

Hernando/Citrus Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS: 2021 TO 2022

Catalogue of Federal Domestic Assistance (CFDA) Numbers

- 20.205 Highway Planning Construction Grant Federal Highway Administration
- 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning) Federal Transit Administration

Funded Jointly By:

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- Florida Department of Transportation (FDOT)
- Hernando County Board of County Commissioners
- Citrus County Board of County Commissioners

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Prepared by the
Hernando/Citrus Metropolitan
Planning Organization

1661 Blaise Drive
Brooksville, Florida 34601
352.754.4082 (Phone)
754.754.4420 (FAX)

MPO@hernandocounty.us
www.HernandoCitrusMPO.us



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CHANGES TO THE ADOPTED UPWP 2021-2022

Date	Revision #	Change Type	Explanation of the change

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INTRODUCTION

UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the Fiscal Year (FY) 2021-2022 UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

OVERVIEW OF TRANSPORTATION PLANNING ACTIVITIES

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County.

Unified Planning Work Program (UPWP)

This UPWP identifies all transportation and related planning activities within the Hernando/Citrus Metropolitan Planning Area during the fiscal years 2021 and ending fiscal year 2022. This work program was developed to serve these specific objectives:

1. Define transportation planning activities to meet the transportation needs of local, state, and federal agencies.
2. Identify funding sources for planning studies.
3. Coordinate transportation planning activities and relationships (both internal and external).
4. Promote the wise use of public resources through sound decision-making and interagency coordination.

Long Rang Transportation Plan (LRTP)

The LRTP is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPOs responsibility to carry out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019 and approved by the Federal Highway Administration (FHWA) on _____. In the development of

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the 2045 LRTP, the MPO participated in the FDOT District 7 Regional Transportation Analysis (RTA) through its Technical Review Team (TRT). The Fixing America's Surface Transportation Act (FAST-Act) compliant Public Participation Plan (PPP) was updated in 2018. The LRTP is implemented through adoption of the Transportation Improvement Program.

Transportation Improvement Program (TIP)

The MPO produces the five-year TIP and ensures coordination between the MPO's LRTP, FDOT Work Program and the Capital Improvement Program (CIP) of the respective county and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects by fiscal year (FY).

Public Participation Process (PPP)

The MPO has a continuing commitment to an enhanced PPP to better serve the citizens in the Study Area, consistent with Title VI of the Civil Rights Act and Environmental Justice Orders. The FAST-Act replaced the Moving Ahead for Progress in the 21st Century Act (MAP-21) as the current funding and authorizing legislation to govern federal surface transportation spending that was signed into law on December 4, 2015. Consistent with the FAST-Act, the MPO's updated PPP provides the framework for public input at all stages of the planning process.

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 Federal Highway Administration (FHWA) funding in the UPWP is 19.07% of FHWA program funds for a total of \$ _____.

LOCAL AND REGIONAL PLANNING PRIORITIES

This UPWP addresses the priorities of the Hernando/Citrus MPO, FHWA, FTA and the FDOT. The long range transportation planning process has led the Hernando/Citrus MPO to broaden the scope of focus of its work program so that in addition to traditional large capacity improvement projects for automobiles, improvements and enhancements for other modes (bicycle, pedestrian, and transit) and for smaller scale projects or programs will be developed and promoted. MPO staff will support partnering cities in various efforts related to trails/sidewalk projects, Safe Route to Schools (SRTS), Transportation Alternative (TA), and Corridor Improvement Studies and Activities (M-CORES).

The level of planning effort called for in this UPWP is tied to changing needs in Hernando and Citrus Counties based on development trend and institutional relationships among the existing transportation planning entities. Significant growth is expected in both Hernando and Citrus counties over the next 25 years. The population and employment

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forecasts, developed for the LRTP, estimate that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

While the population and employment will be growing, the MPO faces declining transportation revenue from state and federal sources, which is a trend that is likely to continue. Anticipated revenue shortfalls will present challenges in the programming and implementation of needed transportation projects.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

1. Economy: Support Economic Development.
2. Intermodal: Maintain existing transportation system.
3. Livability: Preserve, and where possible, enhance social, cultural, physical and environmental values.
4. Mobility: Provide for mobility needs of the community.
5. Preservation: Preserve and maintain transportation infrastructure and transit assets.
6. Safety: Increase safety of the counties' transportation system.

UPWP PLANNING TASKS

To facilitate the activities and continue to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) transportation process, the following work tasks have been included in this UPWP:

- Task 1: Administration
- Task 2: Data Collection (2.1 and 2.2)
- Task 3: Project Planning (3.1-3.8)
- Task 4: Regional Coordination
- Task 5: Public Outreach/Participation

PLANNING EMPHASIS AREAS 2020

The FDOT 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 (FTP), 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 FTP 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.

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FDOT Planning Emphasis Areas

- **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 FTP 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

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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.

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Federal Planning Emphasis Areas

For 2020, the FHWA and FTA have not issued any new Planning Emphasis Areas (PEA). They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

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

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Table 1: Compliance with Federal Planning Factors and State Emphasis Areas and Hernando/Citrus MPO Tasks

	Task 1: Administration	Task 2: Data Collection	Task 3: Project Planning	Task 4: Regional Coordination	Task 5: Public Outreach / Participation
Federal Planning Emphasis Areas					
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency	✓		✓	✓	
Increase the safety		✓	✓		✓
Increase the accessibility and mobility options available to people and for freight.			✓	✓	✓
Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements, state and local planned growth and economic development patterns.		✓	✓	✓	✓
Enhance the integration and connectivity of the transportation system, across and between modes, for people or for freight		✓	✓	✓	✓
Promote efficient system management and operation.	✓	✓	✓	✓	✓
Emphasize the preservation of the existing transportation system.		✓	✓	✓	
Increase the security of the transportation system for motorized and non-motorized users.			✓	✓	✓
Consider the resiliency and reliability of the transportation system and, reduce or mitigate storm-water impacts.			✓	✓	✓
Enhance travel and tourism.				✓	✓
State of Florida Planning Emphasis Areas					
Safety		✓	✓	✓	✓
System Connectivity			✓	✓	
Resilience			✓		
ACES Vehicles		✓	✓	✓	

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PUBLIC PARTICIPATION PROCESS

To promote the involvement and participation of all residents of the Hernando/Citrus Study Area, the MPO, with concurrence of the FDOT and the FHWA, provides four modes of communication. The first mode consists of a specified time on the MPO Board meeting agenda for citizen input. Second, a Citizens Advisory Committee (CAC) provides a formal framework for continuing public input on the PPP, and other MPO work products.

The third mode consists of an MPO newsletter (*Transportation Talk*) sent to various civic and public organizations, interested citizens, and the media. The newsletter includes Board and committee meeting dates, previous and upcoming agenda items, current transportation issues and events, and the names of contact persons for further information. The newsletter, meeting agendas and planning documents are also posted on the MPO's website at: www.HernandoCounty.us/HernandoCitrusMPO.

The fourth mode consists of transportation surveys that are published in multiple public media platforms, including the MPO's website. A citizen survey is periodically conducted to further engage residents. Citizens are also encouraged to contact the MPO directly to express concerns through the following means:

- Telephone contact at 352-754-4082
- Email contact at mpo@hernandocounty.us
- MPO website contacts listed at: www.HernandoCounty.us/HernandoCitrusMPO

The MPO's processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:

"No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of 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."

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ORGANIZATION AND MANAGEMENT

METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD

As of May 15, 2020, the Board membership includes the following:

Citrus County

- Jeff Kinnard, Commissioner
- Ronald Kitchen, Commissioner
- Scott Carnahan, Alternate
- Jimmie T. Smith, Alternate

Hernando County

- John Allocco, Chairman
- Steve Champion, Commissioner
- Wayne Dukes, Commissioner
- Jeff Holcomb, Commissioner
- John Mitten, Alternate

City of Brooksville

- Robert Battista, Council Member
- William Kemerer, Council Member, Alternate

City of Inverness

- Cabot McBride, Council Member
- Jacquie Hepfer, Council Member – Alternate

City of Crystal River

- Pat Fitzpatrick, Vice Chairman
- Robert Holmes, Council Member – Alternate

Florida Department of Transportation (Non-Voting Advisor)

- David Gwynn, P.E. District Seven Secretary

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MPO AGREEMENTS

Agreement	Status	Description
Transportation Interlocal Agreement	Expires 3/12/2025	Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the LAP agency. (originally approved 3/17/15)
GOT22	Expires 6/30/2020	FTA 5305(d) Public Transportation Agreement (FY 2018) (approved 12/27/17)
G1780	Expires 6/30/2020	FTA 5305(d) Public Transportation Agreement (FY 2019) (approved 5/31/19)
G1178	6/30/2020	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2020. (approved 2/12/2020)
ICAR	No Expiration periodic review	Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (PTCA) with MPO, the Tampa Bay Area Regional Transit Authority (TBARTA), the RPC, Hernando BCC, Citrus BCC (filed 1/6/2015)
Interlocal Agreement	No Expiration	Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central FL (approved 2/13/20)
Interlocal Agreement	Requires periodic review	Creation of the MPO (FDOT, Hernando, Citrus, Cities of Brooksville, Crystal River and Inverness) No expiration but periodic review every 5 years, concurrent with the decennial census, and/or concurrent with new Federal reauthorization (approved 6/18/14)
Staff Services Agreement	No expiration	The MPO has an interlocal agreement with Hernando County for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment and office space. (approved 7/22/14)

OPERATIONAL PROCEDURES AND BYLAWS

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Law. The MPO operates under a duly adopted set of bylaws. MPO staff as well as Hernando County, per the staff services agreement, provides administrative, legal, financial, purchasing, and personnel support. The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system.

Additionally, the MPO has three standing Advisory Committees. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC),



and the Bicycle/Pedestrian Advisory Committee (BPAC). The TAC and CAC will meet a minimum of four times per year. The BPAC meets as needed. Each committee has its own set of bylaws and review work tasks prior to MPO Board action.

The Hernando/Citrus MPO is the designated planning agency to receive Transportation Disadvantaged (TD) Trust Funds utilized for planning activities of the TD program. The MPO staffs two (2) TD Local Coordinating Boards (LCB), one for Hernando County, and one for Citrus County.

CERTIFICATIONS AND ASSURANCES

The required Certifications and Assurances can be found in Appendix C: UPWP FDOT Certifications and Assurances of this document.

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WORK PROGRAM

TASK 1: ADMINISTRATION

Purpose

To responsibly manage and carry out the continuous, cooperative and comprehensive metropolitan transportation planning process for the MPO.

Previous Work

Staff performed required on-going administrative activities for the MPO, the MPO Board and the advisory committees (TAC, CAC and BPAC; participated in required audits, submitted quarterly invoices and reports; executed all required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; updated the UPWP FY 2019-FY 2020; developed a new FY 2021-FY 2022 UPWP; prepared the annual TIP FY 2020-2024, and developed the MPO budget for inclusion in the overall Hernando County budget.

Consultant activities were coordinated and managed. Computer and office equipment were replaced in fiscal year 2019.

Local, state and federal partners were included in the appropriate planning projects. Long range planning documents, such as the 2045 LRTP, were developed, amended and distributed.

Staff traveled to and attended workshops, training sessions, seminars and other meetings to keep current on planning and administrative changes to the MPO programs.

Required Activities Task 1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Coordinate with Hernando County regarding all financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliation, purchasing, personnel services, etc. pursuant to the Staff Services Agreement	Progress reports and invoices UPWP FY2021-FY2022 update	Monthly/Quarterly Ongoing
Maintain and update planning documents	Amendments	As needed
Attend workshops, seminars and other meetings sponsored by FHWA, FDOT, FTA, TBARTA, MPOAC and other transportation planning partners	Meeting attendance	As needed

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Activity	Deliverable	Completion Date
Perform administration functions for the MPO, MPO Board and all advisory committees	Schedule meetings, create agendas, minutes, presentations, advertisements, etc. Executed certifications, statements and agreements	Ongoing As needed
Coordinate annual agency audit in accordance with Single Audit Act (SAA)	Audit report	Annually
Perform annual joint MPO Certification with FDOT	Responses to certification questions, executed certification	Annually
Update the MPO's Continuity of Operations Plan (COOP)	Updated COOP	2021
Execute, review and administer program grants, contracts and agreements	Executed contracts and grants	As needed
Pursue new grant opportunities to support transportation and related planning projects	Grant applications	As needed
Examine and modify/update (if needed) committee bylaws	Revised by-laws	As needed
Maintain/upgrade/purchase office equipment and supplies, including identification materials (signs, display materials, etc.)	Office equipment and supplies	As needed
Follow equipment replacement program schedule as well as purchase new equipment (laptops and tablets) for the MPO Staff, Board and Committees	Office equipment, software, tablets	As scheduled
Assist in the planning of appropriate locations of bus stops, signs, benches, and shelters for the transit systems and in compliance with the ADA transition plan, etc.	Planning Assistance	As Needed
Purchase non-motorized traffic count systems to be placed on trails. This includes software training and physical equipment.	New equipment and monitoring software	FY 2021 – FY 2022

Responsible Agency: Hernando/Citrus MPO



TASK 2: DATA COLLECTION

Purpose

To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data collection includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data. This task includes two (2) subtasks as described below:

2.1: Highway System Performance Surveillance

Purpose

To monitor traffic volume data, including link volumes and counts at major intersections. This information is used to evaluate the operating efficiency and condition of the existing classified transportation network, including the local and state maintained systems.

Previous Work

Previous work includes various data collection activities related to the development of the Long Range Transportation Plan 2045 which included updates to the Congestion Management Process (CMP) and coordination with FDOT regarding District 7’s activities with the Highway Performance Measuring System (HPMS). Traffic count data for Hernando and Citrus Counties was updated in 2020.

Required Activities for Task 2.1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Process amendments to the adopted LRTP as needed	Amendments	As needed
Update Highway Safety Improvement Program (HSIP) performance measures	Adopted performance measures	Annually
Attend Efficient Transportation Decision Making (ETDM) training	Meeting attendance training	As opportunity arises
Coordinate with Hernando and Citrus Counties to perform traffic counts for the MPO study areas	Traffic count report and spreadsheet	Annually

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Activity	Deliverable	Completion Date
Update the List of Priority Projects (LOPP) using the ETDM principles	2021 and 2022 LOPP	Annually
Coordinate data gathering activities regarding the acquisition and analysis of traffic, public transit, and multi-modal forms of transportation	Statistical database	Ongoing

Responsible Agency: Hernando/Citrus MPO

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2.2: Land Use and Socio-Economic Activities

Purpose

To monitor and update, on a continuing basis, transportation related socio-economic and land use data.

Previous Work

Updated socio-economic data within the Hernando/Citrus MPO Study Area.

Participated in the TRT by providing information about land use policies needed for the calibration and validation of the Tampa Bay Regional Planning Model. Completion of the 2045 LRTP including updates to and analysis of socio-economic data.

Required Activities for Task 2.2 for FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Review zoning cases and comprehensive plan amendments within the MPO study area	Comments	Ongoing
Support the RTA survey activities	Data collection/ emails, meeting attendance	When needed
Provide transportation data support to other agencies and their consultants	Requested information	As requested,

Responsible Agency: Hernando/Citrus MPO

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TASK 3: PROJECT PLANNING

Purpose

To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts have been assigned to subtasks which include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, development of the TIP, special projects, development of the LRTP, and a CMP.

3.1: Mass Transit Planning

Purpose

Provide planning, technical, and grant administrative assistance for the operation of fixed-route transit. Perform minor and major Transit Development Plan (TDP) updates in accordance with state guidelines. Incorporate TDP analysis results into the MPO’s transit operations and long range transportation process.

Previous Work

Produced annual progress reports for the Hernando and Citrus TDPs including a major update to the Hernando TDP in 2019 (covering FY 2020-2029). Public involvement activities were conducted through an active CAC, community outreach, on-board and online surveys. Initiated work associated with the Citrus County TDP Major Update (covering FY 2021-2030). Submission and administration of Section 5305(d) grants were facilitated.

Required Activities for Task 3.1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Develop/coordinate the development of the TDP Progress Report for Hernando County and Citrus County	TDP progress report	Annually
Coordinate the development of the major update to the Citrus County TDP	Citrus TDP Major Update (covering FY 2021-2030)	September 2020

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Activity	Deliverable	Completion Date
Performance monitoring	TDP progress report Citrus TDP Major Update National Transit Database (NTD) Reporting	Annually September 2020 Annually
Participate/coordinate in the refinement of the Operating and Routing Plan	Progress report	Annually
Perform program management activities including coordination of planning tasks with public transit operators	Coordination, monitoring and participation activities	Ongoing
Evaluate revenue assumptions in the current TDPs	Progress reports	Annually
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP	Social media posts, website listings, and other products as required in the PPP	Ongoing
Coordinate mass transit activities with the Counties Transportation Disadvantaged (TD) Program	Coordination Activities	Ongoing
Coordinate long range transit planning efforts with County and regional transit operators, and TBARTA	Coordination, monitoring and participation activities	Ongoing
Develop a Google transit compatible map database for TheBus	Updated map	Ongoing

Responsible Agency: Hernando/Citrus MPO



3.2: Transportation Disadvantaged Coordination

Purpose

Serve as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged (TD) Programs for Hernando and Citrus Counties. The MPO assists the Commission for the Transportation Disadvantaged (CTD), the Transportation Disadvantaged Local Coordinating Boards (LCB), and the Community Transportation Coordinator (CTC) by optimizing services to the elderly, handicapped, and those who qualify under the Americans with Disabilities Act (ADA) and any other transportation disadvantaged individuals.

Previous Work

Continuous transportation disadvantaged coordination between the MPO, the respective LCBs for Hernando and Citrus Counties, and the CTC for each county. Staffed and provided administrative support for quarterly meetings of the LCBs for Hernando and Citrus Counties. TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the OPA. Included Transportation Disadvantaged Elements in the 2020-2024 Transportation Improvement Program. Staff participated in annual Training opportunities provided by the CTD.

Required Activities for Task 3.2 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Monitor and evaluate the performance of the CTC for both Hernando and Citrus Counties	CTC evaluation	Annually
Coordinate with the CTD in the CTC selection process for Citrus County	CTC Selection	Citrus 2022 *Hernando 2023
Support the CTCs in developing funding applications	CTC funding applications	Ongoing
Coordinate with the LCBs in the review and update of the Transportation Disadvantaged Service Plans (TDSP)	TDSP Update	Annually
Attend and participate in meetings, seminars, and workshops sponsored by the CTD and FDOT	Attendance & participation activities	Ongoing
Provide staff support to the LCBs, Policy and Procedures Subcommittee and Grievance Committees	Processed grievance procedures and support activities	Ongoing

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Activity	Deliverable	Completion Date
Coordinate TD planning with Hernando and Citrus Counties as part of the TDP review process	Coordination activities	Annually
Prepare LCB agendas for both Hernando and Citrus Counties to address planning grant requirements, and overall TD coordination	Agenda packets and meeting coordination	Quarterly
Coordinate LCB Board membership for both Hernando and Citrus Counties with the MPO	Member appointments	Ongoing
Develop/manage the development of progress reports to the CTD for Hernando and Citrus Counties pursuant to TD Planning Grant	Progress report	Quarterly
Perform administration functions for the Hernando County TDLCB and the Citrus County TDLCB (referred to as the "LCB")	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	Ongoing
Prepare Transportation Disadvantaged (TD) element in the TIP	Adopted TIP	Annually

Responsible Agency: Hernando/Citrus MPO

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3.3: Short Range Planning

Purpose

Develop, maintain and update scheduling of land use and transportation infrastructure improvements and to ensure consistency between the MPOs CMP, TIP and the CIPs for the City of Brooksville, City of Crystal River, City of Inverness, Hernando County, Citrus County, the FDOT, and Florida’s Turnpike Enterprise (FTE)

Previous Work

The MPO reviewed member localities CIPs and coordinated implementation of the FDOT Five-Year Work Program through development of the TIP. Analyzed selected transportation network improvements within the 2045 LRTP planning development process through consultants. Completed the Bicycle/Pedestrian Master Plan for the MPO area. An Impact Fee Update Study was initiated for Hernando County and is scheduled to be completed within the 2021 fiscal year.

Required Activities for Task 3.3 for FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Perform updates to planning documents in the MPO study area	Amendments to existing planning documents	As needed/ Ongoing
Perform ETDM Related Activities	Training, ETDM analysis of projects, meeting attendance	As needed/ Ongoing
Update and coordinate the LOPP	LOPP	Annually
Attend meetings, seminars, and workshop sponsored by Local, Regional, State and Federal as well as Professional Organizations to maintain currency and professional competency	Meeting attendance & participation activities	As needed/ Ongoing
Manage TIP project priorities with FDOT District 7 and the Tampa Bay MPO coordination process	Meeting attendance & participation activities	As needed/ Ongoing
Analyze network improvements, consistent with the plans and programs of any impacted jurisdictions	Analysis Reports	As needed

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Activity	Deliverable	Completion Date
Upgrade computers and software with available technology to include highway, bicycle, pedestrian, and transit capacity	Current and relevant software /hardware	As needed
Monitor the effectiveness of the federally required performance measures outlined in the LRTP	Monitoring activities	Ongoing
Participate in the West Central Florida Community Traffic Safety Team (CTST) to coordinate regarding safety deficiencies	Meeting attendance & participation activities	Monthly
Update the TIP and UPWP	TIP and UPWP documents	As needed

Responsible Agency: Hernando/Citrus MPO

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3.4: Bicycle/Pedestrian Planning Program

Purpose

To maintain and update the bicycle and pedestrian components of the LRTP, the Comprehensive Plans for Hernando County and Citrus County, and to promote and implement non-motorized transportation projects for the member localities' CIP.

Previous Work

Completed the Bicycle/Pedestrian Master Plan and incorporated it into the LRTP. Coast-to-Coast Coordination. Performed the annual update of the Transportation Alternative list of Priority Projects. Developed and adopted the Complete Streets implementation plan and process.

Required Activities Task 3.4 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Proceed with efforts to implement the Complete Streets (CS) program, potentially using consultants to provide assistance <i>(Consultants may be used for this task)</i>	Coordination with local jurisdictions to update local regulations	FY 2021 – FY 2022
Examine the gaps in the multi-modal transportation system within the MPO area <i>(consultants will perform this task)</i>	Gap Study	FY 2021 – FY 2022
Collaborate with the local governments, FDOT and other agencies to identify and fund enforcement and education programs throughout both counties. <i>(consultants may perform this task)</i>	Coordination activities and education sponsorship	Ongoing
Coordinate with member local government staff to ensure that the best possible bicycle and pedestrian facilities are incorporated into all upcoming county resurfacing and reconstruction projects.	Coordination activities and education sponsorship	Ongoing
Assist in the preparation and update of Transit Alternatives (TA) applications	TA applications	Annually
Update of TA priority list	TA priority list	Annually
Coordinate with Rails to Trails Withlacoochee Regional Multi-use Trail Committee, and Coast to Coast trail Stakeholders	Coordination activities	Ongoing

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Activity	Deliverable	Completion Date
Coordination with Suncoast Trail Advisory Group	Meeting attendance and participation activities	Ongoing
Promote and advocate for non-motorized/multi-use facilities	Coordination activities	Ongoing
Coordinate with local law enforcement in safety training exercises, bike rodeos, etc.	Coordination activities	Ongoing
Provide support and administrative services for the BPAC	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	Ongoing
Perform Bicycle/Pedestrian Master Plan Updates and Amendments	Amendments and updates	As needed

Responsible Agency: Hernando/Citrus MPO

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3.5 Transportation Improvement Program (TIP)

Purpose

Provide the staff and necessary resources to develop, maintain and amend a TIP pursuant to federal and state requirements while ensuring consistency with the LRTP, local comprehensive plans, and the priorities of the Hernando/Citrus MPO.

Previous Work

Developed and adopted the FY 2019-2023 and FY 2020-2024 TIP. Developed and adopted LOPP for FY 2019/20 and FY 2020/21. Processed amendments and modifications to the TIP.

Required Activities Task 3.5 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Monitor air quality	Meeting activities, monitoring	Annually
Monitor aviation and seaport planning activities and coordinate with aviation and seaport providers regarding master plan updates	Coordination	Ongoing
Develop the LOPP identifying the unfunded highway, transit, bicycle, and pedestrian projects that have been prioritized for funding by the MPO	LOPP, LOPP applications	Annually
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board	Coordination with FDOT, MPO Board and Committees	Annually
Prepare and adopt the TIP, including processing required amendments	Transportation Improvement Program document	Annually
	Amendments	As needed
Participate in regional air quality planning activities	Meeting attendance and participation in activities	As needed
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans	Meeting attendance and	As needed

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Activity	Deliverable	Completion Date
	participation in activities	
Develop a dynamic Geographic Information System (GIS) LRTP/TIP Interface for MPO maps	Dynamic map available through the website	2021

Responsible Agency: Hernando/Citrus MPO

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3.6: Special Projects

Purpose

To review and respond to current, non-routine transportation related issues consistent with long and short range planning goals.

Previous Work

Reviewed and provided comments on development proposals. Participated in Regional and local congestion management activities. Prepared and presented visualization materials for technical and policy meetings. Initiated transportation impact fee study for Hernando County.

Required Activities Task 3.6 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Conduct or manage special sub-area, corridor studies consistent with the CMP	Corridor Studies	As needed
Prepare, present, and develop visualization materials for technical and policy meetings	Presentations and participation activities	As needed
Monitor performance measures including Level of Service (LOS)	Monitoring activities	As needed
Monitor and Provide input on future right-of-way requirements on the transportation network	Monitoring activities and comments	As needed
Explore the incorporation of future ACES implementation and its impact on comprehensive plans and land development regulations	Monitoring & planning related activities	Ongoing
Promote and incorporate health, sustainability and resilience related planning efforts	Monitoring & planning related activities	Ongoing
Support those current transportation issues not listed under other tasks and/or are non-routine in nature	Documents, data and meeting participation	As needed
Incorporate climate change best planning practices into planning activities and policies	Comments	As the opportunity arises
Explore the application of new and evolving technology through webinars, training opportunities and other related activities	Meeting attendance and participation activities	Ongoing

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Activity	Deliverable	Completion Date
Conduct special planning studies	Study documents	As the opportunity arises
Continue the integration of context sensitive policies into the transportation planning process	Policies and planning related activities	As the opportunity arises

Responsible Agency: Hernando/Citrus MPO

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3.7: Long Range Transportation Plan (LRTP)

Purpose

To maintain and update the MPO’s Cost Affordable LRTP in accordance with the requirements of applicable Federal and State guidance. Monitor potential changes to the air shed conformity status and applicable Federal and State guidance.

Previous Work

Developed and adopted the Metropolitan Planning Organization’s 2045 LRTP which included participation in the TRT, continued refinement of data in support of the plan, coordination with FDOT and consultants to provide updated information for the plan and, performed public outreach activities. Developed and adopted performance (including safety) measures and targets. Public outreach activities performed during these activities were consistent with the requirements outlined in the PPP.

Required Activities for Task 3.7 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Modify and amend the 2045 LRTP	Amendments	As needed
Coordinate with FDOT and other partners to incorporate performance measures into planning projects	Coordination activities	Ongoing
Continue to promote and enhance sustainable planning activities such as those related to ETDM and Environmental Justice	Training, meeting participation activities	Ongoing
Participate in air quality review and monitoring	Monitoring, meeting attendance	As needed
Participate in the RTA process and MPOs Chairs Coordinating Committee (CCC) regarding long range transportation planning activities through the West Central Florida Area	Meeting attendance & participation activities	Ongoing
Development of a project prioritization matrix	Project Prioritization Matrix	2022

Responsible Agency: Hernando/Citrus MPO

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3.8: Congestion Management Process (CMP)

Purpose

Maintain a CMP. The intent of the CMP is to address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system.

Previous Work

The CMP update occurred in 2017. Established resiliency performance measures, participated in local, regional, state and federal trainings and meetings. Performance measures and congestion management tools were adopted in the 2045 LRTP. Completion of the Bicycle Pedestrian Master Plan. Development and adoption of Complete Streets implementation plan and process.

Required Activities Task 3.8 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Develop GIS Layers and maps related to existing and future roadway LOS, traffic counts, and crashes; evaluate the performance measures for roadways and transit programs; identification of problem areas and potentially congested corridors <i>(Consultants may be used for this task)</i>	Congestion Management Program Update	2021
Revise the Tier 1 Spreadsheet used by the Hernando County Planning Department and the Hernando County Department of Public works for evaluation of concurrency application <i>(Consultants will be used for this task)</i>	A 2020 Tier 1 Spreadsheet	2021
Coordinate with transit agencies to promote congestion management policies and plans	Coordination activities	Ongoing
Participate in the CTST meetings	Meeting attendance, issues list coordination	Ongoing
Support other tasks that involve multi-modal policies and practices relating to Congestion Management	Administrative activities and other project support	As needed

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Activity	Deliverable	Completion Date
Strive to implement the suggestions and recommendations outlined in the Complete Streets Plan	Coordination with local jurisdictions in the MPO study area	Ongoing
Follow the ETDM process for project analysis to identify community impacts	Project assessments and mitigation	As needed

Responsible Agency: Hernando/Citrus MPO

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TASK 4: REGIONAL COORDINATION

Purpose

Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system.

Previous Work

Participated in meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), MPOs CCC, TBARTA, Regional Transportation Interagency Exchange (RTIE), Multi-use Corridors of Regional Economic Significance (M-CORES), and Office of Greenways and Trails.

Required Activities for Task 4 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this task)

Activity	Deliverable	Completion Date
Participate in Florida MPOAC meetings and perform requested activities	Meeting attendance and participation activities	Ongoing
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the TBARTA CCC Board	Review and prioritization of projects	Ongoing
Support regional transit planning through TBARTA, FDOT and local transit agencies	Meeting attendance and participation activities	Ongoing
Perform tasks in support of the regional congestion management processes and/or regional performance measures	Meeting attendance and participation activities	Ongoing
Coordinate project implementation during the development of the FDOT Tentative Work Programs and MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordination activities	Ongoing
Work with regional agencies to develop and refine regional priority lists for major projects as appropriate	Meeting attendance and participation activities	Ongoing
Continue coordination with FDOT Regional Goods Movement Advisory Committee	Meeting attendance and	Ongoing



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Activity	Deliverable	Completion Date
regarding Tampa Bay Regional Strategic Freight Plan	participation activities	
Provide input on the Florida Strategic Intermodal System (SIS) and FTP	Comments and meeting attendance	As needed
Interagency coordination for air quality. Support air quality planning process and monitor mobile source emissions	Monitoring and participation activities	As needed
Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations	Meeting attendance and participation activities	Ongoing
Participate in the TRT for the Tampa Bay Regional Planning Model	Meeting attendance and participation activities	Ongoing
Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide	Meeting attendance and participation activities	Ongoing
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program (<i>Consultants may be used for this task</i>)	Monitoring, coordination and support	Ongoing
Integrate regional perspectives within MPO presentations to the local community	Meeting attendance and participation activities	Ongoing

Responsible Agency: Hernando/Citrus MPO



TASK 5: PUBLIC OUTREACH/PARTICIPATION

Purpose

Provide staff and necessary resources to actively involve all affected parties in an open, cooperative and collaborative process that provides opportunities to participate in transportation planning and project prioritization process in accordance with the adopted PPP which includes compliance with the ADA.

Previous Work

Adoption of the 2045 LRTP, the 2020-2029 Hernando County Transit Development Plan, Citrus County Annual TDP progress report, annual TIP updates, and UPWP amendments following the MPOs adopted PPP. With the development of each plan the MPO conducted several off-site workshops for the public to participate. The MPO website and other social media platforms have been enhanced to facilitate communication and increase public participation. Updated PPP, Disadvantaged Business Enterprise (DBE) Policy, Title VI Policy and Limited English Proficiency Plan (LEP).

Broadcasted MPO meetings on the government television channel and the Hernando County website. A semi-annual newsletter was produced and distributed (previously included under Task 1.3).

Required Activities for Task 5 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this task)

Activity	Deliverable	Completion Date
Assist in the development of a GIS LRTP/TIP Interface for MPO Maps	Dynamic map available through the website	2021
Coordinate with the CAC, TAC and BPAC for review of MPO work efforts prior to MPO Board action	Development of committee schedule and MPO agendas	Ongoing
	Social media posts	Ongoing
Conduct community-level workshops on key issues and planning products	Informational materials & workshop coordination	As needed
Speak at public engagements for community organizations and contacting the traditionally underserved communities	Presentations	As needed



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Activity	Deliverable	Completion Date
Develop and publish Newsletters	Newsletter published electronically	Twice annually
Utilize visualization techniques during public meetings and increase use on the MPO website and other social media platforms	Visualization materials incorporated into agendas, presentations and posted to social media as applicable	Ongoing
Write and publish public meeting/hearing announcements and distribution of public service announcements to the press	Advertisements, social media postings	Ongoing
Engage the BPAC, TAC and CAC with transportation surveys, and transit specific surveys <i>(Consultants may be used for this task)</i>	Surveys and survey results	Ongoing
Evaluate and update the PPP to enhance its effectiveness, assuring low-income and minority populations are proactively and effectively included in the planning process	PPP Evaluation	2021
	Update	As needed
Active recruitment of members to the CAC, BPAC and Transit Disadvantaged LCBs	Website posting, press releases, email contact	Ongoing
Continue to follow ETDM process for project analysis to identify community impacts	Project assessments and mitigation as appropriate	As needed
Continue to follow the environmental justice guidelines in the MPO planning process to address project impacts on low income and minority groups	Public Meetings and coordination with plan development	Ongoing
Continue to implement the LEP	Implementation of the LEP	As needed
Revise the LEP Plan	LEP Plan	2021
Revise the Title VI Plan	Title VI Plan	2021
Maintain the application of Title VI policies and regulations	Adherence to Title VI policies and regulations	Ongoing



Activity	Deliverable	Completion Date
Maintain an interactive website that is accessible to the visually impaired and LEP individuals	Website	Ongoing

Responsible Agency: Hernando/Citrus MPO



SUMMARY BUDGET TABLES

COST ANALYSIS CERTIFICATION

Hernando/Citrus MPO

Unified Planning Work Program - FY 2021 -FY 2022

Adopted 5/14/2020

Revision Number: Initial Adoption

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

Name: Roger Roscoe, FCCM

Government Liaison, District Seven

Title and District

5/14/2020

Signature



TABLE 1A FY 2021 MPO AGENCY FUNDING PARTICIPATION UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA	FTA	FDOT			CTD	Total (less soft match)	Amount to consultant
			Soft Match	Cash Match	Local Match			
ADMINISTRATION								
1.0 Administration	\$328,962	\$0	\$62,733	\$0	\$0	\$0	\$328,962	\$0
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$62,733	\$0	\$0	\$0	\$328,962	\$0
DATA COLLECTION								
2.1 Highway System Performance Surveillance	\$681	\$16,000	\$130	\$2,000	\$2,000	\$0	\$20,681	\$20,000
2.2 Land Use and Socio-Economic Activities	\$2,500		\$477				\$2,500	
SUBTOTAL DATA COLLECTION	\$3,181	\$16,000	\$607	\$2,000	\$2,000	\$0	\$23,181	\$20,000
PROJECT PLANNING								
3.1 Mass Transit Planning	\$1,567	\$0	\$299	\$0	\$0	\$0	\$1,567	\$0
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$108	\$0	\$0	\$51,800	\$52,364	\$0
3.3 Short Range Planning	\$15,891	\$20,000	\$3,030	\$2,500	\$2,500		\$40,891	\$25,000
3.4 Bicycling/Pedestrian Planning Program	\$15,253	\$77,804	\$2,909	\$9,726	\$9,726		\$112,509	\$97,256
3.5 Transportation Improvement Program	\$20,000	\$0	\$3,814	\$0	\$0	\$0	\$20,000	\$0
3.6 Special Projects	\$14,870	\$0	\$2,836	\$0	\$0	\$0	\$14,870	\$0
3.7 Long Range Transportation Plan	\$16,484	\$0	\$3,144	\$0	\$0	\$0	\$16,484	\$0
3.8 Congestion Management Process	\$35,000	\$60,000	\$6,675	\$7,500	\$7,500	\$0	\$110,000	\$105,000
SUBTOTAL PROJECT PLANNING	\$119,628	\$157,804	\$22,813	\$19,726	\$19,726	\$51,800	\$368,684	\$227,256
REGIONAL COORDINATION								
4.0 Regional Coordination	\$18,479	\$0	\$3,524	\$0	\$0	\$0	\$18,479	\$5,000
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$3,524	\$0	\$0	\$0	\$18,479	\$5,000
PUBLIC OUTREACH/PARTICIPATION								
5.0 Public Outreach/Participation	\$32,573	\$0	\$6,212	\$0	\$0	\$0	\$32,573	\$0
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$6,212	\$0	\$0	\$0	\$32,573	\$0
PROGRAM GRAND TOTAL	\$502,824	\$173,804	\$95,889	\$21,726	\$21,726	\$51,800	\$771,880	\$252,256

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TABLE 2A FY 2021 FUNDING SOURCES BY TASK UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA		FTA	FY22 JPA S5305d CONTRACT #NEW			FDOT		Local Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
	PL *	SU		FED	ST	LOC	Soft Match	Cash Match					
ADMINISTRATION													
1.0 Administration	\$328,962	\$0	\$0	\$0	\$0	\$0	\$62,733	\$0	\$0	\$0	\$0	\$0	\$328,962
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$0	\$0	\$0	\$0	\$62,733	\$0	\$0	\$0	\$0	\$0	\$328,962
DATA COLLECTION													
2.1 Highway System Performance Surveillance	\$681	\$0	\$16,000	\$0	\$0	\$0	\$130	\$2,000	\$2,000	\$0	\$0	\$0	\$20,681
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$3,181	\$0	\$16,000	\$0	\$0	\$0	\$607	\$2,000	\$2,000	\$0	\$0	\$0	\$23,181
PROJECT PLANNING													
3.1 Mass Transit Planning	\$1,567	\$0	\$0	\$0	\$0	\$0	\$299	\$0	\$0	\$0	\$0	\$0	\$1,567
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$0	\$0	\$0	\$0	\$108	\$0	\$0	\$26,400	\$25,400	\$51,800	\$52,364
3.3 Short Range Planning	\$15,891	\$0	\$20,000	\$0	\$0	\$0	\$3,030	\$2,500	\$2,500	\$0	\$0	\$0	\$40,891
3.4 Bicycling/Pedestrian Planning Program	\$15,253	\$0	\$77,804	\$28,000	\$3,500	\$3,500	\$2,909	\$9,726	\$9,726	\$0	\$0	\$0	\$112,509
3.5 Transportation Improvement Program	\$20,000	\$0	\$0	\$0	\$0	\$0	\$3,814	\$0	\$0	\$0	\$0	\$0	\$20,000
3.6 Special Projects	\$14,870	\$0	\$0	\$0	\$0	\$0	\$2,836	\$0	\$0	\$0	\$0	\$0	\$14,870
3.7 Long Range Transportation Plan	\$16,484	\$0	\$0	\$0	\$0	\$0	\$3,144	\$0	\$0	\$0	\$0	\$0	\$16,484
3.8 Congestion Management Process	\$35,000	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$6,675	\$7,500	\$7,500	\$0	\$0	\$0	\$110,000
SUBTOTAL PROJECT PLANNING	\$119,628	\$0	\$157,804	\$88,000	\$11,000	\$11,000	\$22,813	\$19,726	\$19,726	\$26,400	\$25,400	\$51,800	\$368,684
REGIONAL COORDINATION													
4.0 Regional Coordination	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,524	\$0	\$0	\$0	\$0	\$0	\$18,479
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,524	\$0	\$0	\$0	\$0	\$0	\$18,479
PUBLIC OUTREACH/PARTICIPATION													
5.0 Public Outreach/Participation	\$32,573	\$0	\$0	\$0	\$0	\$0	\$6,212	\$0	\$0	\$0	\$0	\$0	\$32,573
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$0	\$0	\$0	\$0	\$6,212	\$0	\$0	\$0	\$0	\$0	\$32,573
PROGRAM GRAND TOTAL	\$502,824	\$0	\$173,804	\$88,000	\$11,000	\$11,000	\$95,889	\$21,726	\$21,726	\$26,400	\$25,400	\$51,800	\$771,880

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TASK BUDGET DETAIL FY 2021, UPWP HERNANDO/CITRUS MPO

May 14, 2020

Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
ADMINISTRATION												
Task 1	Administration											
A.	Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$230,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,667
B.	Travel											
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,295
	Postage & Freight		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Buildings		\$10,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Equipment		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Insurance		\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repairs/Maintain Equipment		\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repair/Maintain Software		\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Copies)		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Communications		\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (Legal Services, Broadcasting)		\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (New Hires)		\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Books/Publications/Subscriptions		\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Education/Training		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment/Technology		\$69,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total		\$328,962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$328,962

DATA COLLECTION

Task 2.1	Highway System Performance Surveillance											
A.	Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$681
B.	Consultant Services											
	Contract/Consultant Services		\$0	\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,000
C.	Travel											
	Travel Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D.	Other Direct Expenses											
	Other Direct Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total		\$681	\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,681

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
Task 2.2	Land Use and Socio-Economic Activities											
	A. Personnel Services											
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
PROJECT PLANNING												
Task 3.1	Mass Transit Planning											
	A. Personnel Services											
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
	Total		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
Task 3.2	Transportation Disadvantaged Coordination											
	A. Personnel Services											
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$25,700	\$24,700	\$50,964
	B. Travel											
		<i>Travel Expenses</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$1,000
	C. Other Direct Expenses											
		<i>Other Direct Expenses</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$400
	Total		\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$26,400	\$25,400	\$52,364
Task 3.3	Short Range Planning											
	A. Personnel Services											
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$15,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,891
	B. Consultant Services											
		<i>Contract/Consultant Services</i>	\$0	\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
	Total		\$15,891	\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$40,891
Task 3.4	Bicycling/Pedestrian Planning Program											
	A. Personnel Services											
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$15,253	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,253
	B. Consultant Services											
		<i>Contract/Consultant Services</i>	\$0	\$28,000	\$3,500	\$3,500	\$49,804	\$6,226	\$6,226	\$0	\$0	\$97,256
	Total		\$15,253	\$28,000	\$3,500	\$3,500	\$49,804	\$6,226	\$6,226	\$0	\$0	\$112,509

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
Task 3.5	Transportation Improvement Program											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Task 3.6	Special Projects											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
	Total		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
Task 3.7	Long Range Transportation Plan											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
	Total		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
Task 3.8	Congestion Management Process											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	B. Consultant Services											
	<i>Contract/Consultant Services</i>		\$30,000	\$60,000	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$105,000
	Total		\$35,000	\$60,000	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$110,000
REGIONAL COORDINATION												
Task 4	Regional Coordination											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$12,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,979
	B. Consultant Services											
	<i>Contract/Consultant Services</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel											
	<i>Travel Expenses</i>		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
	Total		\$18,479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,479

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
PUBLIC OUTREACH/PARTICIPATION												
Task 5	Public Outreach/Participation											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$31,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,198
B.	Travel											
	<i>Travel Expenses</i>		\$1,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,375
	Total		\$32,573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,573
Tasks	Summary by Budget Category											
	<i>Personnel Services</i>		\$367,654	\$0	\$0	\$0	\$0	\$0	\$0	\$25,700	\$24,700	\$418,054
	<i>Consultant Services</i>		\$35,000	\$88,000	\$11,000	\$11,000	\$85,804	\$10,726	\$10,726	\$0	\$0	\$252,256
	<i>Travel Expenses</i>		\$2,875	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$3,875
	<i>Other Direct Expenses</i>		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$97,695
	Total		\$502,824	\$88,000	\$11,000	\$11,000	\$85,804	\$10,726	\$10,726	\$26,400	\$25,400	\$771,880

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TABLE 1A FY 2022 MPO AGENCY FUNDING, UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA	FTA	FDOT			CTD	Total (less soft match)	Amount to Consultant
			Soft Match	Cash Match	Local Match			
ADMINISTRATION								
1.0 Administration	\$273,096	\$0	\$52,079	\$0	\$0	\$0	\$273,096	\$0
SUBTOTAL ADMINISTRATION	\$273,096	\$0	\$52,079	\$0	\$0	\$0	\$273,096	\$0
DATA COLLECTION								
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$477	\$0	\$0	\$0	\$2,500	\$0
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$477	\$0	\$0	\$0	\$2,500	\$0
SUBTOTAL DATA COLLECTION	\$5,000	\$0	\$954	\$0	\$0	\$0	\$5,000	\$0
PROJECT PLANNING								
3.1 Mass Transit Planning	\$1,641	\$0	\$313	\$0	\$0	\$0	\$1,641	\$0
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$113	\$0	\$0	\$51,800	\$52,391	\$0
3.3 Short Range Planning	\$16,648	\$0	\$3,175	\$0	\$0	\$0	\$16,648	\$0
3.4 Bicycling/Pedestrian Planning Program	\$35,979	\$0	\$6,861	\$0	\$0	\$0	\$35,979	\$20,000
3.5 Transportation Improvement Program	\$53,739	\$0	\$10,248	\$0	\$0	\$0	\$53,739	\$31,400
3.6 Special Projects	\$15,578	\$0	\$2,971	\$0	\$0	\$0	\$15,578	\$0
3.7 Long Range Transportation Plan	\$17,269	\$0	\$3,293	\$0	\$0	\$0	\$17,269	\$0
3.8 Congestion Management Process	\$6,600	\$60,000	\$1,259	\$7,500	\$7,500	\$0	\$81,600	\$75,000
SUBTOTAL PROJECT PLANNING	\$148,045	\$60,000	\$28,232	\$7,500	\$7,500	\$51,800	\$274,845	\$126,400
REGIONAL COORDINATION								
4.0 Regional Coordination	\$24,000	\$0	\$4,577	\$0	\$0	\$0	\$24,000	\$5,000
SUBTOTAL REGIONAL COORDINATION	\$24,000	\$0	\$4,577	\$0	\$0	\$0	\$24,000	\$5,000
PUBLIC OUTREACH/PARTICIPATION								
5.0 Public Outreach/Participation	\$52,684	\$0	\$10,047	\$0	\$0	\$0	\$52,684	\$20,000
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$52,684	\$0	\$10,047	\$0	\$0	\$0	\$52,684	\$20,000
PROGRAM GRAND TOTAL	\$502,824	\$60,000	\$95,889	\$7,500	\$7,500	\$51,800	\$629,624	\$151,400

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TABLE 2A FY 2022 FUNDING SOURCE BY TASK, UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA		FTA	FY22 JPA S5305d CONTRACT #NEW			FDOT		Local Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
	PL *	SU		FED	ST	LOC	Soft Match	Cash Match					
ADMINISTRATION													
1.0 Administration	\$273,096	\$0	\$0	\$0	\$0	\$0	\$52,079	\$0	\$0	\$0	\$0	\$0	\$273,096
SUBTOTAL ADMINISTRATION	\$273,096	\$0	\$0	\$0	\$0	\$0	\$52,079	\$0	\$0	\$0	\$0	\$0	\$273,096
DATA COLLECTION													
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$5,000	\$0	\$0	\$0	\$0	\$0	\$954	\$0	\$0	\$0	\$0	\$0	\$5,000
PROJECT PLANNING													
3.1 Mass Transit Planning	\$1,641	\$0	\$0	\$0	\$0	\$0	\$313	\$0	\$0	\$0	\$0	\$0	\$1,641
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$0	\$0	\$0	\$0	\$113	\$0	\$0	\$26,400	\$25,400	\$51,800	\$52,391
3.3 Short Range Planning	\$16,648	\$0	\$0	\$0	\$0	\$0	\$3,175	\$0	\$0	\$0	\$0	\$0	\$16,648
3.4 Bicycling/Pedestrian Planning Program	\$35,979	\$0	\$0	\$0	\$0	\$0	\$6,861	\$0	\$0	\$0	\$0	\$0	\$35,979
3.5 Transportation Improvement Program	\$53,739	\$0	\$0	\$0	\$0	\$0	\$10,248	\$0	\$0	\$0	\$0	\$0	\$53,739
3.6 Special Projects	\$15,578	\$0	\$0	\$0	\$0	\$0	\$2,971	\$0	\$0	\$0	\$0	\$0	\$15,578
3.7 Long Range Transportation Plan	\$17,269	\$0	\$0	\$0	\$0	\$0	\$3,293	\$0	\$0	\$0	\$0	\$0	\$17,269
3.8 Congestion Management Process	\$6,600	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$1,259	\$7,500	\$7,500	\$0	\$0	\$0	\$81,600
SUBTOTAL PROJECT PLANNING	\$148,045	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$28,232	\$7,500	\$7,500	\$26,400	\$25,400	\$51,800	\$274,845
REGIONAL COORDINATION													
4.0 Regional Coordination	\$24,000	\$0	\$0	\$0	\$0	\$0	\$4,577	\$0	\$0	\$0	\$0	\$0	\$24,000
REGIONAL COORDINATION	\$24,000	\$0	\$0	\$0	\$0	\$0	\$4,577	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION													
5.0 Public Outreach/Participation	\$52,684	\$0	\$0	\$0	\$0	\$0	\$10,047	\$0	\$0	\$0	\$0	\$0	\$52,684
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$52,684	\$0	\$0	\$0	\$0	\$0	\$10,047	\$0	\$0	\$0	\$0	\$0	\$52,684
PROGRAM GRAND TOTAL	\$502,824	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$95,889	\$7,500	\$7,500	\$26,400	\$25,400	\$51,800	\$629,624

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TASK BUDGET DETAIL FY 22 HERNANDO/CITRUS UPWP

May 14, 2020

Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
ADMINISTRATION									
Task 1.0	Administration								
A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$242,201	\$0	\$0	\$0	\$0	\$0	\$242,201
B.	Travel								
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses								
	Postage & Freight	\$500		\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Buildings	\$10,900		\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Equipment	\$1,500		\$0	\$0	\$0	\$0	\$0	\$0
	Insurance	\$120		\$0	\$0	\$0	\$0	\$0	\$0
	Repairs/Maintain Equipment	\$300		\$0	\$0	\$0	\$0	\$0	\$0
	Repair/Maintain Software	\$400		\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Copies)	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	Communications	\$1,300		\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (Legal Services, Broadcasting)	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (New Hires)	\$175		\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$1,600		\$0	\$0	\$0	\$0	\$0	\$0
	Books/Publications/Subscriptions	\$600		\$0	\$0	\$0	\$0	\$0	\$0
	Education/Training	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	Equipment/Technology	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$29,895		\$0	\$0	\$0	\$0	\$0	\$0
	Total		\$273,096	\$0	\$0	\$0	\$0	\$0	\$273,096

DATA COLLECTION

Task 2.1 Highway System Performance Surveillance

A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

Task 2.2 Land Use and Socio-Economic Activities

A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
PROJECT PLANNING									
Task 3.1 Mass Transit Planning									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$1,641	\$0	\$0	\$0	\$0	\$0	\$1,641
	Total		\$1,641	\$0	\$0	\$0	\$0	\$0	\$1,641
Task 3.2 Transportation Disadvantaged Coordination									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$591	\$0	\$0	\$0	\$25,700	\$24,700	\$50,991
	B. Travel								
	<i>Travel Expenses</i>		\$0	\$0	\$0	\$0	\$500	\$500	\$1,000
	C. Other Direct Expenses								
	<i>Other Direct Expenses</i>		\$0	\$0	\$0	\$0	\$200	\$200	\$400
	Total		\$591	\$0	\$0	\$0	\$26,400	\$25,400	\$52,391
Task 3.3 Short Range Planning									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$16,648	\$0	\$0	\$0	\$0	\$0	\$16,648
	Total		\$16,648	\$0	\$0	\$0	\$0	\$0	\$16,648
Task 3.4 Bicycling/Pedestrian Planning Program									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,979	\$0	\$0	\$0	\$0	\$0	\$15,979
	B. Consultant Services								
	<i>Contract/Consultant Services</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$35,979	\$0	\$0	\$0	\$0	\$0	\$35,979
Task 3.5 Transportation Improvement Program									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$22,339	\$0	\$0	\$0	\$0	\$0	\$22,339
	B. Consultant Services								
	<i>Contract/Consultant Services</i>		\$31,400	\$0	\$0	\$0	\$0	\$0	\$31,400
	Total		\$53,739	\$0	\$0	\$0	\$0	\$0	\$53,739

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
Task 3.6	Special Projects								
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$15,578	\$0	\$0	\$0	\$0	\$0	\$15,578
	Total		\$15,578	\$0	\$0	\$0	\$0	\$0	\$15,578
Task 3.7	Long Range Transportation Plan								
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$17,269	\$0	\$0	\$0	\$0	\$0	\$17,269
	Total		\$17,269	\$0	\$0	\$0	\$0	\$0	\$17,269
Task 3.8	Congestion Management Process								
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$6,600	\$0	\$0	\$0	\$0	\$0	\$6,600
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$0	\$60,000	\$7,500	\$7,500	\$0	\$0	\$75,000
	Total		\$6,600	\$60,000	\$7,500	\$7,500	\$0	\$0	\$81,600
REGIONAL COORDINATION									
Task 4.0	Regional Coordination								
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel								
		<i>Travel Expenses</i>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Total		\$24,000	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION									
Task 5.0	Public Outreach/Participation								
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$32,684	\$0	\$0	\$0	\$0	\$0	\$32,684
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$52,684	\$0	\$0	\$0	\$0	\$0	\$52,684

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
Tasks	Summary by Budget Category								
	<i>Personnel Services</i>		\$394,529	\$0	\$0	\$0	\$25,700	\$24,700	\$444,929
	<i>Consultant Services</i>		\$76,400	\$60,000	\$7,500	\$7,500	\$0	\$0	\$151,400
	<i>Travel</i>		\$2,000	\$0	\$0	\$0	\$500	\$500	\$3,000
	<i>Other Direct Expenses</i>		\$29,895	\$0	\$0	\$0	\$200	\$200	\$30,295
	Total		\$502,824	\$60,000	\$7,500	\$7,500	\$26,400	\$25,400	\$629,624

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APPENDICIES

**APPENDIX A: ACRONYMS AND INITIALIZATIONS REFERENCE LIST**

ADA	Americans with Disabilities Act	FDOT	Florida Department of Transportation
BOCC	Board of County Commissioners	FHWA	Federal Highway Administration
BPAC	Bicycle/Pedestrian Advisory Committee	FSUTMS	Florida Standard Urban Transportation Model Structure
CAC	Citizens Advisory Committee	FTA	Federal Transit Administration
CCC	West Central Florida MPO Chairs Coordinating Committee	FTP	Florida Transportation Plan
CIP	Capital Improvement Program	FY	Fiscal Year
CMP	Congestion Management Process	GIS	Geographic Information System
COOP	Continuity of Operations Plan	GPC	General Planning Consultant
CTC	Community Transportation Coordinator	H/CATS	Hernando/Citrus Area Transportation Study
CTD	Commission for Transportation Disadvantaged	HPMS	Highway Performance Measuring System
CTST	Community Traffic Safety Team	JPA	Joint Participation Agreement
DBE	Disadvantaged Business Enterprise	ITS	Intelligent Transportation System
DOPA	Designated Official Planning Agency	LCB	Local Coordinating Board
DRI	Development of Regional Impact	LEP	Limited English Proficiency
EPA	Environmental Protection Agency	LOPP	List of Priority Projects
ETDM	Efficient Transportation Decision Making	LOS	Level of Service
FAA	Federal Aviation Administration	L RTP	Long Range Transportation Plan
FAST-Act	Fixing America's Surface Transportation Act	MAP-21	Moving Ahead for Progress in the 21st Century Act
		MPO	Metropolitan Planning Organization



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MPOAC	Metropolitan Planning Organization Advisory Council	TBRPC	Tampa Bay Regional Planning Council
NAAQS	National Ambient Air Quality Standards	TD	Transportation Disadvantaged
NHS	National Highway System	FTE	Florida Turnpike Enterprise
NHFP	National Highway Freight Program	TDM	Transportation Demand Management
NHPP	National Highway Performance Program	TDP	Transit Development Plan
NTD	National Transit Database	TDSP	Transportation Disadvantaged Service Plan
PD&E	Project Development and Environment	TIP	Transportation Improvement Program
PIP	Public Involvement Process	TMA	Transportation Management Area
PPP	Public Participation Plan	TRIP	Transportation Regional Incentive Program
PTCA	Public Transportation Coordination Agreement	TRT	Technical Review Team
PTGA	Public Transportation Grant Agreement	TSM	Transportation System Management
RFQ	Request for Qualifications	TSOC	Transportation Systems Operations Committee
ROW	Right of Way	UPWP	Unified Planning Work Program
RTA	Regional Transportation Analysis	USDOT	United States Department of Transportation
SAA	Single Audit Act	ZDATA	Zonal Data
STIP	State Transportation Improvement Program		
STP	Surface Transportation Program		
SIS	Strategic Intermodal System		
TA	Transportation Alternatives		
TAC	Technical Advisory Committee		
TAZ	Traffic Analysis Zone		
TBARTA	Tampa Bay Area Regional Transit Authority		



APPENDIX B: MAP OF HERNANDO/CITRUS URBANIZED AREA



APPENDIX C: UPWP FDOT CERTIFICATIONS AND ASSURANCES

AUTHENTICATION



The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 14, 2020, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2021 and Fiscal Year 2022.

Date: _____

John Allocco, MPO Chairman

RESOLUTION OF ADOPTION

Resolution 2020-

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
ADOPTING THE FISCAL YEAR 2021 AND FISCAL YEAR 2022
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation Planning Activities that will occur during Fiscal Year 2021 and Fiscal Year 2022; and,

WHEREAS, adoption of the UPWP must be accompanied by a resolution and/or minutes documenting the Hernando/Citrus MPO actions and forwarded to the FDOT.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 14th day of May 2020, formally adopts the Unified Planning Work Program for Fiscal Year 2021 and Fiscal Year 2022 and authorizes submittal to State and Federal Agencies.

**Hernando/Citrus Metropolitan Planning
Organization**

Attest:

(SEAL)

Date: _____

John Allocco, MPO Chairman

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

BY: _____

MPO Attorney

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

Resolution 2020-

**RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION REGARDING THE
DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION AS ADOPTED
BY THE FLORIDA DEPARTMENT OF TRANSPORTATION'S DBE PROGRAM**

WHEREAS, the Florida Department of Transportation has developed a Unified Certification Program (UCP) for DBE certification and utilization; and,

WHEREAS, this DBE Program is intended to assist local MPOs in the administration and award of contracts to provide disadvantaged businesses and opportunity to participate in MPO contracts in a non-discriminatory manner as defined in 49 C.F.R. Part 26; and,

WHEREAS, it is the policy of the Hernando/Citrus MPO to ensure that disadvantaged businesses have equal opportunity to participate in MPO contracts; and

WHEREAS, to meet the objectives of the DBE Program, The Hernando/Citrus MPO will adopt the FDOT DBE policies and procedures; and,

WHEREAS, this policy will provide for all the applicable Federal regulations and statutory references contained therein for the DBE Program Plan, Chapters 337 and 339, F.S., and Rule Chapter 14-78, F.A.C.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization, duly assembled in regular session on this 14th day of May 2020 formally adopts the Florida Department of Transportation's Unified Certification Program for certifying DBE's.

Attest: ***Hernando/Citrus Metropolitan Planning Organization***

(SEAL) _____ Date:
John Allocco, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: _____
MPO Attorney

DEBARMENT AND SUSPENSION CERTIFICATION

Certification form provided by FDOT

LOBBYING

Certification form provided by FDOT

TITLE VI NONDISCRIMINATION AGREEMENT

Certification form provided by FDOT



APPENDIX D: FTA CERTIFICATIONS AND ASSURANCES



APPENDIX E: MPO RATIFICATIONS AND LOCAL APPROVALS



APPENDIX F: FDOT D-7 PLANNING ACTIVITIES