



**Hernando/Citrus
Metropolitan Planning Organization
Regular Meeting**
Lecanto Government Center 3600 Sovereign Path, Room 166

~ Agenda ~

Thursday, September 23, 2021 1:30 PM

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mary Glancy, (352) 527-5363 no later than twenty-four (24) hours prior to the proceedings. If hearing impaired, please call 1-800-676-3777 for assistance at least 2 days prior to the meeting.

If a person decides to appeal any quasi-judicial decision made by the Hernando/Citrus Metropolitan Planning Organization with respect to any matter considered at such hearing or meeting, he or she will need a record of the proceeding, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

Please note that only public hearing items will be heard at their scheduled times. All other item times noted on the agenda are estimated and may be heard earlier or later than scheduled.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. MPO Board & Staff Introductions
4. Please Silence Electronic Devices
5. Enter Proof of Publication into the Record

B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

C. APPROVAL OF MINUTES

Approval of Minutes for Regular Meeting of August 19, 2021

D. MPO EXECUTIVE DIRECTOR CONSIDERATION

E. INFORMATIONAL ITEMS/CORRESPONDENCE TO NOTE

1. Electric Vehicle Infrastructure Master Plan - FDOT Presentation
2. Administrative Authority During Executive Director Vacancy

F. MPO ACTION ITEMS

1. Crystal River/Turkey Oaks Bypass Study - Kimley Horn and Associates, Inc.

2. Citrus County Transit Comprehensive Operational Analysis (COA) -Tindale Oliver and Associates
3. FY 2021-FY 2022 Unified Planning Work Program Amendment
4. FY 2022-2026 Transportation Improvement Program (TIP) -Amendment
5. Citizens Advisory Committee (CAC) Appointment
6. Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) Appointment

G. CITIZENS COMMENTS

H. BOARD COMMENTS

I. ADJOURNMENT

UPCOMING MEETING: THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR THURSDAY, NOVEMBER 18, 2021 AT 1:30 P.M. AT 3600 W SOVEREIGN PATH, ROOM 166, LECANTO, FL

THE MEETING AGENDA AND BACK-UP MATERIALS ARE AVAILABLE ONLINE AT [HTTP://HERNANDOCOUNTYFL.IQM2.COM/CITIZENS](http://hernandocountyfl.iqm2.com/citizens) OR AT [WWW.HERNANDOCOUNTY.US/MPO](http://www.hernandocounty.us/mpo).



**Hernando/Citrus
Metropolitan Planning Organization
Regular Meeting**

~ Minutes ~

Thursday, August 19, 2021, 1:30 PM

The meeting was called to order at 1:30 p.m. on Thursday, August 19, 2021, at 3600 W Sovereign Path, Room 166, Lecanto Government Center, Lecanto, Florida.

Attendee Name	Title	Attendance
Joe Meek	Alternate, City of Crystal River	Present
Elizabeth Narverud	Member, Hernando County	Absent
John Allocco	Member, Hernando County	Present
Robert Battista	Member, City of Brooksville	Absent
Steve Champion	Member, Hernando County	Absent
Jeff Holcomb	MPO Vice-Chairman, Hernando County	Late/Present
Jeff Kinnard	MPO Chairman, Citrus County	Present
Cabot McBride	Member, City of Inverness	Present
Ruthie Davis Schlabach	Member, Citrus County	Present
Garth Coller	Hernando County Attorney	Present
Steven Diez	MPO Executive Director	Present
Carlene Riecsc	Transportation Planner III	Present
Cayce Dagenhart	Transportation Planner II	Present
Theresa Saenz	Administrative Assistant III	Present

Invocation

Councilman McBride led the invocation.

Pledge of Allegiance

Councilman McBride led the Pledge of Allegiance.

MPO Board & Staff Introductions

MPO Board members and staff introduced themselves.

Please Silence Electronic Devices

Chairman Kinnard asked everyone to silence their electronic devices.

Enter Proof of Publication into the Record

Ms. Riecsc read the proof of publication into the record.

Minutes Acceptance: Minutes of Aug 19, 2021 1:30 PM (APPROVAL OF MINUTES)

APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

Motion: Mr. McBride made a motion to approve the agenda as presented. Mr. Meek seconded, and the motion carried unanimously.

RESULT:	ADOPTED [5 TO 0]
AYES:	Meek, Allocco, Kinnard, McBride, Davis Schlabach
ABSENT:	Narverud, Battista, Champion, Holcomb

APPROVAL OF MINUTES

Approval of Minutes – MPO meeting June 17, 2021

Motion: Mr. McBride made a motion to approve the minutes as presented. Mrs. Davis Schlabach seconded, and the motion carried unanimously.

RESULT:	ADOPTED [5 TO 0]
AYES:	Meek, Allocco, Kinnard, McBride, Schlabach
ABSENT:	Narverud, Battista, Champion, Holcomb

MPO RESOLUTION

Resolution Honoring Garth C. Coller

Mr. Diez read the Resolution 2021-05 into the record commemorating Mr. Coller on the occasion of his retirement.

CITIZENS COMMENTS

Commissioner Kinnard asked for public comment. Mr. Peter Cuccuro, Pine Ridge resident, discussed his continued opposition to the interchange proposed at CR 486 and the Suncoast Parkway.

MPO EXECUTIVE DIRECTOR POSITION

MPO Executive Director - Candidate Consideration

Commissioner Holcomb was running late to the meeting; consequently, the Board moved to correspondence and informational items (Item G) at this time.

CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS

Strategic Intermodal System (SIS) Policy Plan Update

Secretary Gwynn from FDOT District 7 addressed the Board regarding the status of the construction on US 19 in Citrus County. DAB Construction was working on 7 projects within District 7 and progress had fallen behind. FDOT defaulted DAB on a project in Pasco County. The construction company subsequently self-defaulted on the remainder of their projects. FDOT is working with the surety bonding company to complete the contract requirements. FDOT is working to ensure maintenance along the roadway (silt fence, erosion control, mowing etc.) is addressed.

There were complaints regarding erosion control as it relates to Halls River. SWFWMD issued a violation to the FDOT because they were not meeting permit requirements. Typically, sedimentation control is set up to handle normal conditions. Over time, sedimentation builds up in some of the canals, some from the FDOT project. There was a lot of rain which washed some sedimentation out into the river. He indicated that they are working with SWFWMD to address the situation.

Mr. Allocco asked Secretary Gwynn about the directional arrows along US 19. He indicated the reflectors make a lot of noise when vehicles drive over them. Secretary Gwynn stated the arrows were intended to address wrong way drivers, but they will look into modifying to reduce noise.

Mr. Allocco also indicated County Line Road continues to be a major problem. He stated that Pasco County is not as concerned as Hernando with improving the roadway. He asked Secretary Gwynn for suggestions. He brought Justin Hall from the FDOT to address the issue. Mr. Hall stated they are investigating funding alternatives to include matching state grants and Pasco County appeared receptive. An interlocal agreement with Hernando and Pasco County will be required to move forward, the state is willing to work with us. FDOT will put the interlocal agreement together.

Mrs. Davis-Schlabach asked Secretary Gwynn what steps will be taken in the future for roadways close to the coast. He responded that with the dissolving of MCORES, funding to construct alternate projects on 19 may be considered.

Mr. Allocco mentioned concern about a bypass going through Citrus on US 19. He did not think taking traffic away from the downtown is good for businesses. He observed that once 589 is completed, an option to bypass the city will exist.

Roger Roscoe, liaison for FDOT District 7 made a presentation regarding the strategic intermodal system (SIS). He explained that the SIS is a statewide network of high-priority transportation facilities. These facilities represent the State's primary means for moving people and freight. The SIS policy plan is required to be updated at least once every 5 years pursuant to Florida Statutes. Mr. Roscoe further stated that there is a comment form in the MPO Board packet, and he would collect comments at the end of the meeting.

Commissioner Holcomb joined the meeting at this time.

After completion of item G 1, Commissioner Kinnard returned to Item F, MPO Executive Director Position.

MPO Executive Director - Candidate Consideration continued

Mr. Joel Graeff was introduced as a candidate for the MPO Executive Director position. Commissioner Kinnard outlined the process the Board would follow starting with opening the meeting to the Board to ask questions. Once question session was completed, the Board would have the candidate leave the room and the Board would engage in open discussion. The Chairman noted that there had been 2 candidates scheduled for consideration; however, Ms. Lee Beasley had withdrawn her application.

Mr. Graeff indicated transportation planning was his specialty. He stated he is uniquely qualified because he has public sector, private sector and non-profit sector experience. He has worked for MPOs in Pennsylvania. Most recently, he was a project director for Atkins Consulting.

Commissioner Allocco reviewed Mr. Graeff's resume and requested clarification regarding timelines associated with his employment. He responded that he worked with the North Florida TPO through a contracted position (HNTB). He explained that he also worked in Miami/Dade involved in corridor and transit analysis, and Osceola County's Local Agency Program. He has worked with the Space Coast MPO as well. Mr. Allocco stated that Mr. Graeff's resume included many different projects and positions over a short period of time and requested additional explanation. Mr. Graeff stated HNTB hired him to be a planner, but he worked as a consultant and found his own jobs under the auspices of HNTB. Most of the work experience listed on his resume was under HNTB. Commissioner Allocco stated his concern was consistency for the MPO Director position.

Commissioner Holcomb asked about Mr. Graeff's leadership and budgeting skills. He responded he was a planning team leader and successfully worked with FDOT and private clients. He stated that he would set goals and assign projects with the staff of the MPO. He would make their roles clear. In terms of budgeting, he has experience in marketing, budgeting and sales. He mentioned the UPWP guided the budget. Commissioner Allocco indicated that budgeting was a major issue in the past. He needed to have a director who would be able to explain budget related issues in a concise manner. Mr. Graeff noted the UPWP is critical. He advised the Board he processed invoices for FDOT District 5.

Commissioner McBride asked whether he knew anything about the priorities of the Hernando/Citrus MPO. Mr. Graeff stated he is doing his research and noted that there are a lot of studies in process. He would get a handle on the MPO priorities in his first 30 days if hired. The Chairman asked Mr. Graeff to step outside while the board discussed.

Mayor Meek requested clarification regarding the interview process. Commissioner Kinnard requested Hernando County's Human Resources Director Michelle Posewitz to explain the process. An interview panel was assembled pursuant to the MPO Board's

direction. Ms. Posewitz indicated there was a first round of interviews, they decided it was best to readvertise. A second recruitment was conducted in July and interviews took place on August 4, 2021. There were 4 applicants during round 2 of the process, 2 candidates were brought forward to the MPO Board.

Garth Coller inquired why Ms. Beasley withdrew her application. Ms. Posewitz stated primarily due to salary. Commissioner Davis Schlabach stated that an applicant would know what the salary range for the job is upon application. Commissioner Holcomb thought Mr. Graeff had a lot of leadership experience even if he has not been an MPO director.

Ms. Posewitz stated the position was advertised locally and nationally. The MPO needs to be comfortable with the hire. If the Board is not comfortable with one candidate, they may wish to readvertise. She specified there were 3 candidates in the first set of interviews, but one withdrew. There were 10 total applicants, and 5 were determined qualified. Commissioner Kinnard indicated he was not comfortable with only having one candidate. He stated that the MPO Board may wish to revisit the salary range. He stated he was looking for a dynamic director.

Commissioner Davis Schlabach deferred to historical knowledge but noted she did not feel it was fair to portray Mr. Graeff as the only candidate. There were 2 top candidates and one pulled out. He has worked in some pretty big markets which she considered a positive but would defer to the board.

Commissioner Holcomb asked about the background check process for applicants. Ms. Posewitz stated you cannot do a detailed background check until a conditional offer is made. Commissioner McBride indicated he did not have a comfort level with only having one candidate and did not think that they should hire the individual unless there was consensus among the Board.

Commissioner Kinnard summarized Board options, either hire Mr. Graeff or readvertise. Mr. Meek stated he agreed with Mr. McBride and did not have a comfort level with the candidate. Ms. Posewitz said they would start the recruitment again; the Board could consider a wider salary range. Ms. Beasley wanted the high range of the position. Even though Mr. Diez is close to retirement, Commissioner Kinnard felt that we should wait. Commissioner Allocco said based on the discussion, the position should be readvertised.

Motion: Mr. Allocco made a motion to readvertise the Executive Director Position. Mr. Meek seconded. The motion passed 5-1 with Mrs. Davis Schlabach voting nay.

RESULT: ADOPTED [5 TO 1]
MOVER: John Allocco, Hernando County
SECONDER: Joe Meek, Alternate, City of Crystal River
AYES: Meek, Allocco, Holcomb, Kinnard, McBride
NAYS: Davis Schlabach
ABSENT: Battista, Champion, Narverud

Mr. Graeff was brought back into the meeting and advised of the Board's decision. Mr. Graeff was encouraged to reapply.

CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS - CONTINUED

MPO Meeting Summary from June 17, 2021, and Updated Issue List

Mr. Diez outlined the meeting summary from the June MPO meeting. He stated that with regards to the issue list, Secretary Gwynn had updated the Board regarding the status of US 19 construction.

Letter from Florida Department of Transportation - Multiuse Trail Request on US 98 from Hernando County to US 19 in Citrus County

Mr. Diez advised the MPO that a letter was sent to the FDOT requesting a multiuse trail as part of the US 98 project. The FDOT indicated the request would be studied in more detail. A copy of the FDOT's response is in the Board's packet.

Letter from Department of Economic Opportunity (DEO)

A letter from the Department of Economic Opportunity was provided to the Board indicating approval of the FY 2022-2026 Transportation Improvement Program (TIP).

Florida Turnpike Enterprise (FTE) Report

The FTE's construction update for July 2021 was provided to the Board.

MPO Quarterly Report - April 1, 2021, to June 30, 2021

Mr. Diez presented the Quarterly Financial Report. There were no questions from the MPO Board.

MPO ACTION ITEMS

Interlocal Funding Agreement between Citrus County, Hernando County and the Hernando/Citrus Metropolitan Planning Organization

Mr. Diez introduced the Interlocal Funding Agreement between Citrus County, Hernando County and the Hernando/Citrus MPO for approval. The MPO is the final party to review and approve the agreement. Commissioner Allocco stated that he was

pleased the agreement was moving forward because there are some major projects coming forward and Citrus County will benefit.

Chairman Kinnard opened for public comment, there was none. Chair opened the item for Board discussion.

Mr. Diez indicated that the approval of this agreement demonstrated the cooperation of this Board.

Motion: Mr. Allocco made a motion to approve the Interlocal Funding Agreement as presented. Mr. Holcomb seconded the motion and it passed 6-0.

RESULT:	ADOPTED [6 TO 0]
MOVER:	John Allocco, Member, Hernando County
SECONDER:	Jeff Holcomb, MPO Vice-Chairman, Hernando County
AYES:	Meek, Allocco, Holcomb, Kinnard, McBride, Davis Schlabach
ABSENT:	Narverud, Battista, Champion

Tindale Oliver and Associates - Complete Streets Scope Approval

Mr. Diez introduced the Complete Streets Scope of services for approval. Commissioner opened to public input, there was none. Commissioner Davis Schlabach asked about phasing of the project. Mr. Diez explained it was due to funding availability.

Motion: Mr. Holcomb made a motion to approve the Complete Streets Scope as presented. Mr. McBride seconded the motion and it carried 6-0.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Jeff Holcomb, MPO Vice-Chairman, Hernando County
SECONDER:	Cabot McBride, Member, City of Inverness
AYES:	Meek, Allocco, Holcomb, Kinnard, McBride, Davis Schlabach
ABSENT:	Narverud, Battista, Champion

Unified Planning Work Program (UPWP) FY 2021-FY 2022 - Amendment

Mr. Diez introduced the FY 2021-2022 UPWP amendment which includes \$300,000 in 5307 Transit funding. Commissioner Allocco expressed concern that the \$300,000 estimate would impact the final cost. Mr. Diez stated that the studies would be conducted by a consultant selected by the Planning Department, and he was not certain how much the studies would actually cost.

Commissioner Kinnard asked for public comment, there was none.

Motion: Mr. Holcomb made a motion to approve the UPWP Amendment as presented. Mr. Allocco seconded the motion and it carried 6-0.

Minutes Acceptance: Minutes of Aug 19, 2021 1:30 PM (APPROVAL OF MINUTES)

RESULT: ADOPTED [6 TO 0]
MOVER: Jeff Holcomb, MPO Vice-Chairman, Hernando County
SECONDER: Cabot McBride, Member, City of Inverness
AYES: Meek, Allocco, Holcomb, Kinnard, McBride, Davis Schlabach
ABSENT: Narverud, Battista, Champion

Bicycle/Pedestrian Advisory Committee (BPAC) - Amendment to Bylaws

Mr. Diez explained that there are issues gaining a quorum in part due to representatives from the Sheriff's Office. The amendment would keep them on the committee but in an advisory capacity. Commissioner Holcomb asked whether they had any objections, Mr. Diez stated there had been none.

Commissioner Kinnard opened the item for public comment, there was none.

Commissioner Allocco stated that he hoped that legislators who mandate committees and boards realize there is no mechanism in place to mandate attendance.

Motion: Mr. Holcomb made a motion to approve the amendment to the BPAC Bylaws. Mr. Allocco seconded the motion and it carried 6-0.

RESULT: ADOPTED [6 TO 0]
MOVER: Jeff Holcomb, MPO Vice-Chairman, Hernando County
SECONDER: John Allocco, Member, Hernando County
AYES: Meek, Allocco, Holcomb, Kinnard, McBride, Davis Schlabach
ABSENT: Narverud, Battista, Champion

MPO Meeting Schedule Changes - 2021

Mr. Diez reviewed the changes to the calendar for the remainder of 2021. The next MPO meeting is September 23, 2021, followed by November 18, 2021. Commissioner Davis Schlabach stated she would not be able to attend the September meeting due to a conflict.

Motion: Mr. McBride made a motion to approve the MPO Meeting schedule changes for the remainder of 2021. Mr. Holcomb seconded the motion and it passed 6-0.

RESULT: ADOPTED [6 TO 0]
MOVER: Cabot McBride, Member, City of Inverness
SECONDER: Jeff Holcomb, MPO Vice-Chairman, Hernando County
AYES: Meek, Allocco, Holcomb, Kinnard, McBride, Davis Schlabach
ABSENT: Narverud, Battista, Champion

DIRECTOR'S CUT

Mr. Diez stated he had no comments at this time. He would save his final comments for his last meeting on September 23, 2021.

BOARD COMMENTS

The Board collectively thanked Garth Coller for his service to the MPO and wished him well.

Commissioner Allocco requested staff begin working on the 2022 calendar. Ms. Riecss stated the calendar was drafted and should be brought before the board either September 23, 2021, or November 18, 2021.

ADJOURNMENT

The meeting was adjourned at 3:26 p.m.

UPCOMING MEETING: THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR THURSDAY, SEPTEMBER 23, 2021, BEGINNING AT 1:30 P.M. AT THE LECANTO GOVERNMENT BUILDING, 3600 W. SOVEREIGN PATH, ROOM 166, LECANTO, FL 34461.



AGENDA ITEM

TITLE

MPO Executive Director Candidate Consideration

BRIEF OVERVIEW

The recruitment for the MPO Executive Director was coordinated by Hernando County in accordance with the MPO's Administrative Services Agreement. Subsequent to the August 19, 2021, MPO meeting, the Executive Director position was re-advertised, and interviews were conducted on September 16, 2021. Pursuant to MPO Board direction, the interview panel includes staff from Hernando and Citrus Counties:

Walt Eastman, Citrus County Engineering
June Randall, Citrus County Human Resources Director
Tobey Phillips, Hernando County Deputy County Administrator
Scott Herring, Hernando County Public Works Director
Michelle Posewitz, Hernando County Human Resources Director
Ron Pianta, Hernando County Planning Director (first interviews)

The Interview Committee is recommending the MPO consider two of the three candidates interviewed as follows:

- Joel Graeff
- Robert Esposito

FINANCIAL IMPACT

Funds are budgeted in the MPO Fund (1031) in the Hernando County Budget for the MPO Executive Director's position.

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board:

1. Consider the candidates provided and make a selection for the MPO Executive Director position; and,
2. Authorize negotiations and an offer of employment

REVIEW PROCESS

Carlene Riecsc	Completed	09/09/2021 4:28 PM
Cayce Reagin Dagenhart	Completed	09/10/2021 2:44 PM
Jon Jouben	Completed	09/13/2021 4:48 PM
MPO	Pending	09/23/2021 1:30 PM

Joel S. Graeff, AICP

407-961-0868 • joelgraeff19335@yahoo.com
www.linkedin.com/in/joelgraeff

More than 20 years experience in the management and planning of transportation infrastructure and facilities for the public, private, and non-profit sectors. Accomplished in multimodal transportation planning, rail and transit design, transportation infrastructure funding, transportation systems management, and innovative livable transportation solutions. Extensive experience in project management, agency policy planning and development, scenic highways, corridor studies, transportation master planning, and environmental impact planning and documentation.

SMART Plan Land Use Scenario & Visioning Plan and Economic Mobility & Accessibility Plan (East-West Corridor), Miami-Dade TPO, Miami, FL – Task Manager for the preparation of a Land Use Scenario Plan which will provide the basis for the development of transit supportive land uses. In addition, the preparation of a study to develop the Transit Oriented Development (TOD), First and Last Mile (including circulator services), and Transit Hubs components to support the economic mobility and accessibility plans for the Corridor.

SMART Plan Mobility and Accessibility (Beach and Northeast Corridors), Miami-Dade TPO, Miami, FL – Task Manager for the preparation of a study to develop the Transit Oriented Development (TOD), First and Last Mile (including circulator services), and Transit Hubs components to support the economic mobility and accessibility plans for the SMART Beach-Northeast Corridors. The Beach Corridor at the east end serves the core of the South Beach district of Miami Beach as well as the Miami Beach Convention Center just to the north, while the Northeast Corridor consists of redevelopment sectors north of downtown, residential districts, northern suburbs along Biscayne Boulevard and the higher density Aventura district.

Metropolitan Planning Organization Liaison, FDOT District Five, DeLand, FL – In-house support to FDOT's Planning and Environmental Management (PLEMO) unit coordinating activities between the Department and five area MPO/TPOs. Work included program management, compliance review, technical assistance, and work program maintenance.

Highway Safety Improvement Program Candidate Project Identification, Space Coast TPO, Melbourne, FL – Project Manager for a study to identify safety improvement packages for intersection and corridor segments that may be eligible for FDOT Highway Safety Improvement Program (HSIP) funding in Brevard County. A total of 36 safety packages were identified and evaluated.

Owner's Representative, Tampa Bay Next (TB NEXT), Florida Department of Transportation (FDOT) District 7, Hillsborough, Polk and Pinellas Counties, FL. Environmental Task Planer evaluating express toll lanes and express bus in a supplemental environmental impact statement (SEIS). Participated as an author of select topics within the SEIS for technical analyses.

Master Plan Development for Hollywood Boulevard at State Route 7, Broward MPO, Ft. Lauderdale, FL – Task Leader for the development of defining the investment of MPO funds on Mobility Hub improvements that complement the roadway improvements by the Florida Department of Transportation District Four (FDOT) and right-of-way acquisitions by FDOT and the City of Hollywood.

Central Florida Regional Transportation Authority (LYNX), Orlando FL - Interim Chief Planning & Development Officer responsible for the activities of a 25-person organization covering Planning, Grants, Engineering and Information Technology. Reporting directly to the Lynx Chief Executive Officer and managing the day-to-day staff operations to deliver quality services to Central Florida commuters. Direct coordination with funding partners, major employers, passengers, and interested stakeholders.

St. Augustine Transportation and Parking Master Plan, City of St. Augustine, St. Augustine, FL – Project Manager for a multiyear agreement to develop an integrated mobility plan for the city which will

introduce 21st century best practices including multimodal transportation planning, parking, complete streets, land use, historical preservation, streetscapes, and economic development, and traffic operations to America's oldest city.

North Florida Transportation Planning Organization, Jacksonville, FL - Task Leader contributing to the development of a task work order to review current operators, licensed and unlicensed, franchised and unfranchised, for-hire vehicles quantify their impact to the roadway and sidewalk network, review current regulations, and make recommendations for policy changes and regulations to manage these operations for the City of St. Augustine.

Leadership - Demonstrating the ability to use sound and independent judgment to "see the big picture" by being a strong consensus builder and understanding the sensitivity to address individual community needs.

Pennsylvania Passenger and Freight Rail Plan, Pennsylvania Department of Transportation - Project Planner managing planning efforts related to identification of the State's freight rail system, rail carriers, and intermodal facilities.

Landside Transportation Planning, City of Philadelphia, Philadelphia International Airport, Philadelphia, PA. Project Manager responsible for study to support the extension of airport runways, taxiways and terminal construction. Work included management of landside terminal and curbside data collection efforts, on-site and off-site daily and peak hour traffic analyses, and preparation of the final report for the traffic element of the Airport Master Plan. Work also addressed existing and future intermodal transportation (highway and rail transit) access to the Airport.

Districtwide Public Transportation Contract, Florida Department of Transportation District 5 - Planning Task Leader responsible for assisting the District Five personnel with their Park & Ride program including the preparation of a design manual and bi-annual utilization assessments. Project was a three-year \$1.5 million task work order agreement.

SEPTA R-6 Norristown Extension Study, Montgomery County Planning Commission and Delaware Valley Regional Planning Commission - Project Planner responsible for analyzing proposed station development opportunities associated with the potential extension of the train line. Work includes outreach to municipal representatives, review of existing zoning and planning documents, review of access issues, and development of an opportunities and constraints analysis.

Executive Presence - Possessing superior presentation skills, verbal and written, to present, explain, and defend complex policies and issues before all stakeholders.

2040 Long-Range Transportation Plan, Glynn County Community Development Department, Glynn County GA - Planning Task Manager for the development of a Goods Movement and Freight component to the County's Long-Range Plan where projects were evaluated based upon the attributes of freight congestion relief, coordination, safety, environmental impacts, infrastructure impacts, freight facilities served, and ability to enhance or create jobs.

Chatham County-Savannah MPC, Park-and-Ride Lot Study, Savannah, GA - Task Leader for establishing a countywide park-and-ride lot site evaluation process consisting of identification and evaluation of sites, site evaluation process and recommendations, and cost estimates. All planning elements were presented and confirmed by the Stakeholder Advisory Committee.

SR 50 Realignment Study PD&E, Florida Department of Transportation District 5, Groveland, FL - Task Leader for the development of an economic study to analyze the potential impacts to downtown businesses relative to the realignment of SR 50 within the City of Groveland.

Leading People - Managing mid-level and junior planners by providing mentoring, developing qualified staff, setting performance expectations to achieve results, and expanding career development.

Southeast High-Speed Rail (SEHSR) Tier II Environmental Impact Statement (EIS), Washington, D.C., to Richmond, Virginia, Virginia Department of Rail and Public Transportation. Project Planner responsible for general planning duties and the development of an overall QA/QC process relative to a Tier II EIS for the 120-mile route between Richmond and Washington.

Financial, Budgeting and Contract Planning - Extensive experience in budgeting and deadlines, fiscal planning and reporting; directing the oversight and approval process for federal and state funds received; and an understanding of project management and contracting experience.

Wilmington Multimodal Transportation Center Environmental Assessment, North Carolina Department of Transportation Rail Division, Wilmington, NC - Project Manager for the FTA-compliant Environmental Assessment associated with development of a multimodal transportation center adjacent to and interfacing with a future train station in a redeveloping historic neighborhood in Wilmington.

Celebration Pointe Streetcar Feasibility Study, SHD Development, Gainesville, FL - Project Manager responsible for a detailed modal, operational, and financial assessment for a potential streetcar project planned for a larger mixed-use Transit Oriented Development (TOD).

RECENT EMPLOYMENT HISTORY

- Atkins, Orlando, FL – Project Director
- HNTB, Inc., Lake Mary, FL – Senior Project Manager
- S&ME, Inc., Orlando, FL – Senior Transportation Planner
- Moffatt & Nichol, Raleigh, NC – Senior Planner
- TranSystems, Maitland, FL – Planning Team Leader

EDUCATION

- Master of Business Administration - Finance, LaSalle University, Philadelphia, PA
- Bachelor of Arts, Geography, Urban Studies Concentration, Shippensburg University, Shippensburg, PA

PROFESSIONAL ORGANIZATIONS

- American Planning Association
- American Institute of Certified Planners, No. 023023
- Florida Chapter of the American Planning Association

Attachment: Graeff Resume 061621 (18816 : MPO Executive Director Candidate Consideration)

ROBERT M. ESPOSITO, MBA

St. Petersburg, FL | espo1102@gmail.com | 727-543-4353

*Government Affairs | Sales & Marketing Strategies | New Business Development | Territory Management | Reporting
Public Affairs/PR | Key Account Management | Time Management | Message Development | Group Presentation Skills Market
Share | Media Relations | Messaging & Branding | Cross-Functional & Interpersonal Relations | Budgeting/Cost Control*

Results-focused and ethical **Government Affairs Professional and Business Development Specialist** with 25+ years of experience cultivating positive customer relations, while maintaining open communications and strong follow-up skills to drive satisfaction, retention and profitability. Resourceful and analytical community relations specialist and customer advocate with expertise leading programs from concept through execution, while directing teams and monitoring performance to ensure optimal productivity. Solutions-oriented and methodical team player seeking to leverage background into a role within the Government Affairs industry, focused on the private or government sector.

PROFESSIONAL VALUE OFFERED

- Gained FDOT District staff buy-in to defend position with the local elected officials.
- Cultivated strong relationships with the local, state and federal elected officials.
- Convinced engineers to think outside-the-engineering-box to yield elected official-requested results and built relationships and trust within staff.
- Developed and maintained strong relationships with the elected officials within the Tampa Bay area.
- Grew sales as an entrepreneur from zero to \$200K+ within 1 year, and onto \$250K for year 2.
- Managed revenue goals of \$200M+ annually, while overseeing P&L, sales initiatives, marketing development, and overall growth initiatives.
- Increased NEC Technologies sales growth 60% with 50% gross profit dollars increase YOY.
- Boosted sales 190% with 132% gross profit dollars rise YOY for NEC Projectors.
- Generated Princeton Graphics sales growth of 240% with 90% gross profit dollars increase YOY.
- Obtained KDS sales rise of 162% and 130% gross profit dollars surge month over month.
- Ranked #3 in district for total sales for Ethylol and #1 for percent-to-budget for Elmiron sales.

EXPERIENCE

Government Affairs Liaison | Florida Department of Transportation, District 7 | Tampa, FL | 2013-Present

- Supported the District Secretary as the primary contact for legislative issues.
- Interfaced with Directors, Public Information Officer, Chief of Staff and Legislative Affairs Director to communicate insights for advancing shared agency missions.
- Collaborated with Federal, State and Local Legislators and aides to discuss and resolve FDOT projects and constituent issues.
- Coordinated meetings with Legislators to determine courses of action for meeting goals.

District Aide | State Senator Jeff Brandes | St. Petersburg, FL | 2010-2013

- Managed district office and organized business seminars, including Vision Air, Lincoln Day Dinner, and First Night, and all corresponding aspects of constituent services.
- Facilitated meetings with business organizations and constituents to ensure accountability and traceability.
- Served as public speaker and liaison at events on behalf of representative.
- Coordinated with Department of Children and Families to aid constituent in attaining list for liver transplant within 24 hours.

Campaign Manager | Jeff Brandes/Connie Deneault for Florida House | St. Petersburg, FL | 2009-2010

- Enhanced media messaging, including TV, mail, and social, by executing effective marketing brand awareness initiatives to expand outreach and visibility.
- Recruited and trained volunteers to ensure headcount met event demands.
- Organized campaign walks and fundraising events to solicit donations and support.
- Liaised with the area's elected officials, political party leaders, and centers of influence.
- Played instrumental role in opposition research to determine strategies.
- Built upon opposition research developed from Connie Deneault campaign.
- Implemented grassroots, get-out-the-vote plan for the northern part of the district, which ultimately won election, including victories in 12 of 13 precincts.
- Completed petition drive within 45 days of implementation.

ROBERT M. ESPOSITO, MBA – PAGE 2

Professional Experience-continued...

Customer Service Manager/Sales | Bob DeGraaf State Farm Insurance | St. Petersburg, FL | 2008-2009

- Managed customer service, including staff training, customer issue resolution, and problem solving.
- Directed customer contact appointments and counseling for all lines, such as life, health, family planning, banking, and property/casualty.
- Generated sales by executing complete sales cycle process from prospecting through contract negotiations and close.
- Cultivated long-term relationships with clients to achieve customer objectives and consistently increase sales.
- Created professional pre-sales presentations to creatively communicate product quality and market comparisons.
- Grew customer base by identifying needs to deliver relevant product solutions that achieve client budgets.
- Secured sales by providing recommendations to promote brand effectiveness and product benefits.
- Expanded territory by successfully cold-calling leadership and negotiating profitable contracts.
- Ensured client satisfaction and retention by timely offering proactive resolution ideas while driving actionable responses to questions, concerns, or challenges and sales execution.
- Ensured proper closing times by sustaining personal pipeline and generating leads to minimize workflow gaps.
- Drove retention by following up with customers during and post-sale to ensure optimal customer service.
- Streamlined operational efficiencies, tracking weekly sales to develop senior leadership reports for corrective action planning.

Account Executive-Commercial Lines Division | Wallace Welch & Willingham | St. Petersburg, FL | 2007-2008

- Developed prospect list of 400+ companies to target and execute sales visits on a 6-week cycle.
- Attended 2 weeks of Compliance Check Training as part of risk management training developed by Wallace Welch & Willingham.
- Rotated through various departments to learn various aspects of insurance.
- Achieved objectives of training program by successfully meeting goals.

Co-Owner | Investment Property Solutions | Largo, FL | 2005-2007

- Initiated a sale-by-owner/rental Internet advertising business, focusing on sales of timeshares and vacant land.
- Managed all aspects of business, including hiring and training sales representatives.
- Achieved first-year sales of approximately \$230K with final year on track to reach \$300K.

PREVIOUS WORK HISTORY:

Owner | Nationwide Floor & Window Coverings | Clearwater, FL | 2001-2004

Product Manager, Networking (Sans)/Peripherals/Systems | Tech Data Corporation | Clearwater, FL | 1999-2000

Oncology Sales Specialist | Alza/BN Pharmaceuticals, Inc. | St. Petersburg, FL | 1997-1999

Retail Sales Professional | Raymond James Financial, Inc. | St. Petersburg, FL | 1996-1997

Professional Sales Representative | Glaxo Wellcome, Inc. | St. Petersburg, FL | 1991-1995

EDUCATION

MBA, Everest/Florida Metropolitan University/Tampa College

BS, Marketing, University of South Florida



AGENDA ITEM

Initiator: Carlene Riecsc
DOC ID: 18355
Legal Request Number:

TITLE

Electric Vehicle Infrastructure Master Plan - FDOT Presentation

BRIEF OVERVIEW

The FDOT will be presenting their Electric Vehicle Infrastructure Master Plan via ZOOM to the MPO Board.

FINANCIAL IMPACT

No formal action by the MPO Board is required.

REVIEW PROCESS

Carlene Riecsc	Completed	08/26/2021 11:17 AM
Cayce Reagin Dagenhart	Completed	08/26/2021 11:49 AM
Steven Diez	Skipped	09/07/2021 9:32 AM
Jon Jouben	Completed	09/07/2021 9:47 AM
Theresa Saenz	Skipped	09/07/2021 9:33 AM
MPO	Pending	09/23/2021 1:30 PM



AGENDA ITEM

TITLE

Administrative Authority During Executive Director Vacancy

BRIEF OVERVIEW

With the recent passing of Steve Diez and the recruitment for his replacement still in process, the MPO Executive Director position is vacant.

Until such time as a candidate is selected to fill the position, there are administrative duties and responsibilities which must be addressed to ensure the continuation of the MPO's Plans and Programs. This would include signing off on TIP/STIP amendments in the FDOT's system, progress reports, billing and other similar activities performed by the Director on a routine basis. These actions are separate from those which require MPO Board approval.

Current MPO staff member Carlene Riecsc, Planner III, is available to be assigned this authority on an interim basis until the Executive Director is selected. This will ensure there are no delays associated with the administration and processing of documents necessary for the MPO's continued operations.

FINANCIAL IMPACT

None at this time.

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended the MPO Board grant Carlene Riecsc, Planner III, administrative authority to sign and coordinate the requirements of the MPO program consistent with the duties of the Executive Director until a permanent replacement is hired.

REVIEW PROCESS

Carlene Riecsc	Completed	09/09/2021 3:57 PM
Cayce Reagin Dagenhart	Completed	09/10/2021 2:45 PM
Jon Jouben	Completed	09/13/2021 9:34 AM

MPO Agenda Item (ID # 18815)

Meeting of September 23, 2021

MPO

Pending

09/23/2021 1:30 PM



AGENDA ITEM

Initiator: Carlene Riecss
DOC ID: 18789
Legal Request Number:

TITLE

Crystal River/Turkey Oaks Bypass Study - Kimley Horn and Associates, Inc.

BRIEF OVERVIEW

Kimley Horn and Associates has submitted a scope of services to support the Hernando/Citrus Metropolitan Planning Organization (MPO) in evaluating potential corridor options to address anticipated impacts associated with the currently planned northern termination of the Suncoast Parkway at CR 486 in Citrus County.

The scope has been reviewed by the City of Crystal River and Citrus County staff and comments were incorporated.

The project has been divided into two phases as follows:

1. Suitability of Turkey Oaks Drive to serve as a potential interim by-pass route
2. Identification of potential impacts to other corridors in Citrus County

FINANCIAL IMPACT

Upon approval by the MPO Board, commensurate with the recommendation, funds will be encumbered on purchase orders for the consultant services utilizing PL (department #34055/GMS#357) and S5305d (FY 2022) grant awards per FDOT approval for the Crystal River/Turkey Oaks Bypass Study..

LEGAL NOTE

Pursuant to Chapter 339.175, Florida Statutes, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board:

1. Approve the consultant work scope (phases I and 2) in the amount of \$248,500 to accomplish the Crystal River/Turkey Oak Bypass Study; and
2. Authorize staff to issue notices to proceed as funding becomes available

REVIEW PROCESS

Carlene Riecss

Completed

09/09/2021 8:43 AM

Cayce Reagin Dagenhart	Completed	09/09/2021 11:04 AM
Helen Gornes	Completed	09/10/2021 7:42 AM
Jon Jouben	Completed	09/13/2021 4:48 PM
MPO	Pending	09/23/2021 1:30 PM

**SCOPE OF SERVICES
(SEPTEMBER 7, 2021)
CITRUS COUNTY/CRYSTAL RIVER CORRIDOR OPTIONS
HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION**

TASK OBJECTIVE DESCRIPTION

Purpose and Objectives

The purpose of this project is to support the Hernando/Citrus Metropolitan Planning Organization (MPO) in evaluating potential corridor options in Citrus County and Crystal River to address anticipated impacts associated with the currently planned northern termination of the Suncoast Parkway at CR 486 in Citrus County. At this time, there is no definitive plan to extend the Suncoast Parkway north of CR 486 due to the repeal of the MCORES legislation. It is the purpose of this scope of services to evaluate the following:

- The suitability of Turkey Oaks Drive to serve as a potential interim by-pass route
- Identification of potential impacts to other corridors in Citrus County defined below

This project will be led by the Hernando/Citrus MPO and include coordinating with the City of Crystal River, Citrus County, and Florida Department of Transportation (FDOT) District 7.

SCOPE OF SERVICES

Task 1: Turkey Oaks Corridor Evaluation

This task will evaluate the suitability of the Turkey Oaks Drive corridor to serve on an interim basis as a potential reliever by-pass corridor in lieu of travel on SR 44 and US 19. This will be a concept level planning study and will not include detailed engineering design. The evaluation will include the following elements:

Initial Project Coordination

This task will commence with a project kick off meeting with staff from the MPO, City of Crystal River, Citrus County, and FDOT to address project coordination and data needs. Stakeholders will be identified and scheduled by the City of Crystal River. The Consultant will also coordinate

as appropriate with FDOT, the City of Crystal River, and Citrus County in cooperation with the MPO staff.

Data Collection

For the technical evaluation the Consultant will be provided historical traffic count and capacity data from the MPO and FDOT, travel demand models, existing and proposed roadway plans, GIS files, traffic signal timings, etc. The MPO staff will also provide the Consultant traffic crash data from FDOT District 7. The Consultant will collect limited traffic count data, limited traffic classification data, and Turning Movement Count data at locations agreed to by the MPO staff. The Consultant will also conduct a field review of the identified study locations.

Traffic Evaluation

The Consultant will undertake the following evaluation activities:

- Anticipated 2045 Travel Demand for 4 Alternatives
 - Existing Conditions + Suncoast Parkway Terminus at CR 486
 - Existing Conditions + Suncoast Parkway Terminus at CR 486 + Upgraded Turkey Oaks Drive (Geometric Operational Improvements)
 - Existing Conditions + Suncoast Parkway Terminus at US 19 (Red Level)
 - Existing Conditions + Suncoast Parkway Terminus at US 19 (Red Level) + Upgraded Turkey Oaks Dr (Geometric Operational Improvements)
- Potential Community and Business Impacts (Planning Level)
- Potential Environmental Impacts (Turkey Oaks Drive Improvements Only/Planning Level)
- Operational Evaluation for Each of the Three Alternatives (Turkey Oaks Drive Improvements Only)
- Review of Crash Data and Safety Considerations
- Recommended Operational & Multimodal Improvements
 - US 19 at Turkey Oaks Drive
 - Citrus Avenue at Turkey Oaks Drive
 - SR 44 at Turkey Oaks Drive
- Planning level costs estimates will be provided for the recommended improvements

Turkey Oak Drive Roadway and Pavement Assessment

The Consultant will evaluate the existing roadway and pavement conditions of Turkey Oak Drive to determine if the facility is structurally and geometrically adequate to handle the projected increase in traffic volumes, vehicle types, roadway structural number and ESAL's. A

geotechnical engineering subconsultant will perform up to six (6) pavement cores to determine the existing pavement conditions, roadway structural number and ESAL, soil parameters, and ground water table (potential roadway flooding). A geotechnical report will be prepared to document the findings of the borings. Based upon the results of the geotechnical report, the Consultant will conduct a pavement/roadway design analysis to determine the usefulness of the existing pavement/roadway and/or recommendations for pavement/roadway rehabilitation. The Consultant will conduct a field review and evaluate the existing roadway lanes, width, geometry conditions for conformance with current design standards and needs. The Consultant will present the results of the assessment in a technical memorandum.

Public Engagement

This task will include coordination and public outreach to include the following activities:

- Up to six (6) stakeholder interviews (City staff, County staff, FDOT, etc.)
- Two (2) presentations to the Crystal River City Council
- Two (2) rounds of presentations to the MPO CAC, TAC, and MPO Board
- Two (2) community meetings/workshops
- One (1) online public survey

The MPO staff will be responsible for providing suitable meeting locations and public notices for the meetings associated with this project.

The findings of this analysis will be documented in a technical report.

Task 2: Citrus County Corridor Impacts

This task will evaluate the anticipated diversion of traffic (increases or decreases) and planning level capacity analysis on the following corridors identified by Citrus County for evaluation:

- CR 491 from Pine Ridge Blvd. to SR 200
- CR 491 from Grover Cleveland Blvd to Cardinal St.
- Pine Ridge Blvd. from CR 486 to CR 491
- CR 490 from US 19 to SR 44
- Cardinal St. from US 19 to CR 491
- Grover Cleveland Blvd. from US 19 to CR 491

This evaluation will take place making use of the currently adopted TBRPM modified as noted below:

- Anticipated 2045 Travel Demand for 3 Alternatives
 - Existing Conditions + Suncoast Parkway Terminus at CR 486
 - Existing Conditions + Suncoast Parkway Terminus at CR 486 + Upgraded Turkey Oaks Drive (Geometric Operational Improvements)
 - Existing Conditions + Suncoast Parkway Terminus at US 19 (Red Level)
- Additional alternatives will be undertaken taken to address the potential implications of increased external station volumes associated with increased travel demand on the SunCoast Parkway Corridor.

Capacity analysis will be undertaken making use of Hernando/Citrus MPOs Congestion Management Process and information from the 2045 Long Range Transportation Plan. The Consultant will identify locations for additional study based on the planning level capacity analysis. The findings of this analysis will be documented in a technical report.

DELIVERABLES

Deliverables will include:

- Report Documenting Recommended Crystal River/Turkey Oak Drive By-Pass Improvements (Including pavement/roadway assessment data)
- Report Documenting Anticipated Suncoast Parkway related traffic diversion on other Citrus County Roadways

TIME OF COMPLETION

This scope of services will be conducted within twelve months of Notice to Proceed.

COMPENSATION

The budget for this scope of services is \$248,500 on a Lump Sum Basis.

RECORD KEEPING

The consultant shall invoice this lump sum task assignment on a monthly basis to Ms. Carlene Riecse, at criecss@hernandocounty.us or as otherwise required, with a cc to Ms. Cayce Dagenhart at cdagenhart@hernandocounty.us. The invoice will be based on the percent complete achieved for each authorized task. The invoice will also show the total amount previously invoiced and the net amount due for the current invoice. The Consultant shall provide a monthly status report illustrating the work accomplished during the monthly reporting period to Ms. Carlene Riecse and cc to Ms. Cayce Dagenhart.



AGENDA ITEM

TITLE

Citrus County Transit Comprehensive Operational Analysis (COA) -Tindale Oliver and Associates

BRIEF OVERVIEW

A scope of services has been provided by Tindale Oliver and Associates to perform a comprehensive operational analysis (COA) for Citrus County Transit as identified in the FY 2022 Unified Planning Work Program.

The Comprehensive Operational Analysis is a detailed look at current service performance and operations in order to identify conditions to help improve ridership, customer experience and on time performance and bus stop locations.

The project includes 5 tasks for a total scope of \$86,989

- Task 1: Project Initiation and Management
- Task 2: Data Collection and Analysis
- Task 3: System and Route-level Analyses
- Task 4: Operational and Service Improvements/Recommendations
- Task 5: Implementation Plan

FINANCIAL IMPACT

Upon approval by the MPO Board, commensurate with the recommendation, funds will be encumbered on purchase orders for the consultant services utilizing PL (department #34055/GMS#357) grant awards per FDOT approval for the Citrus County COA.

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board:

1. Approve the consultant work scope (tasks 1-5) in the amount of \$86,989 to accomplish the Citrus County Comprehensive Operational Analysis (COA); and,

2. Authorize staff to issue notices to proceed as funding becomes available.

REVIEW PROCESS

Carlene Riecsc	Completed	09/09/2021 8:55 AM
Cayce Reagin Dagenhart	Completed	09/09/2021 11:06 AM
Steven Diez	Skipped	09/09/2021 8:55 AM
Helen Gornes	Completed	09/13/2021 7:54 AM
Mary Elwin	Skipped	09/09/2021 8:56 AM
Jon Jouben	Completed	09/13/2021 4:48 PM
MPO	Pending	09/23/2021 1:30 PM

SCOPE OF SERVICES

Citrus County Transit Comprehensive Operations Analysis

Hernando/Citrus Metropolitan Planning Organization (MPO)

June 2, 2021

The Hernando-Citrus MPO (MPO) has requested Tindale Oliver (Consultant) to prepare a Scope of Services and estimated budget to complete a Comprehensive Operations Analysis (COA) for Citrus County Transit (CCT), the deviated fixed-route bus system in Citrus County. The following Scope of Services presents the task and subtasks for completing the operations analysis for CCT. The scope first includes key elements of a process the Consultant has used successfully with transit agencies of similar size and scale in Florida and across the US. It then accommodates the various components to ensure that the resulting final COA implementation plan fulfills the desired needs of Citrus County and the MPO and has consensus support and approval. It is only through such alignment of support for the planned priorities that the vision resulting from the COA for CCT will become a reality in the future.

SCOPE OF SERVICES

The following scope of services describes the tasks and resulting deliverables that will be necessary to complete a COA for Citrus County. The scope is organized into five major tasks, as listed below.

- Task 1: Project Initiation & Management
- Task 2: Data Collection & Analysis
- Task 3: System- & Route-Level Analyses
- Task 4: Operational & Service Improvements/Recommendations
- Task 5: Implementation Plan

Task 1: Project Initiation & Management

We understand the importance of providing oversight, quality control, and transparency throughout the life of any project. To that end, management of the COA project will use a multi-faceted approach and partnership between the Consultant and CCT staff.

Task 1-1: Project Management

As part of project management, frequent (monthly, at a minimum) summary updates and/or conference calls between key members of the Consultant project team and CCT's project manager will be held. Other team members or CCT staff also may participate, as appropriate. In addition, monthly progress reports will be prepared and submitted with project invoices.

Task 1-2: Kick-Off Meeting

Upon Notice to Proceed, the Consultant will prepare for and facilitate a kickoff teleconference

meeting with CCT and MPO staff. The primary purpose of the meeting will be to ensure that staff and the Consultant project team are “on the same page” regarding the overall scope, goals, and desired deliverables for the COA effort. This will help ensure the success of the project once it has been completed.

Task 1-3: Quality Assurance & Control

As part of performing the work tasks and completing the project, key Consultant staff will be responsible for implementing all elements of an internal QA/QC process throughout the COA effort to ensure that all data analysis, needs assessments, recommendations, and written content are logical and easily understandable.

Key Task 1 Deliverables

- Kickoff meeting
- Ongoing project communication
- Monthly status reports & invoicing

Task 2: Data Collection & Analysis

The first step in any transit planning and/or analysis effort is to gain an understanding of two key factors: how the transit system is functioning and the context in which the system’s services are operating. This is because transit service functions best in an environment when it knows its capabilities and responds appropriately to the regulatory, geographic, environmental, land use, developmental, political, and/or socio-economic factors present within its operating service area. Since all of these factors can and do impact the provision of transit services, it is critical for transit service providers to understand them.

This second task will focus on four key elements to help better understand the current operating context of CCT’s deviated fixed-route bus service: system health, local planning framework, patron travel behavior, and latent demand.

Task 2-1: Ridership & Performance Review

The collection and analysis of transit operations data are critical in helping understand demand for and supply of transit services, the effectiveness of transit’s performance in meeting mobility needs, and existing gaps between needs and services—all aspects that help highlight the general health of a transit system. To this end, the Consultant project team will work with staff to collect historical data on service and ridership for the deviated fixed-route service in the county. These data will be analyzed to better understand system-level performance and to begin to assess route-specific effectiveness and efficiency. National Transit Database (NTD) reports and other related documentation also will be collected, if and as applicable. It is anticipated that the following information will be reviewed, as available:

- Existing ridership in study area
- Route-level operating characteristics and performance statistics

- Fare structure and farebox data
- Prior patron surveys/profiles
- Route/system-level financial information
- Recent and planned service changes
- Bus stop utilization data

This data analysis will help the Consultant project team better understand the existing conditions for CCT service within Citrus County so that informed decisions may be made in the development of recommendations later in Task 4.

Task 2-2: Previous Studies Review

Another important effort in understanding the planning context of the current CCT operating environment is to examine local studies and plans that help establish this context. The Consultant will work with staff to identify existing transportation-related planning documents that are appropriate to review for this purpose. It is envisioned that selected plans and studies from the last 3–5 years prepared by or for CCT and Citrus County will be examined for relevance to current conditions. It is anticipated that this process will begin with the current TDP Major Update to understand the service area’s demographic conditions that may be impacting ridership and/or the deviated fixed-route bus service. As necessary, other sources that may be accessed for the review include the 2045 Hernando/Citrus MPO Long Range Transportation Plan (LRTP), the Citrus County Comprehensive Plan, and other planning studies that may have been completed with a focus on transportation/transit.

Task 2-3: Ridecheck, Origin-Destination & Transfer Analysis

Rider behavior is another element that can help shed light on various aspects of transit performance. Where an agency’s patrons are coming from and where they want to go, which stops they are using to access and egress the service, and which routes they are using to make a linked trip all can lend insight into the assessment of how a particular route and/or the overall system network is functioning. Following are the specific analyses that will be completed to tap into this valuable source of information.

Ridecheck Analysis – A key data need for fixed-route operational analyses is an accounting of passenger boardings and alightings by stop, route, direction, and time of day. This data need is typically met through a manual on-board collection process known as a ridecheck. The ridecheck effort also can be used to collect on-time performance and running-time information.

A collection of a 100% sample of CCT ridership and route information is proposed for a typical weekday manually via an on-board ridecheck process. This effort will require the use of CCT facilities for checker training and coordination of daily check assignments. In addition, the Consultant project team will need to obtain an up-to-date bus stop inventory by route from staff. After collection and cleaning of the on/off data, the team will set up a ridecheck database

and use it to document the following key route-level results for subsequent use in the route profiles developed in Task 3-2:

- Boardings and alightings by stop
- Time-of-day utilization
- Segment utilization
- On-time performance and actual running times
- Average trip load
- Maximum trip load

Collected on-time performance and running time data will be compared with scheduled time points and running times. Detailed data summaries will be provided in an appendix to the final documentation.

Origin-Destination (O/D) Analysis – A survey on-board CCT buses to collect specific trip information (trip O/D types and locations and bus stop boarding and alighting locations) will be conducted. To keep the costs low and make the most efficient use of CCT resources, this abbreviated O/D survey will be conducted concurrently with the ridecheck process. Results from the O/D survey will be included in the draft and final study documentation.

Transfer Analysis – One diagnostic tool that has significant benefit in the completion of a COA is a transfer analysis. Typically, the data for this analysis are obtained either through direct data collection via an on-board survey, other similar passenger intercept techniques, or the use of secondary information such as fare pass use tracking through electronic registering farebox technology. For efficiency purposes, the project team will use the O/D survey process to collect data on transfer activity. This will involve the addition of questions asking riders about their bus transfer activity. Using the resulting data, a transfer matrix will be developed to document transfer activity between individual routes by general time period. This information is most important in helping provide guidance on where high-quality transfer connections may be most and least needed.

Task 2-4: Transit Market Analysis

As an important aspect of any transit planning process is to ensure that the resulting future vision for transit accommodates areas within the operating environment that are not served (or are underserved), yet have latent ridership demand for transit services, the data collection and analysis task also will involve a latent demand analysis to address the possibility of unserved/underserved demand. The latent demand analysis will use a number of innovative and transit-specific planning and market analysis tools that assist in identifying transit-supportive populations and travel markets. These tools include the following:

- Transit Orientation Index (TOI)
- Density Threshold Assessment (DTA)
- Activity Center Analysis

- Travel Flow Analysis

Key Task 2 Deliverables

- Ridership and performance review results
- Previous studies review results
- Ridecheck, O/D, and transfer analysis results
- Latent demand analysis results

Task 3: System- & Route-Level Analyses

Conducting both a system- and route-level analysis will help the Consultant project team understand the service area, demand for and supply of transit service, and existing geographic and temporal gaps between needs and services at the system level, as well as the market and ridership patterns of each of CCT's four deviated fixed bus routes.

Task 3-1: System Review

Using various data and analyses from Task 2, the system review will examine the operational characteristics of CCT at the network level, as well as its overall service structure and connectivity. The primary purpose of this analysis is to examine a range of operational and service structure considerations (e.g., efficient core service vs. geographic coverage, radial vs. grid network, etc.), with particular focus on the relationships between service area characteristics, density of demand, service coverage, service frequency, service span, density of service supplied, and operational performance and cost metrics essential to optimizing service within existing fiscal capacity.

The results of this assessment will be critical in providing a benchmark from a system-wide perspective with which to conduct the route-level review.

Task 3-2: Route Review

Whereas the system review will look at how well the transit network works as a whole, a route analysis will help determine how well each individual route of the network performs in serving demand within its service area, including providing connections to other routes and locations in the service area. To do this, the Consultant project team will use data and analytical results from Task 2 to evaluate each of CCT's deviated fixed routes through the completion of a line-by-line analysis to determine route productivity by segment, time of day, and day of week. Project team staff will compare route- and segment-level performance to each other and to systemwide average performance.

Strengths, weaknesses, and opportunities for improvement will be identified for each route. To illustrate the analysis, a profile consisting of tables, maps, and graphics, as appropriate, will be prepared for each route to highlight key findings, such as route purpose; the area, populations, and activity centers served; ridership activity by stop and direction; service hours and miles;

layover times and locations; transfer opportunities; and cost and performance metrics, as available from the existing data collected. Ultimately, the route-level review will identify and rank routes based on relative performance, including recognition of each route's function and market.

Task 3-3: Field Review

The best way to get to know a transit service is to experience and observe it directly in the field. As such, the Consultant project team will conduct a field review of the CCT's deviated fixed routes by trailing a bus in a separate vehicle while the bus is in revenue service. This type of in-field assessment is a critical component of a service evaluation process, as observation of bus operations will lead to an enhanced understanding of issues and concerns that may be identified from the technical analyses and/or subsequent discussions with operators and staff (Task 3-4). The field observation work will help assess current routes and schedules to identify and document potential issues, such as circuitous routing, inadequate headway, issues with recovery time, gaps in scheduled to actual times, unsafe maneuvers, unnecessary service duplication, traffic engineering impediments, and other possible obstacles to convenient and effective revenue service operations.

It is assumed for budget purposes that project team operations specialists will devote at least one day in the field to trail check the CCT routes. This work will be coordinated with staff so that operators are informed of the review. In addition, some field work may be completed on-board CCT bus vehicles to benefit from informal discussions with bus operators about potential issues that they have regularly encountered.

Task 3-4: Operator/Staff Meetings

As ambassadors of the transit agency, operators have the most opportunity for and the greatest depth of contact with existing CCT patrons on a day-to-day basis. Staff also are immersed in the daily provision of the agency's transit services. As such, these groups are valuable assets for vetting rider input and providing important insights into route-level and system network issues related to operations, safety, scheduling, etc. The Consultant project team will set up several small meetings on-site with CCT staff and operators to informally discuss the system and get their thoughts on existing service, potential enhancements, and often-heard rider needs and complaints.

Key Task 3 Deliverables

- System review results
- Route review and line-by-line analysis results
- Field review results
- Operator/staff meeting results

Task 4: Operational & Service Improvements/Recommendations

The results of the analyses and reviews from the prior tasks will be used to evaluate the need for improved, modified, and/or expanded transit services in the study area. This evaluation process will focus on finding operationally effective, productive, efficient, and logical methods for addressing any route- or system-level issues that are identified. In this way, the Consultant project team can develop, prioritize, and phase potential transit service improvements/modifications that will help create a more cost-effective and productive CCT bus system.

Task 4-1: Needs Assessment

The previous task and subtask efforts, particularly the results of system- and route-level reviews, will be critical in the assessment of potential immediate and near-term transit service (and related capital/infrastructure) improvement needs. Also beneficial will be the consideration of the local conditions data, public outreach results, and 10-year Needs Plan element of CCT's 2020 TDP Major Update for highlighting any longer-term potential system improvements. The Consultant project team will use all of this information to evaluate the need for improved, modified, and/or expanded transit service and other related enhancements that may be necessary to bolster county mobility in the coming years.

Task 4-2: Service Alternatives

Once the project team has a firm grasp on the range and scale of the transit service-related needs in the community, it will begin identifying and developing a menu of transit improvement alternatives that will help bridge the gap between those identified needs and the currently-available CCT services. The goal for developing these alternatives will be to best meet the agency and community desired vision for transit in Citrus County over the next five years, which may range from little to no growth in the deviated fixed-route transit system to consideration of new and innovative service delivery concepts, and perhaps even to a re-visioning of the network. Possible alternatives that may be considered could include the following:

- Route/network modifications
- Operating characteristics changes
- Technology improvements
- New fixed/flex/circulator service introduction
- Specific capital/facility improvements
- Microtransit/Transportation Network Company (TNC) coordination

Thereafter, an evaluation framework will be prepared with staff input to help prioritize the identified alternatives for inclusion in the recommended implementation plan and corresponding financial plan completed as part of Task 5. Regardless of what is included

initially, the goal of this process will be to identify and advance transit improvement alternatives that will not only best meet the desired vision over the COA implementation horizon, but also will be logical and sufficiently actionable so that, once prioritized and phased, they truly will be implementable.

Task 4-3: Recommendations & Phasing

After identifying and prioritizing an appropriate range of alternatives to meet fixed-route transit improvement needs over the next five years, the team will develop a recommended service plan for CCT that will lay out logically the implementation of the recommended enhancements over the five-year period, with accommodation for Immediate (within 1 year), Short-Term (within 2-3 years), and Mid-Term (within 4-5 years and potentially beyond) phasing.

Immediate Recommendations – It is envisioned that in this initial timeframe the project team will be recommending and providing operational guidance for improvements to existing CCT routes at the individual level. Once implemented, it is expected that these recommendations will result in improved connectivity and timeliness of service for current patrons not only at the route level but also at the system level. The overall goal of the suggested immediate improvements will be to meet staff expectations with regard to:

- Optimizing route productivity and efficiency
- Ensuring appropriate running times and schedules
- Enhancing accessibility and convenience for patrons

The immediate implementation potential of many of these route-level recommendations primarily will be due to their lower-cost or cost-neutral nature. This will enable accommodation within the first year or so of the implementation process because they will not have an appreciable impact on operating budget. These will be the more typical service improvements that result from COA activities.

With some of the recommended changes, it also will be necessary to consider potential secondary effects. For example, GIS analysis will be needed to assess any changes in service coverage to ensure that there are no Title VI impacts and/or adjustments to the ADA complementary paratransit service area. Also, the project team will be prepared to apply scheduling techniques to develop corresponding timetables for staff and maximize the efficiency of proposed changes. Some example improvements that could be expected to result in increased efficiency and/or enhanced productivity include:

- Realignment of indirect or circuitous routes
- Short-turns/turnbacks
- Interlining of selected routes
- Bus route and/or segment elimination
- Frequency-of-service adjustments
- Span-of-service adjustments

- Bus stop consolidation
- Route running time adjustments

Short-Term Recommendations – In addition to the more immediate improvements, it is anticipated that some recommendations will be developed that either are not as immediate in terms of need or are sufficiently extensive enough to require some level of additional planning and time to implement.

For example, if potential new service areas are identified during the needs identification process, proposed new routes serving these areas may require more time for development, start-up, and/or funding identification. The new service will require planning and scheduling activities, as well as development of supporting infrastructure (e.g., bus stops, park-and-ride lots, transfer facilities, etc.), potential acquisition of additional vehicles, driver training, and marketing, among other activities. As a result, such short-term improvements are expected to be accommodated over the next 2–3 years of the implementation timeframe.

Other potential near-term recommendations could include technology acquisition, bus stop infrastructure enhancement, or various smaller-scale network-level enhancements. It is anticipated that although some of the short-term improvements may not be cost-neutral, their intent still would be to enhance overall CCT’s efficiency and effectiveness for the benefit of existing patrons and the attraction of new riders.

Mid-Term Recommendations – Finally, the results of the overall evaluation process may identify mid-term needs of CCT’s deviated fixed-route bus service that should be addressed. Such needs may necessitate changes in existing policies or operational philosophy that will require a greater period of time to introduce (e.g., linear vs. loop routing, radial vs. grid pattern network, shift to line-haul corridor focus with feeders/circulators, hybrid multi-transfer center network, etc.). In addition, some of the recommended changes may involve proposed alternative service types and levels of service for public transportation in Citrus County or even new services to better connect with the surrounding region. These types of recommended changes and improvements resulting from the operations assessment and needs evaluation process will be phased such that they may be accommodated in the latter stages of the five-year implementation timeframe, and possibly beyond.

Key Task 4 Deliverables

- Needs assessment results
- Service alternatives
- Phased and prioritized recommendations

Task 5: Implementation Plan

Upon completion of the previous tasks, the prioritized list of proposed service, infrastructure, and/or other improvement recommendations for CCT will be compiled into a comprehensive and operationally-feasible program implementation plan for staged transit service modification and enhancement in Citrus County.

Task 5-1: Service Plan

The Consultant will combine the suggested enhancements for all three implementation periods from Task 4-3 to form a comprehensive program for staged CCT deviated fixed-route modification and improvement. The result will be a phased, logical implementation plan with appropriate guidance and agency roles for carrying out the plan over the five-year target implementation period. Each proposed service element will be tied to a specific year of implementation and corresponding capital requirements will be accommodated to account for sufficient mobilization time. The phased implementation plan may include improvements such as:

- Improved system frequencies
- Increased system spans of service
- Enhanced infrastructure and facilities
- Technology implementation
- New routes and/or services
- Improved regional connectivity
- Enhanced rider information and tools

In the case of technology improvements, the project team will review and account for existing technology in place at CCT and provide staff with recommendations for new transit technology integration over the length of the plan, as feasible. Similarly, guidance also will be provided in terms of operational considerations (frequency, running time, span of service, alignment, capital equipment needs, etc.) for any priority service implementations that are recommended during the timeframe.

Task 5-2: Financial Analysis

To complement the service plan, a corresponding financial analysis for the same timeframe will be prepared. This analysis will identify the annual projected operating and capital costs of maintaining the existing CCT system based on current budget experience and anticipated ongoing revenue streams. It then will add the estimated operating and capital costs of implementing the phased recommended service and capital improvements over the life of the plan. Given the possibility that some improvements may require additional resources, recommendations for potential new revenue sources will be included, as determined to be reasonable by our team and staff.

Task 5-3: Final Report & Presentation

As tasks are completed throughout the COA effort, the Consultant project team will begin compiling the resulting data collection, analyses, identified needs and alternatives, and proposed recommendations into a draft COA document, which also will include the implementation plan that is developed. Once complete, this draft document will be submitted to CCT and MPO staff as an electronic copy (PDF) for review and comment. Any comments provided on the Draft COA will be addressed in the Final COA document. Once the Draft COA has been reviewed and accepted by CCT and MPO staff, the document will be finalized.

Unless otherwise specified by staff at the kick-off meeting, two (2) printed and bound color copies and one (1) printed and unbound color copy of the Final COA document will be produced and submitted to CCT or MPO staff for use and dissemination. In addition, one Flash Drive containing all pertinent COA documentation in Adobe Acrobat (PDF) formats will be prepared, including the reports, graphics, data, and all maps and associated GIS shapefiles.

To complete delivery of the final COA plan, the Consultant will prepare for and make one (1) presentation at the direction of CCT and MPO staff. For the presentation, a user-friendly, graphical slideshow will be developed to support communication and approval of the COA. The presentation file will be provided to staff with all final electronic project materials.

Key Task 5 Deliverables

- Implementation plan, including service plan & corresponding financial analysis
- Draft & final COA documentation
- Project presentation
- Pertinent project files in printed and electronic formats

PROJECT BUDGET

The project budget is provided in Table 1 (including hours by staff classification and costs by task and sub-task). The professional fees to complete and COA is estimated at \$86,983. This lump sum budget includes all direct and indirect costs for services described in this scope. The Consultant will submit invoices on a monthly basis based on the percent complete for each task, including monthly progress reports.

PROJECT SCHEDULE

The COA will be completed within eight (8) months from Notice To Proceed. A detailed project schedule will be prepared and reviewed as part of the project kickoff meeting.



AGENDA ITEM

Initiator: Carlene Riecscs
DOC ID: 18707
Legal Request Number:

TITLE

FY 2021-FY 2022 Unified Planning Work Program Amendment

BRIEF OVERVIEW

Each year, the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT) provide Section 5305(d) funding to support cooperative, continuous, and comprehensive planning programs for making transportation investment in metropolitan areas. The planning activities, end products and eligible funding are reflected in the MPO's Unified Planning Work Program (UPWP) which includes the transit and congestion management elements of the Long Range Transportation Plan (LRTP).

The total amount of the funding allocation for FY 2022 is \$87,211 with a state soft match of \$21,803. The allocation must be recognized in the appropriate UPWP funding tables for FY 2022, the FY 2022 SF 424 grant application, and the Public Transportation Grant Agreement and addendum.

The Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committees all reviewed the UPWP amendment at their August 25, 2021, meeting. Each committee recommended the MPO Board approve the amendment as presented.

FINANCIAL IMPACT

None at this time.

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action. (LR 2021-124-13)

STAFF RECOMMENDATION

It is recommended that the MPO Board approve the following:

- Amended Funding Tables in the FY 2021-2022 UPWP to reflect the FY 2022 Allocation (\$87,211) and Soft Match
- FY 2022 SF 424 Funding application
- Public Transportation Planning Grant and Addendum reflecting the funding allocation

- Resolution 2021-06 approving the amendment and authorizing the Chairman to execute all related documents

REVIEW PROCESS

Carlene Riecsc	Completed	08/26/2021 11:21 AM
Cayce Reagin Dagenhart	Completed	08/26/2021 11:49 AM
Helen Gornes	Completed	08/30/2021 4:31 PM
Mary Elwin	Skipped	09/10/2021 7:55 AM
Steven Diez	Skipped	09/07/2021 9:31 AM
Jon Jouben	Completed	09/13/2021 4:47 PM
Theresia Saenz	Skipped	09/07/2021 9:32 AM
MPO	Pending	09/23/2021 1:30 PM

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

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

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

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

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

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

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

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

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

1.2. Standard Assurances: Additional Assurances for Construction Projects.

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

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

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

1.3. Procurement.

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

The applicant certifies that its procurement system complies with:

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

1.4. Suspension and Debarment.

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

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

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

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

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies that, to the maximum extent possible, and consistent with the Consolidated Appropriations Act, 2021 (Public Law 116–260):

- (a) Funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

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

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

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

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

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider’s Accountable Executive

(as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

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

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

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant’s lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

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

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

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or

- an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

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

5.1. Charter Service Agreement.

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

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

5.2. School Bus Agreement.

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

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

use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

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

The applicant certifies that it is in compliance with 49 CFR Part 625.

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

7.1. Rolling Stock Buy America Reviews.

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

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

7.2. Bus Testing.

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

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

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for

Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least

- 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
- (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

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

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

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

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

The applicant certifies that it:

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

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

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

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

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

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

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

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

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent

transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

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

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

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

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

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

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

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

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

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

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

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

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

CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. L, title I, § 199(b).

The applicant certifies the following:

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

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

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

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

CATEGORY 21. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing.

Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–21. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Attachment: FY21-certifications[1] (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

Certifications and Assurances

Fiscal Year 2021

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

FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to

Certifications and Assurances

Fiscal Year 2021

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature _____

Date: _____

Name _____

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): ____

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

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

Signature _____

Date: _____

Name _____ Attorney for Applicant

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

Attachment: FY21-certifications[1] (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

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

Attachment: LR 20-124-13_Application (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

Application for Federal Assistance SF-424

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

MPO

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

*** 12. Funding Opportunity Number:**

FTA 5305 (d)

* Title:

Metropolitan & Statewide Planning and Non Metropolitan Transportation Planning

13. Competition Identification Number:

N/A

Title:

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

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

MPO's transportation planning in support of the Unified Planning Work Program (UPWP)

Attach supporting documents as specified in agency instructions.

Attachment: LR 20-124-13_Application (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant []

* b. Program/Project []

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

[] Add Attachment Delete Attachment View Attachment

17. Proposed Project:

* a. Start Date: []

* b. End Date: []

18. Estimated Funding (\$):

* a. Federal	87,211.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	87,211.00

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on []
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

- Yes
- No

If "Yes", provide explanation and attach

[] Add Attachment Delete Attachment View Attachment

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

** I AGREE

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

Authorized Representative:

Prefix: [] * First Name: Jeff

Middle Name: []

* Last Name: Kinnard

Suffix: []

* Title: Hernando/Citrus MPO Chairman

* Telephone Number: 352-754-4082 Fax Number: []

* Email: steven@hernandocounty.us

* Signature of Authorized Representative: [Signature]

* Date Signed: 09/23/2021

[Handwritten Signature]

Attachment: LR 20-124-13_Application (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

PUBLIC TRANSPORTATION GRANT AGREEMENT ADDENDUM

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ADDENDUM ("Addendum") is made and entered into by and between the State of Florida Department of Transportation ("Department") and Hernando-Citrus MPO ("Agency").

-RECITALS-

1. The terms and provisions set forth in this Addendum are incorporated in and made part of the Public Transportation Grant Agreement, Financial Project Number: 401983-1-14-22 ("Grant Agreement") executed contemporaneously; and

2. This Addendum shall be merged into and made part of the Grant Agreement and both documents shall be collectively referred to herein as the "Agreement"; and

3. The sole purpose of this Addendum is to revise the indemnification provision of the Grant Agreement; and

4. In the event of any conflict or inconsistency between the Grant Agreement and this Addendum, the provisions of this Addendum shall control.

NOW THEREFORE, with full knowledge and understanding of the laws governing the subject matter of this Agreement, and in consideration of the recitals and the mutual covenants and conditions contained in this Agreement, the parties, intending to be legally bound hereby, acknowledge and agree as follows:

1. RECITALS AND EXHIBITS

The above recitals are specifically incorporated by reference and made part of this Addendum.

2. EFFECTIVE DATE

The "Effective Date" of this Agreement shall be the date the last of the parties to be charged executes the Agreement.

3. INDEMNIFICATION AND INSURANCE

The parties specifically agree that Paragraph 18, subsection a. of the Grant Agreement is stricken in its entirety and replaced with the following:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. This indemnification shall survive the termination of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Agency's sovereign immunity. Additionally, the Agency agrees to including the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

“To the fullest extent permitted by law, Agency’s contractor/consultant shall indemnify and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department’s officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys’ fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the contractor/consultant and other persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement.”

All other terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties hereby execute this Addendum, consisting of two (2) pages, exclusive of exhibits.

AGENCY
Hernando-Citrus MPO (“AGENCY”)

DEPARTMENT
State of Florida, Department of Transportation
 (“DEPARTMENT”)

MPO Name

Name

Jeff Kinnard
Signatory (Printed or Typed)

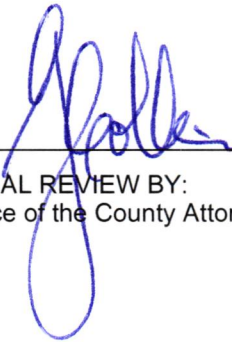
Richard Moss, P.E.
Name

Signature

Signature

MPO Chair
Title

Director of Transportation Development
Title


LEGAL REVIEW BY:
Office of the County Attorney

LEGAL REVIEW BY:
State of Florida, Department of Transportation

Attachment: LR 20-124_13_Addendum (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

RESOLUTION 2021-06

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
ADOPTING THE FISCAL YEAR 2020/21 AND FISCAL YEAR 2021/22
UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT**

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

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation Planning Activities that will occur during Fiscal Year 2020/21 and Fiscal Year 2021/22; and,

WHEREAS, adoption of this UPWP Amendment must be accompanied by a resolution and/or minutes documenting that the Hernando/Citrus MPO Chairman has authority to sign the FY 2022 SF 424 grant application, the Public Transportation Grant Agreement (PTGA) and Addendum for FY 2022 on behalf of the MPO Board; and.

WHEREAS, the MPO can use the funds as identified in the UPWP Amendment,

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 23rd day of September 2021 formally adopts the amendment to the Unified Planning Work Program for Fiscal Year 2020/21 and Fiscal Year 2021/22.

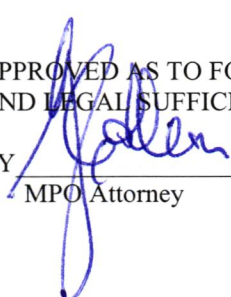
**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION**

Attest:

Jeff Kinnard, D.C. MPO Chairman

(SEAL)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY  _____
MPO Attorney

Attachment: LR 20-124-13_Resolution (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)

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



DRAFT

Adoption Date: *May 14, 2020*

Revision Date:

- January 11, 2021
- March 18, 2021
- May 13, 2021
- August 19, 2021
- **September 23, 2021**

Prepared by the
Hernando/Citrus Metropolitan
Planning Organization

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

MPO@hernandocounty.us
www.HernandoCitrusMPO.us



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	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. The table of contents was also updated.</p>

Attachment: 6 UPWP Amendment Explanation of changes FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program



Date	Revision #	Change Type	Explanation of the change
9-23-2021	5	Amendment	The FY 2022 FTA/5305 allocation notice has been received, which is \$87,211. The Summary Budget Tables for FY 22 (Table 1A, 2A and the Task Budget Detail FY 22) are updated to reflect accurate allocation amounts and the removal of the removal of local and state fund columns.



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

Adopted May 14, 2020; Amended May 13, 2021; Amendment August 19, 2021; Proposed Amendment September 23, 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 \$314,096	\$0
SUBTOTAL ADMINISTRATION	\$314,096	\$0	\$56,757	\$0	\$283,114 \$314,096	\$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	\$412,808	\$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	\$125,000 \$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 \$67,211	\$41,368	\$0	\$303,934 \$296,145	\$275,000 \$267,211
SUBTOTAL PROJECT PLANNING	\$767,390	\$380,000 \$387,211	\$138,667	\$45,637	\$1,213,027 \$1,200,238	\$1,008,530 \$1,000,741
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	\$380,000 \$387,211	\$236,018	\$45,637	\$1,720,786 \$1,738,979	\$1,162,130 \$1,154,341

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

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



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

Adopted May 14, 2020; Amended May 13, 2021; Amendment August 19, 2021; Proposed Amendment September 23, 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	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	\$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	\$150,471 \$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	\$67,211 \$60,000	\$7,500	\$7,500	\$41,368	\$0	\$0	\$0	\$296,145 \$303,934
SUBTOTAL PROJECT PLANNING	\$767,390	\$300,000	\$87,211 \$80,000	\$10,000	\$10,000	\$138,667	\$23,222	\$22,415	\$45,637	\$1,200,238 \$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	\$87,211 \$80,000	\$10,000	\$10,000	\$236,018	\$23,222	\$22,415	\$45,637	\$1,738,979 \$1,751,768

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

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



TASK BUDGET DETAIL FY 22 HERNANDO/CITRUS UPWP

Adopted May 14, 2020; Amended May 13, 2021; Amendment August 19, 2021; Proposed Amendment September 23, 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	LOE	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	\$255,331
B.	Travel									
	<i>Travel Expenses</i>		\$1,000	\$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
	<i>Rentals/Leases Buildings</i>	\$10,900		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Rentals/Leases Equipment</i>	\$1,500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Insurance</i>	\$120		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repairs/Maintain Equipment</i>	\$300		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Repair/Maintain Software</i>	\$400		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Printing (Copies)</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Communications</i>	\$1,300		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (Legal Services, Broadcasting)</i>	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fees/Costs (New Hires)</i>	\$175		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Office Supplies</i>	\$1,600		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Books/Publications/Subscriptions</i>	\$600		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Education/Training</i>	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Equipment/Technology</i>	\$27,870		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$57,765		\$0	\$0	\$0	\$0	\$0	\$0	\$314,096
	Total		\$314,096	\$0	\$0	\$0	\$0	\$0	\$0	\$314,096
DATA COLLECTION										
Task 2.1 Highway System Performance Surveillance										
A.	Personnel Services									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$11,434	\$0	\$0	\$0	\$0	\$0	\$0	\$11,434
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
	Total		\$91,434	\$0	\$0	\$0	\$0	\$0	\$0	\$91,434

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



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	LOC	Hernando	Citrus	
Task 2.2 Land Use and Socio-Economic Activities										
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$2,500		\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
PROJECT PLANNING										
Task 3.1 Mass Transit Planning										
				\$0						
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$12,808		\$0	\$0	\$0	\$0	\$0	\$12,808
	B. Consultant Services									
	Contract/Consultant Services		\$100,000		\$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	\$16,648
	Total		\$16,648	\$0	\$0	\$0	\$0	\$0	\$0	\$16,648
Task 3.4 Bicycling / Pedestrian Planning Program										
	A. Personnel Services			\$0						
	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	\$130,000 \$125,000
	Total		\$130,471	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$155,471 \$150,471

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



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	LOC	Hernando	Citrus	
Task 3.5 Transportation Improvement Program										
A.	Personnel Services									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$22,339	\$0	\$0	\$0	\$0	\$0	\$0	\$22,339
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$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									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$32,008	\$0	\$0	\$0	\$0	\$0	\$0	\$32,008
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$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									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$20,061	\$0	\$0	\$0	\$0	\$0	\$0	\$20,061
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$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									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$28,934	\$0	\$0	\$0	\$0	\$0	\$0	\$28,934
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$200,000	\$0	\$60,000 \$67,211	\$7,500 \$7,500	\$7,500 \$7,500	\$0	\$0	\$275,000 \$267,211
	Total		\$228,934	\$0	\$60,000 \$67,211	\$7,500 \$7,500	\$7,500 \$7,500	\$0	\$0	\$275,000 \$296,145

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



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	LOC	Hernando	Citrus	
REGIONAL COORDINATION										
Task 4.0	Regional Coordination									
A.	Personnel Services									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
C.	Travel									
	<i>Travel Expenses</i>		\$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									
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$38,111	\$0	\$0	\$0	\$0	\$0	\$0	\$38,111
B.	Consultant Services									
	<i>Contract/Consultant Services</i>		\$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									
	<i>Personnel Services</i>		\$484,237		\$0	\$0	\$0	\$22,522	\$21,715	\$528,473
					\$87,211					\$1,149,341
	<i>Consultant Services</i>		\$762,130	\$300,000	\$80,000	\$10,000	\$10,000	\$0	\$0	\$1,162,130
	<i>Travel</i>		\$2,000		\$0	\$0	\$0	\$500	\$500	\$3,000
	<i>Other Direct Expenses</i>		\$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	\$1,751,768

Note: FY2022 Section 5305d funding ~~is an estimate only and will be amended upon receipt of apportionment notice amount~~ **amounts updated per FDOT.**

*Chairs Coordinating Committee

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

Attachment: 6 UPWP Amendment Redlined Tables FY21-22 09-23-21 (18707 : FY 2021-FY 2022 Unified Planning Work Program Amendment)



AGENDA ITEM

Initiator: Carlene Riecss
DOC ID: 18437
Legal Request Number:

TITLE

FY 2022-2026 Transportation Improvement Program (TIP) -Amendment

BRIEF OVERVIEW

The TIP contains the funded FDOT Five-Year Work Program and the local jurisdiction Transportation Work Programs. The TIP implements the projects contained in the 2045 Long Range Transportation Plan (LRTP). Projects are required to be shown in the TIP for inclusion into the State Transportation Improvement Program (STIP) and subsequent funding through joint participation agreements.

The FY 2022-2026 TIP is being updated to reflect the FY 2022 Federal Transit Administration (FTA) 5305d allocation of \$87,211.

The TIP is scheduled for review by the MPO Committees on August 25, 2021.

FINANCIAL IMPACT

None at this time.

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board review and approve the attached FY 2022-2026 Transportation Improvement Program (TIP) to update Table 77 to reflect 5305 funding in the amount of \$87,211 for FY 2022.

ROLL CALL VOTE REQUIRED

REVIEW PROCESS

Carlene Riecss	Completed	08/23/2021 7:58 AM
Cayce Reagin Dagenhart	Completed	08/23/2021 8:27 AM
Steven Diez	Completed	08/23/2021 9:05 AM
Jon Jouben	Completed	08/30/2021 1:22 PM
Theresia Saenz	Skipped	09/07/2021 9:31 AM

MPO Agenda Item (ID # 18437)

Meeting of September 23, 2021

MPO

Pending

09/23/2021 1:30 PM

APPENDIX A: TIP/STIP AMENDMENTS

Date	Revision #	Change Type	Explanation of the change
09-23-2021	1	Amendment	The FY 2022 FTA/5305 allocation notice has been received, which is \$87,211. FTA, Local and State Funds were changed in Table 79: Item Number: 401983 1 to accurately reflect the 2022 FTA allocation amount and the removal of local and state funds. The changes to the Five-Year TIP Fund Summary for District 7 by Fund Code (Table 5) and the Fiscal Constraint Total Project Cost and Revenue by Year (Table 6) are also updated to reflect the accurate allocation. Table 82 was also updated to reflect new District 7 totals.

Attachment: Amendment 1 pages for 2022-2026 TIP (18437 : FY 2022 : FY 2026 Transportation

AMENDMENT 1

Table 79 Amendment: Item Number: 401983 1

Item Number: 401983 1 Project Description: HERNANDO COUNTY MPO TRANSIT PLANNING FUNDS SECTION 5303 *NON-SIS*								
Type of Work: PTO STUDIES							County: HERNANDO	
Extra Description: SECTION 5305 MPO TRANSPORTATION PLANNING							District: 07	
Goal 1, Objective 3; Goal 3, Objectives 1-3, and 5 in the LRTP 2045							Project Length: .000	
FUND	<2022	2022	2023	2024	2025	2026	>2026	All Years
PLANNING / MANAGED BY HERNANDO COUNTY MPO								
DDR -DISTRICT DEDICATED REVENUE	\$80,359	\$0 \$11,730	\$0	\$0	\$0	\$0	\$0	\$80,359 \$92,089
DPTO -STATE - PTO	\$62,932	\$0	\$12,082	\$12,445	\$12,818	\$13,202	\$0	\$113,479
DS -STATE PRIMARY HIGHWAYS & PTO	\$5,176	\$0	\$0	\$0	\$0	\$0	\$0	\$5,176
DU -STATE PRIMARY/FEDERAL REIMB	\$1,281,610	\$87,211 \$93,840	\$96,656	\$99,556	\$102,543	\$105,619	\$0	\$1,773,195 \$1,779,824
LF -LOCAL FUNDS	\$149,782	\$0 \$11,730	\$12,082	\$12,445	\$12,818	\$13,202	\$0	\$200,329 \$212,059
Item 401983 1 Totals:	\$1,579,859	\$87,211 \$117,300	\$120,820	\$124,446	\$128,179	\$132,023	\$0	\$2,172,538 \$2,202,627

Table 5 Amendment: Five-Year TIP Fund Summary for District 7 by Fund Code

FUND CODE	FUND NAME	<2022	2022	2023	2024	2025	2026	>2026	ALL YEARS
DDR	DISTRICT DEDICATED REVENUE	\$14,404,723	\$7,711,391 \$7,723,121	\$14,970,887	\$14,871,173	\$16,276,829	\$3,662,508	\$0	\$71,897,511 \$71,909,241
DU	STATE PRIMARY/FEDERAL REIMB	\$12,846,485	\$707,352 \$713,981	\$752,132	\$805,971	\$795,925	\$799,001	\$0	\$16,706,866 \$16,713,495
LF	LOCAL FUNDS	\$26,230,000	\$3,227,817 \$3,239,547	\$4,289,198	\$3,147,124	\$3,214,966	\$2,053,734	\$0	\$42,162,839 \$42,174,569
Grand Total		\$222,951,871	\$126,430,756 \$126,460,845	\$140,949,267	\$65,220,313	\$34,337,141	\$55,529,500	\$0	\$644,615,541 \$644,645,630

Attachment: Amendment 1 pages for 2022-2026 TIP (18437 : FY 2022 - FY 2026 Transportation

Table 6 Amendment: Fiscal Constraint Total Project Costs and Revenue by Year, Hernando Citrus MPO Area

CATEGORY	2022	2023	2024	2025	2026
Total Revenue	\$126,430,756.00 \$126,460,845.00	\$140,949,267.00	\$65,220,313.00	\$34,337,141.00	\$55,529,500.00
Total Project Cost	\$126,430,756.00 \$126,460,845.00	\$140,949,267.00	\$65,220,313.00	\$34,337,141.00	\$55,529,500.00

Note: The Project Cost Vs. Total Revenue Chart is not included in this section because the change is not noticeable in the plotted area.

Table 82 Amendment: District 7 Totals for the Hernando/Citrus MPO FY2022-2026

DISTRICT	<2022	2022	2023	2024	2025	2026	>2026	All Years
District 07 Totals:	\$222,951,871	\$126,430,756 \$125,657,538	\$140,949,267	\$65,220,313	\$34,337,141	\$55,529,500	\$0	\$644,615,541 \$644,645,630

Attachment: Amendment 1 pages for 2022-2026 TIP (18437 : FY 2022 - FY 2026 Transportation



AGENDA ITEM

Initiator: Carlene Riecsc
DOC ID: 18684
Legal Request Number:

TITLE

Citizens Advisory Committee (CAC) Appointment

BRIEF OVERVIEW

The Hernando/Citrus Citizens Advisory Committee (CAC) consists of eleven (11) citizen positions appointed by the MPO. Seven (7) of the eleven (11) positions are currently filled. CAC members serve a two (2) year term.

An application from Barbara Flores has been received to continue as a CAC member representing Hernando County. Her application is included for Board review.

FINANCIAL IMPACT

None.

LEGAL NOTE

Pursuant to Chapter 339.175, Florida Statutes, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board reappoint Barbara Flores to fill the Hernando County Citizen at large position on the CAC for a two year term to expire 9/23/2023.

REVIEW PROCESS

Carlene Riecsc	Completed	08/26/2021 10:45 AM
Cayce Reagin Dagenhart	Completed	08/26/2021 11:50 AM
Steven Diez	Skipped	09/07/2021 9:25 AM
Jon Jouben	Completed	09/07/2021 9:46 AM
Theresia Saenz	Skipped	09/07/2021 9:25 AM
MPO	Pending	09/23/2021 1:30 PM

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
BOARD COMMITTEE APPLICATION**

(Please type or print clearly.)

Name Barbara A. Flora
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? Citrus County? For how long? 25 yrs

Do you reside WITHIN the city limits of Brooksville? Crystal River? Inverness?

Physical Address 12408 Hanley Dr City Spring Hill Zip 34608

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home) _____ (business/other) cell 352 397 7467 Email _____

Education MPS Pastoral Studies, MA Library + Info Science, grad courses Ed. Tech
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Present Employment Unemployed

These committees may require travel outside of your county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? yes

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/2nd degree misdemeanor?
N/A
(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? N/A

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? N/A

If yes, when and describe action _____

Please state your reasons for applying to this Board/Committee: interest in the future of transportation in the Nature Coast area

Please list three references, including addresses, phone numbers and email address.

- 352-549-1137 1. Barbara Swein berg 7561 Gates Cir. Spring Hill, FL 34606
- 352-690-4358 2. Dianne Hartman 12408 Hanley Dr, Spring Hill FL 34608
- 901-254-4836 3. Jill Rodrigues 4331 Azora Rd, Spring Hill FL 34608

Attachment: CAC Application - Flores (18684 : Citizens Advisory Committee (CAC) Appointment)

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the State Sunshine Law.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2 year term, 11 members

CITIZENS ADVISORY COMMITTEE (CAC) – 2 year term, 11 members

HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3 year term, 17 members (some positions require agency participation.)

CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3 year term, 17 members (some positions require agency participation.)

COMMITTEE POSITION APPLYING FOR:
(ALL POSITIONS ARE STRICTLY VOLUNTARY)

Hernando County Citizen Member ^{CAC/MPO}

APPLICANT'S SIGNATURE Barbara A. Flores DATE 8/25/2021

Completed applications may be submitted to the Hernando/Citrus MPO, 1661 Blaise Drive, Brooksville, Florida 34601, email mpo@hernandocounty.us, or fax to 352-754-4420.

Attachment: CAC Application - Flores (18684 : Citizens Advisory Committee (CAC) Appointment)



AGENDA ITEM

Initiator: Carlene Riecsc
DOC ID: 18758
Legal Request Number:

TITLE

Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) Appointment

BRIEF OVERVIEW

The MPO is the designated planning agency for the Hernando County Transportation Disadvantaged Local Coordinating Board and is authorized to appoint member representatives to each Board.

The composition of the TDLCB is established by Chapter 41-2, Florida Administrative Code. There are 18 membership positions which include an elected official from the service area, local agency representatives and citizen representatives. Currently, 15 member positions are filled on the TDLCB.

Veteran's Services would like to designate Holly Ferguson as an alternate member to the TDLCB. Formal approval by the MPO Board is needed to add Ms. Ferguson to the roster. This is an agency position so there is no term expiration.

FINANCIAL IMPACT

None.

LEGAL NOTE

Pursuant to Chapter 339.175, Florida Statutes, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board appoint Holly Ferguson to serve as the alternate member for Veteran's Services on the TDLCB.

REVIEW PROCESS

Carlene Riecsc	Completed	08/23/2021 7:56 AM
Cayce Reagin Dagenhart	Completed	08/23/2021 8:18 AM
Steven Diez	Completed	08/23/2021 9:06 AM
Jon Jouben	Completed	08/30/2021 1:10 PM
Theresia Saenz	Skipped	09/07/2021 9:30 AM

MPO Agenda Item (ID # 18758)

Meeting of September 23, 2021

MPO

Pending

09/23/2021 1:30 PM

Carlene Riecsc

From: Holly Ferguson
Sent: Wednesday, August 11, 2021 10:29 AM
To: Carlene Riecsc
Cc: Tony Graham
Subject: RE: Alternate Designation

Thank you!

V/R,
 Holly Ferguson



VETERAN SERVICES

Veteran Service Officer Hernando County
 621 W. Jefferson St, Brooksville, FL. 34601
 PH: (352) 754-4033
 FAX: (352) 754-4726

From: Carlene Riecsc <CRiecsc@co.hernando.fl.us>
S nt: Wednesday, August 11, 2021 8:43 AM
To: Holly Ferguson <HFerguson@co.hernando.fl.us>
Cc: Tony Graham <tgraham@co.hernando.fl.us>
Subj ct: RE: Alternate Designation

Thanks Holly, we'll get this on the September 23, 2021, MPO consent agenda so it can be official and we'll add you to the email group. Carlene

Carlene Riecsc
 Hernando/Citrus MPO
 1661 Blaise Drive
 Brooksville, FL 34601
 352-754-4082

From: Holly Ferguson <HFerguson@co.hernando.fl.us>
S nt: Wednesday, August 11, 2021 8:10 AM
To: Carlene Riecsc <CRiecsc@co.hernando.fl.us>
Cc: Tony Graham <tgraham@co.hernando.fl.us>
Subj ct: Alternate Designation

I would like to request that I am designated as Tony's Alternate for future TDLCB Meetings. Thank you for your time and attention to this matter, and have a great day!

V/R,
Holly Ferguson



VETERAN SERVICES

Veteran Service Officer Hernando County
621 W. Jefferson St, Brooksville, FL. 34601
PH: (352) 754-4033
FAX: (352) 754-4726

Attachment: Microsoft Outlook - Memo Style (18758 : Hernando County Transportation Disadvantaged Local Coordinating Board -