

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
- FTA Federal Aid Number: 1001-2020-21; FPN: 401983-1-14-20



Adoption Date: *May 14, 2020*

Revision Date:

- January 11, 2021
- March 18, 2021
- May 13, 2021
- August 19, 2021

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CHANGES TO THE ADOPTED UPWP 2021-2022

Date	Revision #	Change Type	Explanation of the change
6-22-2020		Administrative	FHWA requested a wording change to Task 4.
1-11-2021	1	Modification	To begin Phase 1 of the Congestion Management Process update, MPO Staff requested to modify UPWP Task 3.4 by moving \$62,256 (\$49,804 Fed/\$6,226 State/\$6,226 Local) in Consultant funding in the 5305d Contract #G1780 to Task 3.8 to align expenses for the Congestion Management Update.
3-18-2021	2	Amendment	<p>Agreement/Grant G1I78 was renewed and now expires on 6/30/2022. Adjustment made in the MPO Agreements table.</p> <p>This amendment incorporates grant 5305 (d) funding and must be completed/approved by the MPO Board no later than 3/18/2021. The proposed changes include:</p> <ul style="list-style-type: none"> • In the Summary Budget Tables, the FY 2021 tables are updated to remove reference to "Local Funds" with regards to the FY2021-5305 (d) grant columns, per a request from FDOT. • In the Cost Analysis Certification, a new executed Cost Certification for this Amendment (form 525-010). • In Appendix D an executed FY2021 FTA Certifications and Assurances document. • In Appendix I, a new SF 424 application signed by the MPO Board Chair,
5-13-2021	3	Amendment	Close out balance and Second year update
8-19-2021	4	Proposed Amendment	<p>Addition of two consultant studies for Hernando County's transit system utilizing FY22 S5307 funding:</p> <ul style="list-style-type: none"> • Transfer Facility for TheBus, Estimated cost = \$200,000 • Ridge Manor Study for TheBus, Estimated cost = \$100,000 <p>The Required Tasks Table for Task 3.1 was updated providing a description of the projects, a deliverable and the completion date for the projects.</p> <p>Financial Tables 1A FY22, 1B FY22, and Task Budget Detail FY22, were all updated accordingly.</p> <p>The table of contents was also updated.</p>



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 21st Century Act (MAP-21) as the current funding and authorizing legislation to govern federal surface transportation spending that was signed into law on December 4, 2015. Consistent with the FAST-Act, the MPO's updated PPP provides the framework for public input at all stages of the planning process.

SOFT MATCH

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the Federal Highway Administration (FHWA) funding in the UPWP is 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.

The level of planning effort called for in this UPWP is tied to changing needs in Hernando and Citrus Counties based on development trends 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 the multi-modal mobility needs of the community.
5. Preservation: Preserve and maintain transportation infrastructure and transit assets.
6. Safety: Increase safety for the users 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
Federal Planning Emphasis Areas					
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	✓		✓	✓	
Increase the safety of the transportation system for motorized and non-motorized users		✓	✓		✓
Increase the accessibility and mobility options available to people and for freight.			✓	✓	✓
Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements, state and local planned growth and economic development patterns.		✓	✓	✓	✓
Enhance the integration and connectivity of the transportation system, across and between modes, for people or for freight		✓	✓	✓	✓
Promote efficient system management and operation.	✓	✓	✓	✓	✓
Emphasize the preservation of the existing transportation system.		✓	✓	✓	
Increase the security of the transportation system for motorized and non-motorized users.			✓	✓	✓
Consider the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts.			✓	✓	✓
Enhance travel and tourism.			✓	✓	✓
State of Florida Planning Emphasis Areas					
Safety		✓	✓	✓	✓
System Connectivity			✓	✓	
Resilience			✓		
ACES Vehicles		✓	✓	✓	



PUBLIC PARTICIPATION PROCESS

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

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

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

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

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

"No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal, financial assistance."



ORGANIZATION AND MANAGEMENT

METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD

As of May 13, 2021, the Board membership includes the following:

Citrus County

- Jeff Kinnard, Chairman
- Ruthie Davis Schlabach, Commissioner
- Scott Carnahan, Alternate
- Holly Davis, Alternate

Hernando County

- John Allocco, Commissioner
- Steve Champion, Commissioner
- Wayne Dukes, Alternate
- Jeff Holcomb, Vice-Chairman
- Elizabeth Narverud, Commissioner

City of Brooksville

- Robert Battista, Council Member
- Blake Bell, Council Member, Alternate

City of Inverness

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

City of Crystal River

- Pat Fitzpatrick, Council Member
- Joe Meek, 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)
G1M00	6/30/2022	MPO Transportation Planning Funds Agreement Modification (PL) FY 2021-FY 2022)
G1I78	6/30/2022	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2020. (Approved 2/12/20)
G1W20	6/30/2022	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2021
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 routinely meets on a quarterly basis as well. Each committee has its own set of bylaws and review work tasks prior to MPO Board action.

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

CERTIFICATIONS AND ASSURANCES

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



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WORK PROGRAM

TASK 1: ADMINISTRATION

Purpose

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

Previous Work

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

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

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

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

Required Activities Task 1 FY 2021 and FY 2022

Note: Any single equipment purchases over \$5k, will require 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 in Hernando and Citrus Counties. 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

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 (<i>Consultant services will be utilized for this task</i>)	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

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

Responsible Agency: Hernando/Citrus MPO



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TASK 3: PROJECT PLANNING

Purpose

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

3.1: Mass Transit Planning

Purpose

Provide planning, technical, and grant administrative assistance for the operation of fixed-route and deviated 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. Completed 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

Adopted: May 14, 2020; Amended 8/19/2021

Activity	Deliverable	Completion Date
Develop/coordinate the development of the TDP Progress Report for Hernando County and Citrus County	TDP progress report	Annually
Assist with performance monitoring	Hernando TDP progress report	Annually
	Citrus TDP progress report	Annually
	National Transit Database (NTD) Reporting	Annually



Activity	Deliverable	Completion Date
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
Develop a Comprehensive Operational Analysis for Citrus County (<i>Consultant services will be utilized for this task</i>)	Comprehensive Operational Analysis Report	June 2023
Enhance the quality, usability and value of data by continuing to coordinate regional performance measures among MPOs and FDOT. Begin creating a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data	Performance measure development and monitoring	Ongoing
<p>Conduct studies for Hernando County Transit System, TheBus, to include</p> <ul style="list-style-type: none"> • a Transfer Facility and; • a study in the Ridge Manor Area. <p>(<i>Consultant services will be utilized for this task</i>)</p>	Completed Transit Studies	April 2022

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 DOPA. Included Transportation Disadvantaged Elements in the FY 2021-2025 Transportation Improvement Program. Staff participated in annual Training opportunities provided by the CTD.

Required Activities for Task 3.2 FY 2021 and FY 2022

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

Review, 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 for Hernando County was completed in FY 2021.

Required Activities for Task 3.3 for FY 2021 and FY 2022

Activity	Deliverable	Completion Date
Perform updates to planning documents in the MPO study area (<i>consultant services will be utilized for this task</i>)	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 (<i>consultant services will be utilized for this task</i>)	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. Began development of the Complete Streets implementation plan and process.

Required Activities Task 3.4 FY 2021 and FY 2022

Activity	Deliverable	Completion Date
Proceed with efforts to implement the Complete Streets (CS) program. To include examination of the gaps in the multi-modal transportation system within the MPO area (<i>Consultant services will be utilized for this task</i>)	Final Complete Streets Implementation Plan	June 2022
Collaborate with the local governments, FDOT and other agencies to identify and fund enforcement and education programs throughout both counties.	Coordination activities and education sponsorship	Ongoing
Coordinate with member local government staff to ensure that whenever possible the most appropriate 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 Transportation 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
Coordination with Suncoast Trail Advisory Group	Coordination activities	Ongoing



Activity	Deliverable	Completion Date
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 <i>(Consultant services will be utilized for this task)</i>	Amendments and updates	As needed
Trail counter data collection and training <i>(Consultant services will be utilized for this task)</i>	Activity and Trail use data	June 2022

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, FY 2020-2024 TIP, and FY 2021-2025 TIP Developed and adopted LOPP for FY 2019/20, FY 2020/21 and FY 2021/22. Processed amendments and modifications to the TIP.

Required Activities Task 3.5 FY 2021 and FY 2022

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 participation in activities	As needed



Activity	Deliverable	Completion Date
Develop a dynamic Geographic Information System (GIS) LRTP/TIP Interface for MPO maps <i>(Consultant services will be utilized for this task)</i>	Dynamic map available through the website	June 2022
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

Activity	Deliverable	Completion Date
Conduct or manage special sub-area, corridor studies (<i>consultant services will be utilized for this task</i>)	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 Resiliency Study for the MPO area <i>(consultant services will be utilized for this task)</i>	Study documents	June 2022
Continue the integration of context sensitive policies into the transportation planning process	Policies and planning related activities	As the opportunity arises
Conduct Automated, Connected, Electric, Shared (ACES) Study for the MPO area <i>(Consultant services will be utilized for this task)</i>	Completed ACES Study	June 2022

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

Activity	Deliverable	Completion Date
Modify and amend the 2045 LRTP <i>(consultant services will be utilized for this task)</i>	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 assessment tool <i>(consultant services will be utilized for this task)</i>	Project Assessment Tool	June 2022

Responsible Agency: Hernando/Citrus MPO



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3.8: Congestion Management Process (CMP)

Purpose

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

Previous Work

The CMP update occurred in 2017. Established resiliency performance measures, participated in local, regional, state, and federal trainings and meetings. Performance measures and congestion management tools were adopted in the 2045 LRTP. Development and adoption of Complete Streets Policy Plan and process in 2020.

Required Activities Task 3.8 FY 2021 and FY 2022

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>Consultant services will be utilized for this task</i>)	Congestion Management Program Update	June 2022
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 services will be utilized for this task</i>)	A Tier 1 Spreadsheet	June 2022
Coordinate with transit agencies to promote congestion management policies and plans	Coordination activities	Ongoing
Conduct or manage special sub-area, corridor studies consistent with the CMP	Corridor Studies	As needed
Conduct a Crystal River Bypass Study (<i>Consultant services will be utilized for this task</i>)	Crystal River Bypass Study	June 2022
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

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 CCC.	Review and prioritization of projects	Ongoing
Support regional transit planning through TBARTA, FDOT and local transit agencies	Meeting attendance and participation activities	Ongoing
Perform tasks in support of the regional congestion management processes and/or regional performance measures	Meeting attendance and participation activities	Ongoing
Coordinate project implementation during the development of the FDOT Tentative Work Programs and MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordination activities	Ongoing
Work with regional agencies to develop and refine regional priority lists for major projects as appropriate	Meeting attendance and participation activities	Ongoing
Continue coordination with FDOT Regional Goods Movement Advisory Committee regarding Tampa Bay Regional Strategic Freight Plan	Meeting attendance and participation activities	Ongoing



Activity	Deliverable	Completion Date
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>(Consultant services will be utilized 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

Activity	Deliverable	Completion Date
Assist in the development of a GIS LRTP/TIP Interface for MPO Maps (<i>Consultant services will be utilized for this task</i>)	Dynamic map available through the website	June 2022
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>Consultant service-will 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 Update	September 2021 As needed
Active recruitment of members to the CAC, BPAC and Transportation 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
Explore virtual meeting capabilities and platforms to allow public engagement. <i>(Consultant services will be utilized for this task)</i>	Virtual meeting update and report	June 2022

Responsible Agency: Hernando/Citrus MPO



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SUMMARY BUDGET TABLES



COST ANALYSIS CERTIFICATION

Replace this page with **Executed** Cost Analysis

Certification dated 5/20/2020



Replace this page with **Executed** Cost Analysis

Certification dated 1/11/2021



Replace this page with **Executed** Cost Analysis

Certification dated 3/18/2021 "Revision #2"



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

Adopted: May 14, 2020; Modified January 11, 2021; Amended March 18, 2021

TASK	FHWA	FTA	FDOT		Local Match	CTD	Total (less soft match)	Amount to consultant
			PL Soft Match	S5305d Soft Match				
ADMINISTRATION								
1.0 Administration	\$328,962	\$0	\$59,443	\$0	\$0	\$0	\$328,962	\$0
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$59,443	\$0	\$0	\$0	\$328,962	\$0
DATA COLLECTION								
2.1 Highway System Performance Surveillance	\$681	\$16,000	\$123	\$0	\$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
SUBTOTAL DATA COLLECTION	\$3,181	\$16,000	\$575	\$0	\$2,000	\$0	\$23,181	\$20,000
PROJECT PLANNING								
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	\$0	\$2,500	\$0	\$40,891	\$25,000
3.4 Bicycling / Pedestrian Planning Program	\$15,253	\$31,108	\$2,756	\$7,778	\$0	\$0	\$54,139	\$38,886
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	\$109,804	\$6,325	\$15,000	\$6,226	\$0	\$172,256	\$167,256
SUBTOTAL PROJECT PLANNING	\$119,629	\$160,912	\$21,617	\$22,778	\$8,726	\$45,637	\$366,408	\$231,142
REGIONAL COORDINATION								
4.0 Regional Coordination	\$18,479	\$0	\$3,339	\$0	\$0	\$0	\$18,479	\$5,000
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$3,339	\$0	\$0	\$0	\$18,479	\$5,000
PUBLIC OUTREACH/PARTICIPATION								
5.0 Public Outreach / Participation	\$32,573	\$0	\$5,886	\$0	\$0	\$0	\$32,573	\$0
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$5,886	\$0	\$0	\$0	\$32,573	\$0
PROGRAM GRAND TOTAL	\$502,824	\$176,912	\$90,860	\$22,778	\$10,726	\$45,637	\$769,603	\$256,142

**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

Adopted: May 14, 2020; Modified January 11, 2021; Amended March 18, 2021

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	FDOT Soft Match	FTA	ST	LOC	Soft Match	Cash Match					
ADMINISTRATION													
1.0 Administration	\$328,962	\$0	\$0	\$0	\$0	\$0	\$59,443	\$0	\$0	\$0	\$0	\$0	\$328,962
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$0	\$0	\$0	\$0	\$59,443	\$0	\$0	\$0	\$0	\$0	\$328,962
DATA COLLECTION													
2.1 Highway System Performance Surveillance	\$681	\$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	\$452	\$0	\$0	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$3,181	\$0	\$0	\$16,000	\$2,000	\$2,000	\$575	\$2,000	\$2,000	\$0	\$0	\$0	\$23,181
PROJECT PLANNING													
3.1 Mass Transit Planning	\$1,567	\$0	\$0	\$0	\$0	\$0	\$283	\$0	\$0	\$0	\$0	\$0	\$1,567
3.2 Transportation Disadvantaged Coordination	\$564	\$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	\$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	\$7,778	\$0	\$0	\$0	\$2,756	\$3,889	\$3,889	\$0	\$0	\$0	\$54,139
3.5 Transportation Improvement Program	\$20,000	\$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	\$2,687	\$0	\$0	\$0	\$0	\$0	\$14,870
3.7 Long Range Transportation Plan	\$16,484	\$0	\$0	\$0	\$0	\$0	\$2,979	\$0	\$0	\$0	\$0	\$0	\$16,484
3.8 Congestion Management Process	\$35,000	\$60,000	\$15,000	\$49,804	\$6,226	\$6,226	\$6,325	\$13,726	\$13,726	\$0	\$0	\$0	\$172,256
SUBTOTAL PROJECT PLANNING	\$119,629	\$91,108	\$22,778	\$69,804	\$8,726	\$8,726	\$21,617	\$20,115	\$20,115	\$23,222	\$22,415	\$45,637	\$366,408
REGIONAL COORDINATION													
4.0 Regional Coordination	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,339	\$0	\$0	\$0	\$0	\$0	\$18,479
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,339	\$0	\$0	\$0	\$0	\$0	\$18,479
PUBLIC OUTREACH/PARTICIPATION													
5.0 Public Outreach / Participation	\$32,573	\$0	\$0	\$0	\$0	\$0	\$5,886	\$0	\$0	\$0	\$0	\$0	\$32,573
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$0	\$0	\$0	\$0	\$5,886	\$0	\$0	\$0	\$0	\$0	\$32,573
PROGRAM GRAND TOTAL	\$502,824	\$91,108	\$22,778	\$85,804	\$10,726	\$10,726	\$90,860	\$22,115	\$22,115	\$23,222	\$22,415	\$45,637	\$769,603



TASK BUDGET DETAIL FY 2021, UPWP HERNANDO/CITRUS MPO

Adopted: May 14, 2020; Modified January 11, 2021; Amended March 18, 2021

Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)		FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State Soft Match	Fed	State	Local	Hernando	Citrus	
ADMINISTRATION											
Task 1	Administration										
A.	Personnel Services										
	MPO Staff Salaries & Fringe Benefits		\$230,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,667
B.	Travel										
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses										
	Postage & Freight		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Buildings		\$10,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Equipment		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Insurance		\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repairs/Maintain Equipment		\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repair/Maintain Software		\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Copies)		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Communications		\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (Legal Services, Broadcasting)		\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (New Hires)		\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Books/Publications/Subscriptions		\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Education/Training		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment/Technology		\$69,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total		\$328,962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$328,962
DATA COLLECTION											
Task 2.1	Highway System Performance Surveillance										
A.	Personnel Services										
	MPO Staff Salaries & Fringe Benefits		\$681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$681
B.	Consultant Services										
	Contract/Consultant Services		\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,000
	Total		\$681	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,681



Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)		FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State Soft Match	Fed	State	Local	Hernando	Citrus	
Task 2.2 Land Use and Socio-Economic Activities											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
PROJECT PLANNING											
Task 3.1 Mass Transit Planning											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
	Total		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
Task 3.2 Transportation Disadvantaged Coordination											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$564	\$0	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$44,801
	B. Travel										
	<i>Travel Expenses</i>		\$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	\$200	\$200	\$400
	Total		\$564	\$0	\$0	\$0	\$0	\$0	\$23,222	\$22,415	\$46,201
Task 3.3 Short Range Planning											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,891
	B. Consultant Services										
	<i>Contract/Consultant Services</i>		\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
	Total		\$15,891	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$40,891
Task 3.4 Bicycling / Pedestrian Planning Program											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,253	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,253
	B. Consultant Services										
	<i>Contract/Consultant Services</i>		\$0	\$31,108	\$7,778	\$0	\$0	\$0	\$0	\$0	\$38,886
	Total		\$15,253	\$31,108	\$7,778	\$0	\$0	\$0	\$0	\$0	\$54,139



Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)		FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State Soft Match	Fed	State	Local	Hernando	Citrus	
Task 3.5 Transportation Improvement Program											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Task 3.6 Special Projects											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
	Total		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
Task 3.7 Long Range Transportation Plan											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
	Total		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
Task 3.8 Congestion Management Process											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	B. Consultant Services										
	<i>Contract/Consultant Services</i>		\$30,000	\$60,000	\$15,000	\$49,804	\$6,226	\$6,226	\$0	\$0	\$167,256
	Total		\$35,000	\$60,000	\$15,000	\$49,804	\$6,226	\$6,226	\$0	\$0	\$172,256
REGIONAL COORDINATION											
Task 4 Regional Coordination											
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$12,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,979
	B. Consultant Services										
	<i>Contract/Consultant Services</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel										
	<i>Travel Expenses</i>		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
	Total		\$18,479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,479



Task No.	Budget Category & Description FY 2021	Detail	FHWA (PL)	FY2021-S5305d Contract (New)		FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State Soft Match	Fed	State	Local	Hernando	Citrus	
PUBLIC OUTREACH/PARTICIPATION											
Task 5	Public Outreach / Participation										
	A. Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$31,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,198
	B. Travel										
	<i>Travel Expenses</i>		\$1,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,375
	Total		\$32,573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,573
Tasks Summary by Budget Category											
	<i>Personnel Services</i>		\$367,654	\$0	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$411,891
	<i>Consultant Services</i>		\$35,000	\$91,108	\$22,778	\$85,804	\$10,726	\$10,726	\$0	\$0	\$256,142
	<i>Travel Expenses</i>		\$2,875	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$3,875
	<i>Other Direct Expenses</i>		\$97,295	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$97,695
	Total		\$502,824	\$91,108	\$22,778	\$85,804	\$10,726	\$10,726	\$23,222	\$22,415	\$769,603

*Chairs Coordinating Committee



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

Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021

TASK		FHWA	FTA	FDOT Soft Match	CTD	Total (less soft match)	Amount to Consultant
ADMINISTRATION							
1.0	Administration	\$314,096	\$0	\$56,757	\$0	\$283,114	\$0
SUBTOTAL ADMINISTRATION		\$314,096	\$0	\$56,757	\$0	\$283,114	\$0
DATA COLLECTION							
2.1	Highway System Performance Surveillance	\$91,434	\$0	\$16,522	\$0	\$91,434	\$80,000
2.2	Land Use and Socio-Economic Activities	\$2,500	\$0	\$452	\$0	\$2,500	\$0
SUBTOTAL DATA COLLECTION		\$93,934	\$0	\$16,974	\$0	\$93,934	\$80,000
PROJECT PLANNING							
3.1	Mass Transit Planning	\$112,808	\$300,000	\$20,384	\$0	\$112,808 \$412,808	\$100,000 \$400,000
3.2	Transportation Disadvantaged Coordination	\$591	\$0	\$107	\$45,637	\$46,228	\$0
3.3	Short Range Planning	\$16,648	\$0	\$3,008	\$0	\$16,648	\$0
3.4	Bicycling / Pedestrian Planning Program	\$130,471	\$20,000	\$23,576	\$0	\$155,471	\$130,000
3.5	Transportation Improvement Program	\$53,739	\$0	\$9,711	\$0	\$53,739	\$31,400
3.6	Special Projects	\$179,138	\$0	\$32,370	\$0	\$179,138	\$147,130
3.7	Long Range Transportation Plan	\$45,061	\$0	\$8,143	\$0	\$45,061	\$25,000
3.8	Congestion Management Process	\$228,934	\$60,000	\$41,368	\$0	\$303,934	\$275,000
SUBTOTAL PROJECT PLANNING		\$767,390	\$80,000 \$380,000	\$138,667	\$45,637	\$913,027 \$1,213,027	\$608,530 \$1,008,530
REGIONAL COORDINATION							
4.0	Regional Coordination	\$24,000	\$0	\$4,337	\$0	\$24,000	\$5,000
SUBTOTAL REGIONAL COORDINATION		\$24,000	\$0	\$4,337	\$0	\$24,000	\$5,000
PUBLIC OUTREACH/PARTICIPATION							
5.0	Public Outreach / Participation	\$106,711	\$0	\$19,283	\$0	\$106,711	\$68,600
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION		\$106,711	\$0	\$19,283	\$0	\$106,711	\$68,600
PROGRAM GRAND TOTAL		\$1,306,131	\$80,000 \$380,000	\$236,018	\$45,637	\$1,451,768 \$1,720,786	\$762,130 \$1,162,130

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

Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021

TASK	FHWA PL *	FTA S5307 Hernando	FY22 JPA S5305d CONTRACT #NEW			FDOT Soft Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
			FTA	ST (Soft Match)	LOC					
ADMINISTRATION										
1.0 Administration	\$314,096	\$0	\$0	\$0	\$0	\$56,757	\$0	\$0	\$0	\$314,096
SUBTOTAL ADMINISTRATION	\$314,096	\$0	\$0	\$0	\$0	\$56,757	\$0	\$0	\$0	\$314,096
DATA COLLECTION										
2.1 Highway System Performance Surveillance	\$91,434	\$0	\$0	\$0	\$0	\$16,522	\$0	\$0	\$0	\$91,434
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$452	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$93,934	\$0	\$0	\$0	\$0	\$16,974	\$0	\$0	\$0	\$93,934
PROJECT PLANNING										
3.1 Mass Transit Planning	\$112,808	\$300,000	\$0	\$0	\$0	\$20,384	\$0	\$0	\$0	\$112,808 \$412,808
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$0	\$0	\$0	\$107	\$23,222	\$22,415	\$45,637	\$46,228
3.3 Short Range Planning	\$16,648	\$0	\$0	\$0	\$0	\$3,008	\$0	\$0	\$0	\$16,648
3.4 Bicycling / Pedestrian Planning Program	\$130,471	\$0	\$20,000	\$2,500	\$2,500	\$23,576	\$0	\$0	\$0	\$152,971 \$155,471
3.5 Transportation Improvement Program	\$53,739	\$0	\$0	\$0	\$0	\$9,711	\$0	\$0	\$0	\$53,739
3.6 Special Projects	\$179,138	\$0	\$0	\$0	\$0	\$32,370	\$0	\$0	\$0	\$179,138
3.7 Long Range Transportation Plan	\$45,061	\$0	\$0	\$0	\$0	\$8,143	\$0	\$0	\$0	\$45,061
3.8 Congestion Management Process	\$228,934	\$0	\$60,000	\$7,500	\$7,500	\$41,368	\$0	\$0	\$0	\$296,434 \$303,934
SUBTOTAL PROJECT PLANNING	\$767,390	\$300,000	\$80,000	\$10,000	\$10,000	\$138,667	\$23,222	\$22,415	\$45,637	\$1,213,027
REGIONAL COORDINATION										
4.0 Regional Coordination	\$24,000	\$0	\$0	\$0	\$0	\$4,337	\$0	\$0	\$0	\$24,000
SUBTOTAL REGIONAL COORDINATION	\$24,000	\$0	\$0	\$0	\$0	\$4,337	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION										
5.0 Public Outreach / Participation	\$106,711	\$0	\$0	\$0	\$0	\$19,283	\$0	\$0	\$0	\$106,711
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$106,711	\$0	\$0	\$0	\$0	\$19,283	\$0	\$0	\$0	\$106,711
PROGRAM GRAND TOTAL	\$1,306,131	\$300,000	\$80,000	\$10,000	\$10,000	\$236,018	\$23,222	\$22,415	\$45,637	\$1,441,768 \$1,751,768

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

Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021

Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FTA (S5307) Hernando	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total (Less Soft Match)	
					Fed	State (Soft Match)	LOC ¹	Hernando	Citrus		
ADMINISTRATION											
Task 1.0	Administration										
A.	Personnel Services										
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$255,331	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$255,331
B.	Travel										
	<i>Travel Expenses</i>		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses		\$57,765								\$57,765
	<i>Postage & Freight</i>	\$500		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Rentals/Leases Buildings</i>	\$10,900		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Rentals/Leases Equipment</i>	\$1,500		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Insurance</i>	\$120		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repairs/Maintain Equipment</i>	\$300		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repair/Maintain Software</i>	\$400		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Printing (Copies)</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Communications</i>	\$1,300		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (Legal Services, Broadcasting)</i>	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (New Hires)</i>	\$175		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Office Supplies</i>	\$1,600		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Books/Publications/Subscriptions</i>	\$600		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Education/Training</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Equipment/Technology</i>	\$27,870		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$57,765		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$314,096
	Total		\$314,096	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$314,096

¹ The LOC Column does not show new money allocated. This column was omitted from the table amended May 13, 2021; at the request of FDOT it is being added back.



Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FTA (S5307) Hernando	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total (Less Soft Match)
					Fed	State (Soft Match)	LOC ¹	Hernando	Citrus	
DATA COLLECTION										
Task 2.1	Highway System Performance Surveillance									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$11,434	\$0	\$0	\$0	\$0	\$0	\$0	\$11,434
	B. Consultant Services									
	Contract/Consultant Services		\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
	Total		\$91,434	\$0	\$0	\$0	\$0	\$0	\$0	\$91,434
Task 2.2	Land Use and Socio-Economic Activities									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
PROJECT PLANNING										
Task 3.1	Mass Transit Planning									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$12,808	\$0	\$0	\$0	\$0	\$0	\$0	\$12,808
	B. Consultant Services									
	Contract/Consultant Services		\$100,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$400,000
	Total		\$112,808	\$300,000	\$0	\$0	\$0	\$0	\$0	\$412,808
Task 3.2	Transportation Disadvantaged Coordination									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$591	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$44,828
	B. Travel									
	Travel Expenses		\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$1,000
	C. Other Direct Expenses									
	Other Direct Expenses		\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$400
	Total		\$591	\$0	\$0	\$0	\$0	\$23,222	\$22,415	\$46,228
Task 3.3	Short Range Planning									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$16,648	\$0	\$0	\$0	\$0	\$0	\$0	\$16,648
	Total		\$16,648	\$0	\$0	\$0	\$0	\$0	\$0	\$16,648



Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FTA (S5307) Hernando	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total (Less Soft Match)
					Fed	State (Soft Match)	LOC ¹	Hernando	Citrus	
Task 3.4	Bicycling / Pedestrian Planning Program									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$25,471	\$0	\$0	\$0	\$0	\$0	\$0	\$25,471
	B. Consultant Services									
	Contract/Consultant Services		\$105,000	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$127,500 \$130,000
	Total		\$130,471	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$152,971 \$155,471
Task 3.5	Transportation Improvement Program									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$22,339	\$0	\$0	\$0	\$0	\$0	\$0	\$22,339
	B. Consultant Services									
	Contract/Consultant Services		\$31,400	\$0	\$0	\$0	\$0	\$0	\$0	\$31,400
	Total		\$53,739	\$0	\$0	\$0	\$0	\$0	\$0	\$53,739
Task 3.6	Special Projects									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$32,008	\$0	\$0	\$0	\$0	\$0	\$0	\$32,008
	B. Consultant Services									
	Contract/Consultant Services		\$147,130	\$0	\$0	\$0	\$0	\$0	\$0	\$147,130
	Total		\$179,138	\$0	\$0	\$0	\$0	\$0	\$0	\$179,138
Task 3.7	Long Range Transportation Plan									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$20,061	\$0	\$0	\$0	\$0	\$0	\$0	\$20,061
	B. Consultant Services									
	Contract/Consultant Services		\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
	Total		\$45,061	\$0	\$0	\$0	\$0	\$0	\$0	\$45,061
Task 3.8	Congestion Management Process									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$28,934	\$0	\$0	\$0	\$0	\$0	\$0	\$28,934
	B. Consultant Services									
	Contract/Consultant Services		\$200,000	\$0	\$60,000	\$7,500	\$7,500	\$0	\$0	\$267,500 \$275,000
	Total		\$228,934	\$0	\$60,000	\$7,500	\$7,500	\$0	\$0	\$296,434



Task No.	Budget Category & Description FY 2022	Detail	FHWA (PL)	FTA (S5307) Hernando	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total (Less Soft Match)
					Fed	State (Soft Match)	LOC ¹	Hernando	Citrus	
\$303,934										
REGIONAL COORDINATION										
Task 4.0	Regional Coordination									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
	B. Consultant Services									
	Contract/Consultant Services		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel									
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
	Total		\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION										
Task 5.0	Public Outreach / Participation									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$38,111	\$0	\$0	\$0	\$0	\$0	\$0	\$38,111
	B. Consultant Services									
	Contract/Consultant Services		\$68,600	\$0	\$0	\$0	\$0	\$0	\$0	\$68,600
	Total		\$106,711	\$0	\$0	\$0	\$0	\$0	\$0	\$106,711
Tasks	Summary by Budget Category									
	Personnel Services		\$484,237	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$528,473
				\$0						\$852,130
	Consultant Services		\$762,130	\$300,000	\$80,000	\$10,000	\$10,000	\$0	\$0	\$1,162,130
	Travel		\$2,000	\$0	\$0	\$0	\$0	\$500	\$500	\$3,000
	Other Direct Expenses		\$57,765	\$0	\$0	\$0	\$0	\$200	\$200	\$58,165
	Total		\$1,306,131	\$300,000	\$80,000	\$10,000	\$10,000	\$23,222	\$22,415	\$1,441,768
										\$1,751,768

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

*Chairs Coordinating Committee

**Annual allocation to CCC (funds to Hillsborough MPO for Regional Planning Activities)



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.



COA **Comprehensive Operation**
Analysis. The COA is a detailed look at current service performance and operations.

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 administrating 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.

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APPENDIX B: MAP OF HERNANDO/CITRUS URBANIZED AREA



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APPENDIX C: UPWP FDOT CERTIFICATIONS AND ASSURANCES



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May 14, 2020**

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APPENDIX D: FTA CERTIFICATIONS AND ASSURANCES



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



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05/14/2020**

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Resolution 2020-02 Dated 5/14/2020**

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APPENDIX F: FDOT DISTRICT 7 ACTIVITIES



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APPENDIX G: FLORIDA TPM CONSENSUS DOCUMENT



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APPENDIX H: AGENCY COMMENTS – DRAFT UPWP



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APPENDIX I: FTA FUNDING APPLICATION SF 424, FY 2021



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