



AGENDA TAC

Technical Advisory Committee
Collier County Growth Management Department
Conference Rooms 609/610
2800 Horseshoe Drive North
Naples, Florida 34104

February 24, 2020
9:30 am

1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda**
4. **Approval of January 27, 2020 Meeting Minutes**
5. **Open to Public for Comments on Items Not on the Agenda**
6. **Agency Updates**
 - A. FDOT
 - B. MPO Executive Director
7. **Committee Action**
 - A. Review Draft FY 20/21-21/22 Unified Planning Work Program (UPWP)
8. **Reports and Presentations (May Require Committee Action)**
 - A. Update on 2045 Long Range Transportation Plan (LRTP)
 - B. Draft Public Participation Plan Amendment
9. **Member Comments**
10. **Distribution Items**
 - A. n/a
11. **Next Meeting Date**

March 30, 2020 – 9:30 a.m.
Growth Management Department – Conference Rooms 609/610
12. **Adjournment**

PLEASE NOTE:

This meeting of the Technical Advisory Committee (TAC) to the Collier Metropolitan Planning Organization (MPO) is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition of the Chairperson. Any person desiring to have an item placed on the agenda shall make a request in writing with a description and summary of the item, to the MPO Director 14 days prior to the meeting date. Any person who decides to appeal a decision of this Committee will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5814. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Executive Director and Title VI Specialist Ms. Anne McLaughlin (239) 252-5884 or by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104.

**TECHNICAL ADVISORY COMMITTEE of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
Conference Rooms 609/610
2800 Horseshoe Drive North
Naples, FL 34104**

January 27, 2020 9:30 a.m. Meeting Minutes

1. Call to Order

Mr. Brock called the meeting to order at 9:34 a.m.

2. Roll Call

Mr. Ortman called the roll and confirmed a quorum was present.

TAC Members Present

Tim Brock, Everglades City, Vice-Chair
Tim Pinter, City of Marco Island
Margaret Wuerstle, Southwest Florida Regional Planning Council
Ute Vandersluis, City of Naples Airport Authority
Andy Holland, City of Naples
Dan Hall, Collier County Traffic Operations
Don Scott, Lee County MPO
Michelle Arnold, PTNE

TAC Members Absent

Lorraine Lantz, Collier County Transportation Planning, Chair
Justin Lobb, Collier County Airport Authority, Airport Manager
Greg Strakaluse, City of Naples
Daniel Smith, City of Marco Island
John Kasten, Collier County School District
April Olson, Conservancy (*non-voting*)
Daniel Smith, City of Marco Island - Streets & Stormwater

MPO Staff

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

Others Present

Bill Gramer, Jacobs Engineering
Zachary Karto, Collier Area Transit
Valerie Nowotnick, Minute Taker

3. Approval of the Agenda

Mr. Pinter moved to approve the agenda. Mr. Holland seconded. Carried unanimously.

4. Approval of the October 28, 2019 Meeting Minutes.

Mr. Holland moved to approve the minutes. Mr. Pinter seconded. Carried unanimously.

5. Public Comments for Items not on the Agenda

None

6. Agency Updates

A. FDOT

No updates from FDOT.

B. MPO Executive Director

Ms. McLaughlin – FDOT is hosting an M-CORES public meeting of the Southwest/Central Florida Corridor for a Community Open House at the Turner Agricultural Civic Center in Arcadia on January 30, 2020 from 5:30 – 7:30 pm.

7. Committee Action

A. Election of Chair and Vice-Chair

Mr. Brock – Committee needs to elect officers.

Mr. Pinter nominated Lorraine Lantz for Chair. **Ms. Wuerstle** seconded. Unanimous vote.

Mr. Brock nominated **Mr. Pinter** to serve as Vice Chair. **Mr. Scott** seconded. Unanimous vote.

B. Endorse Amendment to Bicycle and Pedestrian Master Plan

Mr. Ortman – gave background of proposed amendment to Master Plan. Arthrex has requested that bike and pedestrian lanes be added for their employees who bike/walk to work. New Arthrex facility being built near the intersection of Goodlette-Frank Road and Immokalee

Road. Arthrex requested that the sidewalk on east side of Goodlette-Frank be completed from Vanderbilt Beach Rd to Immokalee Rd. Discussed diagrams contained in the attachments. The County is planning a capital improvement project on Goodlette; the design phase would be the most cost-effective time to make improvements to bicycle/pedestrian facilities. The amendment is just to recognize that the plan considers County or City roadway capital improvements as priorities for potential expansion of the bicycle/pedestrian network. It is a one-sentence amendment. It was an oversight that it was not included during development of the plan and it has the full support of Commissioner Solis. Arthrex employs about 800 people, approximately 250 employees either bike or walk to work. Arthrex may consider incentives to their employees to bike or walk to work should sufficient facilities exist. BPAC approved the amendment unanimously at their meeting on January 21, 2020. **Ms. McLaughlin** mentioned that Ms. Lantz, in her written comments, recommended that the committee approve the amendment.

Mr. Brock moved to endorse the amendment. Ms. Wuerstle seconded. Carried unanimously.

Brief discussion followed by Mr. Scott about van pooling with Arthrex. **Ms. Arnold** mentioned that the County was in favor of it previously. **Mr. Ortman** addressed a question regarding the sidewalk request by the residents in Naples Park. The plan identifies it as a “need” and not a “priority.” County dropped the project out this round in order to keep cost assessments equal in all 5 districts. It is still in the Bike-Ped Master Plan.

Committee members questioned need for the amendment. **Ms. McLaughlin** clarified that this amendment to the Bicycle and Pedestrian Master Plan should have been included as a policy but was inadvertently omitted.

C. Endorse Amendments to FY 2020-2024 Transportation Improvement Plan (TIP)

Mr. Ortman - All amendments will now require authorizing resolution. Proposed amendments for expenditure of SU funds: (1) making ADA improvements at selected bus stops (250k); (2) purchase replacement bus for CAT (500k); (3) operating assistance for Good Wheels (DOT). Funds to be spent in fiscal year 2020. Authorization from MPO is required to receive federal funding. Public participation plan began January 20 and will end on February 14. Brief discussion regarding including FPN’s in resolution for clarity. **Ms. McLaughlin** suggested going back to the attorney with the requested change.

Mr. Brock moved to approve endorsements to Master Plan. Mr. Scott seconded. Carried unanimously.

8. Reports and Presentation

A. CAT Park and Ride Study Kickoff

Bill Gramer – Jacobs Engineering. Presentation by Jacobs Engineering. Population growth in Collier County is approximately 2% per year. Park & Ride Study was conducted in 2005 and results indicated that there were favorable conditions and locations where these sites could be successful. Purpose of study is to identify and develop a standardized methodology for locating, operating and maintain Park & Ride sites within Collier County. Study focuses on high volume areas where Park & Ride lots would be most effective. Sites will be analyzed and ranked based on various criteria including visibility, safety, transit linkage, location, access, and cost. **Ms. Arnold** and **Mr. Brock** suggested looking at existing facilities rather than purchasing properties. **Mr. Brock** asked if Jacobs conducted destination surveys to determine need. **Mr. Hall** asked if the County could lease properties to help defray costs. **Mr. Gramer** said that funds must be available. Potential expansion routes are also being reviewed.

Mr. Brock asked about differences between 2005 study and the current one. **Mr. Gramer** said the 2005 study designated “potentially successful” locations but no implementation. **Ms. Arnold** mentioned that the County utilized existing locations (libraries, etc.). **Mr. Pinter** suggested that the public be educated about current locations of park & ride lots.

Mr. Gramer noted the project schedule: (Q1) research; (Q2) research implementation opportunities; (Q3) prepare and present draft study; (Q4) prepare and present final study. Goal is to have a draft plan completed by the end of October 2020. The plan must be finished by December 2020 and all approvals are required before that date. A public involvement plan will also be developed for feedback from stakeholders and public.

Ms. Otero – stakeholders will be identified in the future and shared with TAC. **Mr. Gramer** mentioned major land developers, Arthrex, hospitals, schools, Golden Gate Civic Association, and others. **Ms. Arnold** suggested that Tourism Development should be consulted. **Mr. Brock** agreed. Locations such as the Naples Pier and other tourist destinations could be affected. **Ms. Otero** – Responding to written questions submitted by Ms. Lantz - the list of potential locations will be incorporated into the LRTP. The cost will feed in and become part of the capital cost included in the LRTP. CAT determines priorities on an annual basis, staff will research whether SU funds can be used to acquire land for a park and ride. Priority locations have yet to be determined. **Ms. McLaughlin** - it is a strong possibility that land could be purchased for this purpose. **Ms. Otero** mentioned that environmental issues may arise during the process.

Mr. Pinter – this does not require action by the committee.

B. FY 20/21-21/22 UPWP Kick-off

Ms. Otero - FDOT has asked that the UPWP be downsized. Discussion regarding tasks including transit development plan, major update to park-n-ride study, highway strategic plan and others. Funding is limited – base funding on annual basis is \$130,00 in PL for studies and probably \$130,000 for transit funding over 2-year period. FDOT’s Planning Emphasis Areas – safety, system connectivity, resilience, and ACES will be addressed with LRTP and Local Road

Safety Plan. **Mr. Brock** asked if safety funding is included in the program. **Ms. McLaughlin** - FDOT maintains control over safety funding. **Ms. Otero** – regarding recommendation submitted by Ms. Lantz in her written comments to expand MPO’s public involvement. **Ms. McLaughlin** –An amendment to the Public Participation Plan is being drafted to address some changes in response to advice received from FHWA. **Ms. Otero** - public involvement is on study-by study basis. Just created a congestion management newsletter as part of the Transportation System Performance Report that should be sent out by next week.

9. Member Comments

Mr. Scott – County has raised concerns about new agreement for street lighting. Discussion among members about responsibility of costs as well as materials (i.e., LED lights, etc.). **Mr. Scott** – will review both agreements for County and State to determine costs. Compared basic versus premium packages for street lighting.

Ms. Vandersluis – in the midst of building a new ARC station – scheduled to be finished in November – predicting it will be open in June or July. Airport master plan is nearing completion. RFQ currently open for north GA rehabilitation design. RFQ for north quad site development off Enterprise Avenue (used to be old City of Naples landfill). Starting City of Naples land and compatibility study. Public outreach on February 11 and 12 for north study.

Ms. Arnold – doing IPS assessment of transit system, etc. along with operational improvements.

Mr. Brock – February 1 – grand opening of visitor’s center in Everglades City. Triathlon in the morning.

10. Distribution Items

A. Administrative Modification to FY2020-FY2024 TIP

Mr. Ortman – FDOT wants an appendix to TIP to include plans and studies that are in the UPWP and using SU funds: Attachment 1 - LRTP and local road safety plans; Attachment 2 – changed title of planning studies to add reference to appendix.

11. Next Meeting Date

February 24, 2020 – 9:30 a.m.

Growth Management Department- Conference Rooms 609/610

12. Adjournment

*There being no further comment or business to discuss, **Mr. Hall** moved to adjourn. **Mr. Brock** seconded. Unanimous vote. The meeting adjourned at 10:49 a.m.*

COMMITTEE ACTION
ITEM 7A

Review Draft FY2020/21 – 2021/22 Unified Planning Work Program (UPWP)

OBJECTIVE: For the committee to review and comment on the Draft FY 2020/21 – 2021/22 Unified Planning Work Program (UPWP).

CONSIDERATIONS: The MPO is required to develop and submit to the Federal Highway Administration (FHWA) a two-year Unified Planning Work Program (UPWP) which serves as the resource and budgeting document for the MPO for the coming fiscal years beginning July 1st, 2020. FDOT requires submittal of a draft UPWP by March 15th for the purposes of agency review and comment, and a final version by May 15th. In order to meet the FDOT deadlines and the MPO meeting schedule, it is necessary for the committees to review the draft UPWP now and the final UPWP in April.

The major focus for the upcoming fiscal year continues to be the Long Range Transportation Plan and the transition to performance based planning. In addition, the second biennial Transportation System Performance Report is shown in FY22 to help identify where priority investments should be made.

The draft UPWP is shown in **Attachment 1**.

STAFF RECOMMENDATION: That the committee review and comment on the Draft FY 2020/21 – 2021/22 Unified Planning Work Program (UPWP).

Prepared By: Brandy Otero, Collier MPO Principal Planner

ATTACHMENTS:

1. Draft 2020/21 – 2021/22 UPWP



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

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

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

May 8, 2020

MPO Chair

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

Federal Planning Fund

Federal Aid Program (FAP) - # PL0313 (056)

Financial Management (FM) - # 439314-2-14-01 & 439314-2-14-4

FDOT Contract #

Federal Transit Administration (FTA) Section 5305(d) Funds

Financial Management (FM) - # 410113 1 14

Contract # GO581

Contract # G1619

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

TABLE OF CONTENTS

COST ANALYSIS CERTIFICATION	4
INTRODUCTION.....	6
DEFINITION OF THE UPWP	6
OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES.....	6
CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES	8
AIR QUALITY PLANNING ACTIVITIES	8
SOFT MATCH.....	8
PUBLIC INVOLVEMENT PROCESS.....	9
FEDERAL AND STATE PLANNING EMPHASIS AREAS	9
ORGANIZATION AND MANAGEMENT.....	13
IDENTIFICATION OF MPO PARTICIPANTS	13
OPERATIONAL PROCEDURES AND BYLAWS	14
EXECUTED AGREEMENTS.....	15
CERTIFICATIONS AND ASSURANCES	15
STATE/FEDERAL PLANNING EMPHASIS AREA MATRIX.....	15
TASK 1 ADMINISTRATION	18
TASK 2 DATA COLLECTION / DEVELOPMENT.....	22
TASK 3 TIP MONITORING AND DEVELOPMENT	25
TASK 4 LONG RANGE PLANNING	27
TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING.....	30
TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING.....	33
TASK 7 REGIONAL COORDINATION	37
TASK 8 LOCALLY FUNDED ACTIVITIES.....	40
TASK 9 STATE SUPPORT FOR FTA SECTION 5305(D).....	42
SUMMARY TABLES.....	43
TABLE 1 – FY 2020/21 AGENCY PARTICIPATION.....	45
TABLE 2 – FY 2020/21 FUNDING SOURCE	46
TABLE 3 – FY 2021/22 AGENCY PARTICIPATION.....	47
TABLE 4 – FY 2021/22 FUNDING SOURCE	48
TABLE 5 – PLANNING FACTOR AND PEA MATRIX.....	49
APPENDICES	50

APPENDIX A – COMMONLY USED ACRONYMS.....51

APPENDIX B – PLANNING STUDIES IN THE MPO AREA..... 54

APPENDIX C – STATEMENTS AND ASSURANCES 55

APPENDIX D – RESPONSE TO COMMENTS 61

COST ANALYSIS CERTIFICATION



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

525-010-06
POLICY PLANNING
02/19

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2021

Adopted 5/8/2020

Revision Number: Select

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

Name: Victoria Peters

Planning Specialist III/Community Liaison District 1

Title and District

Signature

Select Date

COST ANALYSIS CERTIFICATION



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

S25-010-06
POLICY PLANNING
02/19

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY 2022

Adopted 5/8/2020

Revision Number: Select

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

Name: Victoria Peters

Planning Specialist III/Community Liaison District 1
Title and District

Signature Select Date

INTRODUCTION

DEFINITION OF THE UPWP

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

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

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

OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES

Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) is a critical tool in the MPO process. It is composed of a Needs Assessment, a Cost Feasible Plan, and several multi-modal transportation components. It is the primary document in which multi-modal components (such as pathways, transit and other projects), land use data and projected revenues are integrated in the long range planning process. The 2040 LRTP was adopted in December 2015. Three amendments to the plan were completed.

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

INTRODUCTION (cont.)

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

Congestion Management Process (CMP)

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

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

Transit Planning

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

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

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

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

Local Road Safety Plan (formerly known as the Strategic Highway Safety Plan)

This plan was funded through the Congestion Management priority process and is intended to be a data driven, 5-year safety plan that will guide the MPO in identifying implementation efforts that support FDOT's "Vision Zero". The study will be managed by the MPO and completed by a consultant. It is expected be completed in November 2020.

CURRENT LOCAL AND REGIONAL PLANNING PRIORITIES

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

Preparing the 2045 LRTP continues to be a major focus for the upcoming fiscal years of 2019/20 and 2020/21, along with the many technical plans and studies that are underway that support the development of the LRTP. This is particularly appropriate given the substantial amount of population growth projected for Collier County. Initially, the MPO's public involvement activities will also be highly focused on the development of the LRTP and related technical plans. Following the adoption of the LRTP in December 2020, the focus will begin the shift towards implementation, monitoring and reporting on performance measures and increasing public awareness of modal options and services and, most importantly, of traffic laws and public safety.

Regional Transportation Planning Activities

The Lee County and Collier MPOs meet annually to discuss regional issues and projects which may have a joint impact on the area. The Collier MPO participates in the Lee MPO's Technical Advisory Committee (TAC) and the Lee MPO participates in the Collier TAC. The MPOs will continue to work together to endorse and adopt regional priorities for enhancements, TRIP, highway and transit projects.

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

AIR QUALITY PLANNING ACTIVITIES

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

SOFT MATCH

Section 120 of Title 23, U.S.C, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft-match" amount being utilized to match the FHWA funding in this UPWP is 18.07% of FHWA program funds for a total of \$138,836 in FY 2020/21 and \$120,971 in FY 2021/22 for a total of \$259,807.

FDOT District One Planning Activities

Florida Department of Transportation- District One District Wide Planning activities for FY20/21-FY21/22) include the following:

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews

- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Growth Management Impact Reviews
- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

PUBLIC INVOLVEMENT PROCESS

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

MPO staff responds in writing to input received from the public and all comments received from the public, advisory committee members and Board members are memorialized and addressed in **Appendices E and F** of this document. Comments received from FHWA, FTA, and FDOT have been addressed and incorporated into the final document. A draft of this UPWP was presented for final endorsement to the Citizens and Technical Advisory Committees on April 27, 2020 and received final approval by the Collier MPO Board on May 8, 2020.

FEDERAL AND STATE PLANNING EMPHASIS AREAS

STATE PLANNING EMPHASIS AREAS – 2020

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

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

Safety

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

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

System Connectivity

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

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

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

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

Resilience

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

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

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

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

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

Federal Planning Factors

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;

8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;
9. Enhance travel and tourism; and,
10. Emphasize the preservation of the existing transportation system

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

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

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

ORGANIZATION AND MANAGEMENT OF THE METROPOLITAN PLANNING ORGANIZATION

IDENTIFICATION OF MPO PARTICIPANTS

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

COLLIER COUNTY

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

CITY OF NAPLES

Councilman Terry Hutchison
Councilman Reg Buxton

CITY OF MARCO ISLAND

Councilman Erik Brechnitz

CITY OF EVERGLADES CITY

Councilwoman Elaine Middelstaedt

FLORIDA DEPARTMENT OF TRANSPORTATION

L.K. Nandam, District Secretary, District One

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

Technical Advisory Committee (TAC)

The MPO's TAC is composed of technically qualified representatives of agencies responsible for directing, developing and improving the transportation system within the Collier County Metropolitan Planning Area. Committee duties include the coordination of transportation planning and

programming activities arising from the review of all transportation technical studies and reports submitted to them.

Citizens Advisory Committee (CAC)

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

Bicycle & Pedestrian Advisory Committee (BPAC)

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

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

Congestion Management Committee (CMC)

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

Local Coordinating Board for the Transportation Disadvantaged (LCB)

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

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

OPERATIONAL PROCEDURES AND BYLAWS

The MPO operates under an adopted set of Bylaws. The MPO Executive Director reports directly to the MPO Board. The additional MPO staff members are Collier County employees pursuant to a staff services agreement. Administrative services are provided by Collier County under the rules and procedures of Collier County and the State of Florida. Annual audits of the MPO Program are performed as part of the single audit process under the direction of the Clerk of Courts Finance Department.

Official records of MPO business are maintained in the MPO Offices located in the Collier County Growth Management Division, 2885 South Horseshoe Drive, Naples, Florida 34104. All MPO records are available for public inspection during normal business hours.

The Collier MPO's operational procedures fully comply with the public records laws and the Sunshine Laws of the State of Florida.

EXECUTED AGREEMENTS

The MPO has various agreements in place with State and local governments and agencies that promote the "3-C" planning process. The following is a list of agreements currently in place:

- Amended and Restated Interlocal Agreement for the Creation of the Collier County MPO – FDOT, City of Naples, City of Marco Island, City of Everglades City, Collier County (2/26/15)
- Metropolitan Planning Organization Agreement – FDOT/MPO (7/1/18) – Agreement for planning funding.
- Staff Services Agreement – MPO/Collier County (5/28/19)
- Lease Agreement – MPO/Collier County (5/28/19)
- Interlocal Agreement – Lee and Collier MPO regional coordination (amended 3/20/09)
- Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement – FDOT/MPO/Collier County Airport Authority, Naples Airport Authority/ Southwest Florida Regional Planning Council (11/25/14)
- Public Transportation Joint Participation Agreement – FDOT/MPO (11/10/15)
- Public Transit Grant Agreement – FDOT/MPO (5/6/2019)

These agreements are currently under review and will be updated as appropriate.

CERTIFICATIONS AND ASSURANCES

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

STATE/FEDERAL PLANNING EMPHASIS AREA MATRIX

The FY 2020/21-2021/22 Federal Planning Factors and FDOT's Planning Emphasis Areas matrix is included in this document in the tables section of this document on page T-5.

UPWP TASK OVERVIEW

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

1. Administration

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

2. Data Collection / Development

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

3. Transportation Improvement Program Maintenance and Development

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

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

UPWP TASK OVERVIEW (cont.)

4. Long Range Planning

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

5. Special Projects and Systems Planning

This task includes various recurring and non-recurring planning projects, including bicycle and pedestrian planning support and congestion management planning. Bicycle and Pedestrian planning and support are conducted in order to provide a balanced transportation system to ensure that non-motorized travel options are safe, convenient and offer recreational opportunities. As part of the Congestion Management Process, a recurring Transportation System Performance Report will be completed in the second year of the UPWP.

6. Transit & Transportation Disadvantaged Planning

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

7. Regional Coordination

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

8. Locally Funded Activities

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

TASK 1

ADMINISTRATION

PURPOSE:

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

PREVIOUS WORK:

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

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

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

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

REQUIRED ACTIVITIES:

Activity	Deliverable(s)	Target Date
Administer MPO Governing Board and Advisory Committee meetings.	Agendas, minutes, presentations	Ongoing
Prepare and adopt the two-year UPWP; process modifications and amendments; submit progress reports and invoices	FY 23-24 Adopted UPWP; Progress reports; Invoices	May 2024 Quarterly
Monitor and update the annual Strategic Plan and Annual Report.	Strategic Plan and Annual Report	Annually
Provide training for MPO staff and MPO Governing Board members at conferences, workshops, etc. Attend business meetings as required.	Completed travel forms	As needed
Perform grant and financial tasks including preparing grant agreements, grant compliance tasks, grant reimbursements, timekeeping, inventory, contract management, invoice payment.	Agreements, FDOT audit, payment of invoices	Ongoing

Activity	Deliverable(s)	Target Date
Participate in joint FDOT/MPO annual certification reviews.	Responses to certification questions	Annually
Participate in the 2020 Federal Certification review.	Certification	August 2020
Procure services, supplies, and equipment (including computers, iPads, and software purchase and licensing) (RFP's, purchase orders, contracts, etc.). This may include the lease of necessary office equipment (printers, copiers, etc.)	Executed Contracts, work orders, and purchase orders	As needed
Review and maintain existing agreements, by-laws, and COOP. Modify as necessary to stay in compliance with federal/state rules and laws.	Agreements	As needed
Maintain the Public Participation Plan (PPP) and update as necessary. Conduct all activities needed to maintain compliance with plan including maintained and updated website, legal ads, press releases, etc.	PPP, legal ads, press releases	Ongoing
Public Service Announcement (PSA) or other Safety Campaign. This will be in addition to the MPO's Public Participation Process and will require consultant/ marketing services.	Safety video or material	August 2022
Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.	DBE Reports	Annually

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

Task 1 - Financial Tables

Task 1 - Administration								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
	Subtotal:	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
B. Consultant Services								
	Website maintenance, hosting fees, etc.	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	PSA or Safety Campaign (Still TBD)	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	Subtotal:	\$102,000	\$0	\$0	\$0	\$0	\$0	\$102,000
C. Travel								
	Travel and Professional Development	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	Subtotal:	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
D. Other Direct Expenses								
	Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
	Insurance	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	Cellular Telephone Access and expenses	\$500	\$0	\$0	\$0	\$0	\$0	\$500
	General Copying Expenses, equipment lease, printing charges, computer purchase, software purchase, repairs and maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$500	\$0	\$0	\$0	\$0	\$0	\$500
	Subtotal:	\$40,200	\$0	\$0	\$0	\$0	\$0	\$40,200
	Total:	\$445,200	\$0	\$0	\$0	\$0	\$0	\$445,200

Task 1 - Administration							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Subtotal:	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
B. Consultant Services							
Website maintenance, hosting fees, etc.	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Subtotal:	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
C. Travel							
Travel and Professional Development	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Subtotal:	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
D. Other Direct Expenses							
Building or room Rental/lease	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
Insurance	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
Cellular Telephone Access and expenses	\$500	\$0	\$0	\$0	\$0	\$0	\$500
General Copying Expenses, equipment lease, software purchase, printing charges, repairs and maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
General Office Supplies	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Legal Advertising	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
Telephone Access, expenses and system maintenance	\$500	\$0	\$0	\$0	\$0	\$0	\$500
Subtotal:	\$40,200	\$0	\$0	\$0	\$0	\$0	\$40,200
Total:	\$345,200	\$0	\$0	\$0	\$0	\$0	\$345,200

TASK 2 DATA COLLECTION / DEVELOPMENT

PURPOSE:

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

PREVIOUS WORK:

Developed LRTP map in GIS depicting the land use "vision" that includes regional transit routes and regional nonmotorized transportation corridors.

Developed several GIS maps for bike/pedestrian planning activities.

Updated socio-economic data for amendment to 2040 LRTP. Updated socio-economic data and TAZ structures for the 2045 LRTP Update.

REQUIRED ACTIVITIES:

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

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

RESPONSIBLE AGENCY: Collier MPO, Consultant Services

Task 2 - Financial Tables

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

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

TASK 3 TIP MONITORING AND DEVELOPMENT

PURPOSE:

Develop Multimodal Transportation Improvement Programs (TIP) for FY 2021/2021-2025/2026 and FY 2022/23-2026/27 that identify all Federal, State, and locally funded transportation improvements consistent with the requirements of Federal and State laws. Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the TIP. This section also includes transportation system planning tasks related to contingency of operations and short-range transportation planning and programming.

PREVIOUS WORK:

Coordinated with agencies and jurisdictions on transportation plans and programs.

Developed Annual preparation of TIPs and TIP Amendments.

Developed annual list of project priorities for inclusion in the TIP.

REQUIRED ACTIVITIES

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

RESPONSIBLE AGENCY: Collier MPO

1.

Task 3 - Financial Tables

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

Task 3 - TIP							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Subtotal:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Total:	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000

TASK 4 LONG RANGE PLANNING

PURPOSE:

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

PREVIOUS WORK:

Completed and adopted an amendment to the 2040 LRTP which reallocated socio-economic data, added a project to the needs network and reallocated funding to projects on the cost feasible plan.

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

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

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

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

REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Review projects and studies as needed for consistency with MPO plans.	Consistency letter	As needed
Continue to incorporate the Efficient Transportation Decision Making (ETDM) Process into the Long Range Multimodal transportation planning process. Continue to work with FDOT to review projects for the ETDM process as they relate to LRTP projects and priorities and to provide project specific comments as part of the ETDM process. Review purpose and needs statements for projects and provide comments.	Recommendations or comments	As needed
Attend meetings and participate on committees of FDOT District 1 Regional Transportation/Planning Model (RPM) Coordinating Committee, GIS Users	Attendance and participation at meetings/ Travel Forms	As needed

Activity	Deliverable(s)	Target Date
Groups, Florida Standard Urban Transportation Model Structure (FSUTMS) Users Groups, and others as needed. Participate in FSUTMS training.		
Continue to execute the Public Participation Plan for the 2045 LRTP	Public meetings, surveys, website postings, summary included in 2045 LRTP	December 2020
Prepare revenue projections for the 2045 LRTP	Revenue Projections	Summer 2020
Develop alternatives for the 2045 Needs Plan	Adopted 2045 Needs Plan	September 2020
Develop alternatives for 2045 Cost Feasible Plan	Adopted 2045 Cost Feasible Plan	October 2020
Develop the draft and final 2045 LRTP	Draft 2045 LRTP Adopted 2045 LRTP	November 2020 December 2020
Participate in freight planning, including updates to the regional freight plan, participation in various freight committees, and coordination with freight stakeholder	Attendance at meetings, Agendas, Travel Forms	As needed
Participate in on-going studies related to climate change and vulnerability	Attendance at meetings/ Maps and graphics	As needed

RESPONSIBLE AGENCY: Collier MPO, Consultant Services

Task 4 - Financial Tables

Task 4 - Long Range Planning Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Subtotal:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
B. Consultant Services							
2045 LRTP	\$20,000	\$150,000	\$0	\$0	\$0	\$0	\$170,000
Subtotal:	\$20,000	\$150,000	\$0	\$0	\$0	\$0	\$170,000
Total:	\$55,000	\$150,000	\$0	\$0	\$0	\$0	\$205,000

Task 4 - Long Range Planning Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Subtotal:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
B. Consultant Services							
2045 LRTP	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Subtotal:	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Total:	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING

PURPOSE:

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

PREVIOUS WORK:

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

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

Completed first Transportation System Performance Report. This report will become recurring every two years.

Began Local Road Safety Plan, which will continue into this UPWP for completion.

REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Participate in special events that promote bicycle/pedestrian activities and safety education.	Attendance and participation, noted on progress reports, travel forms if outside of county	As needed
Participate in meetings/workshops related to bicycle/pedestrian initiatives, including those hosted by FDOT, FHWA, CTST, Naples Pathway Coalition, Blue Zones, Healthy Community Coalition of Collier County, and other agencies.	Attendance and participation, noted on progress reports, travel forms if outside of county	Ongoing
Coordinate with FDOT and local governments to ensure that roadway expansion and retrofit projects work towards meeting the bicycle/pedestrian goals identified in the Bicycle and Pedestrian Master Plan.	Comments on projects	As needed
Attend and participated in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate	Attendance and participation, noted on progress reports, travel forms if outside of county	As needed
Maintain and update the Bicycle Pedestrian Master Plan	Bicycle Pedestrian Master Plan	As needed

Activity	Deliverable(s)	Target Date
Coordinate with Lee MPO to maintain the Non-Motorized element of the Regional Transportation Network	Regional Non-motorized Transportation Network	As needed
Analyze bike/ped facilities and crashes	Crash Data	As needed
Work with the TAC and School District to identify projects for Safe Routes to School Program.	Safe Route to School Applications/ Endorsed by MPO	Annually
Coordinate with MPO member governments and School District regarding data collection activities to quantify number of bicyclists and pedestrians at specific locations around Collier County.	Data collected	As needed
Maintain and update the Collier Bicycle/Pedestrian Facility Map	Bicycle/Pedestrian Map	As needed
Coordinate with FDOT and member agencies to address continued integration of Performance Management measures into Bicycle and Pedestrian Planning and Congestion Management Planning	Compliance with Federal Requirements	As Determined by FDOT
Review and update the Congestion Management Process	Congestion Management Process	As needed
Complete a biennial Transportation System Performance Report	Completed TSPR	June 2022
Attend Lee TMOC and Collier/Lee/Charlotte TIM Team to the extent feasible	Attendance and Participation, noted on progress report	Ongoing
Attend and participate in technical meetings and workshops related to the CMC, CMP and congestion relief strategies	Attendance and Participation, noted on progress report	As needed
Complete a Local Road Safety Plan	Completed LSPR	November 2020
Facilitate “best practices” approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.	Comments provided on plans and programs as requested	As needed

RESPONSIBLE AGENCY: Collier MPO, Consultant Services

Task 5 - Financial Tables

Task 5 - Special Projects & Systems Planning							
Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Subtotal:	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
B. Consultant Services							
Transportation System Performance Report	\$18,285	\$0	\$0	\$0	\$0	\$0	\$18,285
Strategic Highway Safety Plan	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Subtotal:	\$18,285	\$25,000	\$0	\$0	\$0	\$0	\$43,485
Total:	\$63,285	\$25,000	\$0	\$0	\$0	\$0	\$88,285
Task 5 - Special Projects & Systems Planning							
Estimated Budget Detail for FY 2021/22							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Subtotal:	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
B. Consultant Services							
Transportation System Performance Report	\$62,285	\$0	\$0	\$0	\$0	\$0	\$62,285
Subtotal:	\$62,285	\$0	\$0	\$0	\$0	\$0	\$62,285
Total:	\$107,285	\$0	\$0	\$0	\$0	\$0	\$107,285

TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING

PURPOSE:

To provide the necessary resources to support a multimodal transportation system in the Collier MPO area. This task includes completing the Transit Development Plan, the 2045 Long Range Transportation Plan, a multimodal TIP and other plans, programs and technical studies relating to public transportation. In addition, this task includes overseeing and providing planning services for a coordinated Transportation Disadvantaged (TD) Program in Collier County, in accordance with Chapter 427 of the Florida Statutes (FS) and Florida Administrative Code (F.A.C.) Rule 41-2.

PREVIOUS WORK

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

Coordinated with PTNE to review and adopt the Transit Asset Management Performance Measures for the Collier Metropolitan Area.

Ongoing transit and transportation disadvantaged coordination between the Collier MPO and PTNE. Provided staff support to the Local Coordinating Board as required by the TD Planning Grant.

REQUIRED TASKS:

Activity	Deliverable(s)	Target Date
Conduct and maintain the operations of the MPO including providing administrative support activities such as financial management, contract management, public outreach, personnel matters, procurement of equipment and supplies and general management of Transit Planning at the system level within the MPO.	Office supplies; reports Documented on progress reports	Ongoing
MPO staff, Board, and PTNE staff will participate in meetings, trainings, workshops, or seminars related to fixed route which may include fixed routes, ADA or paratransit service.	Completed Travel Forms, Receipts, Progress Reports	As needed
Project Management and Consultant Services for Transit Development Plan Major Update. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE	Transit Development Plan submitted to FDOT Comments on Annual Report	September 2020 Annually

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

RESPONSIBLE AGENCY: Collier MPO, Collier County PTNE

Task 6 - Financial Tables

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

Task 6 – Transit & TD Planning

Estimated Budget Detail for FY 21/22

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

TASK 7 REGIONAL COORDINATION

PURPOSE:

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

PREVIOUS WORK:

Represented the MPO at local, regional, State and Federal meetings, including quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and Coordinated Urban Transportation Studies (CUTS) meetings.

Submitted freight projects to MPOAC for prioritization.

Attendance at Lee MPO TAC and TMOC meetings.

Conducted Joint Lee/Collier BPAC, CAC, TAC and MPO meets as needed.

Updated Joint TRIP priorities and regional priorities with Lee County and submitted to FDOT.

REQUIRED ACTIVITIES:

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

Activity	Deliverable(s)	Target Date
Analysis of State and Federal laws and regulations for MPOs, committees and local government officials to aid them in the application of regional transportation policy strategies.	Update of laws and regulations as needed	As needed
Coordinate with municipalities to review local plans for consistency with MPO plans.	Provided comments	As needed
Participate in regional freight workshops and seminars	Attendance and participation	As needed

RESPONSIBLE AGENCY: Collier MPO

Task 7 - Financial Tables

Task 7- Regional Coordination							
Estimated Budget Detail for FY 2020/21							
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services							
MPO staff salaries, fringe benefits, and other deductions	\$28,000	\$0	0	0	0	0	\$28,000
Subtotal:	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
B. Travel							
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Subtotal:	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Total:	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

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

TASK 8 LOCALLY FUNDED ACTIVITIES

PURPOSE:

To cover any MPO expenses deemed not eligible or reimbursable by FHWA PL, TD or FTA Section 5305(d) funding.

PREVIOUS WORK:

Reimbursement of travel and training expenses not eligible for reimbursement from the FHWA PL, TD or FTA Section 5305(d) Grants, particularly Class C travel expenses.

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

REQUIRED TASKS:

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

RESPONSIBLE AGENCY: Collier MPO

Task 8 - Financial Tables

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

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

TASK 9 STATE SUPPORT FOR FTA SECTION 5305(D)

PURPOSE:

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

PREVIOUS WORK:

Annual State support since FY 1997-1998.

REQUIRED TASKS:

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

RESPONSIBLE AGENCY: FDOT

SUMMARY TABLES

TABLE 1 – FY 2020/21 AGENCY PARTICIPATION

Task #	Task Description	De-obligation from 19/20	FHWA (PL)	FHWA (SU)	FTA Section 5305*	FDOT		Local	TD Trust	Total	Amount to Consultant
						Soft Match	Cash Match				
1	Administration	\$ 71,000	\$ 374,200		\$ -	\$ 98,191	\$ -	\$ -	\$ -	\$ 543,391	\$ 102,000
2	Data Collection/ Development		\$ 25,000		\$ -	\$ 5,514	\$ -	\$ -	\$ -	\$ 30,514	\$ 15,000
3	Transportation Improvement Program (TIP)		\$ 20,000		\$ -	\$ 4,411	\$ -	\$ -	\$ -	\$ 24,411	
4	Long Range Planning		\$ 55,000	\$ 150,000	\$ -	\$ 12,130	\$ -	\$ -	\$ -	\$ 217,130	\$ 170,000
5	Special Projects and Systems Planning	\$ 10,000	\$ 53,285	\$ 25,000	\$ -	\$ 13,958	\$ -	\$ -	\$ -	\$ 102,243	\$ 43,285
6	Transit and Transportation Disadvantaged				\$ 309,974		\$ 38,746	\$ 38,746	\$ 27,016	\$ 414,482	\$ 275,353
7	Regional Coordination		\$ 21,000		\$ -	\$ 4,632	\$ -	\$ -	\$ -	\$ 25,632	
8	Locally Funded Activities		\$ -		\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
	Total fiscal year 2020/21 funds for all tasks		\$ 548,485		\$ 309,974	\$ 138,836	\$ 38,746	\$ 46,746	\$ 27,016	\$ 1,109,803	
	Total De-obligation from prior fiscal years	\$ 81,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,000	
	Total cost, including carryover, for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 309,974	\$ 138,836	\$ 38,746	\$ 46,746	\$ 27,016	\$ 1,365,803	\$ 605,638

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

(1) For FY 2020/2021, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

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

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

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

TABLE 2 – FY 2020/21 FUNDING SOURCE

Task #	Task Description	De-obligated Funding from 19/20 UPWP	FHWA PL Federal	FHWA SU Federal	FDOT Soft Match	Total Federal Funding	FTA 5305 Carry Forward			FTA 5305 20/21			State TD Trust	Local Funding	Total
							Federal	State	Local	Federal	State	Local			
1	Administration	\$ 71,000	\$ 374,200		\$ 98,191	\$ 445,200		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543,391
2	Data Collection/Development		\$ 25,000		\$ 5,514	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,514
3	Transportation Improvement Program (TIP)		\$ 20,000		\$ 4,411	\$ 20,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,411
4	Long Range Planning		\$ 55,000	\$ 150,000	\$ 12,130	\$ 205,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,130
5	Special Projects and Systems Planning	\$ 10,000	\$ 53,285	\$ 25,000	\$ 13,958	\$ 88,285		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,243
6	Transit and Transportation Disadvantaged					\$ -	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016		\$ 414,482
7	Regional Coordination		\$ 21,000		\$ 4,632	\$ 21,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,632
8	Locally Funded Activities	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2018/19 funds for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 138,836	\$ 804,485	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,365,803
	State Support/Match for MPO (1)	\$ -	\$ -	\$ -	\$ 138,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 138,836
	State and Local Support for FTA Program (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,823	\$ 14,823	\$ -		\$ 29,646
	FY 2020/21 Funding	\$ -	\$ 548,485	\$ 175,000	\$ -	\$ -	\$ -	\$ -		\$ 118,587	\$ -		\$ -		\$ 842,072
	FY 2020/21 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,016	\$ 8,000	\$ 35,016
	Roll Forward from Prior Fiscal Year	\$ 81,000			\$ -	\$ -	\$ 191,387	\$ 23,923	\$ 23,923	\$ -	\$ -	\$ -	\$ -		\$ 320,233
	Total cost, including carryover, for all tasks	\$ 81,000	\$ 548,485	\$ 175,000	\$ 138,836	\$ 804,485	\$ 191,387	\$ 23,923	\$ 23,923	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 1,365,803

TABLE 3 – FY 2021/22 AGENCY PARTICIPATION

Task #	Task Description	FHWA (PL)	FTA Section 5305	FDOT		Local	TD Trust	Total	Amount to Consultant
				Soft Match	Cash Match				
1	Administration	\$ 345,200	\$ -	\$ 76,135	\$ -	\$ -	\$ -	\$ 421,335	\$ 2,000
2	Data Collection/ Development	\$ 25,000	\$ -	\$ 5,514	\$ -	\$ -	\$ -	\$ 30,514	\$ 15,000
3	Transportation Improvement Program (TIP)	\$ 10,000	\$ -	\$ 2,206	\$ -	\$ -	\$ -	\$ 12,206	\$ -
4	Long Range Planning	\$ 40,000	\$ -	\$ 8,822	\$ -	\$ -	\$ -	\$ 48,822	\$ 5,000
5	Special Projects and Systems Planning	\$ 107,285	\$ -	\$ 23,662	\$ -	\$ -	\$ -	\$ 130,947	\$ 62,285
6	Transit and Transportation Disadvantaged	\$ -	\$ 118,587	\$ -	\$ 14,823	\$ 14,823	\$ 27,016	\$ 175,249	\$ 54,833
7	Regional Coordination	\$ 21,000	\$ -	\$ 4,632	\$ -	\$ -	\$ -	\$ 25,632	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2021/22 funds for all tasks	\$ 548,485	\$ 118,587	\$ 120,971	\$ 14,823	\$ 22,823	\$ 27,016	\$ 852,705	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 548,485	\$ 118,587	\$ 120,971	\$ 14,823	\$ 22,823	\$ 27,016	\$ 852,705	\$ 139,118

	FHWA PL	FDOT	FTA 5305	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ 120,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,971
State and Local Support for FTA Program (2)	\$ -	\$ 14,823	\$ -	\$ -	\$ 9,264	\$ 3,706	\$ -	\$ 1,853	\$ 29,646
FY 2021/22 Funding	\$ 548,485	\$ -	\$ 118,587	\$ 27,016	\$ -	\$ -	\$ -	\$ -	\$ 694,088
FY 2021/22 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
5305 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PL Roll Forward from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Close-Out from FY 2019/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 548,485	\$ 135,794	\$ 118,587	\$ 27,016	\$ 14,264	\$ 5,706	\$ -	\$ 2,853	\$ 852,705

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

TABLE 4 – FY 2021/22 FUNDING SOURCE

Task #	Task Description	FHWA PL	FDOT	TOTAL	FTA 5305 2021-22			State TD	Local	Total
		Federal	Soft Match	FEDERAL PL	Federal	State	Local	Trust	Funding	
1	Administration	\$ 345,200	\$ 76,135	\$ 345,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421,335
2	Data Collection/Development	\$ 25,000	\$ 5,514	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,514
3	Transportation Improvement Program (TIP)	\$ 10,000	\$ 2,206	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,206
4	Long Range Planning	\$ 40,000	\$ 8,822	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,822
5	Special Projects and Systems Planning	\$ 107,285	\$ 23,662	\$ 107,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,947
6	Transit and Transportation Disadvantaged	\$ -	\$ -	\$ -	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ -	\$ 175,249
7	Regional Coordination	\$ 21,000	\$ 4,632	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,632
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2019/20 funds for all tasks	\$ 548,485	\$ 120,971	\$ 548,485	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 852,705
	State Support/Match for MPO	\$ -	\$ 120,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,971
	State and Local Support for FTA Program	\$ -	\$ -	\$ -	\$ -	\$ 14,823	\$ 14,823	\$ -	\$ -	\$ 29,646
	FY 2021/22 Funding	\$ 548,485	\$ -		\$ 118,587	\$ -	\$ -	\$ 27,016		\$ 694,088
	FY 2021/22 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	PL Roll Forward from Prior Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 548,485	\$ 120,971	\$ -	\$ 118,587	\$ 14,823	\$ 14,823	\$ 27,016	\$ 8,000	\$ 852,705

TABLE 5 – PLANNING FACTOR AND PEA MATRIX

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

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

APPENDICES

APPENDIX A – COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

COMMONLY USED ACRONYMS

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

APPENDIX B – PLANNING STUDIES IN THE MPO AREA

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

SR 29 (in Collier County) – FDOT is completing a PD&E study that looks at several alternatives to provide more capacity through Immokalee. An alternative has been endorsed by the MPO Board but the PD&E has not been approved by FHWA. This project has been going on since 2007. The Collier MPO 2040 Needs Plan and Cost Feasible Plan include this project

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

Immokalee Road Corridor Congestion Study – Immokalee Road between Livingston Road and Logan Blvd. was considered a congested corridor in the 2019 Annual Update and Inventory Reports (AUIRs). Collier County began the Corridor Congestion Study to identify existing and future conditions in the corridor, to develop and evaluate options to relieve the congestion, to engage the public in presenting the study findings and take input, and to develop recommendations to guide decision-makers in advancing future improvements. The recommendations of the study are expected to include several innovative intersection improvements and design concepts which will be presented to the Board of County Commissioners (BCC) for approval.

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

Green Boulevard Extension/ North Belle Meade Study – Collier County has not commenced this study, but it is intended to evaluate the area that extends eastward from CR – 951 to surround the North Belle Meade area from Golden Gate Estates to I-75 and eastward to Everglades Boulevard. The purpose of this study is to more clearly define the future collector roadway network in this area. Several east-west and north-south needs-based corridors have been identified that would enhance circulation throughout the area. The study effort would include determining the feasibility and preferred alignment for the identified corridors or alternatives that may be developed during the study.

CR951 Congestion Relief Study – Collier County has not commenced this study, but it is intended to identify an alternative travel route to the existing CR951 corridor due to forecasted high congestion levels by 2040. The study area extends from CR951 to City Gate North Boulevard to Benfield Road on its eastern limits to US41 at its southern limits. The limits of this study area are subject to change. The study will consider multiple travel routes, improvements to CR951, a no-build option, and evaluate other alternative planning strategies to alleviate future congestion on CR951.

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

APPENDIX C – STATEMENTS AND ASSURANCES

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

Name: _____
Title: MPO Chairman (or designee)

[redacted]
Date

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 [REDACTED] that:

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

Name: _____
Title: MPO Chairman (or designee)

[REDACTED] _____
Date

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

825-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: _____
Title: MPO Chairman (or designee)

[REDACTED]
Date _____

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

The [REDACTED] further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

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

[REDACTED] _____
Date

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

APPENDIX D – RESPONSE TO COMMENTS

REPORTS AND PRESENTATIONS
ITEM 8A

Update on 2045 Long Range Transportation Plan (LRTP)

OBJECTIVE: For the Committee to receive an update on the 2045 LRTP.

CONSIDERATIONS: The project consultant team led by Jacobs is working closely with FDOT on Phase Two – Network Alternatives while continuing to develop components of Phase One – Existing Conditions. MPO staff will provide an update on tasks accomplished thus far, tasks currently underway and the project delivery schedule.

STAFF RECOMMENDATION: That the Committee receive an update on the 2045 LRTP.

Attachments:

1. 2045 LRTP Update Presentation

Prepared By: Anne McLaughlin, MPO Director



TASKS COMPLETED

- ☐ GOALS, OBJECTIVES & DECISION-MAKING FRAMEWORK
- ☐ PUBLIC INVOLVEMENT PLAN
- ☐ E+C NETWORK SUBMITTED TO FDOT
- ☐ 2045 SOCIOECONOMIC DATA BY TAZ SUBMITTED TO FDOT
- ☐ EXTERNAL STATIONS RECOMMENDED GROWTH PROJECTIONS - CONCURRENCE WITH FDOT



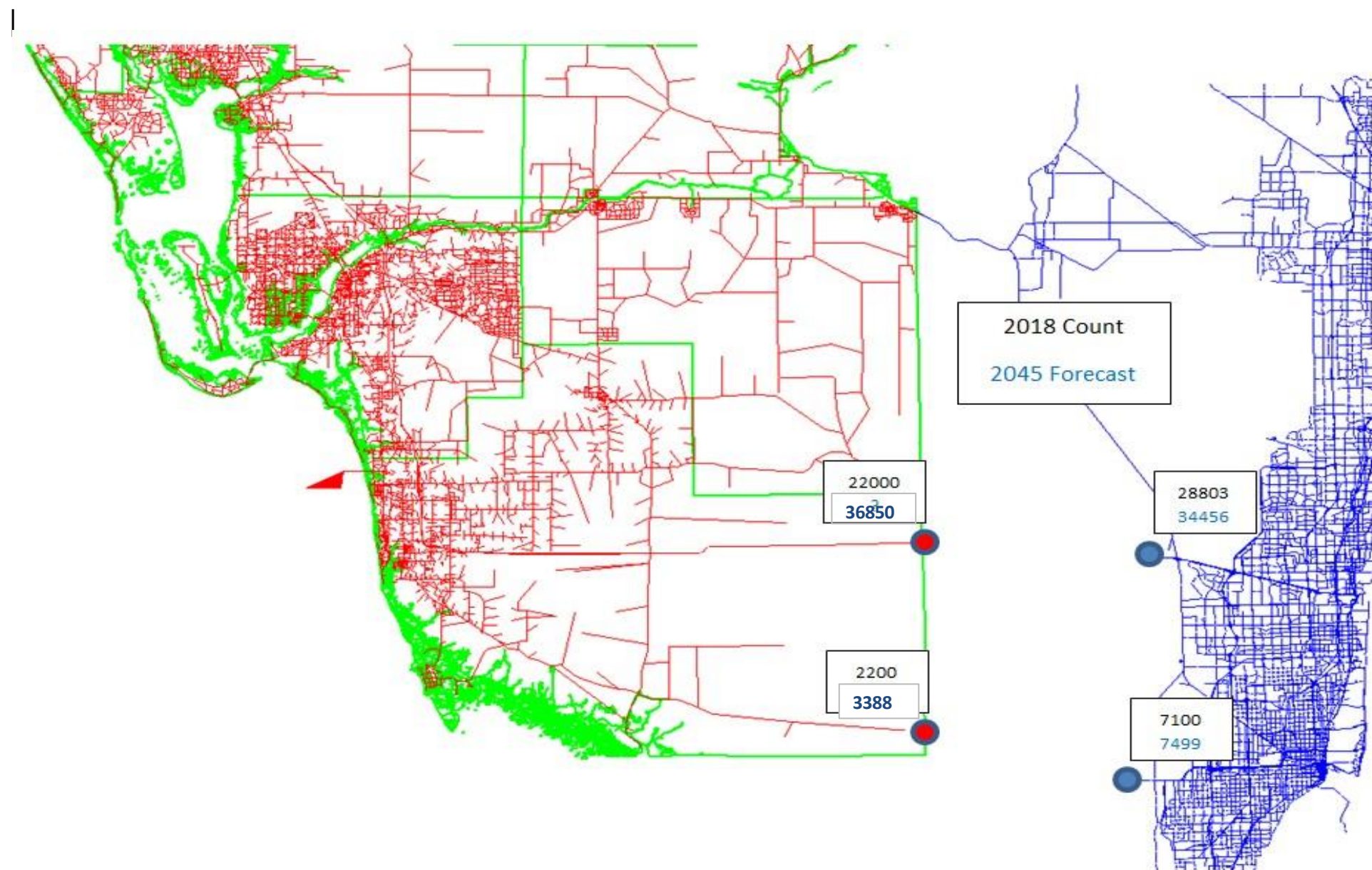
EXTERNAL STATIONS GROWTH RATE PROJECTIONS

Collier County External Station Growth Rate Projection Worksheet

External Station Roadway	Source	AADT	Adjacent Model Growth Rate	Recommended		Preferred	
				Growth Rate	2045 AADT	Growth Rate	2045 AADT
I-75 W of US 27	2018 Count	28803					
Broward-SERPM	2045 Model	34456	0.7%				
US 41 W of Krome Av	2018 Count	7100					
Dade-SERPM	2045 Model	7499	0.2%				
I-75 E at Collier CL Collier-D1RPM	2018 Count 2045 Model	22000 26318	0.7%	2.5%	36850		
US 41 E at Collier CL Collier-D1RPM	2018 Count 2045 Model	2200 2324	0.2%	2.0%	3388		

Collier County 2045 D1RPM External Station Growth Rate Projections

External Station Roadway	2018 AADT	MOCF	MPO Recommended	
			Growth Rate	2045 AADT
I-75 E at Collier CL	22000		2.5%	36850
US 41 E at Collier CL	2200	1.00	2.0%	3388



Source: Traf-O-Data

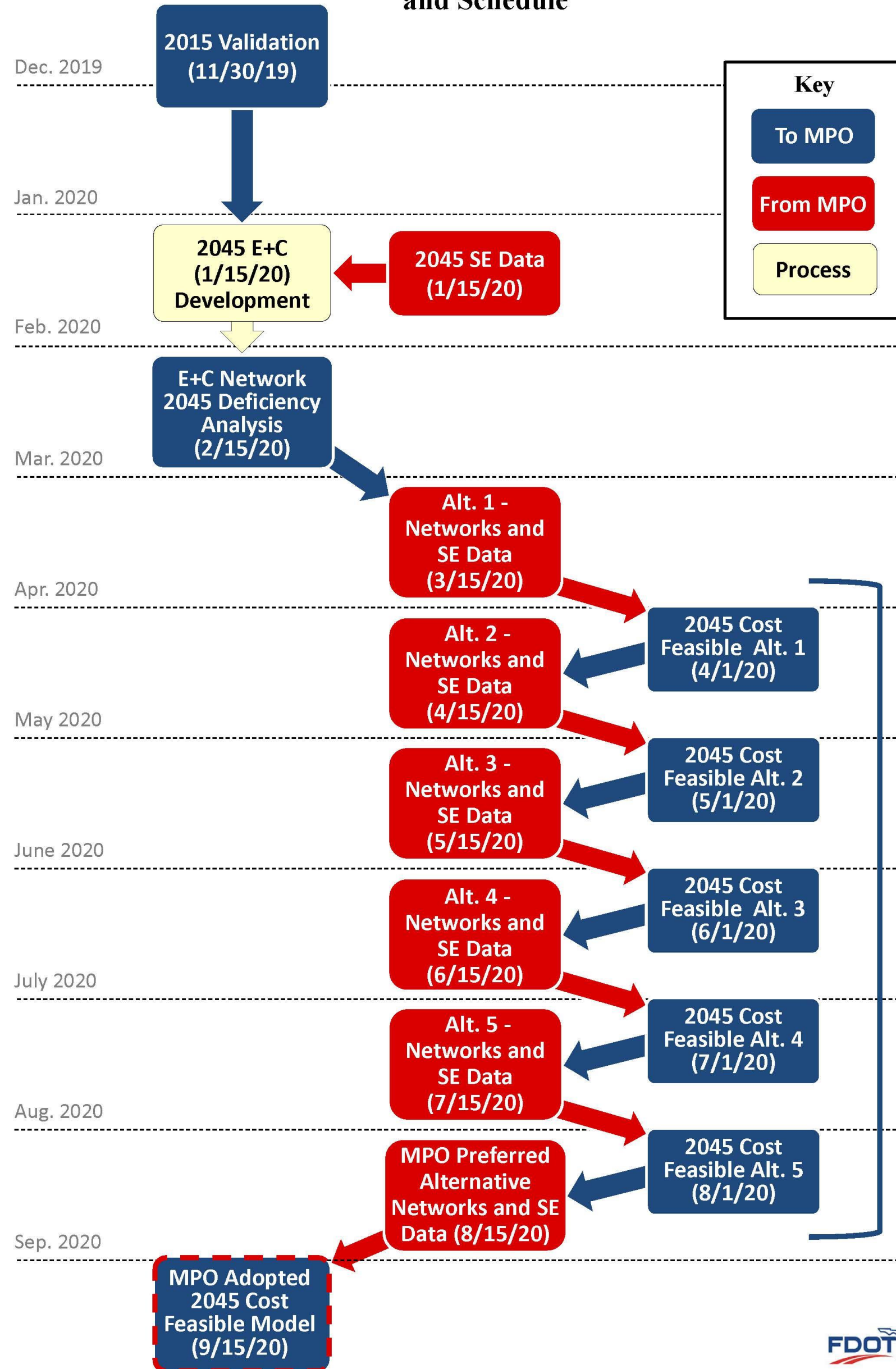
2/11/2020

NEXT STEPS

- ☐ **FDOT D1 MODEL RUN – E+C NETWORK WITH 2045 PROJECTIONS - DEFICIENCY ANALYSIS – DUE FEBRUARY 15, 2020**
- ☐ **JACOBS – TECHNICAL REPORTS – PHASE ONE/EXISTING CONDITIONS – TO TAC/CAC FOR REVIEW IN MARCH, MPO BOARD IN APRIL**
 - ☐ **ACES**
 - ☐ **RESILIENCE – Tracking Current Studies by Naples and County**
 - ☐ **REVENUES (KEY TO COST FEASIBLE) – Coordinating with County Local Funds**
- ☐ **JACOBS - ALTERNATIVE 1 COST FEASIBLE NETWORK SCENARIO – DUE TO FDOT MARCH 15, 2020**
- ☐ **FDOT – ALTERNATE 1 COST FEASIBLE MODEL RUN TO MPO – DUE APRIL 1, 2020**

SCHEDULE

District One - 2045 Cost Feasible LRTP Model Development Process and Schedule



MPO - CONTACT INFO

Anne McLaughlin, Director 239-252-5884 anne.mclaughlin@colliercountyfl.gov

Brandy Otero, Principal Planner 239-252-5859 brandy.otero@colliercountyfl.gov

2045 LRTP UPDATES

<https://www.colliermopo.org/2045-2/>



REPORTS AND PRESENTATIONS
ITEM 8B

Draft Public Participation Plan Amendment

OBJECTIVE: For the Committee to receive a copy of and presentation on a proposed amendment to the MPO's Public Participation Plan (PPP).

CONSIDERATIONS: The proposed amendment to the PPP is intended to clarify the notification requirements for the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP) which came to light recently; and to respond to advice given by Mr. Michael Sherman, Federal Highway Administration (FHWA), at the Florida Metropolitan Planning Partnership (FMPP) conference held in December 2019. FHWA is reviewing all MPO PPP's for specific language regarding:

- Requirement to coordinate with federal land management agencies on the development of the Long Range Transportation Plan and Transportation Improvement Program
- Inclusion of actual text of State and Federal Statutes (rather than summary charts)
- Florida Sunshine Law notification requirements

The proposed amendment to the PPP was distributed and posted for the mandatory 45-day public comment period beginning on February 10th and ending on March 26, 2020. The Table of Contents and page references scattered throughout the document will be updated when the text is finalized.

STAFF RECOMMENDATION: That the Committee receive a copy of and presentation on a proposed amendment to the MPO's PPP.

Attachments:

1. Draft Amendment to PPP (in Track Changes)

Prepared By: Anne McLaughlin, MPO Director



Public Participation Plan



Adopted February 8, 2019

DRAFT 2020 AMENDMENT
for 45-Day Public Comment
Period



Scan the QR code with your
smartphone to visit our website.

Collier MPO
2885 South Horseshoe Drive
Naples, FL 34104
(239) 252-5814
CollierMPO.com

PUBLIC PARTICIPATION PLAN

COLLIER COUNTY METROPOLITAN PLANNING ORGANIZATION

2885 South Horseshoe Drive

Naples, Florida 34104

www.colliermmpo.com

E-mail: colliermmpo@colliergov.net

phone: 239-252-5814

ACKNOWLEDGEMENT

The preparation of this document has been financed in part through grants from the Federal Highway Administration and the Federal Transit Administration, the U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104 (f) of Title 23, U.S. Code, and local funding. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Persons consulted with in the development of this Plan are acknowledged at the end of the document.

TITLE VI AND RELATED LAWS

The MPO's public participation is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Public participation in the MPO's planning process is solicited without regard to race, color, national origin, sex, age, disability, religion or family status. Persons requiring special accommodations for MPO meetings or to participate in MPO activities under the Americans with Disabilities Act of 1990 (ADA) should contact the MPO Executive Director, Anne McLaughlin at (239) 252-5884 or annemclaughlin@colliergov.net

LEARNING FROM OUR COLLEAGUES

This document represents a significant departure from prior versions of Collier MPO's PIP adopted in 2013 and revised in 2015 and 2017. Staff reviewed Public Participation Plans produced by other Florida MPOs to identify elements that were innovative and applicable to Collier MPO's needs. This PPP borrows a great deal of material from the Polk Transportation Planning Organization's Public Participation Plan (2016). Interested readers may wish to view the entire Polk TPO PPP at www.polktpo.com

PUBLIC PARTICIPATION PLAN

Collier MPO places a high value on public involvement. For questions regarding public involvement and to learn more about how you can get involved, contact the MPO office at (239) 252-5814.



You Can Make a Difference

There are several ways for you to help shape the future of transportation:

Become a member of Collier MPO's Adviser Network	Page 10
How to submit your comments to the Collier Metropolitan Planning Organization	Page 14
How to leave comments about a specific plan or study	Page 16
Submit an application to serve on an MPO Advisory Committee	Page 16

PUBLIC PARTICIPATION PLAN

TABLE OF CONTENTS

Introduction.....	4
Guiding Principles.....	4
About Us.....	5
What is the Collier MPO Responsible For?.....	9
Our Planning Partners.....	9
Planning Factors.....	11
Goals, Objectives and Performance Measures.....	12
Whom We Seek to Consult With.....	13
Having Your Say.....	13
Getting Involved.....	14
Access for All.....	17
Outreach Strategies.....	17
Evaluation.....	21
Required Notification.....	21
Federal Compliance.....	26
FDOT MPO Handbook Compliance.....	27
Acronyms.....	31

APPENDICES

A. Government to Government Public Involvement Policy.....	33
B. Lee County MPO/Collier MPO Interlocal Agreement.....	38
C. Limited English Proficiency Plan.....	45
D. Nondiscrimination Plan & Complaint Process.....	53
E. Traditionally Underserved Communities.....	58
F. Standard Operating Procedures.....	62
F-G. <u>Persons Consulted With in Developing This Plan.....</u>	

PUBLIC PARTICIPATION PLAN

INTRODUCTION

The goal of the Collier Metropolitan Planning Organization's (MPO) Public Involvement Plan is to ensure that all citizens regardless of race, color, religion, national origin, sex, age, disability, or familial status, have an equal opportunity to participate in the MPO's decision-making process. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO strives to accomplish this by involving the potentially affected public in MPO outreach programs. MPO staff activities are designed to develop partnerships and enhance the participation in the transportation planning process, with groups and individuals of "traditionally underserved" communities. These communities include minorities, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to, participation in groups serving these communities, targeted communications with local media outlets, conducting meetings at convenient times and in locations that are accessible to transit, when possible, and the publication of MPO documents in non-technical, accessible formats when needed.

GUIDING PRINCIPLES

The Public Participation Plan (PPP) serves as a framework to the public involvement process in regard to MPO planning related activities. The plan identifies federal, state and MPO requirements, PPP goals and objectives, PPP policies, planning activities which require public involvement and the process involved when providing the public with full access and notice to planning activities. The PPP incorporates the following guiding principles into the development of any required transportation plans and programs:

- Early and continuous public involvement opportunities throughout the planning and programming process;
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of public involvement efforts by the MPO to ensure full and open access to all;
- Review of public involvement procedures by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) when necessary;
- Coordination of MPO public involvement processes with statewide efforts whenever possible;
- Reasonable public access to information; and

PUBLIC PARTICIPATION PLAN

- Consideration and reasonable response to public comments received.

ABOUT US

Established in 1982, the Collier MPO is a federally mandated transportation policy-making organization composed of locally elected officials from Collier County, City of Naples, City of Marco Island, and the City of Everglades City. The MPO is tasked to provide both the urban and rural areas of the County with a **Continuing, Cooperative, and Comprehensive (3-C) planning process** to ensure that highways, transit, bicycle, pedestrian and other facilities are properly considered within the context of the overall transportation needs of the community.

The MPO staff reports directly to the MPO Board and provides information and technical assistance to the advisory committees. On a regular basis the committees, along with the MPO staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO Board and each of its advisory committees operate under bylaws approved by the MPO Board. The advisory committees include the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC), Local Coordinating Board (LCB) and the Congestion Management Committee (CMC). Members of these committees, various interested parties and citizens make up the MPO Master Database of Contacts. The committees review plans, documents and programs and provide comments and recommendations during the development of plans and major studies. Documents presented to the MPO Board for approval, endorsement or ratification have typically been reviewed by the TAC and CAC.



The Collier MPO Board adopted new Vision and Mission statements in 2017. The MPO's goal is to work together with the public citizens of the Collier MPO planning area to fulfill the MPO's Mission and Vision.

Vision Statement

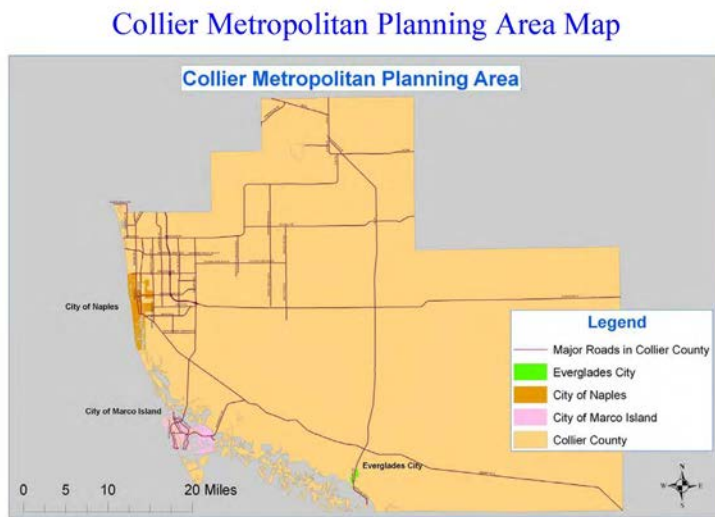
The MPO strives to provide a fully integrated and multi-modal transportation system that safely and efficiently moves people and goods while promoting economic development and protecting natural and man-made regional assets.

Mission Statement

Provide transportation planning leadership through a collaborative effort to maintain a safe, efficient, integrated, and multi-modal transportation system.

ABOUT THE REGION

The Collier MPO's jurisdiction includes Collier County and the cities of Naples, Marco Island and Everglades City.



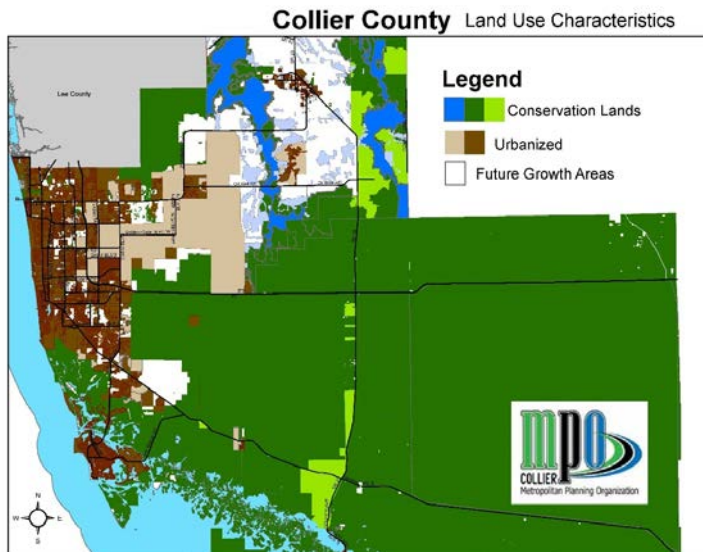
Collier County has an estimated 2017 population of 356,774. The 2017 Median Household Income in Collier County is \$62,407 compared with \$50,883 for the state of Florida as a whole. The 2017 Percent of Households Below Poverty Level is 13% in Collier County, compared with 16% for Florida.¹

¹ 2017 American Community Survey (ACS) 5-yr Estimates, Tables S0101, DP03, CP03

PUBLIC PARTICIPATION PLAN

All of Collier County - including the Cities of Naples, Marco Island, and Everglades City – experience a large, seasonal increase in population and traffic between October and April, with the highest traffic volumes occurring in the months of February and March. Collier County is expected to continue growing in population. ~~Approximately 77% of Collier County's~~ ~~has a large~~ land area ~~is~~ preserved under various conservation mechanisms combined with State and Federal conservation lands, shown in green on the map below. The conservation lands provide recreational opportunities and help sustain the natural environment. They also constrain development.

The protected lands to the southeast buffer Collier County somewhat from the intense traffic impacts and pressures that interconnectivity with urban areas to the southeast. As a result, Collier County has a minimal system of Federal Aid Eligible roadways, as shown on the map on the following page, which somewhat constrains the availability of State and Federal funding for the MPO.



PUBLIC PARTICIPATION PLAN



PUBLIC PARTICIPATION PLAN

WHAT IS THE COLLIER MPO RESPONSIBLE FOR?

The Collier MPO is required under State and Federal laws to develop the following documents:

1. **Long-Range Transportation Plan (LRTP)** – updated every five years, required to address a minimum time horizon of 20 years. The LRTP identifies needed improvements to the transportation network and provides a long-term investment framework that addresses current and future transportation needs. The LRTP must be multimodal and include, at a minimum, roadway, bicycle and pedestrian and transit infrastructure improvements.
2. **Transportation Improvement Program (TIP)** – identifies transportation projects and priorities that will be pursued over the next five years.
3. **Unified Planning Work Program (UPWP)** – a two-year plan that identifies funding sources for each MPO planning activity and a schedule of activities
4. **Public Participation Plan (PPP)** – provides a framework for public involvement in regard to MPO planning related activities.

OUR PLANNING PARTNERS

MPO BOARD (BOARD)

The MPO Board establishes transportation policies and evaluates transportation needs for the area. The Board is comprised of 9 elected officials, including all 5 County Commissioners, 2 City Council members representing the City of Naples, 1 City Council member representing the City of Marco Island and 1 City Council member representing Everglades City. The Florida Department of Transportation (FDOT) attends and participates in all MPO Board meetings.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

FDOT and the MPO work closely together and have a long-standing partnership. The majority of the MPO's funding comes through FDOT. The Department also provides guidance and assistance as needed and informs the MPO of new or different requirements and practices.

STATE AND FEDERAL LAND MANAGEMENT AGENCIES

[When developing the Transportation Improvement Program \(TIP\) and Long Range Transportation Plan \(LRTP\), the MPO consults with agencies and officials responsible for other planning activities within the MPO's jurisdiction that are affected by transportation, government agencies and non-profit organizations that receive Federal assistance from a source other than that the US Department of Transportation to provide non-emergency transportation services, Indian Tribal governments\(s\), State and Federal land Management Agencies. For consultation with Tribal Governments, see section on Intergovernmental Coordination Below. See P27 Requirements for Public Participation Plan for applicable code citations. The](#)

PUBLIC PARTICIPATION PLAN

MPO has added contact information for the following Federal and State agencies to the email distribution list(s) to ensure their opportunity to participate in the development of the TIP and LRTP:

Federal Lands Management Agencies

- National Park Service (Everglades National Park and Big Cypress National Preserve)
- US Fish and Wildlife Service (Florida Panther National Wildlife Refuge, Ten Thousand Islands National Wildlife Refuge)

State Land Management Agencies

- National Estuarine Research Reserve – Rookery Bay and Cape Romano – Ten Thousand Islands Aquatic Preserve
- Collier-Seminole State Park
- Picayune Strand State Forest
- Fakahatchee Strand Preserve State Park
- Delnor-Wiggins Pass State Park
- Okaloacoochee Slough State Forest
- South Florida Water Management District

Land Management Nonprofit Agencies

- National Audubon Society – Corkscrew Swamp Sanctuary

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC is composed of professional staff of member entities. The TAC advises the MPO on technical matters, promotes coordination among member agencies regarding transportation planning and programming, reviews MPO products for technical sufficiency, accuracy and completeness, makes priority recommendations for the LRTP, TIP, UPWP and provides technical analyses on other transportation planning issues.

CITIZENS ADVISORY COMMITTEE (CAC)

The CAC advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs from the citizens' perspectives. The CAC consists of voting members appointed by the MO Board to represent various regions and jurisdictions, the disabled, minorities and groups having civic, community and economic interests.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: List Paragraph, Bulleted + Level: 1 +
Aligned at: 0.25" + Indent at: 0.5"

PUBLIC PARTICIPATION PLAN

The BPAC provides citizen input on bicycle and pedestrian related issues within the community, advises on developing a Bicycle and Pedestrian Master Plan that is responsive to the needs of the community, recommends policies that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation. Members are appointed by the MPO Board to represent a broad cross-section of Collier County residents, neighborhoods and to include bike/ped safety professions, transit riders, local advocacy groups, organizations that encourage active transportation from a community health perspective and advocates for persons with disabilities and other transportation disadvantaged populations.

CONGESTION MANAGEMENT COMMITTEE (CMC)

The CMC advises on technical matters related to updating the MPO's Congestion Management Process (CMP) and coordinating the CMP with regional Congestion Management System and Intelligent Transportation System architecture. Members are professional staff appointed by the division, department or agency they represent and one representative each from the TAC and CAC.

LOCAL COORDINATING BOARD (LCB) FOR TRANSPORTATION DISADVANTAGED

The LCB assists the MPO in identifying local service needs, providing information and direction to the Community Transportation Coordinator (Board of County Commissioners) on the coordination of services. Members on the LCB are appointed by designated planning agencies. The designated official planning agency for Collier County is the MPO.

ADVISER NETWORK

Collier MPO established the Adviser Network in 2018 to serve as an additional mechanism for citizen involvement with the objective of increasing participation by local residents who may not have the time to participate on a standing committee. The MPO gathers contact information from participants at MPO-sponsored public meetings and special events who express an interest in remaining informed of MPO activities and wish to comment on MPO actions of specific interest to them. Members of the Adviser Network have several options for participating in the MPO planning process, varying from interaction through social media, responding to surveys, submitting comments, and viewing of videos to attendance at community forums. Members are encouraged to participate on an as-desired basis as time allows and their interest dictates.

INTERGOVERNMENTAL COORDINATION

The MPO adopted a **Government to Government Public Involvement Policy** effecting tribal entities in June 2016. The policy is incorporated in the PPP as **Appendix A**.

PUBLIC PARTICIPATION PLAN

The MPO has an **Interlocal Agreement** with Lee County MPO to coordinate regional transportation planning. The Interlocal Agreement is incorporated in the PPP as **Appendix B**.

PLANNING FACTORS

The Fixing America's Surface Transportation (FAST) Act, signed into law in December 2015, continued the performance-based planning and public involvement requirements of prior transportation acts. It is likely that future transportation appropriation acts will do likewise. However, to the extent that Planning Factors change in the future, this section of the PPP will be updated to reflect them.

The FAST Act identifies ten planning factors the MPO must consider when developing its LRTP.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the **safety** of the transportation system for motorized and non-motorized users.
3. Increase the **security** of the transportation system for motorized and non-motorized users.
4. Increase the **accessibility*** and **mobility*** of people and for freight.
5. Protect and enhance the **environment**, promote **energy conservation**, improve the **quality of life** and promote consistency between transportation improvements and state and local **planned growth** and **economic development** patterns.
6. Enhance the **integration and connectivity*** of the transportation system, across and between modes, for **people and freight**.
7. Promote **efficient** system management and **operation**.
8. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate **stormwater impacts** of the transportation system.
9. Emphasize the **preservation** of the existing transportation system.
10. Enhance travel and **tourism**.

*the following definitions help explain the use of these words in transportation planning:

Accessibility – the ability to reach a desired destination

Mobility – physical movement from one place to another, relates to the availability of different modes or options for travel

Connectivity – the integration of transportation modes throughout the system

PUBLIC PARTICIPATION PLAN

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

PRIMARY GOAL: TO ACTIVELY ENGAGE A BROAD CROSS-SECTION OF THE PUBLIC IN TRANSPORTATION PLANNING AND SERVE AS A SOURCE OF INFORMATION ON MPO TRANSPORTATION PLANNING ACTIVITIES

OBJECTIVES

1. Maintain an up-to-date master database of contacts
2. Develop an Adviser Network
3. Broaden public awareness of, and active engagement with, the MPO
4. Develop a presence on social media
5. Develop an interactive website, conduct on-line surveys and invite on-line commentary
6. Receive input from a diverse cross-section of the community
7. Demonstrate effectiveness of public input

PERFORMANCE MEASURES

1. Contact Database - updated quarterly at a minimum
2. Adviser Network – track numbers of Advisers listed and attendance at community forums on an annual basis
3. Public Awareness/Engagement – conduct annual on-line surveys
4. Social Media –establish a program and report on beginning levels of activities after year one
5. Interactive Website – track opportunities and participation numbers annually
6. Diversity – track and report on participation by demographics, businesses, NGO, civic groups
7. Effectiveness – track and report on changes that can be directly linked to public comments

SECONDARY GOAL: TO COMPLY WITH STATE AND FEDERAL REGULATIONS

OBJECTIVES

1. Identify regulatory requirements in PPP
2. Develop PPP to meet requirements.

PERFORMANCE MEASURES

1. FDOT review and concurrence
2. FDOT review and concurrence

PUBLIC PARTICIPATION PLAN

WHOM WE SEEK TO CONSULT WITH

Tribal entities	Regional planning partners
Public Agencies	Minority communities
Business groups	Public health organizations
Civic organizations	Neighborhood/Homeowner Associations
Freight industry representatives	Private transportation providers
Low-income communities	Environmental groups
Tourism industry representatives	Bicyclists and pedestrians
Representatives of the disabled	Higher education institutions
Social service organizations	Transit dependent persons
Organizations focused on aging	Organizations focused on youth
Community & economic development organizations	Workforce development organizations/agencies

HAVING YOUR SAY

The Collier MPO encourages public comments and provides the public with a variety of ways to voice their opinions and share their ideas.

EARLY COORDINATION

The Adviser Network will have an opportunity to submit early comments and provide direction on the development of major work products such as the LRTP, PPP, UPWP and TIP. The Adviser Network will also have an opportunity to provide public input on transportation planning issues and subject areas prior to the MPO actually beginning work on developing a specific plan. Comments and suggestions will be used to guide the development of work products that will eventually go before the advisory committees and MPO Board.

PUBLIC COMMENT PERIODS & NOTIFICATIONS

The primary opportunity for the public to share their thoughts and ideas occurs during public review and comment periods as major plans are developed through the MPO's planning process and reviewed at regularly scheduled advisory committee and Board meetings. **The public will have at least 30 days to review and comment as major plans make their way through the advisory committee process and ultimately, go to the MPO Board for formal action such as approval or adoption.** State statutes and Federal law require the provision of **adequate public notice** of public participation activities, providing **timely notice** and **reasonable access** to information about transportation issues, using **visualization techniques** to describe the **LRTP** and **TIP** and making information and meeting notices available in **electronic format** on the **Internet**. Rarely are public comment periods of specific duration specified by law except for the following with regards to the PPP and LRTP:

- **PPP - Adopting or revising the MPO's Public Participation Plan – 45 calendar days**

PUBLIC PARTICIPATION PLAN

- **LRTP** - Posting the final adopted LRTP on the internet and having hard copies available at the MPO office— **no later than 90 days after adoption**

HOW TO SUBMIT COMMENTS TO THE COLLIER MPO

- The MPO provides self-addressed stamped comment cards which may be mailed to the MPO office. Call 239-252-5814 for more information.
- Comments may be submitted on the MPO website with electronic comment cards. Go to www.colliermmpo.com
- The public may comment at any MPO advisory committee or MPO Board meeting. The meeting schedule is available on the MPO website [Meeting Schedule](#) or by calling 239-252-5814

HOW YOUR COMMENTS WILL BE USED

The Collier MPO values public input. All comments received will be considered as part of the transportation decision-making process. Staff will document all comments and forward them to the MPO advisory committees and Boards. All organizations and individuals who submit a comment in writing or via email and include their contact information will receive a written response to their comment. Staff will make every effort to respond to comments before a final vote by the MPO Board on an action item. Comments received using the methods described above are documented as part of the public record and are posted on line at www.colliermmpo.com

Appendix F Standard Operating Procedures identifies how public comments will be documented.

GETTING INVOLVED

The current calendar of MPO and advisory committee meetings may be found online at www.colliermmpo.com or you may request a hard copy be mailed or faxed to you by calling 239-252-5814.

MPO BOARD MEETINGS

The MPO Board meets on the second Friday of the month (with the exception of July, August and January, when there are no regularly scheduled meetings.) Board meetings are typically held in the Board of County Commissioners Chambers, 3299 E. Tamiami Blvd. Naples, Administration Building (F), third floor. See Site map for Collier County Government Center, following page. The Collier MPO traditionally holds its April Board meeting in a different location, rotating between facilities provided by member entities.

Joint Lee County MPO/Collier MPO advisory committee and Board meetings rotate locations between Lee County and Collier County. Additionally, special meetings are sometimes called on dates, times and locations that vary from the norm. Staff advises checking the MPO website prior to a Board meeting to confirm the location, date and time of a meeting you wish to attend. Please check the MPO calendar for advisory committee meeting dates, times and locations as well.

Collier County Government Center

MPO Board Meetings - Arrow Shows Location



PUBLIC PARTICIPATION PLAN

ADVISER NETWORK PUBLIC FORUMS

In addition to providing notice via the MPO's listserv(s), the MPO will send email notice to the Adviser Network when hosting community meetings on plans and studies in process, to solicit public input on issues of current interest. As part of the process, MPO staff or the MPO's consultant will prepare a recap of the meeting to document public comments and to share the comments and recommendations with the advisory committees and MPO Board. See Appendix F – Standard Operating Procedures for more detail.

APPOINTMENTS TO ADVISORY COMMITTEES

The Collier MPO Board appoints local residents to serve on two Advisory Committees – the Citizens Advisory Committee (CAC) and the Bicycle and Pedestrian Advisory Committee (BPAC). The MPO Bylaws specify the makeup of each committee. The MPO Bylaws may be viewed on the MPO website at the following link: [MPO Board Bylaws](#)

The bylaws of the CAC may be viewed at the following link(s): [CAC Bylaws](#)

BPAC Bylaws: [BPAC Bylaws](#)

If you are interested in serving on one of these two advisory committees, staff recommends first reviewing the bylaws to determine your eligibility, then contacting the MPO Director at 239-252-5884 if you have questions concerning eligibility or the time commitment entailed.

You may download an application to serve on an Advisory Committee at this link: [Advisory Committee Application](#)

As an alternative, you may call the MPO office at 239-252-5814 and ask that an application form be sent to your home address. Completed application forms must include your signature and may be scanned and sent electronically to colliermmpo@colliergov.net. If you prefer, you may mail in or hand deliver applications to the MPO office at 2885 South Horseshoe Drive, Naples, FL 34104

HOW TO LEAVE COMMENTS ABOUT A SPECIFIC PLAN OR STUDY

The MPO website features the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Public Work Program (UPWP) and other plans currently underway. Opportunities for the public to comment accompany each posted plan. Call the office if you have any questions (239) 252-5814 or cannot find what you are looking for on the website: www.colliermmpo.com

PUBLIC MEETING SCHEDULES

The meeting schedule is standardized but it is subject to change. Check the location by viewing the current agenda on the MPO website or call the MPO office at 239-252-5814 to have one sent to you. Link to agendas: [MPO Meeting Agendas](#)

PUBLIC PARTICIPATION PLAN

ACCESS FOR ALL

LIMITED ENGLISH PROFICIENCY PLAN

The purpose of the Collier MPO's Limited English Proficiency Plan is to provide meaningful access to the MPO for people with limited or no ability to speak, read, write or understand English. The LEP Plan is incorporated in the PPP as **Appendix C**.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Collier MPO places a high value on providing equal access to the transportation planning process. The MPO's Nondiscrimination Plan and Complaint Procedures are incorporated in the PPP as **Appendix D**.

IDENTIFYING UNDERSERVED POPULATIONS

Collier MPO maintains a GIS database and map that identifies traditionally underserved populations in the region. MPO staff updates the database and map periodically, based on conducting annual reviews of Census Bureau statistics. See **Appendix E** for the current version of the map and related statistics. The following Outreach Strategies are intended to reach a broad cross-section of the region's demographics, including traditionally underserved populations.

**Un traductor del idioma español está disponible
en la oficina de MPO. Teléfono: 239-252-5814**

Formatted: Font: Bold, Font color: Text 2

**Gen yon tradiktè Kreyòl Ayisyen ki disponib nan
biwo MPO la. Telefòn: ~~Yon tradiktè pou Kreyòl
ayisyen ki disponib nan biwo MPO la. Telefòn:~~**

Formatted: Font: 14 pt, Bold, Font color: Text 2

Formatted: Font: Bold, Font color: Text 2

OUTREACH STRATEGIES

The MPO will use the following outreach strategies to engage the public in the transportation planning process. Appendix F – Standard Operating Procedures summarizes in graphic format how these strategies will be deployed on specific plans and studies along with public notification requirements for committee and Board meetings.

ENHANCED INTERACTIVE WEBSITE: www.colliermopo.com

The MPO is updating its website to introduce interactive features that will enhance its ability to serve as a source of information. The site provides a calendar of events, links to agendas, minutes, and draft MPO

PUBLIC PARTICIPATION PLAN

documents currently under review. Opportunities for the public to comment are available in the form of staff email and phone number listings. Interactive surveys and maps are frequently posted on the website while major plans and studies are in process.

VISUALIZATION TECHNIQUES

The MPO will invest in enhanced visualization techniques such as videos, simulation models, animated graphics and 3D imaging in the course of developing updates to the Long-Range Transportation Plan and other major plans and studies that may be underway in any given year. For example, in 2018, staff posted a video created for the Golden Gate Walkability Study. The video was produced by a drone, fly-over camera view of people walking and crossing streets in the community. Information was added to generate interest in participating in public meetings to develop the plan. The video was also shown on local public access TV.

In addition, the MPO will continue the use of a broad range of traditional visualization techniques such as maps, pictures or graphics in order to assist with the communication of complex concepts and to promote understanding of transportation plans and programs. A logo representing the MPO is used to identify products and publications of the MPO. The logo helps the public to become familiar with the MPO and recognize MPO products. The logo is used on all MPO publications.



E-NOTIFICATIONS AND SOCIAL MEDIA

The MPO began posting information on Collier County's Facebook page in January 2018. Current MPO postings may be viewed at the following link: <https://www.facebook.com/CollierGov/>

In addition, E-blasts will be sent to members of the Adviser Network and other interested parties to provide helpful information on transportation planning, public meetings, events and opportunities for involvement. The MPO Master Database lists all contacts including businesses, residential associations, agencies, Native American Tribes, the Adviser Network, and the public. The database includes committee membership and e-mail addresses. Mailing addresses will be included for Individuals who do not have e-mail and require hard copy documents, surveys, comment cards, etc. to be mailed to them.

PUBLIC PARTICIPATION PLAN

SURVEYS & POLLS

The MPO will conduct surveys and polls on specific topics and plans as needed to engage a broad cross section of the public. The information will be shared on the MPO's website.

PARTNERING

The MPO will coordinate with government agencies to conduct outreach at health care centers, food banks and food stamp offices, schools, offices on aging etc. and develop alliances with faith-based institutions, cultural centers, community-based organizations; partnering with local interest groups to conduct outreach at special events. Partners in outreach will be encouraged to take a leadership role in public participation efforts in the area. The purpose is to build relationships and identify strategies to bring former nonparticipants into the planning process.

PUBLIC TELEVISION

Regular MPO Board meetings – those that take place at the Board of County Commissioners Chamber - are shown on Collier TV, and can be watched live and on-line at the following link: [Collier County TV](#)

Collier County maintains an archive of MPO Board meetings on-line. The MPO is currently working with Collier TV to also post video recordings and flyers produced by the MPO on Collier TV. [Collier County Meeting Video Archive](#)

EARNED MEDIA

The MPO will issue press releases and provide briefings in advance of special events and public meetings and workshops oriented to plan development or gathering public comments on major issues. The intention is to build relationships with local television, radio and print journalists and reporters to facilitate public information campaigns. For example, during the development of the Bicycle and Pedestrian Master Plan in 2018, the Project Manager with the MPO was interviewed on Univision, with translation services provided by the station for its Spanish speaking audience.

PROJECT SPECIFIC PUBLIC INVOLVEMENT PLANS (PIP)

The MPO typically develops project specific PIPs targeting stakeholders who are most likely to be interested in the outcome of the plan or project in question. The public involvement strategies are geared to the target audience and may vary by topic or subarea of the MPO.

A PIP developed for a specific project must meet or exceed the notification commitments in the Board-adopted PPP.

PUBLIC PARTICIPATION PLAN

~~SEMI-ANNUAL-MONTHLY~~ NEWSLETTER

MPO staff has traditionally produced ~~ds~~ a semi-annual newsletter ~~that is~~ distributed via email and hard copy to the Master Database list of all contacts. We are expanding that to a monthly newsletter in digital format. MPO staff will continue to bring hard copies for distribution at public meetings and community outreach events held throughout the year. The newsletter promotes regular and special meetings, planning studies, publications and work products. The newsletter will be translated into Spanish or Haitian Creole upon request.

PUBLIC WORKSHOPS/OPEN-HOUSES

Public workshops are generally open and informal with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. Project-specific workshops and meetings provide detailed project information to the public and solicit public involvement. They are conducted for project-specific activities and the MPO's federal certification review. (See PIP above and Appendix F – Standard Operating Procedures for more detail.)

PUBLIC MEETINGS

All MPO Board and advisory committee meetings are open to the public at ADA accessible facilities in convenient locations and used to solicit public comment. Members of the public are given an opportunity to address the MPO board or committee on any agenda item or transportation related topic not on the agenda. These meetings provide formal settings for citizens or interested parties to make comments to the MPO and advisory committees. They are recorded, and minutes are taken for the record. The MPO may also hold stand-alone public meetings related to specific projects or plans. These meetings can be held at any time during a project. Notice of the meetings is given to the public through the MPO website, e-mail, and if requested, by regular mail. The MPO issues press releases to notify the media of public meetings, as recommended by the Government in the Sunshine Manual (2017). Florida Sunshine Law.

COMMUNITY OUTREACH EVENTS

MPO staff participation in community outreach events at public venues, fairs and festivals provides another method to inform the public about the Collier MPO and how individuals or groups can become involved in the metropolitan transportation planning process. MPO surveys, newsletters, maps or comment forms are often distributed to heighten the awareness of the public on functions of the MPO. MPO staff will participate in activities hosted by other agencies and organizations and provide printed materials at outreach events.

COMMENT FORMS

Comment forms are used to solicit public comment on specific issues being presented at workshops or public meetings and community outreach events. Comment forms may be very general in nature, or very specific for soliciting feedback. Comment forms are sometimes included in publications and on the MPO website to solicit input.

PUBLIC PARTICIPATION PLAN

QR CODES

The MPO inserts Quick Response (QR) Codes on the covers of adopted plans such as the Long Range Transportation Plan, Public Participation Plan, Transportation Improvement Program, Unified Planning Work Program and the Bicycle and Pedestrian Master Plan. QR codes allow the public immediate access to view MPO documents using cell phone applications.

ORIENTATIONS

MPO staff conduct individual orientations to inform new members of the MPO Board and committees of their roles and the MPO transportation planning process.

EVALUATION

ANNUAL REPORTING ON PERFORMANCE MEASURES

Reporting on the PPP performance measures is included in the MPO Director's Annual Report to the MPO Board at the end of each fiscal year. If the analysis indicates a need for modifications to the PPP, the Director will discuss options with the Board and follow-up with bringing the changes through the Advisory Committee review process during the coming year.

REQUIRED NOTIFICATION

The MPO will review the PPP on an annual basis to ensure it remains consistent with the requirements in the Florida Department of Transportation's MPO Handbook. The MPO Handbook may be viewed in its entirety at the following link: [FDOT MPO Handbook](#)

Current requirements are summarized by planning product as follows.

LONG RANGE TRANSPORTATION PLAN

Florida Statutes 339.175 – requires the MPO to provide the following interested parties, at a minimum, a **reasonable opportunity** to comment on the LRTP:

- Public
- Affected Public Agencies
- Representatives of Transportation Agencies
- Freight Transportation Service Providers and Shippers
- Private providers of Transportation
- Public Transit Representatives and Users

PUBLIC PARTICIPATION PLAN

- 23 CFR 450.322 – All interested parties are to be given a reasonable opportunity to comment on the LRTP.
- **Administrative Modifications** are minor revisions to the LRTP and do not require public review and comment or re-demonstrating fiscal constraint. 23 CFR 450.104
- **Amendments** are major revisions to the LRTP and do require public involvement and re-demonstrating fiscal constraint.
- **Major Updates** are adopted every 5 years. The TAC and CAC are provided the opportunity to review and comment on Amendments and Major Updates prior to the MPO Board taking action. If the TAC and CAC achieve a quorum, the committees may vote to endorse the amendment or update as presented, or vote to endorse subject to revision, or may vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

PUBLIC PARTICIPATION PLAN

Maintaining Concurrency with MPO Handbook - FDOT continually updates the MPO Handbook and notifies the MPOs of any changes. These FDOT-generated updates may on occasion trigger the need to update the PPP as well. When that occurs, the MPO will post notice containing the new PPP language on its website and distribute copies to the MPO Advisory Committees and Board. Other routine updates, such as identifying new MPO Board members and/or officers, new MPO contact information, new State and Federal code citations, correcting typographical or grammatical errors or clarifications, will be handled in the same manner

Amendments and Adopting a New PPP - Amendments and Major Updates will be previewed by the MPO TAC and CAC before being acted upon by the Board.

- **Federal law requires a minimum 45-day public comment period prior to amending or adopting a PPP. The public comment period begins with posting the CAC and TAC meeting agendas, posting notification on the MPO website, and emailing the Adviser Network. Final Board action may be scheduled to occur after the 45-day public comment period has ended.**

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

Purpose – A TDSP addresses the services provided to meet the public transportation and mobility needs of the elderly and persons with disabilities. The plan discusses the types of paratransit services available to citizens of the county. Examples include: ADA paratransit service and Transportation Disadvantaged Program (TD) services which are part of a coordinated human services requirement of all three core FTA grant programs as reauthorized under the FAST Act for the Urbanized Area Formula Funding program, 49 U.S.C. 5307, 5310 and 5311.

Statutory Requirements – Florida Statutes (F.S.) 427. Each county or each MPO is required to develop a TDSP with updates every five years. The Florida Commission for the Transportation Disadvantaged (FCTD)

PUBLIC PARTICIPATION PLAN

oversees the implementation of the TDSP. The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) will use the TDSP as a guide for maintaining and improving transportation services. It is the requirement of the MPO to provide an annual performance evaluation of the CTC. The MPO is also required to provide annual minor updates to the TDSP and a major update every five years.

Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged has issued two regulatory documents – “Local Coordinating Board and Planning Agency Operating Guidelines (2014)” and an “Instruction Manual for the Memorandum of Agreement and the TDSP – 2007/2008” that remain in effect today. The documents may be viewed on the Commission’s website at: [TD Commission](#)

The Commission stipulates that Major Updates to the TDSP be announced by way of an “advertisement” published in the local newspaper with the greatest circulation. This requirement is carried out by the MPO.

Major Update - adopted every 5 years

Public Comment Period

- 30-day public comment period required
- Legal ad required – place in Naples Daily News
- Additional public notice of public comment period provided by posting on the MPO website, emailing the Adviser Network and any other stakeholders the MPO and LCB have identified
- Distribute flyers on transit vehicles to notify riders of comment period and adoption meeting
- Distribute copies of the Major TDSP Update and/or QRC on comment forms to local government agency offices and libraries
- Post Major TDSP Update and comment forms on the MPO website
- Distribute copies of the Major TDSP Update to the LCB members

Response to Comments

- MPO staff will respond in writing to public input received during the comment period
- When significant written and oral comments are received, a summary, analysis or report will be included in the plan. The term, “significant” is used in State statutes and Federal law governing public involvement but remains undefined. The MPO’s working definition of “significant” is any comment that could potentially result in a change to the scope of a document, existing conditions analysis, issue definition, recommended projects, policies.

Adoption

- The LCB will meet at the end of the public comment period and allow time for public comment at the meeting prior to adoption of the TDSP
- The LCB will consider the comments received during the public comment period before adopting the TDSP by Roll Call Vote

PUBLIC PARTICIPATION PLAN

- The MPO Board will ratify the Major TDSP Update after adoption by the LCB. Ratification may be placed on the MPO Board Consent Agenda

Minor Update – adopted annually except in Major Update adoption years

- The ~~only~~ difference between the public involvement requirements of a Major and Minor Update is the required public comment period is shortened to 14 days and no distribution of flyers & comment forms on transit vehicles and CAT transfer Stations is required.

TRANSPORTATION IMPROVEMENT PROGRAM

Administrative Modifications are minor revisions to the TIP and do not require public review and comment, or re-demonstrations of fiscal constraint. Administration Modifications will be distributed as informational items in MPO Board and advisory committee meeting packets, in addition to being posted on the MPO website's TIP page.

Amendments are major revisions to the TIP and do require public review and comment along with re-demonstration of financial constraint. The TAC and CAC are provided the opportunity to review and comment on amendments and the annual adoption of a new 5-year TIP based on the FDOT Work Program prior to the Board taking action. If they achieve a quorum, the TAC and CAC may vote to endorse the amendment as presented or vote to endorse subject to revision or may vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

UNIFIED PLANNING WORK PROGRAM

The two-year UPWP is adopted every other year. As with Amendments, the MPO adoption process requires that the two-year UPWP be previewed and commented upon by the MPO TAC and CAC, at a minimum, before being acted upon by the Board.

Modifications as defined by the FDOT MPO Handbook, do not require MPO Board or FDOT approval and do not require public involvement. Modifications will be posted on the MPO website on the UPWP page and distributed to FDOT, the MPO Board and Advisory Committees as informational items in agenda packets.

Amendments as defined by the FDOT MPO Handbook, do require MPO Board approval. The TAC and CAC are provided the opportunity to review and comment on amendments prior to the Board taking action. If the committees achieve a quorum, they may vote to endorse the amendment as presented, or vote to endorse subject to revision, or vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification

PUBLIC PARTICIPATION PLAN

procedures outlined herein for MPO Board and Advisory Committee meetings. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

MPO BOARD MEETINGS AND WORKSHOPS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to MPO Board members and delivering hard copies to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list
- [Working with Collier County Communications Division to Issue a press release a minimum of 48 hours prior to the meeting](#)

MPO ADVISORY COMMITTEE MEETINGS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to committee members along with hard copies delivered to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Adviser Network and to other interested parties on the MPO's email contact list
- [Working with Collier County Communications Division to Issue a press release a minimum of 48 hours prior to the meeting](#)

OTHER PUBLIC MEETINGS AND WORKSHOPS

The MPO may wish to schedule other public meetings and workshops in the course of developing a wide variety of planning documents, researching specific issues, conducting surveys and public education campaigns. The MPO commits to maintaining the longstanding notification standard of:

- Posting notices of public meetings a **minimum seven days in advance** on the MPO website,
- Posting agenda and meeting packet, to the extent materials are available, on MPO website
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's contact list
- Issuing press release to major local newspapers, television and radio stations
- Emailing MPO Advisory Committee members notice of meetings on topics of interest to the Committee members as appropriate

Formatted: Font color: Text 1

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

PUBLIC PARTICIPATION PLAN

- [Working with Collier County Communications Division to Issue a press release a minimum of 48 hours prior to the meeting](#)

Formatted: Font color: Text 1

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

EXCEPTIONS TO NOTIFICATION COMMITMENTS

There are occasions when the MPO is required to act quickly in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity. This is most likely to occur in response to a request by FDOT due to the severe time constraints the agency operates under.

When situations demanding immediate Board action arise, staff may bring proposed actions forward to the MPO Board that the TAC and CAC have not had the opportunity to preview and comment on. This allows the Board to be fully informed of the situation and to take action if it wishes to do so, or to decline to take immediate action and remand the item to one or more Advisory Committee for further study.

PUBLIC PARTICIPATION PLAN

FEDERAL COMPLIANCE

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), signed into law in 1990, is a landmark civil rights legislation ensuring equal opportunity for people with disabilities to access employment, public facilities, transportation, state and local government services and communications. The ADA requires coordinating with disabled community representatives in the development and improvement of transportation services. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented. See www.ada.gov for more information.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1965

Title VI of the Civil Rights Act of 1965 prohibits discrimination based upon race, color or national origin. Specifically, 42 USC § 2000d states, “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” See [Title VI Civil Rights Act US Dept of Justice](#) for more information.

EXECUTIVE ORDER 12898 – ENVIRONMENTAL JUSTICE

Executive Order (EO) 12898; Federal Actions to Address Environmental justice in Minority and Low-Income Populations. The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low-income communities. Furthermore, recent guidance issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) emphasizes the importance of considering and addressing Environmental Justice (EJ) in all phases of the transportation planning process. EJ calls for the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income, and that the benefits, as well as the impacts, of transportation investments are fairly distributed.

EXECUTIVE ORDER 13166 – LIMITED ENGLISH PROFICIENCY

People with Limited English Proficiency (LEP) are those with a primary or home language other than English. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals. See [Limited English Proficiency Executive Order](#) for more information.

REQUIREMENT FOR PUBLIC PARTICIPATION PLAN

The following material is excerpted from the electronic Code of Federal Regulations (CFR) Chapter 23 HIGHWAYS.

“eCFR Ch 23 HIGHWAYS

§450.316 Interested parties, participation, and consultation.

Formatted: Font: Bold

Formatted: Font color: Auto

Formatted: Font: 11 pt, Not Bold, Font color: Auto

Formatted: Justified

PUBLIC PARTICIPATION PLAN

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

PUBLIC PARTICIPATION PLAN

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]"

PUBLIC PARTICIPATION PLAN AND STATE STATUTES

The following is excerpted from Florida State Statutes, available at the following link:

www.flsenate.gov/Laws/Statutes/2012/339.175

"339.175 METROPOLITAN PLANNING ORGANIZATIONS

(7) 2.(e) LONG-RANGE TRANSPORTATION PLAN In the development of its long-range transportation plan, each M.P.O. must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable

Formatted: Font: Not Bold

Formatted: Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

PUBLIC PARTICIPATION PLAN

opportunity to comment on the long-range transportation plan. The long-range transportation plan must be approved by the M.P.O.

Formatted: Font: (Default) +Body (Calibri), 11 pt

6/(e)1. Each M.P.O. shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the M.P.O. The membership on the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Italic

Formatted: Font: (Default) +Body (Calibri), 11 pt

(8) TRANSPORTATION IMPROVEMENT PROGRAM. Each M.P.O. shall, in cooperation with the state and affected public transportation operators, develop a transportation improvement program for the area within the jurisdiction of the M.P.O. In the development of the transportation improvement program, each M.P.O. must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed transportation improvement program."

SUNSHINE LAW §286.011 F.S.

Source: "Government in the Sunshine" PPT by Office of the County Attorney, Jeffrey A. Klatzkow

Establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local government agencies or authorities

- Meetings of public boards, commissions or committees ("boards") must be open to the public.
- Reasonable notice of such meetings must be given.
- Minutes of the meeting must be taken.

The public must be allowed to attend meetings; however, there is no obligation to allow the public to participate. The location:

- Must be accessible
- Sufficient size for turnout
- Facility cannot discriminate based on age, race, etc.
- Public access not unreasonably restricted
- Be within Collier County with few exceptions

Minutes of the meeting are required. Written minutes must be taken and made available promptly.

- Sound recordings may also be used, but only in addition to written minutes
- Minutes may be a brief summary of meeting's events
- Minutes are public records
- Minutes must record the votes.

Reasonable Notice, according to the "Government In The Sunshine Manual" (2017) Section 4a.

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold

"The Sunshine Law does not define the term "reasonable notice." Therefore, the type of notice is variable and depends upon the facts of the situation and the board involved. In each case, an agency

Formatted: Font: (Default) +Body (Calibri), 11 pt

PUBLIC PARTICIPATION PLAN

must give notice at such time and in such a manner as to enable the media and the general public to attend the meeting.”

The Attorney General’s office cannot specify the type of notice which must be given in all cases, the following notice guidelines are suggested:

1. Notice should contain time and place of meeting and an agenda if available, or a statement of the general subject matter to be considered.
2. Notice should be prominently displayed in the area in the agency’s offices set aside for that purpose and on the agency’s website.
3. Notice should be provided at least 7 days prior to meeting, except in the case of emergency or special meetings. Emergency meetings should provide the most effective and appropriate notice feasible under the circumstances.
4. Special meetings should have no less than 24 and preferably at least 72 hours reasonable notice to the public.
5. Use of press releases, faxes, e-mails and/or phone calls to the local news media is highly effective in providing notice of upcoming meetings.

The Sunshine Law does not mandate that an agency use a paid advertisement to provide public notice of a meeting.

FDOT MPO HANDBOOK - COMPLIANCE

CHAPTER SIX PUBLIC INVOLVEMENT

Chapter Six of the FDOT MPO Handbook identifies Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The primary public involvement document that MPOs must develop and maintain is a Public Participation Plan (PPP) that defines a process for providing interested parties reasonable opportunities to review and comment on MPO work products. In addition, MPOs must make Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) readily available for public review.

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

1. Providing **adequate public notice of public participation activities and time for public review and comment at key decision points**, including a **reasonable opportunity to comment** on the proposed **LRTP and the TIP**;
2. Providing **timely notice and reasonable access to information** about transportation issues and processes;
3. Employing **visualization techniques to describe LRTPs and TIPs**;
4. Making public information (technical information and meeting notices) **available in electronically accessible formats and means, such as the Internet**;
5. Holding any **public meetings at convenient and accessible locations and times**;
6. **Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP**;
7. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services**;
8. **Providing an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues** that interested parties could not reasonably have foreseen from the public involvement efforts;
9. **Coordinating with the statewide transportation planning public involvement and consultation processes**; and
10. **Periodically reviewing the effectiveness** of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

PUBLIC PARTICIPATION PLAN

PUBLIC PARTICIPATION PLAN

When developing the PPP, it is important to allow enough time to receive and respond to public input to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe, including any meetings or hearings that take place during that time.

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes; and must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

LRTP AND TIP

When **“significant” written and oral comments are received on the draft LRTP and TIP** (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), **a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP.** [23 C.F.R. 450.316(a)(2)]

The term, *“significant”* is used in State statutes and Federal law but remains undefined.

THE COLLIER MPO DEFINES “SIGNIFICANT” AS ANY COMMENT THAT COULD POTENTIALLY RESULT IN A CHANGE TO THE SCOPE OF A PROJECT OR STUDY, TO REPORTING ON EXISTING CONDITIONS THAT LEADS TO DEFINING ISSUES AND RECOMMENDING SOLUTIONS IN TERMS OF PROJECTS OR POLICIES.

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the LRTP and the TIP. [23 C.F.R. 450.316(c)]

The MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO.

Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, U. S. Department of Transportation, November 2012. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states **that final adopted LRTP documentation should be posted to the Internet, and available at the MPO offices, no later than 90 days after adoption.**

PUBLIC PARTICIPATION PLAN

Specific to the TIP, Federal requirements are that the MPO must provide all interested parties with a **reasonable opportunity to comment** on the proposed TIP, as required by the PPP. In addition, the MPO must **publish or otherwise make readily available the TIP for public review, including** (to the maximum extent practicable) **in electronically accessible formats** and means, such as the **Internet**, as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)]

In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]

ANNUAL LIST OF PRIORITIZED PROJECTS

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by October 1 of each year. The list must have been **reviewed by the technical and citizens' advisory committees and approved by the MPO before submission to the District**. The annual list of project priorities **must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures**. [s.339.175(8)(b)(5), F.S.]

MOST METROPOLITAN PLANNING
ORGANIZATIONS CONSIDER THEIR STANDING
COMMITTEES TO BE A FUNDAMENTAL PART OF
THEIR PUBLIC INVOLVEMENT ACTIVITIES.

PUBLIC INVOLVEMENT AND MPO COMMITTEES

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. **The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.;** and formation guidance is provided in Chapter 2 of the MPO Handbook.

As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; and are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

PUBLIC PARTICIPATION PLAN

SUNSHINE LAW

MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. **MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; or that otherwise restrict public access.** The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law. [The notification commitments identified herein comply with the State Attorney General's Office publication, "Government In The Sunshine Manual" \(2017\) Section 4a.](#)

PUBLIC PARTICIPATION PLAN

ACRONYMS

ADA	Americans with Disabilities Act
BPAC	Bicycle and Pedestrian Advisory Committee
CFR	Code of Federal Regulations
EJ	Environmental Justice
EO	Executive Order
FAST Act	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization (interchangeable with TPO)
PIP	Public Involvement Plan (for individual projects)
PPP	Public Participation Plan (adopted by the MPO)
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization (interchangeable with MPO)
UPWP	Unified Planning Work Program
USC	United States Code

APPENDICES

- A. GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY**
- B. LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT**
- C. LIMITED ENGLISH PROFICIENCY PLAN**
- D. NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE**
- E. TRADITIONALLY UNDERSERVED COMMUNITIES**
- F. STANDARD OPERATING PROCEDURES**

**APPENDIX A: COLLIER MPO'S GOVERNMENT TO GOVERNMENT
PUBLIC INVOLVEMENT POLICY EFFECTING TRIBAL ENTITIES**

PUBLIC PARTICIPATION PLAN

GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY Adopted June 9, 2017

- I. **Purpose:** To promote Tribal involvement in the MPO planning process; initiate and maintain a positive working relationship between the MPO and Tribal governments; promote effective collaboration and communication between the MPO and Tribes;

II. **Goals of Tribal Consultation:**

- To create durable relationships between the Tribes and the MPO based on a mutual respect that promotes coordinated transportation partnerships in service to all of our citizens.
- For the MPO to take a proactive approach to consultation by ensuring Tribal participation in MPO planning processes that may affect Tribal governments, Tribal programs and Tribal citizens.

III. **Consultation Requirements**

Federal Transportation Planning Requirements

23 USC § 135(f)(2)c applies to FDOT, as follows: “With respect to each area of the State under the jurisdiction of an Indian Tribal government, the statewide transportation plan shall be developed in consultation with the Tribal government.”

23 CFR § 450.316(c), Interested parties, participation and consultation, applies to MPOs where an MPO *includes* Indian Tribal lands and provides:

- “When the MPO includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.”

23 CFR § 450.316(e), Interested parties, participation and consultation, provides:

- “MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.”

In addition to the above-referenced consultation requirements, if a Tribe wishes to access federal transportation funds available to MPOs, the Tribe must do so through the MPO processes as provided by law.

IV. **Definitions**

Collaboration: – Indicates a process in which two or more parties work together to achieve a common set of goals. Collaboration is the timely communication and joint effort that lays the groundwork for mutually beneficial relationships, including identifying issues and problems, identifying solutions and providing follow-up as needed.

Communication: - Refers to verbal, electronic or written exchange of information between the MPO and the Tribe. Generally, posting information on a website or in the newspaper does not constitute consultation. Written correspondence, whether electronic or letter/postal format, should generally be sent to the Tribe Chair with a copy to staff, requesting review and comment on specific plans or

PUBLIC PARTICIPATION PLAN

projects that will affect a Tribe. While Tribal review may occur concurrently with public review, Tribes are not considered the “public” for purposes of such communication.

Consultation – Means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.” (See 23 CFR Part 450 Planning Assistance and Standards, subpart A §450.104).

Government-to-Government Relations: Refers to an intergovernmental relationship between a federally-recognized Tribe and the MPO Board during which consultation, meetings, and communications occur between top-level officials of the MPO and the Tribe.

Tribal Sovereignty: Refers to a unique, political relationship between American Indians and the United States government that recognizes that Tribes are sovereign nations with recognized powers of self-government.

V. **Tribal Entities**

The two Federally-recognized Tribes with land holdings within or abutting Collier County are:

- The Miccosukee Tribe of Indians of Florida, represented by the Business Council, consisting of Chairman, Assistant Chairman, Treasurer, Secretary, and Lawmaker

Mailing address:

PO Box 440021

Tamiami Station

Miami, FL 33144

(o) 305-223-8380

- The Seminole Tribe of Florida, represented by the Tribal Council comprised of Chairman, Vice Chairman, Big Cypress Councilman, Brighton Councilman, and Hollywood Councilman

Mailing address:

Attn: Chairman and General Counsel

6300 Stirling Rd

Hollywood, FL 33024

(o) 239-354-5220 x 11402

VI. **Core Principles**

1. The MPO wishes to establish a Government-to-Government relationship and communication protocol in recognition of the principle of Tribal sovereignty.
2. The MPO recognizes that good faith, mutual respect, and trust are fundamental to meaningful collaboration and communication between governmental entities.

PUBLIC PARTICIPATION PLAN

3. Formal communication and consultation will take place between the MPO Chair or Vice Chair and the Tribal Chair or Assistant/Vice Chair. Written notification in the form of an email or letter requesting consultation may be initiated by either the Tribal government or the MPO and should include the following information:
 - Identify the proposed action, program or project requiring consultation; and
 - Identify the personnel authorized to consult on behalf of the MPO and the Tribe.
4. Informal Communications may occur between MPO and designated Tribal staff members on an as-needed basis. The MPO will include designated Tribal staff members or representatives on email distribution lists to receive notifications of all upcoming MPO advisory committee and Board meetings. MPO staff will provide convenient access to meeting agendas and packets for review and be available to answer questions.

VII. Application of Tribal Consultation Policy

1. The MPO will make a good-faith effort to review all proposed plans, policies, rulemakings, actions or other aspects of the transportation planning process that may affect or impact Tribal resources and determine whether Tribal consultation or collaboration may assist in the process. The MPO will notify Tribal governments and inquire whether Tribal consultation should occur. Tribal Officials have the discretion whether to engage in the consultation process. Consultation will be initiated by formal, written request.
2. If the MPO does not receive a response from a Tribe requesting a response to a proposed plan, project or other matter that may affect or impact a Tribal government, the MPO is encouraged to follow up further with the Tribal government to ascertain its level of interest. If no response is provided, the MPO believes that it is only appropriate to move forward after the following: (a) directly contacting a Tribal government authorized representative to solicit its participation, review and comment after providing sufficient time for the Tribe's review and response; (b) that the direct communication/request for information or comment include a date when the MPO would like the response; and (c) that a minimum of thirty (30) days be provided for the Tribal government to provide for requests for information, or review and comment on draft documents.
3. The MPO recognizes that formal consultation may not be required in all situations or interactions. Tribal staff members and MPO staff may communicate on an as-needed basis. These communications do not negate the authority of the MPO and the Tribes to pursue formal consultation.
4. This policy will not diminish any administrative or legal remedies otherwise available by law to the MPO or the Tribe. This policy shall not be construed to waive the sovereign immunity of any party or create a cause of action for either party for failing to comply with this policy.
5. This policy is a working document and may be revised as needed. The MPO will consult periodically with the Tribes to evaluate its effectiveness and determine the need for revision.
6. The policy shall become effective upon the date signed by the MPO Chair following approval by the MPO Board.

**APPENDIX B: LEE COUNTY MPO/COLLIER MPO INTERLOCAL
AGREEMENT**

PUBLIC PARTICIPATION PLAN

2018 AMENDMENT TO INTERLOCAL AGREEMENT FOR JOINT REGIONAL TRANSPORTATION PLANNING AND COORDINATION BETWEEN THE COLLIER AND LEE COUNTY MPOs

This INTERLOCAL AGREEMENT (hereinafter the Agreement) is made and entered into as of, as of the date last signed below by and between the Collier Metropolitan Planning Organization (hereinafter the Collier MPO) and the Lee County Metropolitan Planning Organization (hereinafter the Lee County MPO).

Whereas, the Lee County and Collier Metropolitan Planning Organizations (MPOs) are the duly designated and constituted agencies responsible for carrying out the metropolitan transportation planning and programming processes for the Cape Coral and Bonita Springs-Naples Urbanized Areas; and

Whereas, the 2000 Census, while identifying distinct and separate Bonita Springs-Naples and Cape Coral Urbanized Areas, also determined that the Naples Urbanized Area had expanded into the metropolitan planning area of the Lee County MPO to become the Bonita Springs-Naples Urbanized Area; and

Whereas, the elected and appointed officials comprising the policy boards of the Collier MPO and the Lee County MPO recognize the benefits of regional cooperation; and

Whereas, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff not to pursue consolidation of the MPOs or alter their common metropolitan planning area boundary; and

Whereas, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff to coordinate transportation planning and policy activities in this bi-county region to promote regional transportation solutions and enhance overall regional transportation system efficiency using a straightforward, resourceful method; and

Whereas, the parties agree that the MPOs should continue coordination efforts by having a member of each MPO's staff serve as a voting member of the other's technical advisory committee and by holding joint MPO policy board meetings on an as-needed basis and when necessary to resolve otherwise irresolvable differences; and

Whereas, staff and policy board members from both the Collier and Lee County MPOs also already coordinate regional transportation issues through participation in the Metropolitan Planning

PUBLIC PARTICIPATION PLAN

Organization Advisory Council (MPOAC), the District One Coordinated Urban Transportation Studies (CUTS) Committee, and the Southwest Florida Regional Planning Council (SWFRPC); and

Whereas, the Collier and Lee County MPOs executed an agreement on January 27, 2004 and amended it in January 2006 to develop a joint regional long range transportation plan and joint long range regional transportation priorities; and

Whereas, the Collier and Lee County MPOs executed an amended agreement on March 20, 2009 to update the joint coordination activities to match the current requirements and processes at the time; and

Whereas, certain provisions of the amended Agreement now need updating;

NOW, THEREFORE, in consideration of the covenants made by each party to the other and of the mutual benefits to be realized by the parties hereto, the Collier MPO and Lee County MPO hereby agree as follows:

Section 1. Authority. This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, Florida Statutes, relating to metropolitan planning organizations, and 163.01, Florida Statutes, relating to interlocal agreements.

Section 2. Purpose. The purpose of this Agreement is to promote and establish a forum for communication and coordination between the Collier and Lee County MPOs and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, Florida Statutes, 23 C.F.R. 450.312, and the goals and requirements of current applicable Federal transportation appropriations legislation. More specifically, this Agreement establishes the commitment by the parties to develop joint regional transportation planning products and processes for the bi-county region of Collier and Lee Counties and provides targeted timeframes for the accomplishment of these products and processes.

Section 3. Staff-level Coordination. Each party will continue to maintain a representative of the other party's staff agency as a voting member of its Technical Advisory Committee.

Section 4. Joint Meetings and Quorum Requirements. Joint meetings of the governing boards, and advisory committees of the Collier and Lee County MPOs will be held at least annually. Quorum requirements for each MPO's Technical Advisory Committee at the joint meetings will be consistent with their respective bylaws, after leaving out the SWFRPC and MPO staff representatives from the quorum calculations. However, during voting on any items, while the SWFRPC representatives will each have a single vote, MPO representatives will abstain from voting as they provide the administrative support at these meetings. Quorum requirements for each MPO's Citizens Advisory Committee and Bicycle-Pedestrian Advisory Committee at the joint meetings will be as established for each committee under their respective MPO bylaws.

PUBLIC PARTICIPATION PLAN

Section 5. Planning Products and Timeframes. The parties hereby agree to coordinate and collaborate in good faith and with due diligence to develop the following joint regional planning products by the target dates set out by each product described below:

(a) Joint Regional Long Range Transportation Plan (LRTP)

The parties will continue to maintain and update as necessary the Joint Regional Multi-Modal Transportation System. The system will continue to remain a component of each MPO's LRTP and will continue to identify a network of regionally significant transportation corridors, facilities, and services. The two MPOs continue to participate in the development and implementation of the FDOT Districtwide Florida Standard Urban Transportation Model Structure (FSUTMS) through the Coordinated Urban Transportation Studies (CUTS) meetings and coordination with FDOT.

Each MPO has adopted a 2040 LRTP. The 2045 LRTP is due to be adopted in 2020. During the development of each MPO's 2045 LRTP update, the parties agree to identify where improvements may be needed, to propose and test appropriate alternative system improvements, and update the current joint regional long range transportation plan addressing those needs. The parties further agree to incorporate this regional plan in the updates of their own LRTPs, and to agree on any refinements or modifications to the regional plan that either MPO may wish to include in its LRTP prior to or concurrent with the adoption of their LRTPs. The joint regional long range transportation plan shall be published in and adopted as part of each MPO's LRTP. The target date for adoption of the initial LRTPs thus coordinated is December 2020.

The parties agree that amendments to their LRTPs affecting the joint regional long range transportation plan must be approved by both MPOs' governing boards.

(b) Joint Regional Project Priorities

On the basis of the Joint Regional Multi-Modal Transportation System addressed in paragraph 5(a) above, the MPOs agree to continue adopting priorities for funding unprogrammed improvements on the network that will be competing for statewide discretionary funding within the next six fiscal years and include said projects in the respective MPO's project priorities adopted in the summer. The MPOs also agree to continue adopting priorities jointly for improvements to transportation facilities and services on the identified regional network that are competing for funding through the state's Transportation Regional Incentive Program (TRIP). Both sets of Joint Regional Project Priorities must be adopted by each MPO's governing board. Either MPO governing board may require that the Joint Regional Project Priorities be reconsidered at any time. This collaboration and the products developed will recur each subsequent year during the duration of this Agreement and will be a continuing obligation and commitment.

(c) Joint Regional Public Involvement Process Component

The parties will collaborate to maintain the Joint Regional Public Involvement Component which shall continue to be included in each MPO's existing Public

PUBLIC PARTICIPATION PLAN

Involvement Plan. This Joint Regional Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities including development of the Joint Regional Long Range Transportation Plan component and annual regional priority list within the bi-county area. Any amendments to this Joint Regional Public Involvement Process Component must be approved by both MPO's governing boards.

(d) **Joint Regional Web Page**

The parties will collaborate to maintain the Collier and Lee County MPO Joint Regional Web Page. The Web Page is hosted in the Lee County MPO Web Site and maintained and updated as necessary by Lee County MPO staff. A link to this web page will continue to be provided in the Collier MPO Web Site.

Section 6. Staff Services and Costs. The directors and staffs of each MPO will be responsible for development and maintenance of the joint regional products identified in this Agreement, subject to review and final approval by each MPO governing board. In this regard, each MPO will cooperate to assign and share equitably the needed staff resources to accomplish these regional efforts as specified in their respective Unified Planning Work Programs (UPWP). The cost of staff or consultant services provided by one party for the mutual benefit of both parties shall be split between the parties in proportion to their annual allocations of FHWA planning funds as shown in their latest adopted Unified Planning Work Programs. Similarly, direct costs for the joint regional efforts and products identified in this Agreement will be split between the parties in proportion to their annual allocations of FHWA planning funds.

Either party may also provide staff services to, or provide for the use of its consultants by, the other party, in which event the benefiting party shall reimburse the party providing the services for its full cost of the services rendered, including any associated direct expenses and any applicable share of personnel benefits and allocated indirect costs. The parties agree to invoice each other at the end of each monthly or quarterly accounting period for all expenses thus incurred on the other's behalf during that period. The parties further agree, as may be necessary in order to carry out the terms and commitments of this Agreement, to cooperate in seeking federal, state and local funding for the joint regional products to be developed.

Section 7. Conflict Resolution. The parties to this Agreement concur that if an issue is otherwise irresolvable, their staffs will organize a joint meeting of the MPO governing boards to resolve said matter. If the parties are unable to resolve the issue at the joint meeting, they agree to submit the issue to the Southwest Florida Regional Planning Council for non-binding arbitration. Notwithstanding any such resolution process, the parties to this agreement do not waive their respective rights to seek declaratory judgment as provided in Chapter 86, Florida Statutes.

Section 8. Duration of Agreement. This Agreement shall have an initial term of five (5) years, commencing on the date first above written, and shall automatically renew at the end of five (5) years for an additional five (5)-year term and every five years thereafter unless terminated or rescinded as set out in Section 10, herein. Prior to the end of each five (5)-year term, the parties shall reexamine the terms hereof for possible amendment. However, the failure to amend or reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

PUBLIC PARTICIPATION PLAN

Section 9. Modification. This Agreement may be modified at any time, but only by a new or addendum interlocal agreement duly signed by both parties.

Section 10. Termination-Rescission. This Agreement shall continue in force unless terminated with or without cause by either party by providing thirty (30) days written notice to the other party.

Section 11. Liability. The parties agree that nothing created or contained in this Agreement shall be construed, interpreted or inferred to establish any joint liability amongst or between one or more of the parties by the actions or omissions of its individual employees or agents acting pursuant to the terms of this Agreement. In this regard, each party agrees that it shall be solely responsible and bear its own cost of defending any claim or litigation arising out of the acts or omissions of its employees or agents for actions or omissions in carrying out the terms and provisions of this Agreement. Finally, pursuant to Section 768.28, Florida Statutes each party agrees to indemnify, hold harmless and defend the other party against any claims or causes of action based upon the individual acts or omissions of its employees or agents.

Section 12. Notice. Any notice provided for herein, including the written notice referenced in Section 10 above, shall be provided by Certified Mail, Return Receipt Requested, to the other party's representatives listed below at the following addresses:

Director
Collier MPO
2885 South Horseshoe Drive
Naples, Florida 34104

Director
Lee County MPO
P.O. Box 150045
Cape Coral, Florida 33915-0045

Notice shall be deemed received on the first business day following actual receipt of the notice. The parties will promptly notify the other in writing of any change to their respective addresses.

As required by Section 163.01(11), Florida Statutes, this Interlocal Agreement and all future amendments hereto shall be filed with the Clerks of the Circuit Courts of Collier and Lee Counties, Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement by their duly authorized officials as of the day and year written below.

Commissioner Penny Taylor, Chair
Collier MPO

Councilman Rick Williams, Chair
Lee County MPO

PUBLIC PARTICIPATION PLAN

Date: _____

Date: _____

Approved as to form and legality:

Scott R. Teach, Deputy Collier County Attorney

Derek Rooney, Lee County MPO Attorney

APPENDIX C. Limited English Proficiency Plan

PUBLIC PARTICIPATION PLAN

LIMITED ENGLISH PROFICIENCY PLAN

The Collier Metropolitan Planning Organization (MPO) is responsible for a continuing, cooperative, and comprehensive transportation planning process in Collier County (as well as a small portion of Lee County included in the MPO's Planning Area). This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in this process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part,

"Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but also state and local recipients are required to comply with Title VI and LEP guidelines of the federal agency from which they receive funds.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation (DOT) published: "**Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person**" in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must follow this guidance:

The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of

PUBLIC PARTICIPATION PLAN

transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Collier MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations.

Laws and Policies Guiding Limited English Proficiency Plans

As part of Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan* will be assessed and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>	<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>

Who is an LEP individual?

As defined in the 2000 United States Census, it is any Individual who speaks a language at home other than English as his/her primary language, **and** who speaks or understands English 'not well' or 'not at all'.

Determining the need

As a recipient of federal funding, the MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/ Volume 70, Number 239/ Wednesday, December 14, 2005/ Notices**, there are four factors to consider in determining "reasonable steps".

- Factor 1 - The number and proportion of LEP persons in the eligible service area;
- Factor 2 - The frequency with which LEP persons encounter MPO programs;

PUBLIC PARTICIPATION PLAN

- Factor 3 - The importance of the service provided by MPO programs;
- Factor 4 - The resources available and overall cost to the MPO.

The DOT Policy Guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in Collier MPO's Planning Area in relation to the four factors and the transportation planning process.

LEP Assessment for the Collier MPO

Factor 1. The Number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals who could participate in the transportation planning process is a review of Census data. Tables 1 and 2 on the following pages display the primary language spoken and number of individuals that are LEP. In Collier County, between 2010 and 2016, the number of people who speak a language other than English at home increased by 16,000 while the number of people who speak English less than "very well" decreased by 1,000.

For our planning purposes, we are considering people that speak English 'less than very well' and only the top four language groups are included in the analysis.

Table 1, derived from the 2016 American Community Survey (ACS) 5-year Estimates conducted by the US Census, shows the number and percent of the population, with regard to their English language skills, for the cities and unincorporated portions of Collier County as well as for the County as a whole. In unincorporated Collier County, 15.7% of the population age 5 years or older speak English less than "very well", compared to 14.5 for the entire County ²

Table 1: Limited English Proficient Persons in the MPO Planning area and local jurisdictions				
2016 American Community Survey – US Census - 5-year estimates				
Jurisdiction	Population	Population 5 years and over	Number of LEP Persons (5 years and over)	Percentage of LEP Persons (5 years and over)
Everglades City	232	228	11	4.8%
City of Naples	20,980	20,510	828	4.0%
City of Marco Island	17,361	17,135	1,115	6.5%
Unincorporated Collier County	309,663	293,645	46,143	15.7%
Collier County	348,236	331,518	48,097	14.5%

Table 2 shows the number and percent of LEP persons by language spoken at the individual's home. Of the LEP persons within Collier County, 23.4% speak Spanish at home making this the most significant percentage of the area's population. The second most common language at home is Other Indo-European

² 2016 American Community Survey (ACS) 5-year Estimates, Tables B01003, S1601.

PUBLIC PARTICIPATION PLAN

languages at 7.8%; Asian and Pacific Islander languages represent 0.9% of the “other” languages spoken at home.

Table 2: Language Spoken at Home by LEP Persons - Collier MPO Planning Area 2016 American Community Survey, 5-year Estimates, US Census				
LEP Persons	Spanish Language	Other Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5 years and over - Everglades City	9	7	0	0
5 years and over - City of Naples	658	1,216	83	14
5 years and over - Marco Island	1,162	1,006	176	71
5 years and over – Unincorporated County	75,843	23,630	2,750	764
5 years and over - Total	77,672	25,859	3,009	849
Percent of Total Population 5 years and over	23.4%	7.8%	0.9%	0.3%

Factor 2. The frequency in which LEP Persons encounter MPO programs

The MPO documents phone inquiries, public meetings and office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents or publications by either individuals or groups.

Factor 3. The importance of the service provided by the MPO program

MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the MPO does not conduct required activities such as applications, interviews or other activities prior to participation in its programs or events. Involvement by any citizen with the MPO or its committees is voluntary.

However, the MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy. The impact of proposed transportation investments on underserved and under-represented population groups is part of the evaluation process in use of federal funds in three major areas for the MPO:

- the biennial Unified Planning Work Program,
- the five-year Transportation Improvement Program,
- the Long-Range Transportation Plan, covering 20+ years.

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The

PUBLIC PARTICIPATION PLAN

MPO is concerned with input from all stakeholders and makes every effort to ensure that the planning process is as inclusive as possible.

TRANSLATION OF MPO DOCUMENTS IS NOT CONSIDERED TO BE WARRANTED AT THIS TIME.

THE MPO WILL CONTINUE EFFORTS TO COLLABORATE WITH STATE AND LOCAL AGENCIES TO PROVIDE LANGUAGE TRANSLATION AND INTERPRETATION SERVICES WHEN PRACTICAL AND FUNDING IS AVAILABLE

As a result of the long range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

Factor 4. The resources available and overall MPO cost

Given the size of the LEP population in the MPO area, the current financial constraints of the MPO and the expense of full multi-language translations of large transportation plan documents and maps which have frequent changes and are not often used by the public, translation of MPO documents is not considered to be warranted at this time.

The MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and funding is available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. The MPO will monitor increases in the LEP population and adjust its LEP policy accordingly. If warranted in the future, the MPO will consider new techniques to reach the LEP population, such as (1) the translation of executive summaries for key MPO documents, such as the Long Range Transportation Plan, the Transportation Improvement Program, and the Public Involvement Plan, and (2) the translation of document summaries, brochures or newsletters, which are designed to capture significant points of the full document. Additionally, the MPO currently has an employee that is fluent in both English and Spanish. In addition, Collier County Growth Management Division and the Alternative Transportation Modes Department have employees fluent in English, Spanish and Haitian Creole, and are available as interpreters as needed.

MEETING THE REQUIREMENTS

Engaging the diverse population within the MPO area is important. The MPO is committed to providing quality services to all citizens, including those with limited English proficiency. All language access activities detailed below will be coordinated in collaboration with the MPO Board and staff.

Safe Harbor Stipulation

Federal law provides a 'safe harbor' stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A 'safe harbor' means that as long as a recipient (the MPO) has created a plan for the provision of written

PUBLIC PARTICIPATION PLAN

translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four-factor analysis. Evidence of compliance with the recipient's written translation obligations under 'safe harbor' includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. (Note: At this time, data on area language groups indicates that this requirement does not apply.) Translation also can be provided orally. The 'safe harbor' provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;
2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language assistance services;
5. Including notices in local publications targeting Spanish-speaking and Haitian-Creole-speaking audiences in languages other than English;
6. Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community-based organizations (CBO).

If deemed essential in the future in light of revised census data, the MPO will publicize the availability of interpreter services, free of charge, at least 7 days prior to MPO Board and committee meetings, workshops, forums or events which will be noticed on the MPO website, in meeting notices (packets), and using the following additional tools as appropriate:

- signage
- public outreach materials
- community-based organizations
- local publications as referenced above
- Non-English-language radio and television

The MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The MPO will request language interpreter services from Collier County staff, as needed, and will reciprocate by making MPO staff available as needed. As covered under Title VI requirements for

PUBLIC PARTICIPATION PLAN

nondiscrimination, at each meeting, the MPO will provide Title VI material and include this material in an alternative language when applicable.

Language Assistance

A goal of the PPP is to provide user-friendly materials that will be appealing and easy to understand. The MPO will provide on an “as needed” basis, executive summaries in alternative formats, such as brochures or newsletters, depending on the work product.

MPO Staff Training

This LEP Plan is incorporated in the PIP to maintain meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist in person, and/or by telephone, LEP individuals who request assistance. MPO Board members will receive a briefing on the PIP & LEP Plan, assuring that they are aware of and understand how the PIP implements the LEP Plan.

**APPENDIX D. NONDISCRIMINATION PLAN AND COMPLAINT
PROCEDURE**

PUBLIC PARTICIPATION PLAN

Title VI Nondiscrimination Program Policy and Complaint Procedure

Introduction

The Collier MPO is a recipient of federal funds from the U.S. Department of Transportation modal agencies, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations and authorities. This Implementation Plan describes how the Department effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the MPO's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department uses to comply with nondiscrimination requirements. The Plan is intended to be a living document, regularly policed and updated by the Department to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the Department's Title VI/Nondiscrimination Implementation Plan is encouraged to contact the Title VI/Nondiscrimination Program Coordinator, Anne McLaughlin at AnneMcLaughlin@colliercountyfl.gov or 239-252-5884 or by writing at 2885 South Horseshoe Drive, Naples, FL 34104.

Policy Statement

It is the policy of the MPO to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The MPO does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the MPO complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

The Collier MPO has adopted the Florida Department of Transportation's (Department) Title VI/Nondiscrimination policy and ADA policy by reference. Topic No.:275-010-010-f--Title VI Program and Related Statutes-Implementation and Review Procedures.

The Department's Title VI/Nondiscrimination policy and ADA policy statement may be found at: [US DOJ Title VI Nondiscrimination Policy](#). Those requiring information in alternative formats or in a language subject to the Department's Limited English Proficiency (LEP) Plan, should contact the Title VI/Nondiscrimination Coordinator.

MPO DISCRIMINATION COMPLAINT PROCEDURE

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, under the MPO's planning process may file a written complaint.

The MPO encourages the filing of a complaint in writing which includes a name, address, and other information so that you may be contacted in regard to the matter. Please see the Title VI Complaint Form.

PUBLIC PARTICIPATION PLAN

The MPO will investigate complaints received no more than 180 days after the alleged incident. The MPO will process complaints that are complete.

- All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The MPO's Title VI Specialist will review every complaint to determine if our office has jurisdiction.
- Within ten (10) calendar days, the Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- The MPO has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the complaint, the MPO's Title VI Specialist will contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the Title VI Specialist. If the Title VI Specialist is not contacted by the complainant or does not receive the additional information within 15 business days, the MPO may administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.
- At a minimum, the investigation will:
 - Identify and review all relevant documents, practices, and procedures;
 - Identify and interview persons with knowledge of the Title VI violation, including the person making the complaint, witnesses, or anyone identified by the complainant; anyone who may have been subject to similar activity or anyone with relevant information.
- Within ninety (90) calendar days of the complaint, the MPO's Title VI Specialist will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff members or other action will occur.
- If no violation is found and the complainant wishes to appeal the decision, he/she has fourteen (14) days after the date of the letter or the LOF to do so.
- If the issue has not been satisfactorily resolved through the MPO's investigation, or if at any time the person(s) request(s) to file a formal complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
- The MPO's Title VI Specialist will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of the completed investigation. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:

PUBLIC PARTICIPATION PLAN

- (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
- The MPO's Title VI Specialist will maintain a log of complaints received by the MPO. The log will include the following information:
 - Name of Complainant
 - Name of Respondent
 - Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - Date complaint was received by the recipient
 - Date that the MPO Title VI Specialist notified the FDOT's District One Title VI Coordinator of the complaint
 - Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes as part of the MPO planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Title VI Specialist Anne McLaughlin (239) 252-5884 by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104 or via email at: annemclaughlin@colliergov.net; or by contacting Brandy Otero, Senior Planner, by phone at 239-252-5859, in writing at the above address, or via email at: brandyotero@colliergov.net

PUBLIC PARTICIPATION PLAN

Title VI Complaint Form

Before completing this form, please read the Collier MPO's Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary and required to assist in processing your complaint. If you require assistance in completing this form, please contact us at the phone number listed. Complaints must be filed within 180 calendar days after the date alleged discrimination occurred.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone

Numbers: Home _____ Work: _____ Cell: _____

E-mail Address: _____

Date of alleged discrimination: _____

Which of the following best describes the reason you believe the discrimination took place?

Was it because of your: Race/Color: _____ National Origin: _____

Person discriminated against (if someone other than complainant). Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you filed this complaint with any other federal, state, or local agency?

☐ Yes ☐ No

If yes, check each box that applies:

PUBLIC PARTICIPATION PLAN

- ☐ Federal Transit Administration
☐ Department of Transportation
☐ Dept. of Justice
☐ Equal Opportunity Commission
☐ Other: _____

Have you filed a lawsuit regarding this complaint?

☐ Yes ☐ No

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of the allegations. Please also provide any other documentation that is relevant to this complaint.

Complainant's Signature

Date

APPENDIX E – TRADITIONALLY UNDERSERVED COMMUNITIES

PUBLIC PARTICIPATION PLAN

Environmental Justice Communities / Traditionally Underserved Communities

The Federal Highway Administration (FHWA) advised the MPO during the quadrennial Transportation Management Area (TMA) review in 2016 to incorporate an analysis of Environmental Justice Communities and issues in all new plans and studies. The FHWA advised MPO staff to include the type of analysis conducted for the MPO's Transportation Disadvantaged Service Plan.

According to guidance published by the Florida Department of Transportation (FDOT), it is important to see Environmental Justice as an opportunity to make better transportation decisions by doing the following:

- Making transportation decisions that meet the needs of all people
- Designing facilities that fit into communities
- Enhancing the public involvement process and strengthening community-based partnerships
- Improving the tools for analyzing the impacts of transportation decisions on minority and low-income communities
- Partnering with other public and private agencies to leverage resources and achieve a common vision for communities

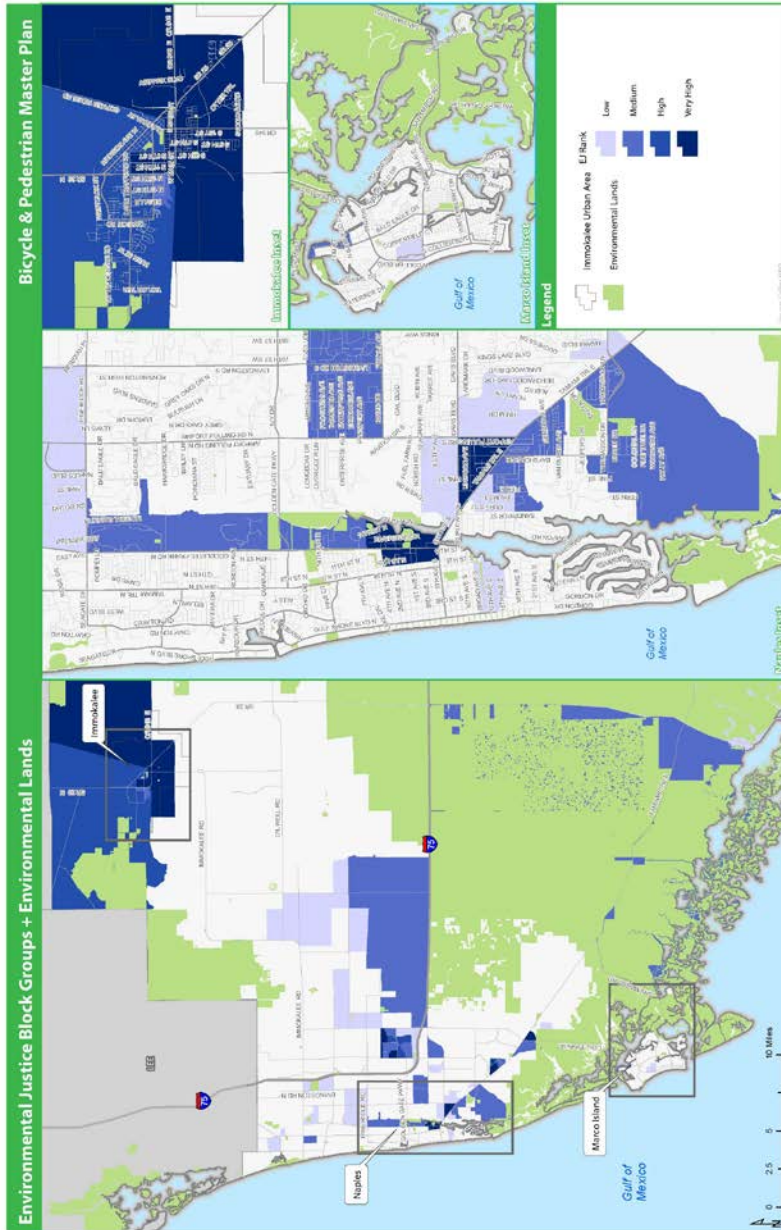
MPO staff began by reviewing the MPO's Transportation Disadvantaged Service Plan (TDSP), Major Update, adopted October 25, 2013 for maps showing *Populations in Poverty*, *Households with No Vehicles* and *Identified Areas of Need* as a starting point in identifying disadvantaged communities potentially underserved by transportation infrastructure and programs within Collier County.

FHWA advised using a variety of resources, and local knowledge to determine the location and needs of disadvantaged communities. MPO staff augmented the TDSP maps using the following sources:

- US Census Bureau *American Community Survey (ACS)*
- American Association of State Highway and Transportation Officials (AASHTO) *Census Transportation Planning Products (CTPP)*
- US Environmental Protection Agency (EPA) *Environmental Justice (EJ) Screening and Mapping Tool*
- MPO Advisory Committee review of findings (for local knowledge)

To address the issue of equity in terms of providing equal access to bicycle and pedestrian facilities County-wide, the MPO's previous identification of Environmental Justice (EJ) communities was updated for the Bicycle and Pedestrian Master Plan (2019). The EJ criteria used for the BPMP were minority status, poverty, no access to a vehicle, and limited ability to speak English. EJ areas were defined as areas where the criteria were 10% greater than the County average. The map on the following page shows the results of the EJ analysis. The map may be viewed in larger format on the MPO website.

PUBLIC PARTICIPATION PLAN

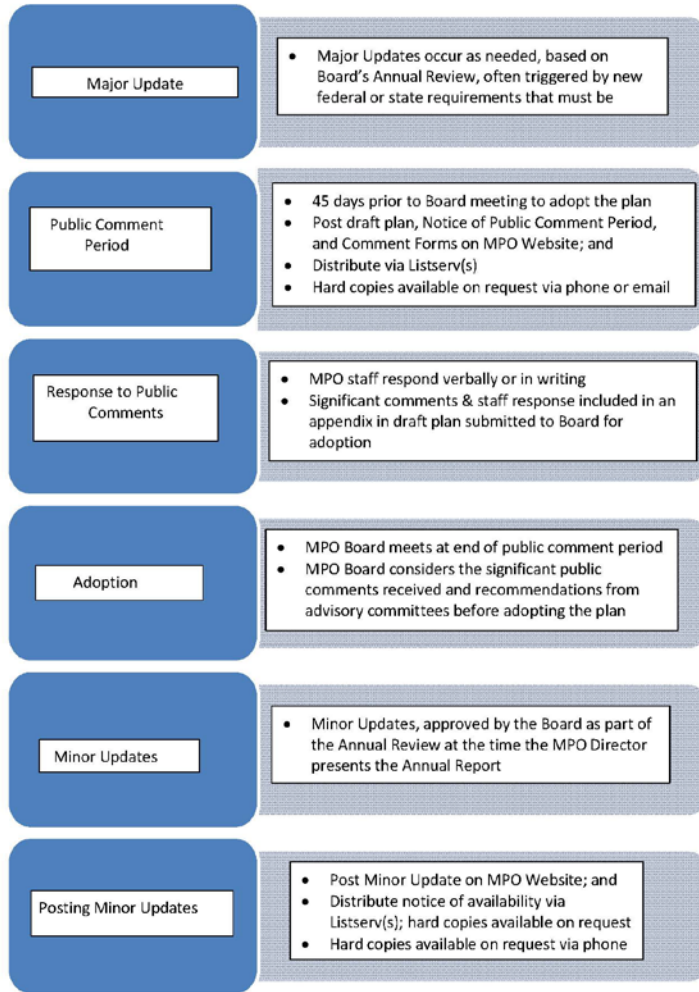


APPENDIX F – STANDARD OPERATING PROCEDURES

~~APPENDIX F — STANDARD OPERATING PROCEDURES~~

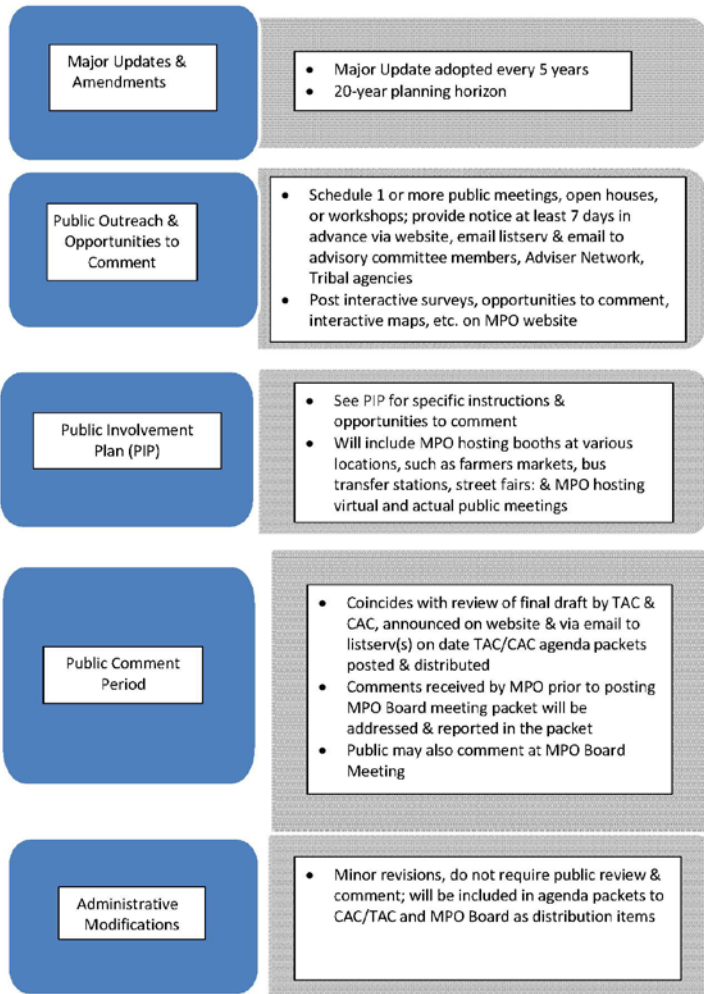
PUBLIC PARTICIPATION PLAN

PUBLIC PARTICIPATION PLAN UPDATES – PROCESS



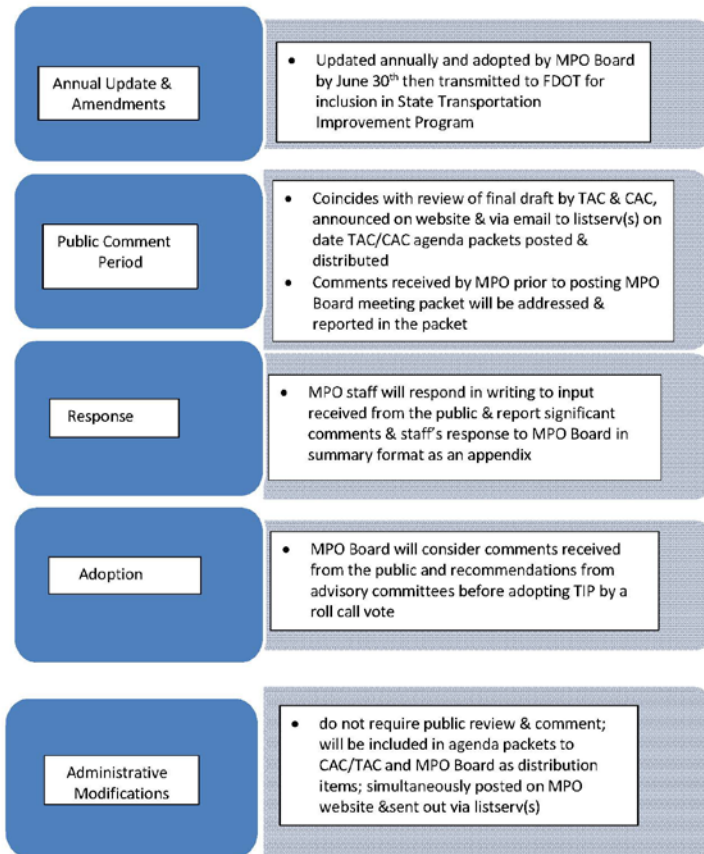
PUBLIC PARTICIPATION PLAN

LONG RANGE TRANSPORTATION PLAN - PROCESS



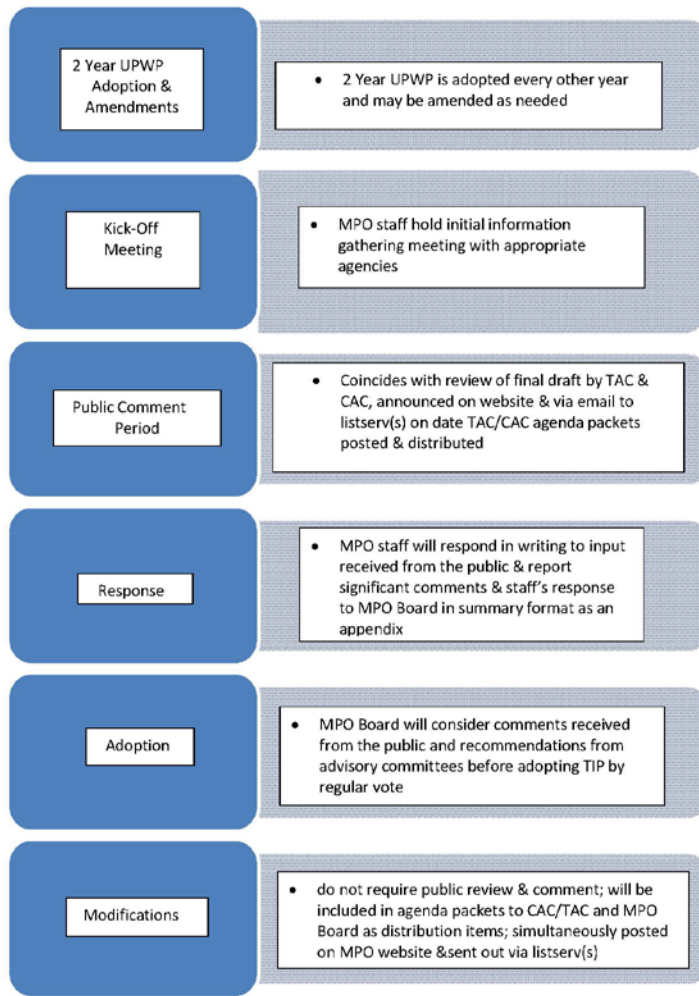
PUBLIC PARTICIPATION PLAN

TIP - PROCESS



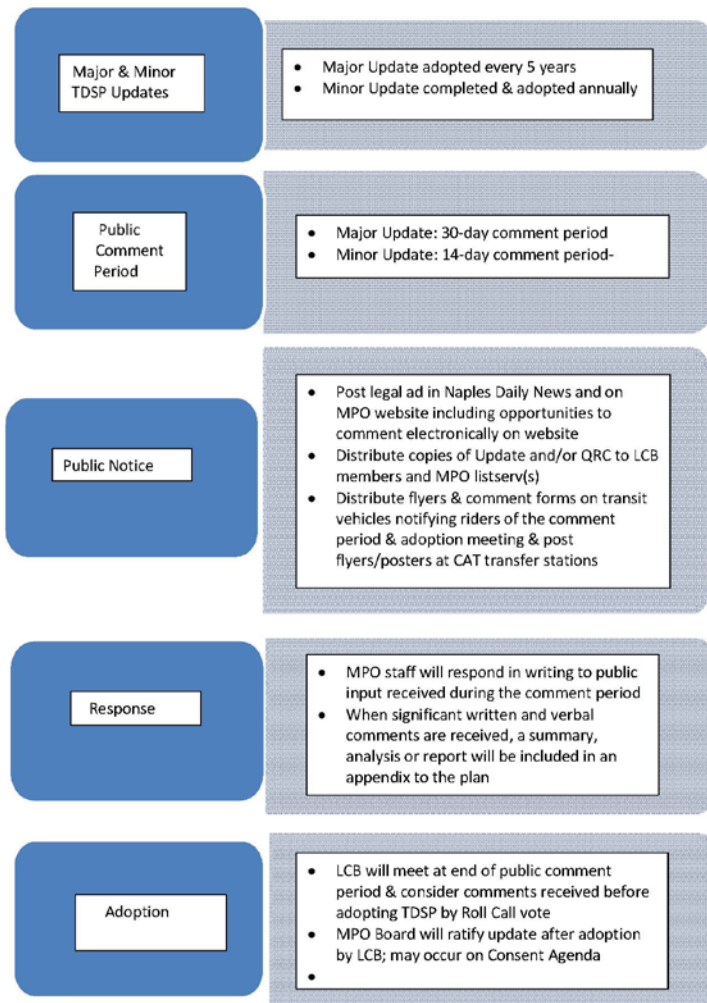
PUBLIC PARTICIPATION PLAN

UNIFIED PLANNING WORK PROGRAM - PROCESS



PUBLIC PARTICIPATION PLAN

TDSP – MAJOR & MINOR UPDATES - PROCESS



PUBLIC PARTICIPATION PLAN

TDSP – MAJOR & MINOR UPDATES - PROCESS

Major & Minor TDSP Updates

- Major Update adopted every 5 years
- Minor Update completed & adopted annually

Public Comment Period

- Major Update: 30-day comment period
- Minor Update: 14-day comment period-

Public Notice

- Post legal ad in Naples Daily News and on MPO website including opportunities to comment electronically on website
- Distribute copies of Update and/or QRC to LCB members and MPO listserv(s)
- Distribute copies of the Major TDSP Update and/or QRC on comment forms to local government agency offices and libraries
- Major update: Distribute flyers & comment forms on transit vehicles notifying riders of the comment period & adoption meeting & post flyers/posters at CAT transfer stations

Response

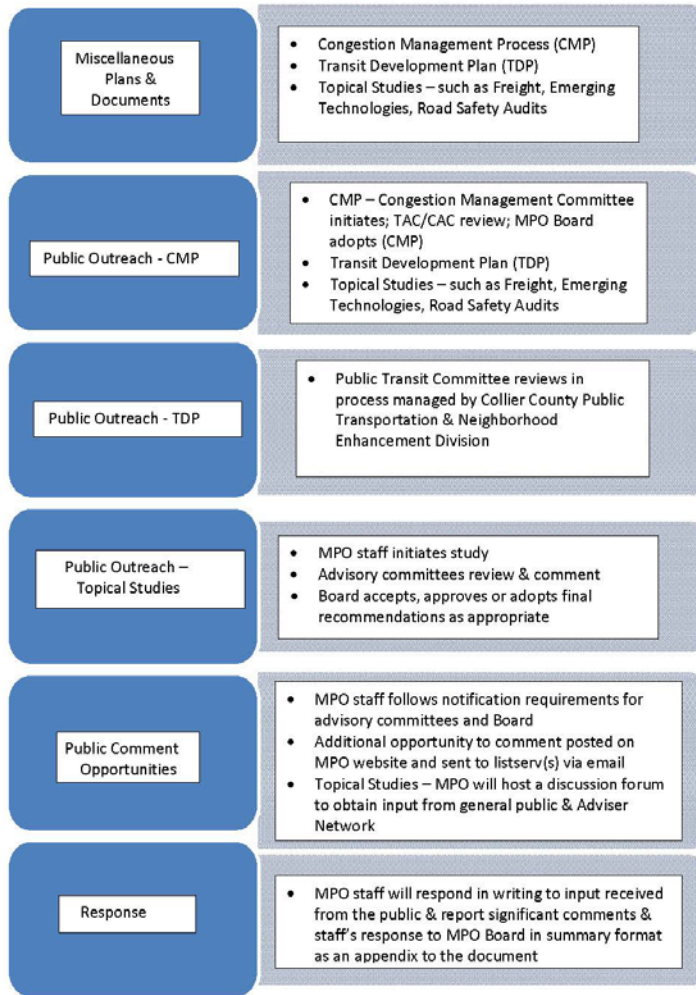
- MPO staff will respond in writing to public input received during the comment period
- When significant written and verbal comments are received, a summary, analysis or report will be included in an appendix to the plan

Adoption

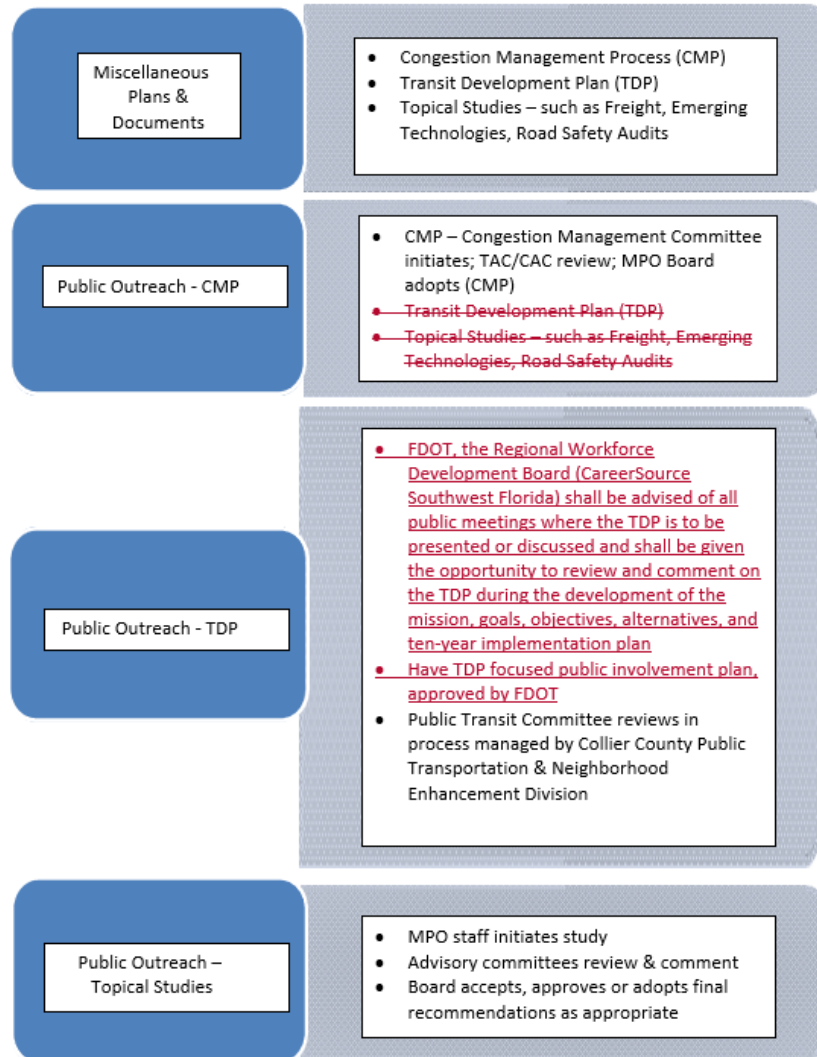
- LCB will meet at end of public comment period & consider comments received before adopting TDSP by Roll Call vote
- MPO Board will ratify update after adoption by LCB; may occur on Consent Agenda

PUBLIC PARTICIPATION PLAN

MISCELLANEOUS PLANS & DOCUMENTS - PROCESS



MISCELLANEOUS PLANS & DOCUMENTS - PROCESS



PUBLIC PARTICIPATION PLAN

Public Comment Opportunities

- TDP - Transit Agency is authorized to establish time limits for receipt of comments (FAC 14.73.001)
- MPO staff follows notification requirements for advisory committees and Board
- Additional opportunity to comment posted on MPO website and sent to listserv(s) via email
- Topical Studies – MPO will host a discussion forum

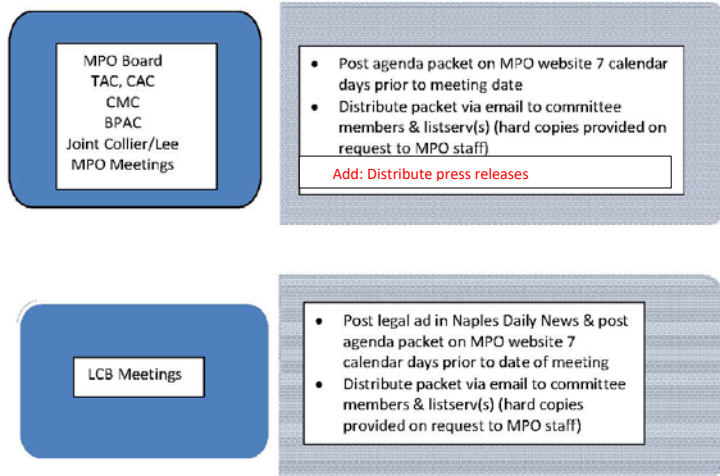
Response

- MPO staff will respond in writing to input received from the public & report significant comments & staff's response to MPO Board in summary format as an appendix to the document

In the event that the MPO coordinates in the development, or share in the usage of a plan, study or document with other agencies, the MPO will follow the guidelines established in this PPP. Other agencies may have their own public involvement requirements and should comply with them separately.

PUBLIC PARTICIPATION PLAN

BOARD & COMMITTEE MEETING NOTICE REQUIREMENTS



PUBLIC PARTICIPATION PLAN

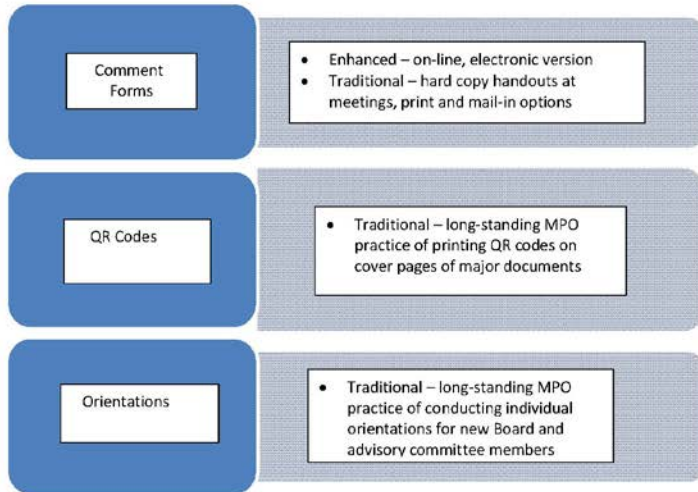
PUBLIC OUTREACH TECHNIQUES USED BY MPO

Website	<ul style="list-style-type: none">Enhanced – interactive maps, surveys, opportunities to commentTraditional – News, Plans, Studies, Committees, Bylaws, Meeting Calendar, etc.
Visualization Techniques	<ul style="list-style-type: none">Enhanced - video, simulation modes, animated graphics and 3D imagingTraditional – maps, pictures, graphics, logo
E-Notifications & Social Media	<ul style="list-style-type: none">Enhanced – Adviser Network listserv; Facebook, YouTubeTraditional – Notification listserv; mail & hard copies available on request
Surveys & Polls	<ul style="list-style-type: none">Enhanced – Survey Monkey; & consultant supported project-specificTraditional – Person to person outreach; hard copies, booths, meetings
Partnering	<ul style="list-style-type: none">Enhanced – project-specific partneringTraditional – piggy-back on special events conducted by member entities
Public Television	<ul style="list-style-type: none">Enhanced - videos, Public Service AnnouncementsTraditional – MPO Board Meetings Live & Archived

PUBLIC PARTICIPATION PLAN

Earned Media	<ul style="list-style-type: none"> Enhanced – cultivate media contacts & provide background information on events Traditional – send press releases on events of general public interest
Project Specific Public Involvement Plans	<ul style="list-style-type: none"> Traditional – long-standing MPO practice for major plans such as the L RTP, Community Walkability Studies and Bicycle and Pedestrian Master Plan
Monthly Newsletter	<ul style="list-style-type: none"> Traditional – long-standing MPO practice; available in hard copy, posted to MPO website and distributed via email to Board, committees, listserv(s)
Public Workshops & Open Houses	<ul style="list-style-type: none"> Traditional – long-standing MPO practice; generally held in the context of major plan development and consultant supported Enhanced – expand semi-annual to monthly newsletter in digital format, hard copies still provided
Public Meetings	<ul style="list-style-type: none"> Traditional – long-standing MPO practice; includes MPO and advisory committee meetings, project specific meetings generally held in context of major plan development
Community Outreach Events	<ul style="list-style-type: none"> Traditional – long-standing MPO practice; may be linked to major plan development or opportunities for MPO staff to piggy-back on special events to increase general public

PUBLIC PARTICIPATION PLAN



APPENDIX G – PERSONS CONSULTED WITH IN DEVELOPING THIS PLAN
PENDING CONCLUSION OF PUBLIC REVIEW

PAGE INTENTIONALLY BLANK