

# Hernando/Citrus Metropolitan Planning Organization

## UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS: 2021 through 2022  
(July 1, 2020 - June 30, 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:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Florida Department of Transportation (FDOT)
- Citrus County Board of County Commissioners
- Hernando County Board of County Commissioners

*The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation.*

FHWA Federal Aid Number: 0412-058M; FPN 439335-3-14-01

- FTA Federal Aid Number: 1001-2017-18; FPN: 401983-1-14-18
- FTA Federal Aid Number: 1001-2018-19; FPN: 401983-1-14-19
- FTA Federal Aid Number: 1001-2019-20; FPN: 401983-1-14-20



Adoption Date: *May 14, 2020*

Revision Date:

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



## TABLE OF CONTENTS

Changes to the Adopted UPWP 2021-2022 .....	v
<b>Introduction.....</b>	<b>1</b>
Unified Planning Work Program.....	1
Overview of Transportation Planning Activities .....	1
Unified Planning Work Program (UPWP) .....	1
Long Rang Transportation Plan (LRTP) .....	1
Transportation Improvement Program (TIP).....	2
Public Participation Process (PPP) .....	2
Soft Match .....	2
Local and Regional Planning Priorities .....	2
UPWP Planning Tasks.....	3
Planning Emphasis Areas 2020 .....	3
FDOT Planning Emphasis Areas.....	4
Federal Planning Emphasis Areas .....	6
Public Participation Process .....	8
<b>Organization and Management .....</b>	<b>9</b>
Metropolitan Planning Organization (MPO) Board.....	9
Citrus County.....	9
Hernando County .....	9
City of Brooksville.....	9
City of Inverness .....	9
City of Crystal River .....	9
Florida Department of Transportation (Non-Voting Advisor) .....	9
MPO Agreements.....	10
Operational Procedures and Bylaws .....	10
Certifications and Assurances .....	11
<b>Work Program.....</b>	<b>12</b>
Task 1: Administration.....	12
Purpose .....	12



Previous Work.....	12
Required Activities Task 1 FY 2021 and FY 2022 .....	12
Task 2:    Data Collection.....	14
Purpose .....	14
2.1:    Highway System Performance Surveillance .....	14
2.2:    Land Use and Socio-Economic Activities .....	17
Task 3:    Project Planning .....	19
Purpose .....	19
3.1:    Mass Transit Planning.....	19
3.2:    Transportation Disadvantaged Coordination .....	21
3.3:    Short Range Planning .....	23
3.4:    Bicycle/Pedestrian Planning Program.....	25
3.5:    Transportation Improvement Program (TIP).....	27
3.6:    Special Projects.....	29
3.7:    Long Range Transportation Plan (LRTP) .....	31
3.8:    Congestion Management Process (CMP) .....	33
Task 4:    Regional Coordination.....	35
Purpose .....	35
Previous Work.....	35
Required Activities for Task 4 FY 2021 and FY 2022 .....	35
Task 5:    Public Outreach/Participation .....	39
Purpose .....	39
Previous Work.....	39
Required Activities for Task 5 FY 2021 and FY 2022 .....	39
<b>Summary Budget Tables .....</b>	<b>43</b>
Cost Analysis Certification.....	45
Table 1A:  Hernando/Citrus MPO Agency Funding Participation - FY 2021 ....	47
Table 2A:  Hernando/Citrus MPO Funding Sources by Task FY 2021 .....	48
Task Budget Detail FY 2021, UPWP Hernando/Citrus MPO .....	49
Table 1A:  Hernando/Citrus MPO Agency Funding - FY 2022.....	52



Table 2A: Hernando/Citrus MPO Funding Sources by Task - FY 2022.....	53
Task Budget Detail FY 22 Hernando/Citrus UPWP.....	54
<b>Appendicies .....</b>	<b>57</b>
Appendix A: Glossary .....	59
Appendix B: Map of Hernando/Citrus Urbanized Area .....	67
Appendix C: UPWP FDOT Certifications and Assurances .....	69
Appendix D: FTA Certifications and Assurances .....	71
Appendix E: Adoption Resolution, Authentication, and Disadvantaged Business Enterprise Utilization .....	73
Appendix F: FDOT District 7 Activities .....	75
Appendix G: Florida TPM Consensus Document .....	77
Appendix H: Agency Comments – Draft UPWP .....	79
Appendix I: FTA Funding Application SF 424, FY 2021 .....	81



### CHANGES TO THE ADOPTED UPWP 2021-2022

Date	Revision #	Change Type	Explanation of the change



## 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. The UPWP includes work during the timeframe from July 1, 2020 through June 30, 2022.

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 UPWP 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. In the development of 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 21<sup>st</sup> 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 18.07% of FHWA program funds for a total of \$90,860.

### **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



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.





## 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



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 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**.



**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
<b>Federal Planning Emphasis Areas</b>					
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.			✓	✓	✓
<b>State of Florida Planning Emphasis Areas</b>					
Safety		✓	✓	✓	✓
System Connectivity			✓	✓	
Resilience			✓		
ACES Vehicles		✓	✓	✓	



## 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](http://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](mailto:mpo@hernandocounty.us)
- MPO website contacts listed at: [www.HernandoCounty.us/HernandoCitrusMPO](http://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."*



## **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



## MPO AGREEMENTS

Agreement	Status	Description
Interlocal Agreement for Creation of the MPO	No Expiration review every 5 years	Interlocal Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (approved 6/18/214)
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. (approved 3/12/20)
G0T22	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 2/12/20)
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 (Approved 7/15/14)
Interlocal Agreement	No Expiration	Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central FL which created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (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)
Traffic Count Interlocal Agreement	Expires 12/31/20	Interlocal Agreement between Citrus County and the MPO for Citrus County to conduct annual traffic counts for the MPO. (approved 12/19/17)

## 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 adopted July 15, 2014. 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.





## 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) Note: Any single equipment purchases over \$5k, will required pre-approval (per 2 CFR 200)*

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



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	June 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	June 2022
Equipment lease/rental (copier)	Office equipment	As needed

*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 (Consultant Services will be utilized)	Traffic count report and spreadsheet	Annually



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*



## 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*



## 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 (Consultant Services are being utilized)	Citrus TDP Major Update (covering FY 2021-2030)	September 2020



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 June 2022 *Hernando June 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





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*



### 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



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*



### 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	June 2022
Examine the gaps in the multi-modal transportation system within the MPO area <i>(consultants will perform this task)</i>	Gap Study	June 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



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*



### 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



Activity	Deliverable	Completion Date
	participation in activities	
Develop a dynamic Geographic Information System (GIS) LRTP/TIP Interface for MPO maps (Consultant services will be utilized for this task)	Dynamic map available through the website	June 2021
Intelligent Transportation System coordination with member localities and FDOT	ITS architecture in the RITSA database	As needed

*Responsible Agency: Hernando/Citrus MPO*



### 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





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*



### 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 (consultant services will be utilized for this task)	Project Prioritization Matrix	June 2022

*Responsible Agency: Hernando/Citrus MPO*



### 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 will be used for this task)</i>	Congestion Management Program Update	June 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	June 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



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*



## 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



Activity	Deliverable	Completion Date
Continue coordination with FDOT Regional Goods Movement Advisory Committee regarding Tampa Bay Regional Strategic Freight Plan	Meeting attendance and participation activities	Ongoing
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
Provide financial support to Hillsborough MPO for specific regional planning tasks to be conducted pursuant to the MPO Chairs Coordinating Committee (CCC) Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5k annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP.	Provide financial support	Annually

*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 (Consultant services will be used for activities in this task)	Dynamic map available through the website	June 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





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	September 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	September 2021
Revise the Title VI Plan	Title VI Plan	September 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

*Blank Page*



**Florida Department of Transportation**

**RON DESANTIS**  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

**KEVIN J. THIBAUT, P.E.**  
SECRETARY

**Cost Analysis Certification**

**Hernando/Citrus MPO**

**Unified Planning Work Program - FY 2021-2022**

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

---

Title and District

DocuSigned by:

*Roger Roscoe*

5/20/2020

Signature

*Blank Page*



**TABLE 1A: HERNANDO/CITRUS MPO AGENCY FUNDING PARTICIPATION - FY 2021**

May 14, 2020

TASK	FHWA	FTA	FDOT		Local Match	CTD	Total (less soft match)	Amount to consultant
			Soft Match	Cash Match				
<b>ADMINISTRATION</b>								
1.0 Administration	\$328,962	\$0	\$59,443	\$0	\$0	\$0	\$328,962	\$0
<b>SUBTOTAL ADMINISTRATION</b>	<b>\$328,962</b>	<b>\$0</b>	<b>\$59,443</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,962</b>	<b>\$0</b>
<b>DATA COLLECTION</b>								
2.1 Highway System Performance Surveillance	\$681	\$16,000	\$123	\$2,000	\$2,000	\$0	\$20,681	\$20,000
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$452	\$0	\$0	\$0	\$2,500	\$0
<b>SUBTOTAL DATA COLLECTION</b>	<b>\$3,181</b>	<b>\$16,000</b>	<b>\$575</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$23,181</b>	<b>\$20,000</b>
<b>PROJECT PLANNING</b>								
3.1 Mass Transit Planning	\$1,567	\$0	\$283	\$0	\$0	\$0	\$1,567	\$0
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$102	\$0	\$0	\$45,637	\$46,201	\$0
3.3 Short Range Planning	\$15,891	\$20,000	\$2,872	\$2,500	\$2,500	\$0	\$40,891	\$25,000
3.4 Bicycling / Pedestrian Planning Program	\$15,253	\$80,912	\$2,756	\$10,115	\$10,115	\$0	\$116,395	\$101,142
3.5 Transportation Improvement Program	\$20,000	\$0	\$3,614	\$0	\$0	\$0	\$20,000	\$0
3.6 Special Projects	\$14,870	\$0	\$2,687	\$0	\$0	\$0	\$14,870	\$0
3.7 Long Range Transportation Plan	\$16,484	\$0	\$2,979	\$0	\$0	\$0	\$16,484	\$0
3.8 Congestion Management Process	\$35,000	\$60,000	\$6,325	\$7,500	\$7,500	\$0	\$110,000	\$105,000
<b>SUBTOTAL PROJECT PLANNING</b>	<b>\$119,629</b>	<b>\$160,912</b>	<b>\$21,617</b>	<b>\$20,115</b>	<b>\$20,115</b>	<b>\$45,637</b>	<b>\$366,408</b>	<b>\$231,142</b>
<b>REGIONAL COORDINATION</b>								
4.0 Regional Coordination	\$18,479	\$0	\$3,339	\$0	\$0	\$0	\$18,479	\$5,000
<b>SUBTOTAL REGIONAL COORDINATION</b>	<b>\$18,479</b>	<b>\$0</b>	<b>\$3,339</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,479</b>	<b>\$5,000</b>
<b>PUBLIC OUTREACH/PARTICIPATION</b>								
5.0 Public Outreach / Participation	\$32,573	\$0	\$5,886	\$0	\$0	\$0	\$32,573	\$0
<b>SUBTOTAL PUBLIC OUTREACH/PARTICIPATION</b>	<b>\$32,573</b>	<b>\$0</b>	<b>\$5,886</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,573</b>	<b>\$0</b>
<b>PROGRAM GRAND TOTAL</b>	<b>\$502,824</b>	<b>\$176,912</b>	<b>\$90,860</b>	<b>\$22,115</b>	<b>\$22,115</b>	<b>\$45,637</b>	<b>\$769,603</b>	<b>\$256,142</b>

\*task 4.0 consultant, \$5,000 share of support for regional planning tasks conducted pursuant to CCC Interlocal Agreement.



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

May 14, 2020

TASK	FHWA PL *	FY21 JPA S5305d CONTRACT NEW			FY 2020 S5305d Contract G1I78			FDOT		Local Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
		FTA	ST	LOC	FTA	ST	LOC	Soft Match	Cash Match					
<b>ADMINISTRATION</b>														
1.0 Administration	\$328,962	\$0	\$0	\$0	\$0	\$0	\$0	\$59,443	\$0	\$0	\$0	\$0	\$0	\$328,962
<b>SUBTOTAL ADMINISTRATION</b>	<b>\$328,962</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,443</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,962</b>
<b>DATA COLLECTION</b>														
2.1 Highway System Performance Surveillance	\$681	\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$123	\$2,000	\$2,000	\$0	\$0	\$0	\$20,681
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$452	\$0	\$0	\$0	\$0	\$0	\$2,500
<b>SUBTOTAL DATA COLLECTION</b>	<b>\$3,181</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$575</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,181</b>
<b>PROJECT PLANNING</b>														
3.1 Mass Transit Planning	\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$283	\$0	\$0	\$0	\$0	\$0	\$1,567
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$102	\$0	\$0	\$23,222	\$22,415	\$45,637	\$46,201
3.3 Short Range Planning	\$15,891	\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$2,872	\$2,500	\$2,500	\$0	\$0	\$0	\$40,891
3.4 Bicycling / Pedestrian Planning Program	\$15,253	\$31,108	\$3,889	\$3,889	\$49,804	\$6,226	\$6,226	\$2,756	\$10,115	\$10,115	\$0	\$0	\$0	\$116,395
3.5 Transportation Improvement Program	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,614	\$0	\$0	\$0	\$0	\$0	\$20,000
3.6 Special Projects	\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$2,687	\$0	\$0	\$0	\$0	\$0	\$14,870
3.7 Long Range Transportation Plan	\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$2,979	\$0	\$0	\$0	\$0	\$0	\$16,484
3.8 Congestion Management Process	\$35,000	\$60,000	\$7,500	\$7,500	\$0	\$0	\$0	\$6,325	\$7,500	\$7,500	\$0	\$0	\$0	\$110,000
<b>SUBTOTAL PROJECT PLANNING</b>	<b>\$119,629</b>	<b>\$91,108</b>	<b>\$11,389</b>	<b>\$11,389</b>	<b>\$69,804</b>	<b>\$8,726</b>	<b>\$8,726</b>	<b>\$21,617</b>	<b>\$20,115</b>	<b>\$20,115</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$45,637</b>	<b>\$366,408</b>
<b>REGIONAL COORDINATION</b>														
4.0 Regional Coordination	\$18,479	\$0	\$0	\$0	\$0	\$0	\$0	\$3,339	\$0	\$0	\$0	\$0	\$0	\$18,479
<b>SUBTOTAL REGIONAL COORDINATION</b>	<b>\$18,479</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,339</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,479</b>
<b>PUBLIC OUTREACH/PARTICIPATION</b>														
5.0 Public Outreach / Participation	\$32,573	\$0	\$0	\$0	\$0	\$0	\$0	\$5,886	\$0	\$0	\$0	\$0	\$0	\$32,573
<b>SUBTOTAL PUBLIC OUTREACH/PARTICIPATION</b>	<b>\$32,573</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,886</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,573</b>
<b>PROGRAM GRAND TOTAL</b>	<b>\$502,824</b>	<b>\$91,108</b>	<b>\$11,389</b>	<b>\$11,389</b>	<b>\$85,804</b>	<b>\$10,726</b>	<b>\$10,726</b>	<b>\$90,860</b>	<b>\$22,115</b>	<b>\$22,115</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$45,637</b>	<b>\$769,603</b>





**TASK BUDGET DETAIL FY 2021, UPWP HERNANDO/CITRUS MPO**

May 14, 2020

Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
<b>ADMINISTRATION</b>												
<b>Task 1</b>	<b>Administration</b>											
	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
	<b>Total</b>		<b>\$328,962</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,962</b>
<b>DATA COLLECTION</b>												
<b>Task 2.1</b>	<b>Highway System Performance Surveillance</b>											
	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
	<b>Total</b>		<b>\$681</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,681</b>
<b>Task 2.2</b>	<b>Land Use and Socio-Economic Activities</b>											
	A. Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	<b>Total</b>		<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>



Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
<b>PROJECT PLANNING</b>												
<b>Task 3.1</b>	<b>Mass Transit Planning</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
	<b>Total</b>		<b>\$1,567</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,567</b>
<b>Task 3.2</b>	<b>Transportation Disadvantaged Coordination</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$44,801
	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
	<b>Total</b>		<b>\$564</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$46,201</b>
<b>Task 3.3</b>	<b>Short Range Planning</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; 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
	<b>Total</b>		<b>\$15,891</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,891</b>
<b>Task 3.4</b>	<b>Bicycling / Pedestrian Planning Program</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$15,253	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,253
	B. Consultant Services											
	<i>Contract/Consultant Services</i>		\$0	\$31,108	\$3,889	\$3,889	\$49,804	\$6,226	\$6,226	\$0	\$0	\$101,142
	<b>Total</b>		<b>\$15,253</b>	<b>\$31,108</b>	<b>\$3,889</b>	<b>\$3,889</b>	<b>\$49,804</b>	<b>\$6,226</b>	<b>\$6,226</b>	<b>\$0</b>	<b>\$0</b>	<b>\$116,395</b>
<b>Task 3.5</b>	<b>Transportation Improvement Program</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	<b>Total</b>		<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Task 3.6</b>	<b>Special Projects</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
	<b>Total</b>		<b>\$14,870</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,870</b>
<b>Task 3.7</b>	<b>Long Range Transportation Plan</b>											
	A. Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
	<b>Total</b>		<b>\$16,484</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,484</b>



Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
<b>Task 3.8</b>	<b>Congestion Management Process</b>											
A.	Personnel Services											
	<i>MPO Staff Salaries &amp; 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
	<b>Total</b>		<b>\$35,000</b>	<b>\$60,000</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>
<b>REGIONAL COORDINATION</b>												
<b>Task 4</b>	<b>Regional Coordination</b>											
A.	Personnel Services											
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$12,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,979
B.	Consultant Services											
	<i>Annual allocation to CCC (funds to Hillsborough MPO) for Regional Planning Activities (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
	<b>Total</b>		<b>\$18,479</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,479</b>
<b>PUBLIC OUTREACH/PARTICIPATION</b>												
<b>Task 5</b>	<b>Public Outreach / Participation</b>											
A.	Personnel Services											
	<i>MPO Staff Salaries &amp; 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
	<b>Total</b>		<b>\$32,573</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,573</b>
<b>Tasks</b>	<b>Summary by Budget Category</b>											
	<i>Personnel Services</i>		\$367,654	\$0	\$0	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$411,891
	<i>Consultant Services</i>		\$35,000	\$91,108	\$11,389	\$11,389	\$85,804	\$10,726	\$10,726	\$0	\$0	\$256,142
	<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
	<b>Total</b>		<b>\$502,824</b>	<b>\$91,108</b>	<b>\$11,389</b>	<b>\$11,389</b>	<b>\$85,804</b>	<b>\$10,726</b>	<b>\$10,726</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$769,603</b>

\*Chairs Coordinating Committee



**TABLE 1A: HERNANDO/CITRUS MPO AGENCY FUNDING - FY 2022**

May 14, 2020

TASK	FHWA	FTA	FDOT		Local Match	CTD	Total (less soft match)	Amount to Consultant
			Soft Match	Cash Match				
<b>ADMINISTRATION</b>								
1.0 Administration	\$273,096	\$0	\$49,348	\$0	\$0	\$0	\$273,096	\$0
<b>SUBTOTAL ADMINISTRATION</b>	<b>\$273,096</b>	<b>\$0</b>	<b>\$49,348</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$273,096</b>	<b>\$0</b>
<b>DATA COLLECTION</b>								
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$452	\$0	\$0	\$0	\$2,500	\$0
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$452	\$0	\$0	\$0	\$2,500	\$0
<b>SUBTOTAL DATA COLLECTION</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$904</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>
<b>PROJECT PLANNING</b>								
3.1 Mass Transit Planning	\$1,641	\$0	\$297	\$0	\$0	\$0	\$1,641	\$0
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$107	\$0	\$0	\$45,637	\$46,228	\$0
3.3 Short Range Planning	\$16,648	\$0	\$3,008	\$0	\$0	\$0	\$16,648	\$0
3.4 Bicycling / Pedestrian Planning Program	\$35,979	\$20,000	\$6,501	\$2,500	\$2,500	\$0	\$60,979	\$45,000
3.5 Transportation Improvement Program	\$53,739	\$0	\$9,711	\$0	\$0	\$0	\$53,739	\$31,400
3.6 Special Projects	\$15,578	\$0	\$2,815	\$0	\$0	\$0	\$15,578	\$0
3.7 Long Range Transportation Plan	\$17,269	\$0	\$3,121	\$0	\$0	\$0	\$17,269	\$0
3.8 Congestion Management Process	\$6,600	\$60,000	\$1,193	\$7,500	\$7,500	\$0	\$81,600	\$75,000
<b>SUBTOTAL PROJECT PLANNING</b>	<b>\$148,045</b>	<b>\$80,000</b>	<b>\$26,752</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$45,637</b>	<b>\$293,682</b>	<b>\$151,400</b>
<b>REGIONAL COORDINATION</b>								
4.0 Regional Coordination	\$24,000	\$0	\$4,337	\$0	\$0	\$0	\$24,000	\$5,000
<b>SUBTOTAL REGIONAL COORDINATION</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$4,337</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,000</b>	<b>\$5,000</b>
<b>PUBLIC OUTREACH/PARTICIPATION</b>								
5.0 Public Outreach / Participation	\$52,684	\$0	\$9,520	\$0	\$0	\$0	\$52,684	\$20,000
<b>SUBTOTAL PUBLIC OUTREACH/PARTICIPATION</b>	<b>\$52,684</b>	<b>\$0</b>	<b>\$9,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,684</b>	<b>\$20,000</b>
<b>PROGRAM GRAND TOTAL</b>	<b>\$502,824</b>	<b>\$80,000</b>	<b>\$90,860</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$45,637</b>	<b>\$648,461</b>	<b>\$176,400</b>

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.



**TABLE 2A: HERNANDO/CITRUS MPO FUNDING SOURCES BY TASK - FY 2022**

May 14, 2020

TASK	FHWA	FY22 JPA S5305d CONTRACT #NEW				CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)		
<b>ADMINISTRATION</b>											
1.0 Administration	\$273,096	\$0	\$0	\$0	\$49,348	\$0	\$0	\$0	\$273,096		
<b>SUBTOTAL ADMINISTRATION</b>	<b>\$273,096</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,348</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$273,096</b>		
<b>DATA COLLECTION</b>											
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$0	\$0	\$452	\$0	\$0	\$0	\$2,500		
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$452	\$0	\$0	\$0	\$2,500		
<b>SUBTOTAL DATA COLLECTION</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$904</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>		
<b>PROJECT PLANNING</b>											
3.1 Mass Transit Planning	\$1,641	\$0	\$0	\$0	\$297	\$0	\$0	\$0	\$1,641		
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$0	\$0	\$107	\$0	\$23,222	\$22,415	\$46,228		
3.3 Short Range Planning	\$16,648	\$0	\$0	\$0	\$3,008	\$0	\$0	\$0	\$16,648		
3.4 Bicycling / Pedestrian Planning Program	\$35,979	\$20,000	\$2,500	\$2,500	\$6,501	\$2,500	\$2,500	\$0	\$60,979		
3.5 Transportation Improvement Program	\$53,739	\$0	\$0	\$0	\$9,711	\$0	\$0	\$0	\$53,739		
3.6 Special Projects	\$15,578	\$0	\$0	\$0	\$2,815	\$0	\$0	\$0	\$15,578		
3.7 Long Range Transportation Plan	\$17,269	\$0	\$0	\$0	\$3,121	\$0	\$0	\$0	\$17,269		
3.8 Congestion Management Process	\$6,600	\$60,000	\$7,500	\$7,500	\$1,193	\$7,500	\$7,500	\$0	\$81,600		
<b>SUBTOTAL PROJECT PLANNING</b>	<b>\$148,045</b>	<b>\$80,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$26,752</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$45,637</b>	<b>\$293,682</b>
<b>REGIONAL COORDINATION</b>											
4.0 Regional Coordination	\$24,000	\$0	\$0	\$0	\$4,337	\$0	\$0	\$0	\$24,000		
<b>REGIONAL COORDINATION</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,337</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,000</b>		
<b>PUBLIC OUTREACH/PARTICIPATION</b>											
5.0 Public Outreach / Participation	\$52,684	\$0	\$0	\$0	\$9,520	\$0	\$0	\$0	\$52,684		
<b>SUBTOTAL PUBLIC OUTREACH/PARTICIPATION</b>	<b>\$52,684</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,684</b>		
<b>PROGRAM GRAND TOTAL</b>	<b>\$502,824</b>	<b>\$80,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$90,860</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$45,637</b>	<b>\$648,461</b>

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.



**TASK BUDGET DETAIL FY 22 HERNANDO/CITRUS UPWP**

May 14, 2020

Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
<b>ADMINISTRATION</b>									
<b>Task 1.0</b>	<b>Administration</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$242,201	\$0	\$0	\$0	\$0	\$0	\$242,201
B.	Travel		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Travel Expenses</i>		\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses		\$29,895	\$0	\$0	\$0	\$0	\$0	\$29,895
	<i>Postage &amp; Freight</i>	\$500		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Rentals/Leases Buildings</i>	\$10,900		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Rentals/Leases Equipment</i>	\$1,500		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Insurance</i>	\$120		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repairs/Maintain Equipment</i>	\$300		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repair/Maintain Software</i>	\$400		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Printing (Copies)</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Communications</i>	\$1,300		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (Legal Services, Broadcasting)</i>	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (New Hires)</i>	\$175		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Office Supplies</i>	\$1,600		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Books/Publications/Subscriptions</i>	\$600		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Education/Training</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Equipment/Technology</i>	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$29,895</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total</b>		<b>\$273,096</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$273,096</b>
<b>DATA COLLECTION</b>									
<b>Task 2.1</b>	<b>Highway System Performance Surveillance</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	<b>Total</b>		<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
<b>Task 2.2</b>	<b>Land Use and Socio-Economic Activities</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	<b>Total</b>		<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
<b>PROJECT PLANNING</b>									
<b>Task 3.1</b>	<b>Mass Transit Planning</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$1,641	\$0	\$0	\$0	\$0	\$0	\$1,641
	<b>Total</b>		<b>\$1,641</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,641</b>



Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
<b>Task 3.2</b>	<b>Transportation Disadvantaged Coordination</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$591	\$0	\$0	\$0	\$22,522	\$21,715	\$44,828
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
	<b>Total</b>		<b>\$591</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$46,228</b>
<b>Task 3.3</b>	<b>Short Range Planning</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$16,648	\$0	\$0	\$0	\$0	\$0	\$16,648
	<b>Total</b>		<b>\$16,648</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,648</b>
<b>Task 3.4</b>	<b>Bicycling / Pedestrian Planning Program</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$15,979	\$0	\$0	\$0	\$0	\$0	\$15,979
B.	Consultant Services								
	<i>Contract/Consultant Services</i>		\$20,000	\$20,000	\$2,500	\$2,500	\$0	\$0	\$45,000
	<b>Total</b>		<b>\$35,979</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,979</b>
<b>Task 3.5</b>	<b>Transportation Improvement Program</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; 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
	<b>Total</b>		<b>\$53,739</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,739</b>
<b>Task 3.6</b>	<b>Special Projects</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$15,578	\$0	\$0	\$0	\$0	\$0	\$15,578
	<b>Total</b>		<b>\$15,578</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,578</b>
<b>Task 3.7</b>	<b>Long Range Transportation Plan</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; Fringe Benefits</i>		\$17,269	\$0	\$0	\$0	\$0	\$0	\$17,269
	<b>Total</b>		<b>\$17,269</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,269</b>
<b>Task 3.8</b>	<b>Congestion Management Process</b>								
A.	Personnel Services								
	<i>MPO Staff Salaries &amp; 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
	<b>Total</b>		<b>\$6,600</b>	<b>\$60,000</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,600</b>



Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
<b>REGIONAL COORDINATION</b>									
<b>Task 4.0</b>	<b>Regional Coordination</b>								
	A. Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
	B. Consultant Services								
	Annual allocation to CCC (funds to Hillsborough MPO) for Regional Planning Activities (Consultant Services)*		\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel								
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	<b>Total</b>		<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,000</b>
<b>PUBLIC OUTREACH/PARTICIPATION</b>									
<b>Task 5.0</b>	<b>Public Outreach / Participation</b>								
	A. Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$32,684	\$0	\$0	\$0	\$0	\$0	\$32,684
	B. Consultant Services								
	Contract/Consultant Services		\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	<b>Total</b>		<b>\$52,684</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,684</b>
<b>Tasks</b>	<b>Summary by Budget Category</b>								
	Personnel Services		\$394,529	\$0	\$0	\$0	\$22,522	\$21,715	\$438,766
	Consultant Services		\$76,400	\$80,000	\$10,000	\$10,000	\$0	\$0	\$176,400
	Travel		\$2,000	\$0	\$0	\$0	\$500	\$500	\$3,000
	Other Direct Expenses		\$29,895	\$0	\$0	\$0	\$200	\$200	\$30,295
	<b>Total</b>		<b>\$502,824</b>	<b>\$80,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$23,222</b>	<b>\$22,415</b>	<b>\$648,461</b>

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.

\*Chairs Coordinating Committee





## APPENDICIES



## APPENDIX A: GLOSSARY

### A

---

**ADA** **The Americans with Disabilities Act of 1990** is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

### B

---

**BOCC** **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety and welfare of the citizens.

**BPAC** **Bicycle/Pedestrian Advisory Committee.** The BPAC was established to provide a continuing forum with which to analyze and promote bicycle and pedestrian issues and projects as an integral part of a multi-modal transportation planning process. The BPAC initiates updates on the prioritization of transportation enhancement projects. The BPAC meets on a quarterly basis.

### C

---

**CAC** **Citizens Advisory Committee.** The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range

Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.

**CCC** **West Central Florida MPO Chairs Coordinating Committee.** The CCC is an effort to address the transportation challenge on a regional, long – range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the CCC, which is made up of the chairpersons from Metropolitan Planning Organizations and Transportation Planning Organizations (MPOs and TPOs) and their affiliated, transportation-related organizations. It serves eight counties: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.

**CIP** **Capital Improvement Program.** The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County’s Comprehensive Plan.

**CMP** **Congestion Management Process.** The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety through the use of either strategies that reduce travel demand or the implementation of operational improvements.

**COOP** **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO in the event that an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.

**CTC** **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.

**CTD** **Commission for Transportation Disadvantaged.** The CTD is the State-level policy board for the coordination of transportation services for persons who because of disability, age or income are unable to transport themselves. The CTD adheres to the policies and procedures as set out in Chapter 427 F.S. and Rule 41-2, F.A.C.

**CTST** **Community Traffic Safety Team.** The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.

---

**D**

**DBE** **Disadvantaged Business Enterprise.** The DBE is a for-profit small business concern.

1. That is at least 51 percent owned by one or more individuals who are both socially and economically

disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and

2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**DOPA** **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

---

**E**

**ETDM** **Efficient Transportation Decision Making.** Florida's ETDM process defines the procedures for planning transportation projects, conducting environmental reviews, and developing and permitting projects.

---

**F**

**FAST-Act** **Fixing America's Surface Transportation Act.** Signed into law in December of 2015 by President Obama that provided long-term funding for surface transportation and infrastructure, planning and investment.

**FDOT** **Florida Department of Transportation.** FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.

**FHWA** **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs



under Title 23 U.S.C. and Title 49 U.S.C.

**FTA** **Federal Transit Administration.** The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.

**FTE** **Florida's Turnpike Enterprise.** Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT). FTE is responsible for all operations on every FDOT-owned and operated toll road and bridge. The FTE five-year work program (2016-2020) contains more than \$3.7 billion in capital improvements, which include widening the mainline roadway, new interchanges, safety improvements, resurfacing improvements, and maintenance.

**FTP** **Florida Transportation Plan.** The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

**FY** **Fiscal Year.** A fiscal year is used in government accounting, which varies between countries, and for budget purposes. It is also used for financial reporting by businesses and other organizations. Fiscal years for the MPO, State and Federal Governments do not align with the calendar year.

**G**

---

**GIS** **Geographic Information System.** GIS is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.

**H**

---

**HPMS** **Highway Performance Monitoring System.** The primary purpose of the HPMS is to serve data and information needs to reflect the condition and operating characteristics of the nation's highways. HPMS data support the analyses needed for the biennial condition and performance reports to Congress.

**I**

---

**ICAR** **Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.** The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.

**ITS** **Intelligent Transportation System.** ITS is the use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection,” and “transit information kiosks.”

**J**

---

**K**

---

**L**

---

**LCB** **Local Coordinating Board.** The purpose of the coordinating board is

to provide advice and direction to the CTC concerning the coordination of transportation services.

**LEP** **Limited English Proficient.** LEP refers to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

**LOPP** **List of Priority Projects.** The LOPP is a list of priority projects developed in coordination with the MPO Board and committees. The MPOs annual LOPPs must be based upon project selection criteria that, at a minimum, consider the following: [\[s.339.175\(8\)\(b\), F.S.\]](#)

- The approved MPO LRTP;
- The Strategic Intermodal System Plan developed under [s.339.64, F.S.](#);
- The Transportation Regional Incentive Program (TRIP) priorities developed pursuant to [s.339.2819\(4\), F.S.](#);
- The results of the transportation management systems; and
- The MPO's public involvement procedures.

The MPO's LOPPs is formally reviewed by the technical and citizens' advisory committees and approved by the MPO before being transmitted to the District. The approved LOPPs are used by the FDOT Planning District in developing the District Work Program and must be used by the MPO in developing its TIP. [\[s.339.175 \(8\)\(b\), F.S.\]](#)

**LOS** **Level of Service.** LOS is a qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

**LRTP** **Long Range Transportation Plan.** The LRTP is a 25-year forecast plan required of state planning agencies and MPOs, which must consider a wide

range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals

---

## M

**MAP-21** **Moving Ahead for Progress in the 21st Century Act.**

**MPO** **Metropolitan Planning Organization.** The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

**MPOAC** **Metropolitan Planning Organization Advisory Council.** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

---

## N

**NHS** **National Highway System.** Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for Federal funds under ISTEA.

**NTD** **National Transit Database.** In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a project initiated by the transit industry and funded by the



UMTA. The NTD has become the Nation's primary source of information on transit agencies.

**O**

---

**P**

---

**PD&E Project Development and Environment.** A corridor study to establish conceptual design for a roadway and to determine its compliance with Federal, State, and local environmental permits, as required.

**PPP Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

**PTGA Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT that establishes a public transportation project and responsibilities related to the project. A PTGA defines the scope, budget, funding source, and any legal provision necessary for the project.

**Q**

---

**R**

---

**ROW Right-of-Way.** Real property that is used for transportation purposes, defines the extent of the corridor that can be used for the road and associated drainage.

**RTA Regional Transportation Analysis.** The Regional Transportation Analysis (RTA) promotes transportation planning both within and among the counties that make up the Tampa Bay Region. The RTA provides a forum

for the coordination of proposed transportation improvements - both highway and transit - that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.

**S**

---

**SAA Single Audit Act.** The SAA establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The intent of the Act is that state audit and accountability requirements, to the extent possible, parallel the federal audit requirements.

**SIS Strategic Intermodal System.** The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

**STIP State Transportation Improvement Program.** The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.

**T**

---

**TA Transportation Alternatives.** As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities,

invasive species control, archeological activities relating to impacts from eligible transportation projects, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

**TAC** **Technical Advisory Committee.** A standing committee of most MPOs, function is to provide advice on plans or actions of the MPO from planners, engineers, and other staff members (not general citizens).

**TBARTA** **Tampa Bay Area Regional Transit Authority.** TBARTA works to advance regional transportation needs in Hernando, Hillsborough, Manatee, Pasco, and Pinellas counties. Our purpose is to plan, develop, fund, implement, and operate a regional transit system in this area. Our vision is a world-class transit system that connects and moves the Tampa Bay region.

**TBRPC** **Tampa Bay Regional Planning Council.** TBRPC brings together governments to coordinate planning for the community's future and provide an opportunity for sharing solutions among the local government jurisdictions in the six-county Tampa Bay region.

**TD** **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

**TDLCB** **Transportation Disadvantaged Local Coordinating Board:** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective Boards oversee the activities of the Community Transportation Coordinator (CTC) and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Official Planning Agency (OPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for the both Boards, the TDLCBs meet on a quarterly basis.

**TDM** **Transportation Demand Management.** Transportation demand management, traffic demand management or travel demand management is the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time. In transport, as in any network, managing demand can be a cost-effective alternative to increasing capacity.

**TDP** **Transit Development Plan.** The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a 10-Year TDP. Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of a progress report on the 10-year implementation program of the TDP.

**TDSP** **Transportation Disadvantaged Service Plan.** The TDSP is a tactical plan with components of development, service, and quality



assurance. It outlines and evaluates the services provided to the Transportation Disadvantaged population by the CTC. Every five years a new TDSP is developed and updated annually by the CTC, the planning agency and the LCB. Thus, the LCB is able to guide and support the CTC in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community.

**TIP Transportation Improvement Program.** A priority list of transportation projects developed by an MPO that is to be carried out within the four-year period following its adoption; must include documentation of Federal and State funding sources for each project and be consistent with adopted MPO Long Range Transportation Plan (LRTP) and local government comprehensive plans

**TRIP Transportation Regional Incentive Program.** TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of project costs for public transportation facility projects.

**TRT Technical Review Team**

**U**

**UPWP Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan

planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

**V**

**W**

**X**

**Y**

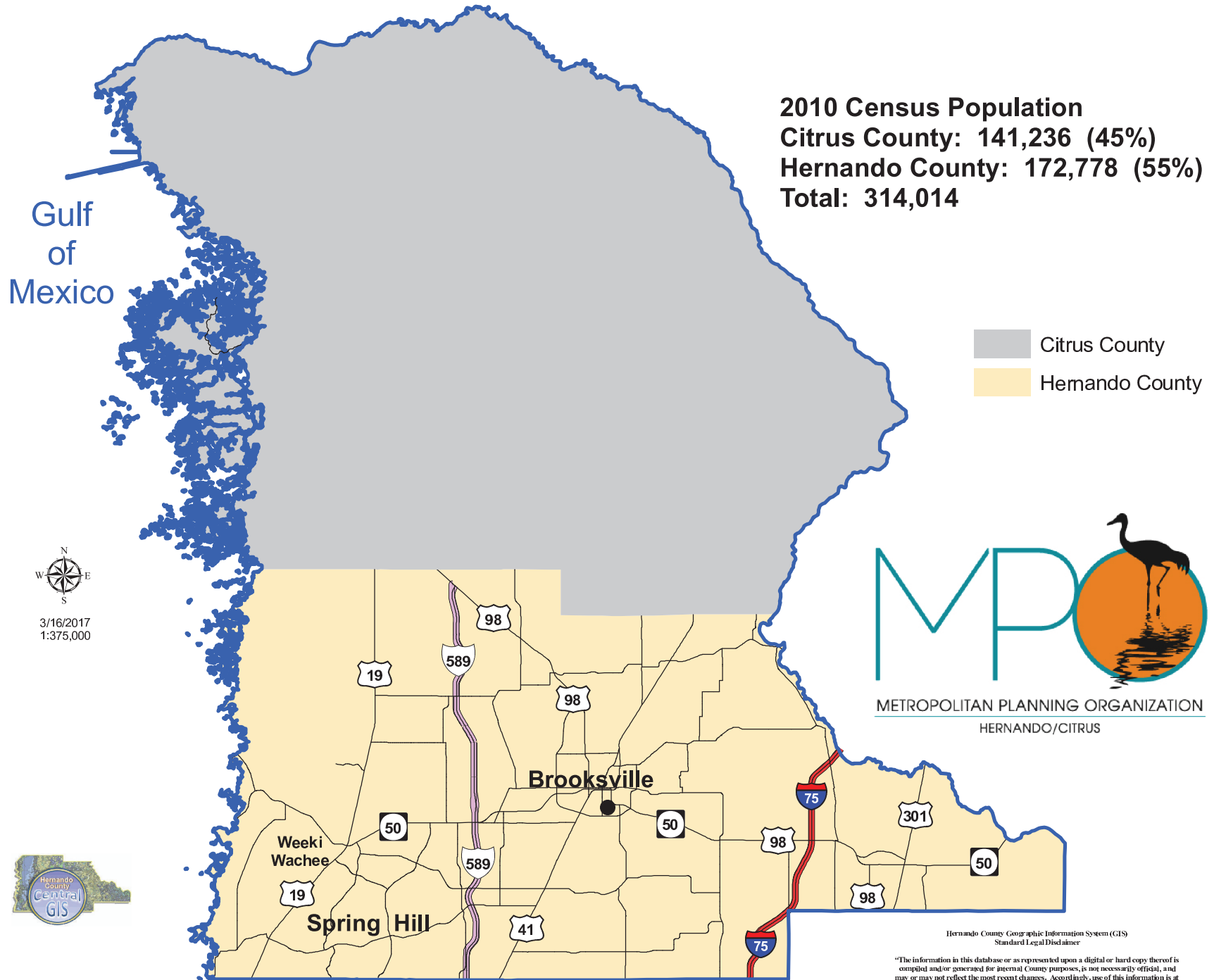
**Z**





**APPENDIX B: MAP OF HERNANDO/CITRUS URBANIZED AREA**

# Hernando / Citrus MPO Study Area



Source: Hernando County Property Appraiser  
GIS.CitrusStreetsBOCC;  
GIS.STREETSCENTERLINE;



**APPENDIX C: UPWP FDOT CERTIFICATIONS AND ASSURANCES**

FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION STATEMENT**

525-010-05c  
POLICY PLANNING  
02/18

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Hernando/Citrus MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on insert date.

Based on a joint review and evaluation, the Florida Department of Transportation and the Hernando/Citrus MPO recommend that the Metropolitan Planning Process for the Hernando/Citrus MPO be certified.

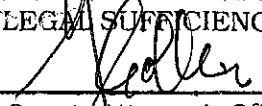
Name: David Gwynn, P.E.  
Title: District Secretary

Date

Name: John Allocco  
Title: MPO Chairman

May 14, 2020

Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
County Attorney's Office

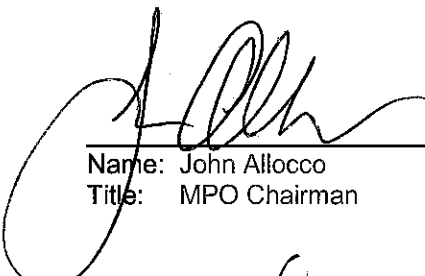
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

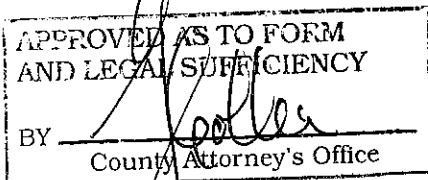
**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: John Allocco  
Title: MPO Chairman

May 14, 2020  
Date



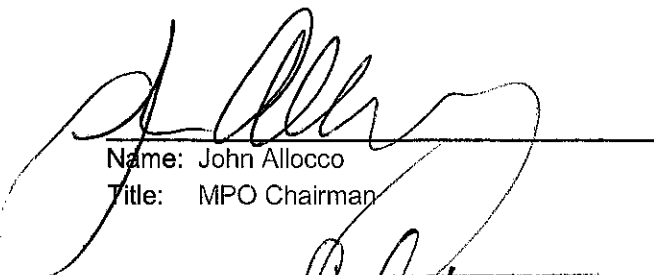
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

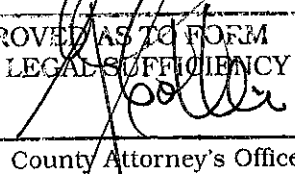
**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

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

  
Name: John Allocco  
Title: MPO Chairman

May 14, 2020  
Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
County Attorney's Office

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

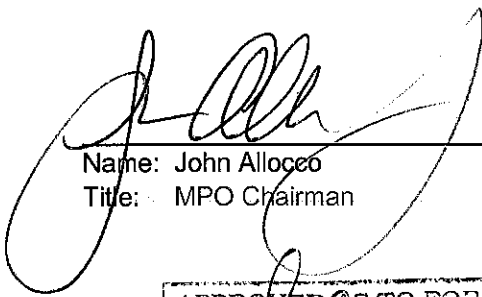
525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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

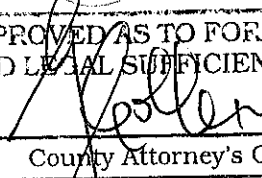


\_\_\_\_\_

Name: John Allocco  
Title: MPO Chairman

May 14, 2020  
\_\_\_\_\_

Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
County Attorney's Office

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

525-010-08  
POLICY PLANNING  
05/18

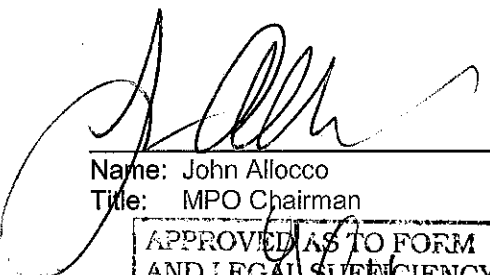
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

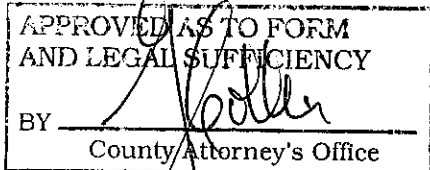
The Hernando/Citrus MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

  
Name: John Allocco  
Title: MPO Chairman

May 14, 2020  
Date





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

525-010-08  
POLICY PLANNING  
05/18

**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)



## *Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

11201 N. McKinley Drive  
Tampa, FL 33612

KEVIN J. THIBAUT, P.E.  
SECRETARY

### JOINT MPO/FDOT CERTIFICATION SUMMARY

## **Hernando/Citrus Metropolitan Planning Organization**

---

The annual Joint FDOT/MPO Certification for January 1, 2019 to December 31, 2019, review was conducted on March 9, 2020, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. **The Hernando/Citrus County MPO was found to be in compliance with federal and state guidelines for metropolitan transportation planning.**

The following is a summary of the Department's findings:

#### **Notable Achievements:**

- Adopted the 2045 LRTP update in December of 2019
- Continued coordination with Florida Turnpike Enterprise (FTE) and the M-CORES initiative, along with Citrus County for the extension of the Suncoast Parkway north through Citrus County
- Under a consultant scope MPO is initiating a Complete Streets Program Implementation Plan and Process
- The MPO website was updated to be more user-friendly and visually appealing
- Efforts are being made to ensure documents posted to the website are ADA compliant
- Staff has increased usage of social media platforms (twitter, Facebook) to broaden the reach for providing information to the public

#### **Recommended Actions**

- Include signature of executive director and representative from financial department on consultant work authorizations.
- MPO should continue to coordinate with FDOT to improve the monthly invoice and billing process.
- MPO needs to work to improve their financial stability in order to better utilize PL and FTA funds in a timely manner.
- FDOT values their partnership with the MPO and looks forward to continued collaboration on transportation projects in the region.

#### **Corrective Actions**

- None



**APPENDIX D: FTA CERTIFICATIONS AND ASSURANCES**

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

#### **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.



**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11(d). This certification is required by 49 C.F.R. § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

*An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA’s regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.*

*On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following*

*certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) 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 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.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and

submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

##### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

##### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
- (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and



- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.*

#### **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and

- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.*

### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

**CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 C.F.R. part 672, “Public Transportation Safety Certification Training Program”; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the*

*Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

#### **CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway*

*public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).



Certifications and Assurances

Fiscal Year 2020

	X
12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	X
13 State of Good Repair Grants	X
14 Infrastructure Finance Programs	X
15 Alcohol and Controlled Substances Testing	X
16 Rail Safety Training and Oversight	X
17 Demand Responsive Service	X
18 Interest and Financing Costs	X
19 Construction Hiring Preferences	X
20 Cybersecurity Certification for Rail Rolling Stock and Operations	X

**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Hernando/Citrus Metropolitan Planning Organization (MPO)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute



In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature [Handwritten Signature] Date: 5/14/20

Name John Allocco, Metropolitan Planning Organization Chairman Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Hernando/Citrus Metropolitan Planning Organization (MPO)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature [Handwritten Signature] Date: 03.03.20

Name Garth Collier Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



**APPENDIX E: ADOPTION RESOLUTION, AUTHENTICATION, AND  
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

*Resolution 2020- 02*

**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,

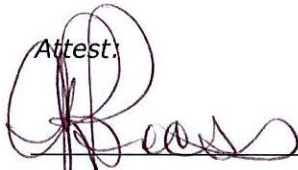
**WHEREAS**, it is the policy of the Hernando/Citrus MPO to ensure that disadvantaged businesses have equal opportunity to participate in MPO contracts; and

**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 14<sup>th</sup> day of May 2020 formally adopts the Florida Department of Transportation's Unified Certification Program for certifying DBE's.

Attest:



(SEAL)

Charlene Press

**Hernando/Citrus Metropolitan Planning  
Organization**



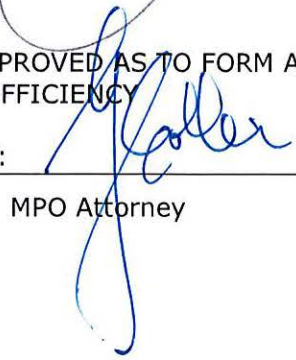
John Allocco, Chairman

Date:

05/14/2020

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

BY:



MPO Attorney

**RESOLUTION OF ADOPTION**

*Resolution 2020- 23*

**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.

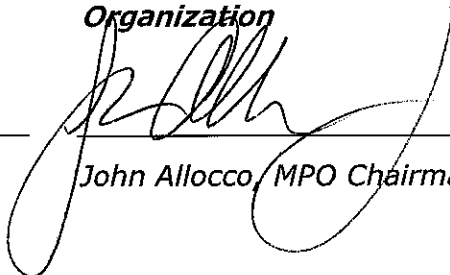
**NOW, THEREFORE, BE IT RESOLVED**, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 14<sup>th</sup> day of May 2020, formally adopts the Unified Planning Work Program for Fiscal Year 2021 and Fiscal Year 2022 and authorizes submittal to State and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

**Hernando/Citrus Metropolitan Planning  
Organization**

Attest:  


(SEAL)

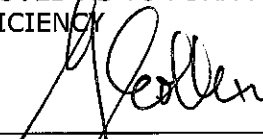
*Aubene Rucess*



John Allocco, MPO Chairman

Date: *05/14/2020*

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

BY: 

MPO Attorney



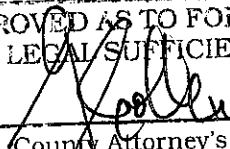
## AUTHENTICATION

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.

A large, handwritten signature in black ink, appearing to read 'John Allocco', written over a horizontal line.

*John Allocco, MPO Chairman*

Date: 05/14/2020

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
County Attorney's Office



**APPENDIX F: FDOT DISTRICT 7 ACTIVITIES**



Florida Department of Transportation  
District Seven

## PLANNING ACTIVITIES

---

### **Access Management**

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

### **Air Quality Analysis**

Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay airshed remains in attainment. This activity is not required at this time.]

### **Bicycle and Pedestrian Activities**

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

### **Community/Government Liaison**

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.

### **Corridor Planning Studies**

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

#### **Design Traffic Forecast**

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

#### **Development of Regional Impact (DRI)**

Assist in reviewing, monitoring, updating and providing support for DRI. The District will review DRIs pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

#### **Efficient Transportation Decision Making (ETDM) Process**

The ETDM process was designed to accomplish the streamlining objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

#### **Comprehensive Plan Amendments**

The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

#### **Intelligent Transportation Systems (ITS) Planning**

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.



**Interchange Analysis**

Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

**Level of Service (LOS)**

Identify roadways that have a deficient LOS for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.

**Long Range Transportation Plan (LRTP) Update and Maintenance**

Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

Conduct corridor studies, sub-area studies, and special transportation studies to support the on-going maintenance, update and implementation of the MPOs adopted LRTPs. This includes modeling support and other technical assistance, as needed, for Project Development and Environment (PD&E) and other special studies.

Develop, validate and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their LRTPs and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area and special transportation studies.

Review the overall performance of the Tampa Bay Regional Planning Model and the Tampa Bay Regional Land Use Allocation Model in the maintenance of the MPOs LRTP and in the conduct of corridor and sub-area transportation studies to identify needed model enhancements and refinements.

Assist the MPOs with developing their long-range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.

### **Mapping/Database Development**

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

### **Modal Development**

Modal Development Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.

### **Multi-Modal Transportation Studies**

Conduct or provide technical assistance for Multi-Modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

### **Regional Goods Movement Study**

Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

### **Regional Transportation Planning Coordination**

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair's Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director's Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

**Travel Characteristics**

Prepare and conduct surveys and analysis to maintain a current set of travel characteristics of the Tampa Bay area needed to validate planning models and provide needed data for plan updates, corridor and sub-area studies and special transportation studies.

Consultants may assist with tasks listed.



**APPENDIX G: FLORIDA TPM CONSENSUS DOCUMENT**



## **Transportation Performance Measures Consensus Planning Document**

### **Purpose and Authority**

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

## Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

### 1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.<sup>12</sup> FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

### 2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

---

<sup>1</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

<sup>2</sup> If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
  - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
  - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either<sup>3</sup>:
  - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
  - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

---

<sup>3</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
  - i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
  - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety



performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

### 3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
  - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
  - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
  - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
  - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
  - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
- c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
  - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
  - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

*For more information, contact:*

*Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us*

*Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org*



**APPENDIX H: AGENCY COMMENTS – DRAFT UPWP**

Hernando-Citrus	Draft		Comment Type	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment
<b>A. COVER AND TITLE PAGE</b>				
Includes CFDA Number?	✓			cover
Includes Federal Aid Project Number (FAP)?		✓	Critical	Cover under Federal Aid Number add FHWA Federal Aid Number: 0412-058-M; FPN 439335-3-14-01
Includes FM Number (Work Program)?		✓	Critical	See above
Name of MPO and Funding Agencies?	✓			cover
The correct fiscal years for the proposed UPWP are listed?	✓			cover
MPO physical, mailing, and website addresses; phone numbers	✓			cover
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?		✓	Critical	Pending, page 135 MPO has located Resolution and Authentications in Appendix.
The Final UPWP includes the Cost Analysis Certification signed and dated by the Grant Manager (MPO Liaison)?		✓	Critical	Pending: Page 43 MPO has located Resolution and Authentications in Appendix.
			Critical	Cover under Funded Jointly By: add FHWA
			Editorial	Cover under fiscal years add dates of July 1, 2020 – June 30, 2022 (for clarification)
<b>B. TABLE OF CONTENTS</b>				
Introduction	✓			Page 1
Organization and Management	✓			Page 9
Work Program Task Sheets – includes the following sections:				
• Administration	✓			Task 1
• Data Collection	✓			Task 2
• Transportation Improvement Program	✓			Task 3
• Long Range Transportation Plan	✓			Task 3
• Special Project Planning	✓			Task 3
• Public Involvement	✓			Task 5
Summary Budget – Table 1 Agency Participation (broken out by year)	✓		Critical	Page 45 and 51. Correct name of table <b>Hernando-Citrus MPO Agency Funding Participation - FY 2021</b>

Hernando-Citrus	Draft		Comment Type Critical/General/ Editorial	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No		Comment
			Editorial	<ul style="list-style-type: none"> <li>• \$299 Soft Match in task 3.1 should be shown in blue</li> </ul>
			Critical	<ul style="list-style-type: none"> <li>• Local match should not be shown under FDOT heading</li> </ul>
			Critical	<ul style="list-style-type: none"> <li>• What contracts are included under FTA column? Show contracts as footnote</li> </ul>
Summary Budget – Table 2 Funding Source (broken out by year)	✓		Critical	Page 46 and 52 <ul style="list-style-type: none"> <li>• Correct name of table <b>Hernando-Citrus MPO Funding Source by Task – FY 2021</b></li> </ul>
			Critical	What does * next to PL reference?
			Critical	Each FTA contract needs to be listed under separate column. Unclear what contracts under FTA column is referencing – consider removing.
			Critical	Remove FDOT column. Soft match is shown on table 1 and cash should be show with each FTA contract
			Critical	Remove SU column as MPO does not receive SU funding.
District Planning Activities		✓	Critical	Pending page 81
Statements and Assurances		✓	Critical	Pending – Page 139 – 143
FTA Grant Application (if included in UPWP)		✓	Critical	When available, include in appendix
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	✓			
<b>C. INTRODUCTION</b>				
Brief definition of the UPWP	✓		Editorial	Page 1, UPWP, 1st paragraph, specify that dates covered July 1, 2020 through June 30, 2021.
			Editorial	Page 1, UPWP, 1st paragraph, last sentence: The UPWP (not work program) was developed...
Current overview of the status of comprehensive transportation planning activities	✓			Page 1
Discussion of local and regional planning priorities	✓			Page 2
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	✓			Page 3
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding				N/A

Hernando-Citrus	Draft		Comment Type	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment
sources or agencies conducting air quality activities;				
Discussion of soft match, including a definition and the amount (both as a total and the percent)	✓		Critical	Soft match is 18.07%, not 19.07%
Indirect Cost Rate (if applicable)	✓			N/A MPO does not charge indirect rate
Description of Public Involvement process used in development of UPWP	✓			Page 8,
Discussion of Planning Emphasis Areas	✓			Page 3
			Critical	Page 1: LRTP – FHWA and FTA do not approve MPO’s LRTP (page 4-30 MPO Handbook), remove reference at bottom of page 1
<b>D. ORGANIZATION AND MANAGEMENT</b>				
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process				Page 9 (org chart)
Discussion of appropriate agreements:				
<ul style="list-style-type: none"> <li>Standard Interlocal Agreement</li> </ul>	✓			Page 10 Page 33 from Hillsborough
<ul style="list-style-type: none"> <li>Metropolitan Planning Organization (MPO) Agreement</li> </ul>		✓		Not shown
<ul style="list-style-type: none"> <li>Joint Participation Agreement – FTA 5303 funds</li> </ul>	✓		Editorial	Correct contract GOT22 to G0 (zero)T22.
			Critical	G0T22 and G1780 expire 6/30/2020, which would be prior to UPWP. Are you going to request extension? Are contracts shown in budget tables? You only need to show contracts in UPWP
<ul style="list-style-type: none"> <li>ICAR Agreement</li> </ul>	✓		General	Current ICAR that we have on file was dated 7/15/2014. Please forward a copy of the agreement dated 1/6/2015
<ul style="list-style-type: none"> <li>Other agreements</li> </ul>				
			Editorial	Include Annual Traffic Count Program Interlocal Agreement (executed 3/17/2015)
			General	At the end of Fifth amended and Restated Interlocal agreement for Regional Transportation planning in West Central Florida add “: Created the West Central Florida Metropolitan Planning Organization Chairs Coordinating Committee”

Hernando-Citrus	Draft		Comment Type	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment
Identification and discussion of operational procedures and bylaws	✓		Editorial	Bylaws are discussed on pages 10. Please include date bylaws were last updated.
<b>E. WORK PROGRAM TASK SHEETS</b>				
Each sheet should describe individual tasks, be in the same format, and include:				
• Task number and title	✓			
• Purpose	✓			
• Previous work completed	✓			
• Required Activities – how task will be performed, who will perform the task	✓		Editorial	MPO has blanket statement with every that consultant services may be utilized for activities in this subtask. On certain activities, it is indicated that "consultant perform this task" Seems redundant? Page 25
• Responsible agency or agencies	✓			MPO is responsible for all tasks in the UPWP
• Proposed funding source(s) – tied into Table 2	✓			Task budget table are located at back of document for ease of document update
Schedule that adequately describes activities that will take place during the year, including: <ul style="list-style-type: none"> <li>• Schedule of milestones or benchmarks</li> <li>• End product(s)</li> <li>• Estimated completion date(s)</li> </ul>	✓		Critical	Annually completion dates need better time frame (i.e., September 2020 & 2021)
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item ( <i>an Estimated Budget Detail</i> )	✓			
			Critical	Need header on task budget pages showing Fiscal Year
			Critical	Task 1 Activity shows "identification materials (signs, display materials, etc. – MPO will need to follow FHWA guidelines 2 CFR 200, when purchasing marketing/promotional materials
			Critical	Task 1: Any single equipment purchases over \$5k, will required pre-approval (per 2 CFR 200)
			Editorial	Task 1: Does "assist in the planning of appropriate locations of bus stops, signs, benches and shelters..." belong under short term planning, instead of administration?

Hernando-Citrus	Draft		Comment Type	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment
<b>F. STATEMENTS AND ASSURANCES</b>				
DBE	✓			Pending – Page 137
Debarment and Suspension	✓			Pending – Page 139
Lobbying	✓			Pending – Page 141
Title VI Nondiscrimination Agreement	✓			Pending – Page 143
Appendix A		✓	Critical	Need to include (part of the Certs and Assurance Pkg)
Appendix E		✓	Critical	Need to include (part of the Certs and Assurance Pkg)
<b>G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)</b>				
Certain FTA grants – Form 424		✓	Editorial	MPO should add when applications are complete
Certain FTA Grants: FTA Certification / Assurances		✓	Editorial	MPO should add when applications are complete
Affirmation of Applicant		✓	Editorial	MPO should add when applications are complete
Affirmation of Applicant’s Attorney		✓	Editorial	MPO should add when applications are complete
Budget showing total funds by classifications		✓		Not required, FTA now accepts MPO budget tables
Budget showing FTA funds only by classifications		✓		Not required, FTA now accepts MPO budget tables
<b>H. TABLE 1: AGENCY PARTICIPATION</b>				
Participating agencies identified with funding commitments	✓			
Table includes only those District planning activities scheduled to occur within the MPO Boundaries				
Table shows the amount of funds set aside for work by consultants	✓			
There is one table for Year 1 and one table for Year 2	✓			
			Critical	Add footnote that FTA allocations for FY 2021 and FY 2022 are estimates and will be updated as Apportionment Notices are released
<b>I. TABLE 2: FUNDING SOURCE</b>				
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are	✓			



Hernando-Citrus	Draft		Comment Type	Received 3/11/2020 (MPO Agenda)
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment
consistent with applicable Task Sheet				
The Department's PL and FTA matching funds are shown separately	✓			
Federal, state, and local contribution levels are provided by task and subtask			Critical	Need to confirm that all FTA contracts are included in budget table and that funding is split out (federal/state/local)
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	✓			
There is one table for Year 1 and one table for Year 2	✓			
<b>J. GENERAL</b>				
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution		✓		Pending
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included		✓		Pending – Page 79
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP		✓		N/A
The annual audit is included as part of the Program Administration Task, and as a separate line item	✓			Task 1
Equipment purchases are identified as part of a task	✓			Task 1
Equipment rentals and leases are included by tasks		✓	Critical	If MPO has equipment leases/rental (copier), then include in task 1
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	✓		Editorial	Page 7 Should Task 3 also enhance travel and tourism?
			General	Header throughout document needs space between FY and 2021
			Critical	Task 4: Add required activity: Provide financial support to Hillsborough MPO for the TMA's Chairs Coordinating Committee staff support.





**Federal Highway Administration**  
 Florida Division Office  
 3500 Financial Plaza, Suite 400  
 1400  
 Tallahassee, Florida 32312  
 (850) 553-2201  
 www.fhwa.dot.gov/fldiv

**Federal Transit Administration**  
 Region 4 Office  
 230 Peachtree St, NW, Suite  
 Atlanta, Georgia 30303  
 (404) 865-5600

Planning Comments

Document Name: Draft UPWP

MPO: Hernando/Citrus

Date of Document: March

Date Received: March 16, 2020

Date Reviewed: April  
3, 2020

District:7

Reviewed by: Teresa Parker and Brittany Lavender

**COMMENTS:**

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
	Critical	FHWA does not approve LRTP we provide comments/recommendation
	Critical	Is there any reason why the budgeted amount in the MPO UPWP are showing (\$502,824), is different from what the current PL spreadsheet from Mr. Scott Philips of March 30, 2020 has listed (\$507,012)
	Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
	Critical	Update the correct Soft Match
	Critical	If an MPO is transferring FHWA funds to another agency/local government to be used for planning activity this must also be reflected as a task in the UPWP and funding shifts or receipt in the overall UPWP Budget tables;
	Critical	Signed and approved resolution approving the final UPWP
	Critical	Please include signed and approved cost analysis
	Critical	Please review the entire Draft UPWP and provide the end products and completion dates for all required activities
	General	Please update the Appendix A page
	Critical	What specific task will the General Consultants Services be responsible for?
	Critical	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval
	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document
	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities

		undertaken as part of these tasks are eligible and are allowable costs.
	General	Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
General	FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
General	FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.



**APPENDIX I: FTA FUNDING APPLICATION SF 424, FY 2021**

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> _____	
<b>5a. Federal Entity Identifier:</b> _____	<b>5b. Federal Award Identifier:</b> FL-80-0009	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> Hernando/Citrus Metropolitan Planning Organization		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> _____	<b>* c. Organizational DUNS:</b> 0801097780000	
<b>d. Address:</b>		
<b>* Street1:</b> 1661 Blaise Drive	_____	
<b>Street2:</b>	_____	
<b>* City:</b> Brooksville	_____	
<b>County/Parish:</b>	_____	
<b>* State:</b>	FL: Florida	
<b>Province:</b>	_____	
<b>* Country:</b>	USA: UNITED STATES	
<b>* Zip / Postal Code:</b> 34601-3031	_____	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> _____	<b>Division Name:</b> _____	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mr.	<b>* First Name:</b> Steven	_____
<b>Middle Name:</b> R	_____	
<b>* Last Name:</b> Diez	_____	
<b>Suffix:</b>	_____	
<b>Title:</b> Hernando/Citrus MPO Executive Director		
<b>Organizational Affiliation:</b> Hernando and Citrus County Boards of County Commissioners		
<b>* Telephone Number:</b> 352-754-4082	<b>Fax Number:</b> 352-754-4420	
<b>* Email:</b> stevend@hernandocounty.us		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

**\* Other (specify):**

Metropolitan Planning Org

**\* 10. Name of Federal Agency:**

Federal Transit Agency

**11. Catalog of Federal Domestic Assistance Number:**

20.505

**CFDA Title:**

Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

**\* 12. Funding Opportunity Number:**

5305 (d)

**\* Title:**

Metropolitan Transportation Planning Program

**13. Competition Identification Number:**

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

To provide program funding in support of the MPO's UPWP FY 2020-2021 which promotes cooperative, continuous, and comprehensive transportation planning for making transportation investments.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: 07/01/2020

\* b. End Date: 06/30/2021

**18. Estimated Funding (\$):**

* a. Federal	91,108.44
* b. Applicant	
* c. State	11,388.56
* d. Local	11,388.56
* e. Other	
* f. Program Income	
* g. TOTAL	113,885.56

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. \* First Name: John

Middle Name:

\* Last Name: Allocco

Suffix:

\* Title: Hernando/Citrus MPO Chairman

\* Telephone Number: 352-754-4082 Fax Number:

\* Email: stevend@hernandocounty.us

\* Signature of Authorized Representative:

\* Date Signed: 05/14/2020

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY  County Attorney's Office