transit and Neighborhood Enhancement (PTNE) Department, in coordination with the Collier MPO, completes Annual Progress Reports to the TDP in-house.

A Zero Emission Fleet Transition Plan is being completed to evaluate the potential impacts, benefits, and feasibility of a deployment plan to incorporate battery electric vehicles into Collier Area Transit's services and facilities.

The last Transportation Disadvantaged Service Plan (TDSP) major update was completed in 2023. The Collier MPO serves as the designated official planning agency and performs Transportation Disadvantaged Planning activities. A major TDSP update is required to be completed 120 days after reappointment of the Community Transportation Coordinator, which will occur in 2028. The next major update to the TDSP update must be completed and submitted to the Florida Commission for the Transportation Disadvantaged by October 2028. Interim updates to the TDSP are completed annually and completed by MPO staff in-house.

#### **Bicycle and Pedestrian Master Plan (BPMP) Update**

The purpose of the BPMP is to develop a comprehensive bicycle and pedestrian network throughout Collier County and to unify planning efforts and influence facility improvement priorities. The last BPMP update was completed in 2019 and a new update is underway, and anticipated to be completed by May 2025 and will coordinate with the 2050 LRTP.

#### **Safe Streets for All Comprehensive Safety Action Plan**

The Safe Streets for All Comprehensive Safety Action Plan is a plan that supports FDOT's Vision Zero goals, provides a framework to reduce fatalities and serious injuries on roadways, and improves the safety, health, and well-being of residents and visitors. Development of the Action Plan is currently underway and is expected to be completed by November 2025.

#### **Equity Analysis**

MPO staff prepared an updated Equity Analysis in 2023 to assess changes throughout the community since the previous 2017 analysis was last updated in 2019 for inclusion in the BPMP and the 2045 LRTP. The 2023 update identified Disadvantaged Census Tracts in Collier County using the Council on Environmental Quality – Climate and Economic Justice Screening Tool released on 11/22/22. The analysis is consistent with the transportation disadvantaged definition and evaluation criteria established for use in submitting applications for USDOT 2022 Justice40 discretionary grant programs.

### **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.

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.

Collier, Lee, Charlotte and Sarasota/Manatee MPOs have coordinated to submit an application for a Southwest Florida Rail Study under the MPO Advisory Council's Pilot Passenger Rail Priorities Program (PRPP). The goal of the PRPP is to expand rail options across the State of Florida while creating a comprehensive, integrated, and coordinated multimodal network.

### **AIR QUALITY PLANNING ACTIVITIES**

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

### **SOFT MATCH**

Section 120 of Title 23, U.S.C, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in this UPWP is 18.07% of FHWA program funds for a total of \$197,697 in FY 2024/25 and \$149,635 in FY 2025/26, for a grand total of \$347,332. The "soft match" amount being utilized to match carryover 5305(d) funding in this UPWP is 20% of FTA funds for a total of \$23,317 in FY 2024/25.

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

Florida Department of Transportation- District One District Wide Planning activities for FY24/25- FY25/26 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 Technical Support
- Complete Streets Technical Support
- Freight Mobility Support
- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

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

**CPG PARTICIPATION STATEMENT**

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

**CPG FUNDING AMOUNTS FOR THIS UPWP**

Collier MPO’s CPG Agreement (FDOT Contract # G2V40) identifies the following funding amounts for FY 2025 and FY 2026 planning, which are incorporated into this UPWP:

**FY 2025 UPWP PL/SU ALLOCATIONS**

Award:	<u>PL</u>	<u>SU</u>	
General PL	\$ 659,858.00	\$ 350,000.00	
PL 5305	\$ 158,656.00		
			\$
			304,962.0
Carryforward Balance of 3/2023	\$ 275,546.00	\$ 29,416.00	0
<b>TOTAL AWARD</b>	<b>\$ 1,094,060.00</b>	<b>\$ 379,416.00</b>	

**FY 2026 UPWP PL/SU ALLOCATIONS**

Award:		<b><u>PL</u></b>		<b><u>SU</u></b>
General PL	\$	669,430.00	\$	350,000.00
PL 5305	\$	158,656.00		
<b>TOTAL AWARD</b>	<b>\$</b>	<b>828,086.00</b>	<b>\$</b>	<b>350,000.00</b>

**IIJA 2.5% PL SET ASIDE FOR COMPLETE STREETS PLANNING**

The Infrastructure Investment and Jobs Act (IIJA) requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)] Activities may include adopting Complete Streets standards or policies, developing a Complete Streets prioritization plan, or developing transportation plans. [§ 11206(c)].

Many MPO tasks and projects encompass Complete Streets planning, especially those identified in Task 5, Special Projects and Systems Planning and Task 6, Transit and Transportation Disadvantaged Planning. A table showing the required allocation amount and examples of MPO tasks and projects that satisfy the Complete Streets requirement is set forth below:

<b>FY 24/25 PL allocation (with carryover PL)</b>	<b>Complete Streets Required Allocation (2.5%)</b>	<b>Complete Streets Planning</b>
\$1,094,060	\$27,351.50	Bike/Ped Master Plan Update (Task 5) \$70,000
<b>FY 25/26 PL allocation</b>		
\$828,086	\$20,702.15	Multi-Modal Study (Task 6) \$90,686

The above funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)]

**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 significant comments received from the public, advisory committee members and Board members are memorialized and addressed in

this document. All comments received, including from FHWA, FTA, and FDOT have been addressed and incorporated into Appendix D of the final document.

A draft of this UPWP was reviewed by the Citizens and Technical Advisory Committees on March 25, 2024, and reviewed by the MPO Board on April 12, 2024. The final document was endorsed by the Citizens and Technical Advisory Committees on April 22, 2024, and approved by the MPO Board on May 10, 2024.

## **FEDERAL PLANNING FACTORS**

In December 2015, the Fixing America’s Surface Transportation (FAST) Act was signed into law. The FAST act identified planning factors for the MPO planning process. 23 CFR 450.306 sets forth the scope of the metropolitan transportation planning process, and includes the following 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 accessibility and mobility of people and 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. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and,
10. Enhance travel and tourism.

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 and TIP. The Collier MPO intends to coordinate with FDOT and member agencies to fully comply with the performance-based planning requirements.

In November 2021 the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation’s surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation’s transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching and deploying new technologies, and improving safety for all users.

**TABLE 1 – FEDERAL PLANNING FACTOR MATRIX**

<b>Federal Planning Factors</b>								
	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
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 accessibility and mobility of people and 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. Emphasize the preservation of the existing transportation system		◆	◆	◆	◆		◆	
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation		◆	◆	◆	◆		◆	
10. Enhance travel and tourism	◆		◆	◆	◆	◆	◆	◆

## FEDERAL AND STATE PLANNING EMPHASIS AREAS

### STATE PLANNING EMPHASIS AREAS – 2024

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

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

### **Safety**

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

### **Equity**

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

### **Resilience**

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

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

### **Emerging Mobility**

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment

demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

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

**FEDERAL PLANNING EMPHASIS AREAS – 2024**

In 2021, FHWA and FTA jointly issued PEAs for UPWPs. The following items should be considered when developing tasks associated with the UPWP:

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

**TABLE 2 – PLANNING EMPHASIS AREAS**

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

**MPO RESOLUTION**

The Resolution dated May 10, 2024, signed by the Collier MPO Chair, is available in Appendix E.

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

## **IDENTIFICATION OF MPO PARTICIPANTS**

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

### **COLLIER COUNTY**

Commissioner Rick LoCastro, District 1  
Commissioner Chris Hall, District 2  
Commissioner Burt Saunders, District 3  
Commissioner Dan Kowal, District 4  
Commissioner William L. McDaniel, Jr., District 5

### **CITY OF NAPLES**

Council Member Linda Penniman  
Council Member Berne Barton

### **CITY OF MARCO ISLAND**

Council Member Greg Folley

### **CITY OF EVERGLADES CITY**

Council Member Tony Pernas

### **FLORIDA DEPARTMENT OF TRANSPORTATION**

L.K. Nandam, District Secretary, District One

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

#### **Technical Advisory Committee (TAC)**

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

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

The MPO's CAC is composed of thirteen (13) individuals representing a cross-section of the geographic community and special interests, such as minorities and persons with disabilities. They are recruited to represent the City of Naples, the City of Marco Island, the City of Everglades City and the County Commission Districts of the unincorporated areas of the county. The CAC provides the MPO Board and staff with the citizen's perspective on the multimodal transportation planning process. The CAC is the focal point of the MPO's public involvement process.

### **Bicycle & Pedestrian Advisory Committee (BPAC)**

The MPO's BPAC is composed of twelve (12) at-large voting members representing a wide cross-section of Collier County residents and neighborhoods, bicycle and pedestrian safety professionals, Safe Routes to Schools organizations, transit riders, local bicycle and pedestrian advocacy groups, organizations that encourage active transportation from a community health perspective, and advocates for persons with disabilities and other transportation disadvantaged populations.

The committee is responsible for providing citizen input into the deliberations of bicycle and pedestrian related issues within the community and to advise the MPO on developing a Bicycle and Pedestrian Plan. The BPAC is also involved in recommending priorities for bicycle and pedestrian projects and program implementation.

### **Congestion Management Committee (CMC)**

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

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

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

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

## **OPERATIONAL PROCEDURES AND BYLAWS**

The MPO operates under an adopted set of Bylaws (last updated April 12, 2024). 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.

The MPO has a Continuity of Operations Plan (COOP), which was most recently updated on August 28, 23. The COOP provides guidelines for the Board and staff of the Collier MPO to prepare for, respond during, and recover from a disruption in internal operations caused by natural or man-made events, including pandemics. The MPO's COOP is consistent with the Department of Homeland Security Headquarters Continuity of Operations Guidance Document dated April 2004, and in accordance with the Board of County Commissioner's Emergency Action Plan and County Practices and Procedures (CMA) #5900 Cessation of Government Activities. The MPO's COOP is reviewed each calendar year before June 1<sup>st</sup> and a staff training exercise is conducted on a biannual basis by June 1<sup>st</sup> of alternating years.

Official records of MPO business are maintained in the MPO Offices located in the Collier County Transportation Management Services 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 (7/1/24) – Agreement for planning funding.
- Staff Services Agreement – MPO/Collier County (5/24/22).
- Lease Agreement – MPO/Collier County (5/24/22).
- Interlocal Agreement – Lee and Collier MPO regional coordination (amended 3/20/09).
- Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement – FDOT/MPO/Collier County Airport Authority, Naples Airport Authority/ Southwest Florida Regional Planning Council (11/25/14) *Requested updates to boilerplate. Will update when boilerplate agreement has been updated to new federal law.*
- Public Transit Grant Agreement (G1V40) – FDOT/MPO.
- Public Transit Grant Agreement (G2594) – FDOT/MPO.
- Transportation Disadvantaged Planning Grant Agreement – Fla. CTD/MPO.
- Grant Agreement Under the FY 2022 Safe Streets and Roads for All Grant Program (693JJ32440059) – USDOT/MPO (10/26/23).

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

## **CERTIFICATIONS AND ASSURANCES**

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

## UPWP TASK OVERVIEW

The FY 2024/25-2025/26 UPWP covers the fiscal years starting July 1, 2024, and ending June 30, 2026. The specific planning activities to be undertaken over the next two years by MPO staff are organized into eight tasks, each of which includes individual activities. A brief overview of each of these tasks is provided below:

### 1. **Administration**

Administrative tasks provide for the primary management of MPO activities, including but not limited to, staff time to organize and conduct MPO Board and advisory committee meetings, public involvement efforts, and to participate in intergovernmental activities. In addition, this section includes all necessary expenditures to maintain operations, capital expenditures, Federal and State compliance documentation and all fiscally related tasks such as audits, progress reporting, maintenance of financial records, and the preparation of annual administrative reports, such as the UPWP, are also included. This task will include any necessary updates to agreements or documents related to the 2020 Census.

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

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

### 3. **Transportation Improvement Program (TIP) Maintenance and Development**

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

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

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

Updates and amendments to the LRTP include multi-modal aspects of transportation planning such as highway planning, transit planning, reviewing enhancement priorities, bicycle/pedestrian programming, and congestion monitoring of the Systems Planning area. This section is intended 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, congestion management planning, and safety planning support. Complete Streets planning, and Bicycle and Pedestrian planning and support are conducted in order to provide a balanced transportation system to ensure that non-motorized travel options are safe, convenient and offer recreational opportunities.

**6. Transit & Transportation Disadvantaged Planning**

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

**7. Regional Coordination**

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

**8. Locally Funded Activities**

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

# TASK 1 ADMINISTRATION

## PURPOSE:

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

## PREVIOUS WORK:

- Ongoing administrative activities.
- Staff support for MPO Board and Committee meetings.
- Develop and Update the UPWP.
- Public Involvement activities in compliance with the Public Participation Plan.
- Procurement Activities.
- Quarterly invoicing request.
- Monthly invoicing activities.
- Maintained MPO website.
- Strategic Plan and Annual Report.
- Annual FDOT Certification.
- FDOT OIG 2023 audit of Collier MPO.

## REQUIRED ACTIVITIES:

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

- Prepare and adopt the two-year UPWP; process modifications and amendments; submit progress reports and invoices.
- Monitor and update the annual Strategic Plan and Annual Report.
- Maintain the Public Participation Plan (PPP) and update as necessary. Conduct all activities to maintain compliance with plan including to maintain and update website, legal ads, press releases, etc.
- Prepare and distribute Collier MPO’s eNewsletters.
- Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.
- Staff participation in talent development and employee training opportunities.
- Renewal/negotiation/update to MPO Staff Services Agreement and Lease Agreement.
- Annual update to Collier MPO’s COOP.

End Product/Deliverable(s)	Target Date
Administer MPO Governing Board and Advisory Committee meetings	Ongoing
Progress Reports and Invoices to FDOT	Quarterly
Amendments and Modifications to FY 25/26 UPWP	As Needed
Strategic Plan and Annual Report	October - Annually
MPO Staff Services Agreement and Lease Agreement	May 2025
Joint FDOT/MPO annual certification reviews	Spring 2025/Spring 2026
2024 Federal Certification review	July 2024
Draft FY 27/28 UPWP	March 2026
Final FY 27/28 UPWP	May 2026
Public Participation Plan (PPP) - Update as necessary	Ongoing
Agenda packages and public notices for MPO Board and advisory committees	Monthly
Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy	Annually
Updated Bylaws, COOP, and MPO Agreements	As needed (COOP annually)

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

# Task 1 - Financial Tables

Task 1 - Administration						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$310,860	\$0	\$0	\$0	\$310,860
	<b>Subtotal:</b>	<b>\$310,860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,860</b>
<b>B. Consultant Services</b>						
	Website maintenance, hosting fees, etc.	\$9,000	\$0	\$0	\$0	\$9,000
	General Support/Special Study	\$11,000	\$0	\$0	\$0	\$11,000
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>C. Travel</b>						
	Travel and Professional Development	\$5,000	\$0	\$0	\$0	\$5,000
	<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>D. Other Direct Expenses</b>						
	Building or room Rental/lease	\$17,000	\$0	\$0	\$0	\$17,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,000	\$0	\$0	\$0	\$3,000
	General Copying/Printing Expenses, equipment lease and purchase, printing charges, computer purchase, software purchase, repairs and maintenance	\$14,000	\$0	\$0	\$0	\$14,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Motor Pool Rental and Car Maintenance /expenses	\$7,000	\$0	\$0	\$0	\$7,000
	Postage, business reply permit, freight expenses, etc.	\$2,400	\$0	\$0	\$0	\$2,400
	Telephone Access, expenses and system maintenance	\$800	\$0	\$0	\$0	\$800
	<b>Subtotal:</b>	<b>\$53,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,200</b>
	<b>Total:</b>	<b>\$389,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$389,060</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$389,060	\$0	N/A	N/A	\$389,060

Task 1 - Administration						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$330,000	\$0	\$0	\$0	\$330,000
	<b>Subtotal:</b>	<b>\$330,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330,000</b>
<b>B. Consultant Services</b>						
	Website maintenance, hosting fees, etc.	\$9,000	\$0	\$0	\$0	\$9,000
	General Support/Special Study	\$20,000	\$0	\$0	\$0	\$20,000
	<b>Subtotal:</b>	<b>\$29,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,000</b>
<b>C. Travel</b>						
	Travel and Professional Development	\$7,000	\$0	\$0	\$0	\$7,000
	<b>Subtotal:</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>
<b>D. Other Direct Expenses</b>						
	Building or room Rental/lease	\$19,000	\$0	\$0	\$0	\$19,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,000	\$0	\$0	\$0	\$3,000
	General Copying/Printing Expenses, equipment lease, printing charges, repairs and maintenance	\$16,000	\$0	\$0	\$0	\$16,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Motor Pool Rental and Car Maintenance /expenses	\$8,000	\$0	\$0	\$0	\$8,000
	Postage, business reply permit, freight expenses, etc.	\$2,400	\$0	\$0	\$0	\$2,400
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$1,000
	<b>Subtotal:</b>	<b>\$58,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58,400</b>
	<b>Total:</b>	<b>\$424,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$424,400</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$424,400	\$0	N/A	N/A	\$424,400

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

### **PURPOSE:**

Develop and monitor the multimodal transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the transportation system's integrity. Acquire data to evaluate the system's operating efficiency and conditions to assess current needs, validate the MPO's and FDOT D-1 regional transportation planning model, project future travel demand, and identify future improvements. Coordination with local agencies, jurisdictions and municipalities when reviewing and updating the forecasts and plans is essential. Update GIS database to address current conditions that include, but are not limited to, functional classification; roadway network for District One Regional Transportation Demand Model; bicycle & pedestrian facilities inventory; and prepare various overlays for analytical purposes. Coordinate with Collier County staff on use of the County's Interactive Growth Model (CIGM) in analyzing amendments and updates to the Long Range Transportation Plan.

### **PREVIOUS WORK:**

- Developed GIS maps for bike/pedestrian planning activities.
- Updated TAZs and socioeconomic data for 2050 LRTP.
- Updated socio-economic data and TAZ structures for the 2050 LRTP Update.
- Adoption of FY 2024 performance measures.
- Analyzed bike/ped facilities and crash data.
- Coordinate with federal, state, and local partners to prepare, analyze, and integrate 2020 U.S. Census data into MPO planning activities and efforts.
- Review functional classifications, boundary information, and TAZ data based on 2020 census.
- Completed equity analysis in preparation for 2050 LRTP.

### **REQUIRED ACTIVITIES:**

- Coordinate with FDOT, local governments, and neighboring MPOs to collect and provide transportation data and information to support MPO, federal, and state planning activities, model development, and performance measures.
- Acquire and analyze data to support performance-based planning efforts such as the Long Range Transportation Plan, MPO Model Development, Transportation Improvement Program, Public Transit Safety Plan, Planning and Corridor Studies, Freight Studies, Complete Streets, Resiliency Studies, Congestion Management Process, etc.
- Participate in the Florida Transportation Forecasting Forum (FTFF) meetings, formerly the FDOT Statewide Model Task Force, and FDOT District 1 Regional Planning Model (RPM) training and activities to support the FDOT D-1 model development, calibration, validation, and maintenance.
- Collaborate with Collier County to update the County Interactive Growth Model.

- Coordinate with the MPO Congestion Management Committee to evaluate data and data platforms used to analyze system conditions and needs.
- Track and report on Transportation Performance Measures and Targets on annual basis for incorporation in the LRTP, TIP and Annual Report.
- Review and provide travel demand model information such as Annual Average Daily Traffic (AADT) and volume-to-capacity ratios for planning documents, other agency and citizen's requests.
- Prepare and maintain GIS files, and prepare and maintain maps.
- Coordinate with County staff on the County's Crash Data Management System (CDMS)
- Use FDOT's Signal 4 Analytics and other readily available crash data management platform to analyze and report on crash data, inclusive of vehicular and bicyclist/pedestrian crashes
- Analyze existing and proposed bike/ped facilities in context with current design standards, opportunities for intermodal connectivity, disadvantaged census tracts and crash data.
- Continue coordination with jurisdictions, agencies, and municipalities within Collier County and adjacent to Collier County on community master plans, transportation system plans, multi-modal mobility plans, local road safety plans, etc., and the data used to update and maintain such information.

End Task/Deliverable(s)	Target Date
Updated GIS Files and maps	As needed
Coordinate with the County staff on updates to the County Interactive Growth Model (CIGM) so that both entities (County and MPO) are using the most current and accurate TAZ structure and socioeconomic data available	As needed
Crash Data Analysis	As needed

**RESPONSIBLE AGENCY: Collier MPO, Consultant Services (as needed)**

## Task 2 - Financial Tables

Task 2 - DATA COLLECTION/DEVELOPMENT						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$20,000	\$0	\$0	\$0	\$20,000
	<b>Subtotal:</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
B. Consultant Services						
	Contract/Consultant Services/ General Support/GIS & Data	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
	<b>Total:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$35,000	\$0	N/A	N/A	\$35,000

Task 2 - DATA COLLECTION/DEVELOPMENT						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	\$0	\$0	\$25,000
	<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>B. Consultant Services</b>						
	Contract/Consultant Services/General Support/GIS & Data	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
	<b>Total:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$40,000	\$0	N/A	N/A	\$40,000

# TASK 3 TIP MONITORING AND DEVELOPMENT

## PURPOSE:

Develop Multimodal Transportation Improvement Programs (TIP) for FY 25/26-29/30 and for FY 26/27 – 30/31 that identify all Federal, State, and locally funded transportation improvements consistent with the requirements of Federal and State laws. Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the TIP as well as new requirements from the Bipartisan Infrastructure Law (BIL). This section also includes transportation system planning tasks related to contingency of operations and short-range transportation planning and programming.

## PREVIOUS WORK:

- Coordinated with agencies and jurisdictions on transportation plans and programs.
- Annual preparation of TIP and TIP amendments.
- Annual list of project priorities for inclusion in the TIP.
- Adoption of FY 23/24-27/28 TIP and of FY 24/25 – 28/29 TIP.

## REQUIRED ACTIVITIES

- Develop annual project priorities identifying unfunded highway, transit, bicycle and pedestrian, planning, safety and congestion management projects that are prioritized by the MPO. This activity includes review of applications and associated activities.
- Review FDOT Draft Tentative Work Program and Tentative Work Program for consistency with the LRTP and adopted priorities of the MPO Board.
- Prepare and adopt the TIP. This includes coordinating all efforts with FDOT, local agencies, jurisdictions and the STIP.
- Prepare and process amendments and modifications. This includes reviewing amendments for consistency with the TIP and LRTP.
- Coordinate with FDOT and member agencies to address integration of FAST Act Performance Management Measures in performance-based planning.
- Consultant services to provide general staff support as needed to accomplish required activities identified in task.

End Task	Target Date
Annual Project Priority Lists	June – Annually
FY 25/26 - 29/30 TIP	June - 2025
FY 26/27 – 30/31 TIP	June - 2026
TIP Amendments and Modifications	As needed
Adopted Safety Targets and Related Performance Measures	Annually

**RESPONSIBLE AGENCY: Collier MPO, Consultant Services (as needed)**

## Task 3 - Financial Tables

Task 3 - TIP						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$30,000	\$0	\$0	\$0	\$30,000
	<b>Subtotal:</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
B. Consultant Services						
	General Support	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
	<b>Total:</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$45,000	\$0	N/A	N/A	\$45,000

Task 3 - TIP						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$40,000	\$0	\$0	\$0	\$40,000
	<b>Subtotal:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>
B. Consultant Services						
	General Support	\$15,000	\$0	\$0	\$0	\$15,000
	<b>Subtotal:</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>
	<b>Total:</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$55,000	\$0	N/A	N/A	\$55,000

## TASK 4 LONG RANGE PLANNING

### **PURPOSE:**

To update to the 2050 Long Range Transportation Plan and to continue to evaluate plans and programs for consistency with the 2045 Long Range Transportation Plan (LRTP) during development of the plan. FAST Act Performance measures will be integrated into the 2050 LRTP as required. This task will work in coordination with other tasks throughout the UPWP, including Administration, Data Collection/Development, TIP, and Transit and Transportation Disadvantaged.

### **PREVIOUS WORK:**

- Amendment to the 2045 LRTP for MFF projects.
- Competitive procurement and selection of consultant to develop the 2050 LRTP.
- Kicked-off 2050 LRTP development.
- Consultant began development of the Public Involvement Plan for the 2050 LRTP.
- Coordinated with FDOT and consultant for Existing and Committed 2050 Model Development.

### **REQUIRED TASKS:**

- Review projects and studies as needed for consistency with MPO plans.
- Continue to incorporate the Efficient Transportation Decision Making (ETDM) Process into the Long Range Multimodal transportation planning process. Continue to work with FDOT to review projects for the ETDM process as they relate to LRTP projects and priorities and to provide project specific comments as part of the ETDM process. Review purpose and needs statements for projects and provide comments.
- Incorporate FDOT D1 RPM analysis in the 2050 LRTP.
- Incorporate FDOT D1 Freight Mobility & Trade Plan (2023) and Truck Parking White Paper recommendations in the 2050 LRTP.
- Participate in on-going studies related to resiliency. Monitor regional and local studies currently underway.
- Prepare any required amendments or updates to the 2045 LRTP as required.
- Project Management and Consultant Services to develop the 2050 LRTP.
- In coordination with Lee MPO, ensure that a regional roadway component is included in the 2050 LRTP, or that a regional roadway plan is completed shortly thereafter.
- Utilize consultant assistance for modeling support, data development and evaluation, and other support necessary to complete any required tasks for the 2050 LRTP.
- Coordinate with County and Municipalities to review and comment on Local policy issues, such as Land Development Code and Growth Management Plan regulations as it relates to the Long Range Transportation Plan.

End Task/Deliverable(s)	Target Date
2045 LRTP Amendments	As needed
Draft 2050 LRTP	Fall 2025
2050 LRTP completion/adoption	December 2025

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

## Task 4 - Financial Tables

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$50,000	\$0	\$0	\$0	\$50,000
	<b>Subtotal:</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>B. Consultant Services</b>						
	L RTP	\$200,000	\$379,416	\$0	\$0	\$579,416
	<b>Subtotal:</b>	<b>\$200,000</b>	<b>\$379,416</b>	<b>\$0</b>	<b>\$0</b>	<b>\$579,416</b>
	<b>Total:</b>	<b>\$250,000</b>	<b>\$379,416</b>	<b>\$0</b>	<b>\$0</b>	<b>\$629,416</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$250,000	\$379,416	N/A	N/A	\$629,416

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$45,000
	<b>Subtotal:</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
<b>B. Consultant Services</b>						
	L RTP	\$0	\$250,000	\$0	\$0	\$250,000
	<b>Subtotal:</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
	<b>Total:</b>	<b>\$45,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$295,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$45,000	\$250,000	N/A	N/A	\$295,000

# 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:

- Annual Work Program priorities for construction of new sidewalks, shared use paths, and bike lanes.
- Served as liaison to FDOT to communicate the need for bicycle and pedestrian facilities on State roads.
- Completed Congestion Management Process (CMP) Update in April 2022.
- Completed CMP Origin and Destination Report and Corridor Fact Sheets in December 2022.
- Began the update to the Bicycle and Pedestrian Master Plan.
- Worked to get the Collier to Polk Regional Trail (including the Marco Island Loop Trail) on the Florida Greenways and Trails Council's SUN Trail network; submitted the project as a SUN Trail Priority for funding for PD&E phase.
- Secured funding for cost overruns on bike/ped projects.
- Issued a congestion management call for projects for funding in FY 2030; Prioritized projects.
- Issued a bike/ped call for projects for funding in FY 2031.
- Began work on the SS4A Comprehensive Safety Action Plan.

## REQUIRED TASKS:

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

## Complete Streets/Safety Planning

- Participate in special events that promote bicycle/pedestrian activities and safety education.
- Participate in meetings/workshops related to bicycle/pedestrian and Complete Streets initiatives, including those hosted by FDOT, FHWA, CTST, Naples Pathway Coalition, Blue Zones, Healthy Community Coalition of Collier County, and other agencies.
- Project Management and Consultant Services to complete the Bicycle Pedestrian Master Plan for incorporation in the LRTP update.
- Prepare updates to SUNTrail maps as opportunities arise.
- Project Management and Consultant Services to Complete a Safe Streets for All Comprehensive Safety Action Plan.

- Coordinate with FDOT and local governments to ensure that roadway expansion and retrofit projects work towards meeting the bicycle/pedestrian and Complete Streets planning and safety goals identified in the Bicycle and Pedestrian Master Plan, the Safe Streets and Roads for All Safety Action Plan and the LRTP.
- Depending on new federal and state guidance, prepare documents to address one or more of the following programs:
  - Vision Zero Action Plan
  - Safe Streets for All (SS4A)
  - Complete Streets
  - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

**Congestion Management Planning**

- Begin the Congestion Management Process Update in coordination with Lee MPO.
- Attend Lee TMOC and Collier/Lee/Charlotte TIM Team meetings to the extent feasible.
- Attend and participate in technical meetings and workshops related to the CMC, CMP and congestion relief strategies.
- Facilitate “best practices” approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.

End Task/Deliverable	Target Date
Bike/Ped Master Plan Update	July 2025
Safe Streets for All (SS4A) Comprehensive Safety Action Plan	November 2025
Proposed revisions to SUNTrails Map	As needed
Safe Routes to School Program applications and prepare letters of support	As needed
Collier Bicycle/Pedestrian Facility Map Update	As needed
Congestion Management Process Update	April 2027

**RESPONSIBLE AGENCY: Collier MPO, Consultant Services. Lee MPO is included for CMP Update.**

## Task 5 – Financial Tables

Task 5 - Special Projects & Systems Planning Estimated Budget Detail for FY 2024/25							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	USDOT (SS4A)	Local Funds (including Carryover)	Total
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
<b>Subtotal:</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>B. Consultant Services</b>							
Bike/Ped Master Plan	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
SS4A Safety Action Plan	\$0	\$0	\$0	\$0	\$200,000	\$50,000	\$250,000
<b>Subtotal:</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$320,000</b>
<b>Total:</b>	<b>\$145,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$395,000</b>
Total De-Obligated Funds	\$0	\$0	N/A	N/A	N/A	N/A	\$0
Sub-Total (less the de-obligated funds)	\$145,000	\$0	N/A	N/A	N/A	N/A	\$395,000

Task 5 – Special Projects & Systems Planning Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
<b>A. Personnel Services</b>						
	MPO staff salaries, fringe benefits, and other deductions	\$80,000	\$0	\$0	\$0	\$80,000
	<b>Subtotal:</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>
<b>B. Consultant Services</b>						
	Bike/Ped Master Plan	\$5,000	\$0	\$0	\$0	\$5,000
	Congestion Management Process Update	\$5,000	\$100,000	\$0	\$0	\$105,000
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>
	<b>Total:</b>	<b>\$90,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,000</b>
	Total De-Obligated Funds	\$0	\$0	N/A	N/A	\$0
	Sub-Total (less the de-obligated funds)	\$90,000	\$100,000	N/A	N/A	\$190,000

## **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 developing the Transit Development Plan (TDP), the 2050 Long Range Transportation Plan, a multimodal TIP and other plans, programs and technical studies relating to public transportation. This task includes coordination with the transit agency for the reporting of transit asset management target measures and target setting for the required Public Transit Safety Agency Plan. In addition, this task includes overseeing and providing planning services for a coordinated Transportation Disadvantaged (TD) Program in Collier County, in accordance with Chapter 427 of the Florida Statutes (FS) and Florida Administrative Code (F.A.C.) Rule 41-2.

### **PREVIOUS WORK**

- TDSP Minor Update.
- TDSP Major Update.
- Collier Area Transit Regional Service and Regional Fare Study (coordinated with Lee County), which was identified as a part of the last TDP major update.
- 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.
- Established scope of work for a Zero Emission Fleet Transition Plan feasibility study.
- Staff support to the Local Coordinating Board as required by the TD Planning Grant.
- Community Transportation Coordinator (CTC) Evaluation.
- Annual TD Planning Grant Requirements.

### **REQUIRED TASKS:**

- Conduct and maintain the operations of the MPO including providing administrative support activities such as financial management, contract management, public outreach, personnel matters, procurement of equipment and supplies and general management of Transit Planning at the system level within the MPO.
- Participate in special transit and multi-modal studies, as needed.
- MPO staff, Board, and PTNE staff will participate in meetings, trainings, workshops, or seminars related to fixed route which may include fixed routes, ADA or paratransit service.
- Prepare necessary progress reports and requests for reimbursement for Public Transit Grant Agreements.
- Participate in quarterly coordination meetings with FDOT to discuss transit issues.
- Attend Collier Area Transit's Public Transit Advisory Committee meetings, as needed.
- Project Management and Consultant Services to complete the Transit Development Plan Major Update. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE.

- Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan.
- Project Management and Consultant Services to complete a Zero-Emission Fleet Transition Plan for Collier Area Transit.
- Coordinate with PTNE to identify Transit Priorities, review priorities for consistency with the TDP and LRTP.
- Staff support to the LCB, including preparation of agendas, preparation of meeting materials including legal advertisements of meetings.
- Complete TD activities as required by TD Planning Grant, including annual updates to TDSP and major TDSP update, CTC Evaluation, annual review of bylaws, completion of LCB training, public workshop, etc.
- Prepare and submit grant application for TD Planning Grant. Execute grant agreement and prepare necessary progress reports and requests for reimbursement by the CTD.

End Task/Deliverable(s)	Target Date
Participation in meetings, trainings, workshops, or seminars (TD and Transit)	As needed
Transit Development Plan (TDP) Major Update	September 2025
TDP Annual Report (Prepared by PTNE)– Provide Comments	Annually
Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan	As directed by FDOT
Adopted Transit Priorities	June - Annually
Zero Emission Transition Plan	June 2025
TD Grant Application and Agreement	June - Annually
LCB Meetings	Quarterly
Minor TDSP Updates	May 2025 May 2026
CTC Evaluation	May - Annually
Multi-modal Study	2027

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

## Task 6 - Financial Tables

Task 6 - Transit & TD Planning							
Budget Detail for FY 2024/25							
Budget Category & Description	FHWA PL	FTA 5305 (G1V40)	FTA 5305 (G2594)	FTA 5307 (FY 22)	Trans. Disad.	Total	FTA 5305 Soft Match for G1V40, G2594
<b>A. Personnel Services</b>							
MPO staff salaries, fringe benefits, and other deductions	\$15,000	\$21,000	\$24,000	\$0	\$25,280	\$85,280	\$9,000
<b>Subtotal:</b>	<b>\$15,000</b>	<b>\$21,000</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$25,280</b>	<b>\$85,280</b>	<b>\$9,000</b>
<b>B. Consultant Services</b>							
TDP Major Update	\$165,000	\$0	\$0	\$0	\$0	\$165,000	\$0
Zero Emission Transition Plan	\$6,000	\$60,000	\$0	\$60,000	\$0	\$126,000	\$12,000
<b>Subtotal:</b>	<b>\$171,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$291,000</b>	<b>\$12,000</b>
<b>C. Travel</b>							
MPO Staff and PTNE staff attendance at training and conferences	\$0	\$345	\$9,600	\$0	\$3,000	\$12,945	\$1,989
<b>Subtotal:</b>	<b>\$0</b>	<b>\$345</b>	<b>\$9,600</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$12,945</b>	<b>\$1,989</b>
<b>D. Other Direct Expenses</b>							
Website	\$0	\$0	\$240	\$0	\$0	\$240	\$48
Legal Ads	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$0
Fed Ex/ Postage	\$0	\$120	\$80	\$0	\$0	\$200	\$40
Office Supplies	\$0	\$400	\$800	\$0	\$0	\$1,200	\$240
<b>Subtotal:</b>	<b>\$0</b>	<b>\$520</b>	<b>\$1,120</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$4,140</b>	<b>\$328</b>
<b>Total:</b>	<b>\$186,000</b>	<b>\$81,865</b>	<b>\$34,720</b>	<b>\$60,000</b>	<b>\$30,780</b>	<b>\$393,365</b>	<b>\$23,317</b>
Total De-Obligated Funds:	\$0	N/A	N/A	N/A	N/A	N/A	N/A
Sub-Total (less the de-obligated funds):	\$186,000	N/A	N/A	N/A	N/A	N/A	N/A

<b>Task 6 - Transit &amp; TD Planning Budget Detail for FY 2025/26</b>			
<b>Budget Category &amp; Description</b>	<b>FHWA PL</b>	<b>Trans. Disad.</b>	<b>Total</b>
<b>A. Personnel Services</b>			
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$25,280	\$50,280
<b>Subtotal:</b>	<b>\$25,000</b>	<b>\$25,280</b>	<b>\$50,280</b>
<b>B. Consultant Services</b>			
TDP Major Update	\$5,000	\$0	\$5,000
Zero Emission Transition Plan	\$1,000	\$0	\$1,000
Multi-Modal Study	\$90,686	\$0	\$90,686
<b>Subtotal:</b>	<b>\$96,686</b>	<b>\$0</b>	<b>\$96,686</b>
<b>C. Travel</b>			
MPO Staff and PTNE staff attendance at training and conferences	\$5,000	\$3,000	\$8,000
<b>Subtotal:</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$8,000</b>
<b>D. Other Direct Expenses</b>			
Website	\$0	\$0	\$0
Legal Ads	\$0	\$2,500	\$2,500
Fed Ex/ Postage	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0
<b>Subtotal:</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Total:</b>	<b>\$126,686</b>	<b>\$30,780</b>	<b>\$157,466</b>
Total De-Obligated Funds:	\$0	N/A	\$0
Sub-Total (less the de-obligated funds):	\$126,686	N/A	\$157,466

## **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. Hosted CUTS meeting in October 2023.
- Submitted freight projects to MPOAC for prioritization.
- Submitted eligible projects to the National Highway Freight Program for funding.
- Attendance at Lee MPO TAC and TMOC meetings.
- Conducted Joint Lee/Collier BPAC, CAC, TAC and MPO meetings as needed.
- Updated Joint TRIP priorities and regional priorities with Lee County and submitted to FDOT.
- Frequent coordination with Lee MPO on various planning issues.
- Coordinated MPO Board member attendance at annual MPOAC Weekend Institute.

### **REQUIRED ACTIVITIES:**

- Conduct Joint Lee/Collier BPAC, CAC, TAC and MPO meetings as needed.
- Staff and MPO Board attend MPOAC meetings and workshops, including freight meetings, noteworthy practices meetings, and MPOAC weekend institute for Governing Board members.
- Staff participate in Florida Metropolitan Planning Partnership meetings (FMPP) hosted by FDOT, as needed.
- Staff participate in CUTS meetings and host as required.
- Participate in Lee MPO TAC, BPAC, and TMOC meetings.
- Monitor and participate in statewide plans and programs, including but not limited to FTP, SIS, and Vision Zero.
- Attendance at state and local conferences/meetings on Collier MPO related issues provided by FDOT, FHWA, NHI, USDOT, NTI, etc.
- Monitor and update joint priorities (TRIP, SIS, enhancement, SUNTrail) as necessary. Rank and prioritize for funding.
- Analysis of State and Federal laws and regulations for MPOs, committees and local government officials to aid them in the application of regional transportation policy strategies.
- Coordinate with municipalities to review local plans for consistency with MPO plans.
- Participate in freight planning, including updates to the FDOT District 1 Freight Mobility and Trade Plan, participation in various freight committees and coordination with freight stakeholders, participate in regional freight workshops and seminars.

- Prepare and submit freight priorities as requested by the MPOAC and FDOT or as opportunities arise.
- Participate in regional transportation studies and planning, as needed.

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

**RESPONSIBLE AGENCY: Collier MPO**

## Task 7 - Financial Tables

Task 7- Regional Coordination					
Estimated Budget Detail for FY 2024/25					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$35,000
<b>Subtotal:</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$9,000	\$0	\$0	\$0	\$9,000
<b>Subtotal:</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>
<b>Total:</b>	<b>\$44,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,000</b>
Total De-Obligated Funds:	\$0	\$0	N/A	N/A	\$0
Sub-Total (less the de-obligated funds):	\$44,000	\$0	N/A	N/A	\$44,000

Task 7- Regional Coordination					
Estimated Budget Detail for FY 2025/26					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$38,000	\$0	\$0	\$0	\$38,000
<b>Subtotal:</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,000</b>
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$9,000	\$0	\$0	\$0	\$9,000
<b>Subtotal:</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>
<b>Total:</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>
Total De-Obligated Funds:	\$0	\$0	N/A	N/A	\$0
Sub-Total (less the de-obligated funds):	\$47,000	\$0	N/A	N/A	\$47,000

## 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.
- Payment for staff time to attend safety training and HR training required by Collier County.

### REQUIRED TASKS:

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

**RESPONSIBLE AGENCY: Collier MPO**

## Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2024/25						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	Total
A. Miscellaneous Expenses						
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>
Total De-Obligated Funds:	\$0	\$0	N/A	N/A	N/A	N/A
Sub-Total (less the de-obligated funds):	\$0	\$0	N/A	N/A	N/A	N/A

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2025/26						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	Total
A. Miscellaneous Expenses						
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$8,000	\$8,000
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>
Total De-Obligated Funds:	\$0	\$0	N/A	N/A	N/A	N/A
Sub-Total (less the de-obligated funds)	\$0	\$0	N/A	N/A	N/A	N/A

## **SUMMARY TABLES**

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**TABLE 3 – FY 2024/25 AGENCY PARTICIPATION**

Task #	Task Description	FHWA	FHWA	USDOT	Local Match for	FTA Section 5305	FTA Section 5305	FTA Section 5307 (FY 22)	FDOT Soft Match*	Local	TD Trust	Total	Amount to Consultant
		CPG	CPG	SS4A	SS4A	G1V40	G2594						
		PL	SU			Soft Match	Soft Match						
1	Administration	\$ 389,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,303	\$ -	\$ -	\$ 459,363	\$ 20,000
2	Data Collection/ Development	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,325	\$ -	\$ -	\$ 41,325	\$ 15,000
3	Transportation Improvement Program (TIP)	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,132	\$ -	\$ -	\$ 53,132	\$ 15,000
4	Long Range Planning	\$ 250,000	\$ 379,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,175	\$ -	\$ -	\$ 674,591	\$ 579,416
5	Special Projects and Systems Planning	\$ 145,000	\$ -	\$ 200,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 26,202	\$ -	\$ -	\$ 421,202	\$ 320,000
6	Transit and Transportation Disadvantaged	\$ 186,000	\$ -	\$ -	\$ -	\$ 81,865	\$ 34,720	\$60,000	\$ 56,927	\$ -	\$ 30,780	\$ 450,292	\$ 291,000
7	Regional Coordination	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,951	\$ -	\$ -	\$ 51,951	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2024/25 funds for all tasks	\$ 1,094,060	\$ 379,416	\$ 200,000	\$ 50,000	\$ 81,865	\$ 34,720	\$ 60,000	\$ 221,014	\$ 8,000	\$ 30,780	\$ 2,159,855	
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total cost, including carryover, for all tasks	\$ 1,094,060	\$ 379,416	\$ 200,000	\$ 50,000	\$ 81,865	\$ 34,720	\$ 60,000	\$ 221,014	\$ 8,000	\$ 30,780	\$ 2,159,855	\$ 1,240,416

	FHWA PL	FHWA SU	FTA 5307	USDOT	FDOT	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ -	\$ -	\$ -	\$ 221,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,014
FY 2024/25 Funding	\$ 1,094,060	\$ 379,416	\$ 60,000	\$ 200,000	\$ -	\$ 30,780	\$ -	\$ -	\$ -	\$ -	\$ 1,764,256
FY 2024/25 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
FY 2024/25 Collier County Match for SS4A	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
MPO Local Funding Carryover - SS4A Match	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
5305 Carryover	\$ -	\$ -	\$ 116,585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,585
De-Obligation from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 1,094,060	\$ 379,416	\$ 176,585	\$ 250,000	\$ 221,014	\$ 30,780	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 2,159,855

(1) For FY 2024/2025, 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.

\*Soft match includes \$197,697 at 18.07% and \$23,317 at 20% to match PTGAs.

**TABLE 4 – FY 2024/25 FUNDING SOURCE**

<b>Task #</b>	<b>Task Description</b>	<b>FHWA PL Federal</b>	<b>FHWA SU Federal</b>	<b>USDOT Federal (SS4A)</b>	<b>FTA 5305 Carryforward</b>	<b>FTA Section 5307 (FY 22)</b>	<b>FDOT Soft Match*</b>	<b>Total Federal Funding</b>	<b>State TD Trust</b>	<b>Local Funding</b>	<b>Total</b>
1	Administration	\$ 389,060	\$ -	\$ -	\$ -	\$ -	\$ 70,303	\$ 389,060	\$ -	\$ -	\$ 459,363
2	Data Collection/Development	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 6,325	\$ 35,000	\$ -	\$ -	\$ 41,325
3	Transportation Improvement Program (TIP)	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 8,132	\$ 45,000	\$ -	\$ -	\$ 53,132
4	Long Range Planning	\$ 250,000	\$ 379,416	\$ -	\$ -	\$ -	\$ 45,175	\$ 629,416	\$ -	\$ -	\$ 674,591
5	Special Projects and Systems Planning	\$ 145,000	\$ -	\$ 200,000	\$ -	\$ -	\$ 26,202	\$ 345,000	\$ -	\$ 50,000	\$ 421,202
6	Transit and Transportation Disadvantaged	\$ 186,000	\$ -	\$ -	\$ 116,585	\$ 60,000	\$ 56,927	\$ 362,585	\$ 30,780		\$ 450,292
7	Regional Coordination	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 7,951	\$ 44,000	\$ -	\$ -	\$ 51,951
8	Locally Funded Activities for all tasks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	<b>Total:</b>	\$ 1,094,060	\$ 379,416	\$ 200,000	\$ 116,585	\$ 60,000	\$ 221,014	\$ 1,850,061	\$ 30,780	\$ 58,000	\$ 2,159,855
	<b>State Support/Match for MPO (1)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,014	\$ -	\$ -	\$ -	\$ 221,014
	<b>FY 2024/25 Funding</b>	\$ 1,094,060	\$ 379,416	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 30,780	\$ -	\$ 1,704,256
	<b>FY 2024/25 Local Funding</b>	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 48,000
	Carry over for SS4A Match-MPO Local Funds from prior FYs	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	<b>Roll Forward from Prior Fiscal Year</b>	\$ -	\$ -	\$ -	\$ 116,585	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 176,585
	<b>Total cost, including carry over, for all tasks</b>	\$ 1,094,060	\$ 379,416	\$ 250,000	\$ 116,585	\$ 60,000	\$ 221,014	\$ 1,850,061	\$ 30,780	\$ 8,000	\$ 2,159,855

\*Soft match includes \$197,697 at 18.07% and \$23,317 at 20% to match PTGAs.

TABLE 5 – FY 2025/26 AGENCY PARTICIPATION

Task #	Task Description	FHWA	FHWA	FDOT	Local	TD Trust	Total	Amount to Consultant
		CPG	CPG					
		PL	SU					
1	Administration	\$ 424,400	\$ -	\$ 76,689	\$ -	\$ -	\$ 501,089	\$ 29,000
2	Data Collection/ Development	\$ 40,000	\$ -	\$ 7,228	\$ -	\$ -	\$ 47,228	\$ 15,000
3	Transportation Improvement Program (TIP)	\$ 55,000	\$ -	\$ 9,939	\$ -	\$ -	\$ 64,939	\$ 15,000
4	Long Range Planning	\$ 45,000	\$ 250,000	\$ 8,132	\$ -	\$ -	\$ 303,132	\$ 250,000
5	Special Projects and Systems Planning	\$ 90,000	\$ 100,000	\$ 16,263	\$ -	\$ -	\$ 206,263	\$ 110,000
6	Transit and Transportation Disadvantaged	\$ 126,686	\$ -	\$ 22,892	\$ -	\$ 30,780	\$ 180,358	\$ 96,686
7	Regional Coordination	\$ 47,000	\$ -	\$ 8,493	\$ -	\$ -	\$ 55,493	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2025/26 funds for all tasks	\$ 828,086	\$ 350,000	\$ 149,635	\$ 8,000	\$ 30,780	\$ 1,366,501	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$828,086	\$350,000	\$149,635	\$ 8,000	\$ 30,780	\$ 1,366,501	\$ 515,686

	FHWA PL	FHWA SU	FDOT	TD Trust	Collier County	Naples	Everglades City	Marco Island	Total
State Support/Match for MPO (1)	\$ -	\$ -	\$ 149,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,635
FY 2025/26 Funding	\$ 828,086	\$ 350,000	\$ -	\$ 30,780	\$ -	\$ -	\$ -	\$ -	\$ 1,208,866
FY 2025/26 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
De-Obligation from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carry over, for all tasks	\$828,086	\$350,000	\$149,635	\$ 30,780	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$1,366,501

(1) For FY 2025/2026, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share. The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.

TABLE 6 – FY 2025/26 FUNDING SOURCE

<b>Task #</b>	<b>Task Description</b>	<b>FHWA PL Federal</b>	<b>FHWA SU Federal</b>	<b>FDOT Soft Match</b>	<b>Total Federal Funding</b>	<b>State TD Trust</b>	<b>Local Funding</b>	<b>Total</b>
1	Administration	\$ 424,400	\$ -	\$ 76,689	\$ 424,400	\$ -	\$ -	\$ 501,089
2	Data Collection/Development	\$ 40,000	\$ -	\$ 7,228	\$ 40,000	\$ -	\$ -	\$ 47,228
3	Transportation Improvement Program (TIP)	\$ 55,000	\$ -	\$ 9,939	\$ 55,000	\$ -	\$ -	\$ 64,939
4	Long Range Planning	\$ 45,000	\$ 250,000	\$ 8,132	\$ 295,000	\$ -	\$ -	\$ 303,132
5	Special Projects and Systems Planning	\$ 90,000	\$ 100,000	\$ 16,263	\$ 190,000	\$ -	\$ -	\$ 206,263
6	Transit and Transportation Disadvantaged	\$ 126,686	\$ -	\$ 22,892	\$ 126,686	\$ 30,780	\$ -	\$ 180,358
7	Regional Coordination	\$ 47,000	\$ -	\$ 8,493	\$ 47,000	\$ -	\$ -	\$ 55,493
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2025/26 funds for all tasks	\$ 828,086	\$ 350,000	\$ 149,635	\$ 1,178,086	\$ 30,780	\$ 8,000	\$ 1,366,501
	State Support/Match for MPO (1)	\$ -	\$ -	\$ 149,635	\$ -	\$ -		\$ 149,635
	FY 2025/26 Funding	\$ 828,086	\$ 350,000	\$ -	\$ -	\$ 30,780		\$ 1,208,866
	FY 2025/26 Local Funding	\$ -	\$ -	\$ -	\$ -		\$ 8,000	\$ 8,000
	Total cost, including carryover, for all tasks	\$ 828,086	\$ 350,000	\$ 149,635	\$ 1,178,086	\$ 30,780	\$ 8,000	\$ 1,366,501

## APPENDICES

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

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

## COMMONLY USED ACRONYMS

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

## COMMONLY USED ACRONYMS

<b>Acronym</b>	<b>Full Name</b>
<b>SCE</b>	<b>Sociocultural Effects</b>
<b>SE</b>	<b>Socioeconomic</b>
<b>SHS</b>	<b>State Highway System</b>
<b>SIS</b>	<b>Strategic Intermodal System</b>
<b>SR</b>	<b>State Road</b>
<b>SSPP</b>	<b>System Safety Program Plan</b>
<b>SS4A</b>	<b>Safe Streets for All</b>
<b>SWFRPC</b>	<b>Southwest Florida Regional Planning Council</b>
<b>TAC</b>	<b>Technical Advisory Committee</b>
<b>TAZ</b>	<b>Traffic Analysis Zone</b>
<b>TD</b>	<b>Transportation Disadvantaged</b>
<b>TDM</b>	<b>Transportation Demand Management</b>
<b>TDP</b>	<b>Transit Development Plan</b>
<b>TDSP</b>	<b>Transportation Disadvantaged Service Plan</b>
<b>TIP</b>	<b>Transportation Improvement Program</b>
<b>TMA</b>	<b>Transportation Management Area</b>
<b>TSM</b>	<b>Transportation Systems Management</b>
<b>TRIP</b>	<b>Transportation Regional Incentive Program</b>
<b>ULAM</b>	<b>Urban Land Allocation Model</b>
<b>UPWP</b>	<b>Unified Planning Work Program</b>
<b>USC</b>	<b>United States Code</b>
<b>USDOT</b>	<b>United States Department of Transportation</b>
<b>UZA</b>	<b>Urbanized Area</b>
<b>VE</b>	<b>Value Engineering</b>
<b>ZDATA</b>	<b>Zonal Data (land use and socio-economic)</b>

## **APPENDIX B – PLANNING STUDIES IN THE MPO AREA**

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

### **Veteran's Memorial Blvd. Ext. Phase II**

This study is for the conceptual design and permitting of Veteran's Memorial Blvd. from west of the new Aubrey Rogers High School entrance to US 41, including bicycle/pedestrian facilities. The extension of Veteran's Memorial Blvd. has been an established need in previous LRTPs.

### **Golden Gate Master Plan**

This study is to evaluate the conversion of the septic systems to central sewer and the private wells to municipal water as a priority for protecting and restoring local water resources within Golden Gate City. The project will develop a master plan that will detail water quality and flood protection issues and evaluate the feasibility of providing stormwater improvements, septic system conversions to central sewer, private well conversions to municipal water, and roadway improvements.

### **Wilson Blvd. Extension Corridor Study**

This study is to evaluate alternative alignments and identify a preferred corridor alignment to connect Golden Gate Blvd. East and Collier Blvd. The continued evaluation and refinement of the alternative alignments will be based on many factors including environmental impacts, community impacts, land use and funding.

### **I-75 Interchange at Immokalee Road**

An Immokalee Road Corridor Congestion Study was completed by Collier County in 2021. One of the recommendations from the Study was to pursue interchange improvements for a Diverging Diamond Interchange in coordination with FDOT. The Interchange is identified in the Cost Feasible Plan of the 2045 LRTP. Collier County is working with FDOT to complete a PD&E study for the Interchange.

### **Moving Florida Forward Infrastructure Initiative (MFF)**

MFF prioritizes funding for the state's transportation infrastructure to directly and immediately address congestion relief and perpetual safety on roadways, support resiliency in existing and future projects. The following improvements are being expedited under MFF: (i) Widen I-75 from six to eight lanes from Golden Gate to Corkscrew. This is a District-wide project involving Collier and Lee Counties; (ii) I-75 and Pine Ridge Rd Interchange Improvement - Reconstruct interchange to a diverging diamond and widen Pine Ridge Road at that location; (iii) Widen S.R. 29 from two to four lanes from New Market Road to S.R. 82; and (iv) Construct a new four-lane road as an extension of S.R. 29 for a loop around downtown Immokalee from C.R. 846 to New Market Road. FDOT is currently conducting pre-engineering planning for the projects.

### **Collier to Polk Regional Trail Master Plan**

The Collier to Polk Regional Trail would provide a connected multi-use trail that traverses Collier, Hendry, Glades, Highlands, Hardee, and Polk counties. If completed, the project is expected to be approximately 200 miles. FDOT is currently working on a Master Plan to define high-level concepts and routing opportunities and to receive community input. The master Plan may be followed by PD&E studies that will collectively identify the location and conceptual design of feasible alternatives for the long-distance trail.

**Districtwide Bus Rapid Transit (BRT) Feasibility Study**

FDOT is conducting a feasibility study as a potential strategy to respond to rapid population growth and rising traffic congestion on key commuter corridors in the District. The Study will evaluate and identify corridor(s) within the District that are best positioned for BRT and identify potential next steps for agency partners to pursue to strengthen BRT readiness.

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

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

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: William McDaniel, Jr.  
Title: MPO Chair

5/10/2024  
Date

Approved as to form and legality:

COLLIER COUNTY ATTORNEY

By:   
Scott R. Teach, Deputy County Attorney



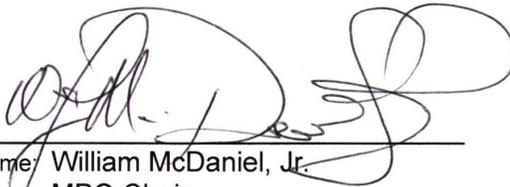
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

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

  
Name: William McDaniel, Jr.  
Title: MPO Chair

5/10/2024

Date

Approved as to form and legality:  
COLLIER COUNTY ATTORNEY

By:   
Scott R. Teach, Deputy County Attorney



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

525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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

  
Name: William McDaniel, Jr.  
Title: MPO Chair

5/10/2024  
Date

Approved as to form and legality:

COLLIER COUNTY ATTORNEY

By:   
Scott R. Teach, Deputy County Attorney



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

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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

  
Name: William McDaniel, Jr.  
Title: MPO Chair

5/10/2024  
Date

Approved as to form and legality:  
COLLIER COUNTY ATTORNEY

By:   
Scott R. Teach, Deputy County Attorney



### APPENDICES A and E

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

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



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

525-010-08  
POLICY PLANNING  
05/18

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

CAO

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

Description of Comment Types:

Editorial – These comments may be addressed, but such corrections would not affect approval of the document. Examples include grammatical, spelling, and other related errors.

Enhancement – These comments may be addressed, but the document already meets the minimum requirements for approval. Comments would significantly improve the document’s quality and the public’s understanding. Examples include improving graphics, restructuring document format, using plain language, reformatting for clarity, removing redundancies, and suggesting alternative approaches to meet minimum requirements.

Critical – These comments **must** be addressed to meet minimum federal and state requirements for approval. The reviewer must identify the applicable federal or state policies, regulations, guidance, procedures, or statutes with which the document does not conform.

Agency	Comment Type	Comment	Response	Page
FHWA	Critical	Include information on the required 2.5% PL funds set aside for Complete Streets planning initiatives (The Infrastructure Investment and Jobs Act (IIJA) [§ 11206(b)])	This information was already included in the draft under Task 5. The information was moved to the beginning of the document and additional language regarding IIJA was added.	10 (IIJA 2.5% Set Aside for Complete Streets Planning)
FHWA	Enhancement	Specify that the UPWP funding includes carryover funding from the FY 21-22 UPWP	A new section titled “CPG Funding Amounts for this UPWP” was added to clarify that the UPWP contains carryover funding	10
FDOT	Enhancement	Because the UPWP is Exhibit A to the underlying MPO Agreement for funding, the cover page needs to include “EXHIBIT A” at the insistence of FDOT’s attorney.	“EXHIBIT A” to MPO Agreement #G240 was added to the cover page.	Cover page
Collier Area Transit	N/A. Request for funding	Subsequent to committee endorsement of this UPWP, CAT staff requested that a transit fare study be included in this UPWP and funded. CAT would like the study to be conducted in FY 25.	MPO Staff responded that the MPO can assist, but for FY 2025 funding, the MPO will need to evaluate available balances once FY 2024 has come to a close. (The BPMP, TDP Major, and LRTP are ongoing plans from the FY 22-24 UPWP that are budgeted for in this UPWP).	N/A

## **APPENDIX E – MPO RESOLUTION**

**RESOLUTION 2024-05**

**RESOLUTION OF THE COLLIER METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE MPO CHAIR TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT AND THE 2024/25-2025/26 UNIFIED PLANNING WORK PROGRAM APPROVED ON MAY 10, 2024.**

**WHEREAS**, the Collier Metropolitan Planning Organization (MPO) has the authority to execute the Metropolitan Planning Organization Agreement (the "Agreement") (per 23 U.S.C § 134, 23 CFR § 450 and F.S. § 339.175) and the FY 2024/25-2025/26 Unified Planning Work Program (the "UPWP") (per 23 CFR § 450.308(b) and F.S. § 339.175(9)); and

**WHEREAS**, on May 10, 2024, the MPO Board reviewed and approved the FY 2024/25-2025/26 UPWP and the Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE COLLIER METROPOLITAN PLANNING ORGANIZATION THAT:**

1. The Collier MPO has the authority to execute the attached: (a) Metropolitan Planning Organization Agreement, and (b) the FY 2024/25-2025/26 Unified Planning Work Program.
2. The Collier MPO authorizes its Chair to execute the UPWP and the Agreement.
3. The Collier MPO authorizes its Chair to sign any other related documents that may be required to process the UPWP and the Agreement.

This Resolution was PASSED and DULY ADOPTED by the Collier Metropolitan Planning Organization Board on May 10, 2024.

Attest:

COLLIER COUNTY METROPOLITAN  
PLANNING ORGANIZATION

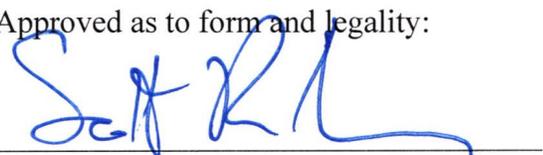
By: \_\_\_\_\_

Anne McLaughlin  
Collier MPO Executive Director

By: \_\_\_\_\_

Commissioner William McDaniel, Jr.  
MPO Chairman

Approved as to form and legality:



Scott R. Teach, Deputy County Attorney

## **APPENDIX F – UPWP REVIEW CHECKLIST**



## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: *Collier MPO*

UPWP Draft # or Date: *5/10/2024*

*Board Approved*

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Review #: *2 - Final*

Date of Review: *5.13.2024*

Reviewed By: *Dasha Kosheleva*

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The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

---

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? [Yes](#) | [If yes, page number: 1](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? [Yes](#) | [If yes, page number: 1](#)
- Identification of agencies providing funds for the UPWP? [Yes](#) | [If yes, page number: 1](#)
- Financial Project Number (FPN) for each contract shown in UPWP? [Yes](#) | [If yes, page number: 1](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? [Yes](#) | [If yes, page number: 1](#)
- Correct State Fiscal Years? [Yes](#) | [If yes, page number: 1](#)
- Statement of nondiscrimination? [Yes](#) | [If yes, page number: 1](#)
- DRAFT UPWP: Space for adoption date and revision dates? [Yes](#) | [If yes, page number: 1](#)
- FINAL UPWP: Adoption date and space for revision dates? [Yes](#) | [If yes, page number: 1](#)

[Choose a category](#)

[Click here to enter comments](#)

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### Required Content

Does the UPWP have the following information?

UPWP Review Checklist  
Updated: 2/9/2024

Page 1 of 7

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Introduction? [Yes | If yes, page number: 5](#)
- Organization and Management? [Yes | If yes, page number: 16](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 22-45](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 49-52](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 54](#)
- District Planning Activities? [Yes | If yes, page number: 7-9; 57](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes | If yes, page number: 37; 40-41](#)
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 68](#)
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
  - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 4](#)
  - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 59](#)
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Yes | If yes, page number: 69](#)
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
  - The signed Cost Analysis Certification Statement? [Select response | If yes, page number: 4](#)
  - The signed FHWA Certifications and Assurances? [Yes | If yes, page number: 60-65](#)
  - UPWP Comments? [Yes | If yes, page number: 67](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes | If yes, page number: 67](#)

[Choose a category](#)

[Click here to enter comments](#)

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### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 5](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 5-8](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 5-9; 57-58](#)
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

**Unified Planning Work Program (UPWP)  
Review Checklist**

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administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes | if yes, page number: 9](#)

- Definition of the 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_? [Yes | if yes, page number: 8](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes](#)  [No](#)  [Page number: 10](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | if yes, page number: 11-12](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | if yes, page number: 13-14](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | if yes, page number: 8](#)

[Choose a category](#)      [Click here to enter comments](#)

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### **MPO Organization and Management**

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | if yes, page number: 16-17](#)[Click or tap here to enter text.](#)
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? [Yes | if yes, page number: 18](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | if yes, page number: 18](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | if yes, page number: 18](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | if yes, page number: 18](#)
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Not Applicable | if yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): [Yes | if yes, page number: 18](#)
  - MPO Bylaws: [Yes | if yes, page number: 17](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Disadvantaged Business Enterprise Utilization? [Yes](#) | If yes, page number: 62
- Debarment and Suspension Certification? [Yes](#) | If yes, page number: 60
- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes](#) | If yes, page number:61
- Title VI/Nondiscrimination Assurances? [Yes](#) | If yes, page number: 63
- Appendices A and E? [Yes](#) | If yes, page number: 64-65
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable](#) | If yes, page number: xx

[Choose a category](#)     [Click here to enter comments](#)

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### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) | If yes, page number: 22
- Transportation Improvement Program (TIP)? [Yes](#) | If yes, page number: 30
- Long Range Transportation Plan (LRTP)? [Yes](#) | If yes, page number: 32
- MPO Regional Activities Task (if required)? [Yes](#) | If yes, page number: 42

[Choose a category](#)     For regional activities, no funds are being transferred to another MPO or FDOT for regional planning.

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Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Tasks Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Select response](#) | If yes, page number: xx

[Choose a category](#)     No memberships are listed as an expense.

---

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [No](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [Yes](#)

**Unified Planning Work Program (UPWP)  
Review Checklist**

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Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes](#) | if yes, page number: 49-52.

Does MPO Administration Task have a subcategory for:

- Personnel Services? [Yes](#) | if yes, page number: 24-25
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No](#) | if yes, page number: xx NOT APPLICABLE
- Travel? [Yes](#) | if yes, page number: 24-25
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes](#) | if yes, page number: 24-25
- Direct Expenses? [Yes](#) | if yes, page number: 24-25
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No](#) | if yes, page number: xx NOT APPLICABLE
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No](#) | if yes, page number: xx NOT APPLICABLE
- Is Annual Audit expense included, if required? [No](#) | if yes, page number: xx NOT APPLICABLE

Do each of the other Work Element/Task Summary Estimated Budget Tables include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Not Applicable](#)

[Choose a category](#)    [Click here to enter comments](#)

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**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities) **NOT APPLICABLE**

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes](#) | if yes, page number: 44

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes](#) | if yes, page number: 42-44
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Not Applicable](#) | if yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? [Not Applicable](#) | if yes, page number: xx

**Unified Planning Work Program (UPWP)  
Review Checklist**

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- Show activities the funds are being used for? [Yes](#) | If yes, page number: 44
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [Not Applicable](#) | If yes, page number: xx
  - Task name, activity description(s), and budgeted funds [Not Applicable](#) | If yes, page number: xx

[Choose a category](#)    [Click here to enter comments](#)

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**Funding Source Budget Table**

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[No](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet *total should not include estimated amount to be de-obligated from the previous FY*)? [Yes](#) | If yes, page number: 49-50
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Yes](#)
- FINAL UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#)
  - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Yes](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[Choose a category](#)    [Click here to enter comments](#)

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Total Year 2 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: 51-52
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#)

**Unified Planning Work Program (UPWP)  
Review Checklist**

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- STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Yes](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

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Since the UPWP is the "Scope of Service" for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)

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**Summary Budget Table**

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[No](#)

Do the total Year 1 contract amounts match what is shown on the Funding Source Budget Table? [Yes](#)

Do the total Year 2 contract amounts match what is shown on the Funding Source Budget Table? [Yes](#)

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**General UPWP Comments**

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