

# Hernando/Citrus Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM  
FISCAL YEARS: 2023 through 2024  
(July 1, 2022 - June 30, 2024)

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- 20.205 Highway Planning Construction Grant Federal Highway Administration
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- Florida Department of Transportation (FDOT)
- Citrus County Board of County Commissioners
- Hernando County Board of County Commissioners

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

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

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## INTRODUCTION

### UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe from July 1, 2022, through June 30, 2024.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the Fiscal Year (FY) 2023-2024 UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

### OVERVIEW OF TRANSPORTATION PLANNING ACTIVITIES

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

#### Unified Planning Work Program (UPWP)

This UPWP identifies all transportation and related planning activities within the Hernando/Citrus Metropolitan Planning Area during the fiscal years 2023 and ending fiscal year 2024. This UPWP program was developed to serve these specific objectives:

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

### **Long Range Transportation Plan (LRTP)**

The LRTP is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019. In the development of the 2045 LRTP, the MPO participated in the FDOT District 7 Regional Transportation Analysis (RTA) through its Technical Review Team (TRT). The Fixing America's Surface Transportation Act (FAST-Act) compliant Public Participation Plan (PPP) was updated in 2018. The LRTP is implemented through adoption of the Transportation Improvement Program.

### **Transportation Improvement Program (TIP)**

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

### **Public Participation Process (PPP)**

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

The MPO has three standing advisory committees: the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Bicycle/Pedestrian Advisory Committee (BPAC). The TAC and CAC will meet a minimum of four times per year. The BPAC routinely meets on a quarterly basis as well. Each committee has its own set of bylaws and reviews and makes recommendations on programs and plans work tasks prior to the MPO Board.

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

## LOCAL AND REGIONAL PLANNING PRIORITIES

This UPWP addresses the priorities of the Hernando/Citrus MPO, FHWA, FTA and the FDOT. The long range transportation planning process has led the Hernando/Citrus MPO to broaden the scope of focus of its work program. In addition to traditional large capacity improvement projects for automobiles, improvements, for small scale projects including, bicycle, pedestrian, and transit will be developed. MPO staff will support partnering cities in various efforts related to trails/sidewalk projects, Safe Routes to Schools (SRTS), Transportation Alternatives (TA), and Corridor Improvement Studies and Activities.

The level of planning effort identified in this UPWP is tied to changing needs in Hernando and Citrus Counties based on development trends and institutional relationships among the existing transportation planning entities. Significant growth is expected in both Hernando and Citrus counties over the next 25 years. The population and employment forecasts, developed for the LRTP, estimate that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

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

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

These goals are:

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

## **STATEMENT OF CONSOLIDATED PLANNING GRANT (CPG) PARTICIPATION**

The FDOT and the Hernando/Citrus MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the recipient and allocated to the MPO by FDOT utilizing formulas coordinated by the MPOs, FDOT, and FHWA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the required 18.07% non-federal share (match) using Toll Revenue Expenditures as credits for a soft match as permitted by 23 CFR 120(j) and FTA C 8100.1D.

### **SOFT MATCH**

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (except for Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the Federal Highway Administration (FHWA) funding in the UPWP is 18.07% of FHWA program funds for a total of \$248,061 FY23 and \$150,908 in FY24.

### **PUBLIC PARTICIPATION PROCESS**

The Hernando/Citrus MPO's Public Participation Plan (PPP) guides the process for review and approval of the UPWP. The PPP requires a 30 day public review and comment period prior to adoption of the UPWP.

The UPWP is developed in cooperation with federal, state and regional transportation agencies and other local agencies. The UPWP development process follows the PPP and is reviewed by the Technical Advisory Committee, Citizen's Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC) prior to adoption by the Metropolitan Planning Organization Board.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns through the following means:

- Telephone contact at: 352-754-4082
- Email contact at: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)
- MPO website contacts listed at: [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)

## FEDERAL PLANNING FACTORS

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

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

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

1. Improving Safety;
2. Maintaining Infrastructure Condition;

3. Reducing Traffic Congestion;
4. Improving the Efficiency of the System and Freight Movement;
5. Protecting the Environment; and,
6. Reducing Delays in Project Delivery.

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own.

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation’s surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation’s transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching, and deploying new technologies, and improving safety for all users.

**Table 1: Compliance with Federal Planning Factors, and Hernando/Citrus MPO Tasks**

Federal Planning Factors	Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Collection	Task 5: Project Planning	Task 6: Regional Coordination	Task 7: SCTPA Support
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	x	x	x	x	x	x	x
2. Increase the safety of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x



Federal Planning Factors	Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Collection	Task 5: Project Planning	Task 6: Regional Coordination	Task 7: SCTPA Support
3. Increase the security of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
4. Increase accessibility and mobility of people and freight;	x	x		x	x	x	x
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;	x	x		x	x	x	x
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	x	x		x	x	x	x
7. Promote efficient system management and operation;	x	x	x	x	x	x	
8. Emphasize the preservation of the existing transportation system;	x	x	x	x	x	x	x
9. Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and	x	x		x	x	x	
10. Enhance travel and tourism.	x	x	x	x	x	x	

## STATE AND FEDERAL PLANNING EMPHASIS AREAS

### Florida Planning Emphasis Areas 2021

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

- **Safety:** The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.
- **Equity:** Executive Order 14008 Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities throughout underserved communities. The MPOS are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.
- **Resilience:** With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing

conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

- **Emerging Mobility:** Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP recognizes the important influence of emerging mobility of the multi-modal transportation system and include related planning studies, collaboration efforts, research or other activities.

**Table 2: Florida Planning Emphasis Areas and Hernando/Citrus MPO Tasks**

State of Florida Planning Emphasis Areas	Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Collection	Task 5: Project Planning	Task 6: Regional Coordination	Task 7: SCTPA Support
Safety	x	x		x	x	x	x
Equity	x	x	x	x	x	x	x
Resilience	x	x		x	x	x	x
Emerging Mobility	x	x		x	x	x	x

**Federal Planning Emphasis Areas 2021**

For 2021, the FHWA and FTA issued new Planning Emphasis Areas (PEA). They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP’s. The Federal Planning Emphasis Areas are as follows:

1. **Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2. **Equity and Justice in Transportation Planning:** FHWA division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities.

Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities.

Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities.

3. **Complete Streets:** FHWA division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed

management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

4. **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.
5. **Strategic Highway Network (STRAHNET)/UD Department of Defense (DOD) Coordination:** FHWA and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than two-hundred (200) military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry

points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

6. **Federal Land Management Agency (FLMA) Coordination:** FHWA division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPO's must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).
7. **Planning and Environmental Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs



more effectively while avoiding and minimizing the impacts on human and natural resources.

8. **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

### **ATTAINMENT STATEMENT**

The MPO area is in attainment.



## **ORGANIZATION AND MANAGEMENT**

### **METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD**

As of May 5, 2022, the Board membership includes the following:

#### **Citrus County**

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

#### **Hernando County**

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

#### **City of Brooksville**

- Blake Bell, Vice Mayor

#### **City of Inverness**

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

#### **City of Crystal River**

- Pat Fitzpatrick, Council Member
- Joe Meek, Mayor – Alternate

#### **Florida Department of Transportation (Non-Voting Advisor)**

- David Gwynn, P.E. District Seven Secretary

**MPO AGREEMENTS**

<b>Agreement</b>	<b>Status</b>	<b>Description</b>
Interlocal Agreement for Creation of the MPO	No Expiration review every 5 years	Interlocal Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (approved 6/18/2014)
Transportation Interlocal Agreement	Expires 3/12/2025	Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the LAP agency. (Approved 3/12/20)
G1W20	6/30/2022	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2021. An extension is being requested for this grant which will change the expiration date to 6/30/2023
G2249	6/30/2023	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2022
CPG G2774	Pending	Consolidated Planning Grant FY 2023
ICAR	No Expiration periodic review	Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (PTCA) with MPO, the Tampa Bay Area Regional Transit Authority (TBARTA), the RPC, Hernando BCC, Citrus BCC (Approved 7/15/14)
Interlocal Agreement	No Expiration	Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central FL which created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance) (approved 2/13/20)
Staff Services Agreement	No expiration	The MPO has an interlocal agreement with Hernando County for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space. (Approved 7/22/14)
CTD Grant	Pending	Hernando County Grant for Planning Activities Associated with administering the Transportation Disadvantaged Program (FY 2022/2023)
CTD Grant	Pending	Citrus County Grant for Planning Activities Associated with administering the Transportation Disadvantaged Program (FY 2022/2023)

## **OPERATIONAL PROCEDURES AND BYLAWS**

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Law. The MPO operates under a set of bylaws adopted on July 15, 2014. MPO staff as well as Hernando County, per the staff services agreement, provides administrative, legal, financial, purchasing, and human resources support. The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system.

The MPO has a Continuity of Operations Plan (COOP) which was updated in June 2021 and is reviewed by the staff annually. The COOP was prepared by the to develop, implement, and maintain viable COOP capability. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

## **CERTIFICATIONS AND ASSURANCES**

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

## **INDIRECT RATE**

An indirect rate is not used by the Hernando Citrus MPO.

## **UPWP PLANNING TASKS**

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

- Task 1: Long Range Transportation Plan 2050 (LRTP)
- Task 2: Transportation Improvement Program (TIP)
- Task 3: Administration (3.1 and 3.2)
- Task 4: Data Collection (4.1-4.2)
- Task 5: Project Planning (5.1-5.6)
- Task 6: Regional Coordination
- Task 7: SCTPA Support and Shared Task

## WORK PROGRAM

### TASK 1: LONG RANGE TRANSPORTATION PLAN (LRTP)

#### Purpose

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

#### Previous Work

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

#### Required Activities for Task 1 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Process Amendments to the LRTP <i>(Consultant services will be utilized)</i>	Amendments	June 2024
Develop the 2050 LRTP, including, but not limited to: <ul style="list-style-type: none"> <li>• Data collection and analysis</li> <li>• Update goals, objectives and performance measures</li> <li>• Coordinate review and inclusion of transportation projects from partner agencies</li> <li>• Public engagement/LRTP project website</li> <li>• Coordination with committees and partner agencies</li> <li>• Creation of GIS Layers</li> </ul> <i>(Consultant services will be utilized)</i>	Goals, Objectives and Performance Measures, Needs Plan, Cost Feasible Plan, 2050 LRTP document	December 2024
Coordinate with FDOT and other partners to incorporate performance measures into planning projects. <i>(Consultant services will be utilized)</i>	Coordination activities	June 2024

Activity	Deliverable	Completion Date
Continue to promote and enhance sustainable planning activities such as those related to Efficient Transportation Decision Making (ETDM) and Environmental Justice	Training, meeting participation activities	June 2024
Participate in air quality review and monitoring	Monitoring, meeting attendance	June 2024
Participate in the Regional Transportation Analysis (RTA) process, the Transportation Management Area (TMA) and the Transportation Modeling Team (TMT) activities associated with the long range transportation planning through the Sun Coast Planning Transportation Alliance (SCPTA)	Meeting attendance & participation activities	June 2024
Coordinate with funding and implementing agencies regarding the LRTP's congestion management and Intelligent Transportation Systems (ITS) improvements for consistency with the adopted regional architecture.	Meeting attendance and participation in activities  Provision of data to FDOT	June 2024  June 2024
Participate in the review of enhancements to the Tampa Bay Regional Planning Model as part of the MPO's TRT responsibilities.	Attendance in the TRT meetings and provide information and feedback as requested	June 2024
Continue to coordinate with FDOT regarding the ITS regional architecture, congestion management, and the ETDM process as part of the short-range element of the LRTP.	Provision of information or feedback as requested	June 2024

*Responsible Agency: Hernando/Citrus MPO*

## TASK 2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

### Purpose

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

### Previous Work

Developed and adopted the FY 2021-2025 and FY 2022-2026 TIPs with associated annual List of Priority Projects (LOPPs). Processed amendments and modifications to the TIP as needed/requested.

### Required Activities Task 2 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Monitor air quality	Meeting activities, monitoring	June 2024
Monitor aviation and seaport planning activities and coordinate with aviation and seaport providers regarding master plan updates	Coordination	June 2024
Develop the LOPP identifying the unfunded highway, transit, bicycle, and pedestrian projects that have been prioritized for funding by the MPO	LOPP, LOPP applications	June 2024
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board	Coordination with FDOT, MPO Board and Committees	June 2024
Prepare and adopt the TIP, including processing required amendments	Transportation Improvement Program document	June 2024
	Amendments	June 2024
Participate in regional air quality planning activities	Meeting attendance and participation in activities	June 2024

Activity	Deliverable	Completion Date
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans	Meeting attendance and participation in activities	June 2024
Intelligent Transportation System coordination with member localities and FDOT	Local ITS information provided to FDOT for the RITSA database	June 2024
Manage TIP project priorities with FDOT District 7 and the Tampa Bay MPO coordination process	Meeting attendance & participation activities	June 2024
Prepare the FY2023-2027 TIP Prepare the FY2024-2028 TIP	New TIPs	July 2023 July 2024
Amendments to TIPs	TIP amendments and supporting documentation	June 2024

*Responsible Agency: Hernando/Citrus MPO*

## **TASK 3      ADMINISTRATION**

### **Purpose**

To responsibly manage and carry out the continuous, cooperative, and comprehensive metropolitan transportation planning process for the MPO. This task includes all public involvement activities and administrative support for MPO planning and programs in general, including assistance to Federal, State, and local agency staff, as needed.

### **3.1: General Administration**

#### **Purpose**

This task provides for the administration of the area-wide multimodal transportation planning process in accordance with Federal and State requirements, and for the technical management over each project included in the UPWP.

#### **Previous Work**

Staff performed required on-going administrative activities for the MPO, the MPO Board and the advisory committees (TAC, CAC and BPAC); participated in required audits, submitted invoices and reports; executed all required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; updated the UPWP FY 2021-FY 2022; prepared the annual TIP FY 2022-FY 2026 and developed the MPO budget for inclusion in the overall Hernando County budget.

Consultant activities were coordinated and managed. The MPO's Continuity of Operations Plan (COOP) was updated in June 2021.

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

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



**Required Activities Task 3.1 - FY 2023 and FY 2024**

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

<b>Activity</b>	<b>Deliverable</b>	<b>Completion Date</b>
Coordinate with Hernando County regarding all financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliation, purchasing, personnel services, etc. pursuant to the Staff Services Agreement	Progress reports and invoices	June 2024
	UPWP FY2023-FY2024 update	June 2024
Maintain and update planning documents	Amendments	June 2024
Attend workshops, seminars and other meetings sponsored by FHWA, FDOT, FTA, TBARTA, MPOAC and other transportation planning partners	Meeting attendance	June 2024
Perform administration functions for the MPO, MPO Board and all advisory committees	Schedule meetings, create agendas, minutes, presentations, advertisements, etc.	June 2024
	Executed certifications, statements, and agreements	June 2024
Coordinate annual agency audit in accordance with Single Audit Act (SAA)	Audit report	June 2024
Perform annual joint MPO Certification with FDOT	Responses to certification questions, executed certification	June 2024
Update the MPO's Continuity of Operations Plan (COOP)	Updated COOP	June 2024
Execute, review, and administer program grants, contracts, and agreements	Executed contracts and grants	June 2024
Pursue new grant opportunities to support transportation and related planning projects	Grant applications	June 2024
Examine and modify/update (if needed) committee bylaws	Revised by-laws	June 2024

Activity	Deliverable	Completion Date
Maintain/upgrade/purchase office equipment and supplies, including identification materials (signs, display materials, etc.)	Office equipment and supplies	June 2024
Purchase new equipment (laptops and tablets) for the MPO Staff, Board and Committees	Office equipment, software, tablets	June 2024
Assist in the planning of appropriate locations of bus stops, signs, benches, and shelters for the transit systems and in compliance with the ADA transition plan, etc.	Planning Assistance	June 2024
Equipment lease/rental (copier)	Office equipment	June 2024
Purchase non-motorized traffic count systems to be placed on trails in Citrus County. This includes software training and physical equipment.	Trail Counters	June 2024
Cell/SIM card service for non-motorized trail counters in Hernando and Citrus Counties to acquire data	Service	June 2024
American Institute of Certified Planners (AICP) annual certification (local funds will be used)	Certification	June 2023 June 2024
Broadcasting services for MPO Meetings pursuant to Staff Services Agreement	Video services for MPO meetings	June 2023 June 2024
Legal services for review of MPO Agendas and associated assistance f pursuant to the Staff Services Agreement	MPO Agenda Review	June 2023 June 2024
Lease for MPO Office Space	MPO Office Space	June 2023 June 2024

*Responsible Agency: Hernando/Citrus MPO, Hernando County*

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### 3.2: Public Outreach/Participation

#### Purpose

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

#### Previous Work

Amendment of the 2045 LRTP, preparation of the 2020-2029 Hernando County Transit Development Plan, the 2021-2030 Citrus County Transit Development Plan, annual TIP updates, and UPWP amendments following the MPO’s adopted PPP. With the development of each TDP the MPO conducted several off-site workshops for the public to participate. The MPO website and other social media platforms have been enhanced to facilitate communication and increase public participation. Compliance with the Disadvantaged Business Enterprise (DBE) Policy, Title VI Policy and Limited English Proficiency Plan (LEP).

Broadcasted MPO meetings on the government television channel and the Hernando County website. A semi-annual newsletter was produced and distributed

#### Required Activities for Task 3.2 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Coordinate with the CAC, TAC and BPAC for review of MPO work efforts prior to MPO Board action	Development of committee schedule and MPO agendas	June 2024
	Social media posts	June 2024
Speak at public engagements for community organizations and contacting the traditionally underserved communities	Presentations	June 2024
Develop and publish Newsletters	Newsletter published electronically	June 2024

Activity	Deliverable	Completion Date
Utilize visualization techniques during public meetings and increase use on the MPO website and other social media platforms	Visualization materials incorporated into agendas, presentations and posted to social media as applicable	June 2024
Write and publish public meeting/hearing announcements and distribution of public service announcements to the press	Advertisements, social media postings	June 2024
Evaluate and update the PPP to enhance its effectiveness, assuring low-income and minority populations are proactively and effectively included in the planning process	PPP Evaluation Update	June 2024 June 2024
Active recruitment of members to the CAC, BPAC and Transportation Disadvantaged LCBs	Website posting, press releases, email contact	June 2024
Continue to follow ETDM process for project analysis to identify community impacts	Project assessments and mitigation as appropriate	June 2024
Continue to follow the environmental justice guidelines in the MPO planning process to address project impacts on low income and minority groups	Public Meetings and coordination with plan development	June 2024
Continue to implement the LEP	Implementation of the LEP	June 2024
Review and Update the LEP Plan as appropriate	LEP Plan	September 2022
Review and Update the Title VI Plan as appropriate	Title VI Plan	September 2022
Maintain the application of Title VI policies and regulations	Adherence to Title VI policies and regulations	June 2024
Maintain an interactive website that is accessible to the visually impaired and LEP individuals	Website	June 2024

*Responsible Agency: Hernando/Citrus MPO*



## **TASK 4: DATA COLLECTION**

### **Purpose**

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

### **4.1 Highway System Performance Surveillance**

#### **Purpose**

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

#### **Previous Work**

Previous work includes data collection activities related to the development of the Long Range Transportation Plan 2045 which included updates to the Congestion Management Process (CMP) and coordination with FDOT regarding District 7's activities with the Highway Performance Measuring System (HPMS). Traffic count data for Hernando and Citrus Counties was updated in 2021.

#### **Required Activities for Task 4.1 - FY 2023 and FY 2024**

<b>Activity</b>	<b>Deliverable</b>	<b>Completion Date</b>
Process amendments to the adopted LRTP as needed	Amendments	June 2024
Update Highway Safety Improvement Program (HSIP) performance measures	Adopted performance measures	June 2023 & June 2024
Attend Efficient Transportation Decision Making (ETDM) training	Meeting attendance training	June 2024
Update the List of Priority Projects (LOPP) using the ETDM principles	2023 and 2024 LOPP	June 2023 & June 2024

<b>Activity</b>	<b>Deliverable</b>	<b>Completion Date</b>
Coordinate data gathering activities regarding the acquisition and analysis of traffic, public transit, and multi-modal forms of transportation	Statistical database	June 2024

*Responsible Agency: Hernando/Citrus MPO*



## 4.2: Land Use and Socio-Economic Activities

### Purpose

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

### Previous Work

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

Participated in the TRT by providing information about land use policies needed for the calibration and validation of the Tampa Bay Regional Planning Model. Reviewed more than thirty land use/zoning cases for Hernando County for consistency or provided relevant information with regards to the LRTP.

### Required Activities for Task 4.2 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Review zoning cases and comprehensive plan amendments within the MPO study area	Comments	June 2024
Support the RTA survey activities	Data collection/ emails, meeting attendance	June 2024
Provide transportation data support to other agencies and their consultants	Requested information	June 2024
Monitor and prepare for the release of the 2020 US Census results.	Update MPO plans and programs accordingly	June 2023

*Responsible Agency: Hernando/Citrus MPO*

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## TASK 5: PROJECT PLANNING

### Purpose

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

### 5.1: Mass Transit Planning

#### Purpose

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

#### Previous Work

Public involvement activities were conducted through an active CAC, community outreach, on-board and online surveys. Completed work associated with the Citrus County TDP Major Update (covering FY 2021-2030). Submission and administration of Section 5305(d) grants were facilitated. Initiated a Comprehensive Operational Analysis for Citrus County in FY 2022.

#### Required Activities for Task 5.1 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Assist with performance monitoring	Hernando TDP progress report	June 2023 and 2024
	Citrus TDP progress report	June 2023 & June 2024
	National Transit Database (NTD) Reporting	Annually
Participate/coordinate in the refinement of the Operating and Routing Plan	Progress report	June 2023 & June 2024

Activity	Deliverable	Completion Date
Perform program management activities including coordination of planning tasks with public transit operators	Coordination, monitoring and participation activities	June 2024
Evaluate revenue assumptions in the current TDPs	Progress reports	June 2023 & June 2024
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP	Social media posts, website listings, and other products as required in the PPP	June 2024
Coordinate mass transit activities with the Counties Transportation Disadvantaged (TD) Program	Coordination Activities	June 2024
Coordinate long range transit planning efforts with County and regional transit operators, and TBARTA	Coordination, monitoring and participation activities	June 2024
Develop Phase II of the Comprehensive Operational Analysis for Citrus County <i>(Consultant services will be utilized for this task)</i>	Comprehensive Operational Analysis Report	June 2023
Enhance the quality, usability and value of data by continuing to coordinate regional performance measures among MPOs and FDOT. Begin creating a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data	Performance measure development and monitoring	June 2024
Major Transit Development Plan (TDP) update for Hernando County	Completed Major TDP update	September 2024

*Responsible Agency: Hernando/Citrus MPO*

## 5.2: Transportation Disadvantaged Coordination

### Purpose

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

### Previous Work

Continuous transportation disadvantaged coordination between the MPO, the respective LCBs for Hernando and Citrus Counties, and the CTC for each county. Staffed and provided administrative support for quarterly meetings of the LCBs for Hernando and Citrus Counties. TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the DOPA. Included Transportation Disadvantaged Elements in the FY 2022-2026 Transportation Improvement Program. Staff participated in annual Training opportunities provided by the CTD. MPO staff coordinated selection of CTC for Citrus County.

### Required Activities for Task 5.2 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Monitor and evaluate the performance of the CTC for both Hernando and Citrus Counties	CTC evaluation	June 2023 & June 2024
Coordinate with the CTD in the CTC selection process for Hernando County	CTC Selection	June 2023
Support the CTCs in developing funding applications	CTC funding applications	June 2024
Coordinate with the LCBs in the review and update of the Transportation Disadvantaged Service Plans (TDSP)	TDSP Update	June 2023 & June 2024
Attend and participate in meetings, seminars, and workshops sponsored by the CTD and FDOT	Attendance & participation activities	June 2024

Activity	Deliverable	Completion Date
Provide staff support to the LCBs, Policy and Procedures Subcommittee and Grievance Committees	Processed grievance procedures and support activities	June 2024
Coordinate TD planning with Hernando and Citrus Counties as part of the TDP review process	Coordination activities	June 2023 & June 2024
Prepare LCB agendas for both Hernando and Citrus Counties to address planning grant requirements, and overall TD coordination	Agenda packets and meeting coordination	Quarterly
Coordinate LCB Board membership for both Hernando and Citrus Counties with the MPO	Member appointments	June 2024
Develop/manage the development of progress reports to the CTD for Hernando and Citrus Counties pursuant to TD Planning Grant	Progress report	Quarterly
Perform administration functions for the Hernando County TDLCB and the Citrus County TDLCB (referred to as the "LCB")	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	June 2024
Prepare Transportation Disadvantaged (TD) element in the TIP	Adopted TIP	June 2023 & June 2024

*Responsible Agency: Hernando/Citrus MPO*

### 5.3: Short Range Planning

#### Purpose

Review, maintain, and update scheduling of land use and transportation infrastructure improvements and to ensure consistency between the MPO's Congestion Management Process (CMP), Transportation Improvement Program (TIP) and the Capital Improvement Program (CIP) for the City of Brooksville, City of Crystal River, City of Inverness, Hernando County, Citrus County, the FDOT, and Florida's Turnpike Enterprise (FTE).

#### Previous Work

The MPO reviewed member localities CIPs and coordinated implementation of the FDOT Five-Year Work Program through development of the TIP. Analyzed selected transportation network improvements within the 2045 LRTP planning development process through consultants.

#### Required Activities for Task 5.3 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Perform updates to planning documents in the MPO study area	Amendments to existing planning documents	June 2024
Perform ETDM Related Activities	Training, ETDM analysis of projects, meeting attendance	June 2024
Update and coordinate the LOPP	LOPP	June 2024
Attend meetings, seminars, and workshop sponsored by Local, Regional, State and Federal as well as Professional Organizations to maintain currency and professional competency	Meeting attendance & participation activities	June 2024
Analyze network improvements, consistent with the plans and programs of any impacted jurisdictions	Analysis Reports	June 2024
Upgrade computers and software with available technology to include highway, bicycle, pedestrian, and transit capacity	Current and relevant software /hardware	June 2024

Activity	Deliverable	Completion Date
Monitor the effectiveness of the federally required performance measures outlined in the LRTP.	Monitoring activities	June 2024
Participate in the West Central Florida Community Traffic Safety Team (CTST) to coordinate regarding safety deficiencies	Meeting attendance & participation activities	June 2024

*Responsible Agency: Hernando/Citrus MPO*



## 5.4: Bicycle/Pedestrian Planning Program

### Purpose

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

### Previous Work

Coast-to-Coast Coordination. Performed the annual update of the Transportation Alternative list of Priority Projects. Developed the Complete Streets implementation plan and process. Began data collection efforts through installation of non-motorized trail counters along the Suncoast Parkway in Hernando County. Submitted TA applications into the GAP system. MPO approved agreement for data share of non-motorized vehicle counts with FDOT.

### Required Activities Task 5.4 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Proceed with efforts to implement the Complete Streets (CS) program.	Coordination activities	June 2024
Collaborate with the local governments, FDOT and other agencies to identify and fund enforcement and education programs throughout both counties.	Coordination activities and education sponsorship	June 2024
Coordinate with member local government staff to ensure that whenever possible the most appropriate bicycle and pedestrian facilities are incorporated into all upcoming county resurfacing and reconstruction projects.	Coordination activities and education sponsorship	June 2024
Assist in the preparation and update of Transportation Alternatives (TA) applications	TA applications	June 2024
Update of TA priority list	TA priority list	
Coordinate with Rails to Trails Withlacoochee Regional Multi-Use Trail Committee, and Coast to Coast Trail Stakeholders	Coordination activities	June 2024

Activity	Deliverable	Completion Date
Coordination with Suncoast Trail Advisory Group	Coordination activities	June 2024
Promote and advocate for non-motorized/multi-use facilities	Coordination activities	June 2024
Coordinate with local law enforcement in safety training exercises, bike rodeos, etc.	Coordination activities	June 2024
Provide support and administrative services for the BPAC	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	June 2024
Perform Bicycle/Pedestrian Master Plan Updates and Amendments	Amendments and updates	June 2024
Trail counter data collection, which is to be shared with the public and FDOT	Trail count data provided to FDOT on a monthly basis	June 2024
	Trail count data uploaded to the MPO website on a monthly basis	June 2024

*Responsible Agency: Hernando/Citrus MPO*

## 5.5: Special Projects

### Purpose

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

### Previous Work

Reviewed and provided comments on development proposals. Participated in regional and local congestion management activities. Prepared and presented visualization materials for technical and policy meetings.

### Required Activities Task 5.5 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Conduct or manage special sub-area, corridor studies	Corridor studies	June 2024
Prepare, present, and develop visualization materials for technical and policy meetings	Presentations and participation activities	June 2024
Monitor performance measures including Level of Service (LOS)	Monitoring activities	June 2024
Monitor and Provide input on future right-of-way requirements on the transportation network	Monitoring activities and comments	June 2024
Promote and incorporate health, sustainability, and resilience related planning efforts.	Monitoring & planning related activities	June 2024
Support those current transportation issues not listed under other tasks and/or are non-routine in nature	Documents, data, and meeting participation	June 2024

Activity	Deliverable	Completion Date
Incorporate climate change best planning practices into planning activities and policies	Comments, documents, data, and meeting participation. Inclusion of climate change best practices in plans and programs.	June 2024
Explore the application of new and evolving technology through webinars, training opportunities and other related activities	Meeting attendance and participation activities	June 2024
Continue the integration of context sensitive policies into the transportation planning process	Policies and planning related activities	June 2024

*Responsible Agency: Hernando/Citrus MPO*

## 5.6: Congestion Management Process (CMP)

### Purpose

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

### Previous Work

The CMP was updated in 2022. Established performance measures, participated in local, regional, state, and federal trainings and meetings. Performance measures and congestion management tools were adopted in the 2045 LRTP. Initiated the Crystal River Bypass Study to analyze impacts associated with the interim termination of the Suncoast Parkway at SR 44. Continued work toward completion of Complete Streets Implementation plan in 2022.

### Required Activities Task 5.6 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Coordinate with transit agencies to promote congestion management policies and plans	Coordination activities	June 2024
Conduct or manage special sub-area, corridor studies consistent with the CMP	Corridor Studies	June 2024
Continue with phase II of the Crystal River Bypass Study ( <i>Consultant services will be utilized for this task</i> )	Crystal River Bypass Study	June 2023
Support other tasks that involve multi-modal policies and practices relating to Congestion Management	Administrative activities and other project support	June 2024
Strive to implement the suggestions and recommendations outlined in the Complete Streets Plan	Coordination with local jurisdictions in the MPO study area	June 2024
Follow the ETDM process for project analysis to identify community impacts	Project assessments and mitigation	June 2024

*Responsible Agency: Hernando/Citrus MPO*

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## TASK 6: REGIONAL COORDINATION

### Purpose

Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system. Activities in this task are regional in nature and do not involve the transfer of funds between MPOs.

### Previous Work

Participated in meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), MPOs West Central Florida MPO Chairs Coordinating Committee (CCC), Tampa Bay Area Regional Transit Authority (TBARTA), Regional Transportation Interagency Exchange (RTIE), Multi-use Corridors of Regional Economic Significance (M-CORES), and Office of Greenways and Trails.

### Required Activities for Task 6 - FY 2023 and FY 2024

Activity	Deliverable	Completion Date
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes	Meeting attendance and participation activities	June 2024
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the SCTPA.	Review and prioritization of projects	June 2024
Support regional transit planning through TBARTA, FDOT and local transit agencies	Meeting attendance and participation activities	June 2024
Perform tasks in support of the regional congestion management processes and/or regional performance measures	Meeting attendance and participation activities	June 2024
Work with regional agencies to develop and refine regional priority lists for major projects as appropriate	Meeting attendance and participation activities	June 2024

Activity	Deliverable	Completion Date
Continue coordination with FDOT Regional Goods Movement Advisory Committee regarding Tampa Bay Regional Strategic Freight Plan	Meeting attendance and participation activities	June 2024
Provide input on the Florida Strategic Intermodal System (SIS) and FTP	Comments and meeting attendance	June 2024
Interagency coordination for air quality. Support air quality planning process and monitor mobile source emissions	Monitoring and participation activities	June 2024
Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations	Meeting attendance and participation activities	June 2024
Participate in the TRT for the Tampa Bay Regional Planning Model	Meeting attendance and participation activities	June 2024
Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide	Meeting attendance and participation activities	June 2024
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program.	Monitoring, coordination and support	June 2024
Integrate regional perspectives within MPO presentations to the local community	Meeting attendance and participation activities	June 2024

*Responsible Agency: Hernando/Citrus MPO*



**TASK 7: SCTPA SUPPORT AND SHARED TASK – INCLUDES SHARED OR TRANSFERRED FUNDS AND AGREEMENTS/MOU**

**Purpose**

Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities.

**Previous Work**

Regional Long Range Transportation Plan Summary Publication.

**Ongoing Activities for Task 7 FY 2023 and FY 2024**

Ongoing Activities
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

**Required Activities for Task 7 - FY 2023 and FY 2024**

Required Activities	End Products
<b>Regional LRTP</b>	
Conduct a regional assessment of mobility, safety, and resilience needs, in advance or the development of the 2050 Long Range Transportation Plans.	Regional Needs Assessment (June 2024)
Produce and create content materials, presentations, website, graphics and assist in administration of SCTPA.	Social Media content production, website maintenance and creation (ongoing through June 2024)

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

**Responsible Agencies:**

*Lead Agency: Forward Pinellas.*

*Responsible Agencies: Hillsborough TPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO.*

*Stakeholders: TBRPC, FDOT, and other regional/statewide partners*

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## SUMMARY BUDGET TABLES



**COST ANALYSIS CERTIFICATION**

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**BUDGET TABLES BY TASK****Task 1 Budget Table: L RTP 2050***Adopted May 5, 2022*

<b>Task 1 Long Range Transportation Plan (L RTP 2050)</b>				
<b>2023</b>				
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 21 FTA 5305(d)</b>	<b>FY 22 FTA 5305(d)</b>	<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2774</b>	<b>G1W20</b>	<b>G2249</b>	
<b>Source Level</b>	<b>PL</b>	<b>Federal</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$84,589	\$0	\$0	\$84,589
Consultant	\$205,470	\$7,319	\$87,211	\$300,000
<b>2023 Totals</b>	<b>\$290,059</b>	<b>\$7,319</b>	<b>\$87,211</b>	<b>\$384,589</b>
<b>2024</b>				
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 21 FTA 5305(d)</b>	<b>FY 22 FTA 5305(d)</b>	<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2774</b>	<b>G1W20</b>	<b>G2249</b>	
<b>Source</b>	<b>PL</b>	<b>Federal</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$88,817	\$0	\$0	\$88,817
Consultant	\$144,289	\$0	\$0	\$149,289
<b>2024 Totals</b>	<b>\$238,106</b>	<b>\$0</b>	<b>\$0</b>	<b>\$238,106</b>

**Task 2 Budget Table: TIP***Adopted May 5, 2022*

<b>Task 2 Transportation Improvement Program (TIP)</b>		
<b>2023</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2774</b>	
<b>Source Level</b>	<b>PL</b>	
Personnel (salary and benefits)	\$23,184	\$23,184
<b>2023 Totals</b>	<b>\$23,184</b>	<b>\$23,184</b>
<b>2024</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2774</b>	
<b>Source</b>	<b>PL</b>	
Personnel (salary and benefits)	\$24,343	\$24,343
<b>2024 Totals</b>	<b>\$24,343</b>	<b>\$24,343</b>

**Task 3 Budget Table: Administration**

Adopted May 5, 2022

<b>Task 3 Administration</b>			
<b>2023</b>			
<b>Funding Source</b>	<b>FHWA</b>	<b>Local</b>	<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2774</b>	<b>Hernando</b>	
<b>Source Level</b>	<b>PL</b>	<b>Local</b>	
Personnel (salary and benefits)	\$279,553	\$0	\$279,553
Consultant	\$34,030	\$0	\$34,030
Travel	\$1,000	\$0	\$1,000
Direct Expenses	\$72,176	\$450	\$72,626
Equipment	\$32,000	\$0	\$32,000
<b>2023 Totals</b>	<b>\$418,759</b>	<b>\$450</b>	<b>\$419,209</b>
<b>2024</b>			
<b>Funding Source</b>	<b>FHWA</b>	<b>Local</b>	<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2774</b>	<b>Hernando</b>	
<b>Source</b>	<b>PL</b>	<b>Local</b>	
Personnel (salary and benefits)	\$293,531	\$0	\$293,531
Travel	\$2,500	\$0	\$2,500
Direct Expenses	\$43,646	\$450	\$44,096
<b>2024 Totals</b>	<b>\$339,677</b>	<b>\$450</b>	<b>\$340,127</b>

**Task 4 Budget Table: Data Collection**

Adopted May 5, 2022

<b>Task 4 Data Collection</b>		
<b>2023</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2023 Total</b>
<b>Contract Number</b>	<b>G2774</b>	
<b>Source Level</b>	<b>PL</b>	
Personnel (salary and benefits)	\$5,465	\$5,465
Consultant	\$40,000	\$40,000
<b>2023 Totals</b>	<b>\$45,465</b>	<b>\$45,465</b>
<b>2024</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024 Total</b>
<b>Contract Number</b>	<b>G2774</b>	
<b>Source</b>	<b>PL</b>	
Personnel (salary and benefits)	\$5,738	\$5,738
<b>2024 Totals</b>	<b>\$5,738</b>	<b>\$5,738</b>



**Task 5 Budget Table: Project Planning***Adopted May 5, 2022*

Task 5 Project Planning				
2023				
Funding Source	FHWA	CTD	CTD	FY 2023 Total
Contract Number	G2774	TDCitrus	TDHern	
Source Level	PL	State	State	
Personnel (salary and benefits)	\$58,835	\$22,126	\$23,004	\$103,965
Consultant	\$264,529	\$0	\$0	\$264,529
Travel	\$0	\$500	\$500	\$1,000
Direct Expenses	\$0	\$462	\$483	\$945
<b>2023 Totals</b>	<b>\$323,364</b>	<b>\$23,088</b>	<b>\$23,987</b>	<b>\$370,439</b>
2024				
Funding Source	FHWA	CTD	CTD	FY 2024 Total
Contract Number	G2774	TDCitrus	TDHern	
Source	PL	State	State	
Personnel (salary and benefits)	\$61,777	\$22,126	\$23,004	\$106,907
Consultant	\$0	\$0	\$0	\$0
Travel	\$0	\$500	\$500	\$1,000
Direct Expenses	\$0	\$462	\$483	\$945
<b>2024 Totals</b>	<b>\$61,777</b>	<b>\$23,088</b>	<b>\$23,987</b>	<b>\$108,852</b>

**Task 6 Budget Table: Regional Coordination***Adopted May 5, 2022*

Task 6 Regional Coordination		
2023		
Funding Source	FHWA	FY 2023 Total
Contract Number	G2774	
Source Level	PL	
Personnel (salary and benefits)	\$13,885	\$13,885
<b>2023 Totals</b>	<b>\$13,885</b>	<b>\$13,885</b>
2024		
Funding Source	FHWA	FY 2024 Total
Contract Number	G2774	
Source	PL	
Personnel (salary and benefits)	\$14,579	\$14,579
<b>2024 Totals</b>	<b>\$14,579</b>	<b>\$14,579</b>

**Task 7 Budget Table: SCTPA Support and Shared Task – includes shared or transferred funds and MOU**

Adopted May 5, 2022

<b>7 SCTPA Support and Shared Task - Includes shared or transferred funds and MOU Detailed Breakdown</b>				
<b>2023</b>				
<b>Funding Source</b>		<b>Transfer from</b>	<b>FHWA</b>	<b>FY 2023</b>
<b>Source Level</b>			<b>PL</b>	<b>Total</b>
<b>Regional LRTP</b>				
<i>Lead Agency:</i>	<b>Forward Pinellas</b>	<b>No</b>	\$10,000	\$10,000
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$10,000	\$10,000
	Pasco County MPO	Yes	\$10,000	\$10,000
	Polk TPO	Yes	\$10,000	\$10,000
	Sarasota/Manatee MPO	Yes	\$10,000	\$10,000
	Hernando/Citrus MPO	Yes	\$10,000	\$10,000
<b>Regional LRTP Subtotal</b>			<b>\$60,000</b>	<b>\$60,000</b>
<b>Total</b>			<b>\$60,000</b>	<b>\$60,000</b>
<b>2024</b>				
<b>Funding Source</b>		<b>Transfer from</b>	<b>FHWA</b>	<b>FY 2024</b>
<b>Source Level</b>			<b>PL</b>	<b>Total</b>
<b>Regional LRTP</b>				
<i>Lead Agency:</i>	<b>Forward Pinellas</b>	<b>No</b>	\$5,000	\$5,000
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$5,000	\$5,000
	Pasco County MPO	Yes	\$5,000	\$5,000
	Polk TPO	Yes	\$5,000	\$5,000
	Sarasota/Manatee MPO	Yes	\$5,000	\$5,000
	Hernando/Citrus MPO	Yes	\$5,000	\$5,000
<b>Subtotal</b>			<b>\$30,000</b>	<b>\$30,000</b>
<b>Total</b>			<b>\$30,000</b>	<b>\$30,000</b>

**TABLE FUNDING SOURCE: HERNANDO/CITRUS MPO FUNDING SOURCE - FY 2023 & FY 2024**

Adopted May 5, 2022

					Funding Source 4/20/2022							
Contract	Funding Source	Source Level	2023	2024	FY 2023 Funding Source				FY 2024 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
TDCitrus	CTD	State	\$23,088	\$23,088	\$0	\$0	\$23,088	\$0	\$0	\$0	\$23,088	\$0
		<b>CTD TDCitrus TOTAL</b>	<b>\$23,088</b>	<b>\$23,088</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,088</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,088</b>	<b>\$0</b>
TDHern	CTD	State	\$23,987	\$23,987	\$0	\$0	\$23,987	\$0	\$0	\$0	\$23,987	\$0
		<b>CTD TDHern TOTAL</b>	<b>\$23,987</b>	<b>\$23,987</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,987</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,987</b>	<b>\$0</b>
G2774	FHWA	PL	\$1,124,716	\$684,220	\$248,061	\$1,124,716	\$0	\$0	\$150,908	\$684,220	\$0	\$0
		<b>FHWA G2774 TOTAL</b>	<b>\$1,124,716</b>	<b>\$684,220</b>	<b>\$248,061</b>	<b>\$1,124,716</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,908</b>	<b>\$684,220</b>	<b>\$0</b>	<b>\$0</b>
G1W20	FY 21 FTA 5305(d)	Federal	\$7,319	\$0	\$1,830	\$7,319	\$0	\$0	\$0	\$0	\$0	\$0
		<b>FY 21 FTA 5305(d) G1W20 TOTAL</b>	<b>\$7,319</b>	<b>\$0</b>	<b>\$1,830</b>	<b>\$7,319</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
G2249	FY 22 FTA 5305(d)	Federal	\$87,211	\$0	\$21,803	\$87,211	\$0	\$0	\$0	\$0	\$0	\$0
		<b>FY 22 FTA 5305(d) G2249 TOTAL</b>	<b>\$87,211</b>	<b>\$0</b>	<b>\$21,803</b>	<b>\$87,211</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Hernando	Local	Local	\$450	\$450	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$450
		<b>Local Hernando TOTAL</b>	<b>\$450</b>	<b>\$450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450</b>
<b>TOTAL</b>			<b>\$1,266,771</b>	<b>\$731,745</b>	<b>\$271,693</b>	<b>\$1,219,246</b>	<b>\$47,075</b>	<b>\$450</b>	<b>\$150,908</b>	<b>\$684,220</b>	<b>\$47,075</b>	<b>\$450</b>



**TABLE SUMMARY BUDGET:HERNANDO/CITRUS MPO SUMMARY BUDGET TABLE FY 2023 & 2024**

Adopted May 5, 2022

**Agency Participation 4/20/2022**

<i>Funding Source</i>	<i>CTD</i>		<i>CTD</i>		<i>FHWA</i>		<i>FY 21 FTA 5305(d)</i>	<i>FY 22 FTA 5305(d)</i>	<i>Local</i>	
<i>Contract</i>	<i>TDCitrus</i>		<i>TDHern</i>		<i>G2774</i>		<i>G1W20</i>	<i>G2249</i>	<i>Hernando</i>	
<i>Fiscal Year</i>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>
<i>Total Budget</i>	<b>\$23,088</b>	<b>\$23,088</b>	<b>\$23,987</b>	<b>\$23,987</b>	<b>\$1,124,716</b>	<b>\$684,220</b>	<b>\$7,319</b>	<b>\$87,211</b>	<b>\$450</b>	<b>\$450</b>
<b>Task 1 Long Range Transportation Plan (LRTP 2050)</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$84,589	\$88,817	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$205,470	\$144,289	\$7,319	\$87,211	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$290,059	\$233,106	\$7,319	\$87,211	\$0	\$0
<b>Task 2 Transportation Improvement Program (TIP)</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$23,184	\$24,343	\$0	\$0	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$23,184	\$24,343	\$0	\$0	\$0	\$0
<b>Task 3 Administration</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$279,553	\$293,531	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$34,030	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$1,000	\$2,500	\$0	\$0	\$0	\$0
Direct Expenses	\$0	\$0	\$0	\$0	\$72,176	\$43,646	\$0	\$0	\$450	\$450
Equipment	\$0	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$418,759	\$339,677	\$0	\$0	\$450	\$450
<b>Task 4 Data Collection</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$5,465	\$5,738	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$45,465	\$5,738	\$0	\$0	\$0	\$0
<b>Task 5 Project Planning</b>										
Personnel (salary and benefits)	\$22,126	\$22,126	\$23,004	\$23,004	\$58,835	\$61,777	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$264,529	\$0	\$0	\$0	\$0	\$0
Travel	\$500	\$500	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0
Direct Expenses	\$462	\$462	\$483	\$483	\$0	\$0	\$0	\$0	\$0	\$0

**Agency Participation 4/20/2022**

<i>Funding Source</i>	<i>CTD</i>		<i>CTD</i>		<i>FHWA</i>		<i>FY 21 FTA 5305(d)</i>	<i>FY 22 FTA 5305(d)</i>	<i>Local</i>	
<i>Contract</i>	<i>TDCitrus</i>		<i>TDHern</i>		<i>G2774</i>		<i>G1W20</i>	<i>G2249</i>	<i>Hernando</i>	
<i>Fiscal Year</i>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>
<i>Total Budget</i>	<b>\$23,088</b>	<b>\$23,088</b>	<b>\$23,987</b>	<b>\$23,987</b>	<b>\$1,124,716</b>	<b>\$684,220</b>	<b>\$7,319</b>	<b>\$87,211</b>	<b>\$450</b>	<b>\$450</b>
Sub Total	\$23,088	\$23,088	\$23,987	\$23,987	\$323,364	\$61,777	\$0	\$0	\$0	\$0
<b>Task 6 Regional Coordination</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$13,885	\$14,579	\$0	\$0	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$13,885	\$14,579	\$0	\$0	\$0	\$0
<b>Task 7 SCTPA Support and Shared Task - Includes shared or transferred funds and MOU</b>										
Personnel (salary and benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$10,000	\$5,000	\$0	\$0	\$0	\$0
Sub Total	\$0	\$0	\$0	\$0	\$10,000	\$5,000	\$0	\$0	\$0	\$0
<b>TOTAL PROGRAMMED</b>	<b>\$23,088</b>	<b>\$23,088</b>	<b>\$23,987</b>	<b>\$23,987</b>	<b>\$1,124,716</b>	<b>\$684,220</b>	<b>\$7,319</b>	<b>\$87,211</b>	<b>\$450</b>	<b>\$450</b>

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## APPENDIX A: GLOSSARY

### A

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

### B

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

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

### C

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**CAC**      **Citizens Advisory Committee.** The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.

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

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

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

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

**CPG** Consolidated Planning Grant. The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division.

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

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

**CTST** **Community Traffic Safety Team.** The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive,

multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.

**D**

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

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

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

**E**

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

**F**

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

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

**FHWA**     **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.

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

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

resurfacing improvements, and maintenance.

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

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

**G**

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

**H**

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

**I**

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

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

**J**

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**K**

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**LCB**       **Local Coordinating Board.** The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.

**LEP**       **Limited English Proficient.** LEP refers to individuals who do not speak English as their primary language and

who have a limited ability to read, speak, write, or understand English.

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

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

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

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

**LRTP**     **Long Range Transportation Plan.** The LRTP is a 25-year forecast plan

required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals

**M**

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

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

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

**N**

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

**NTD National Transit Database.** In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a project initiated by the transit industry and funded by the UMTA. The NTD has become the Nation's primary source of information on transit agencies.

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**P**

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

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

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

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**R**

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

**RTA** **Regional Transportation Analysis.** The Regional Transportation Analysis (RTA) promotes transportation planning both within and among the counties that make up the Tampa Bay Region. The RTA provides a forum for the coordination of proposed transportation improvements - both highway and transit - that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.

**S**

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

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

passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

**SCPTA** **Sun Coast Planning Transportation Alliance (fka West Central Florida)**

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

**T**

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**TA** **Transportation Alternatives.** As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation projects, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

**TAC** **Technical Advisory Committee.** A standing committee of most MPOs, function is to provide advice on plans



or actions of the MPO from planners, engineers, and other staff members (not general citizens).

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

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

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

**TDLCB Transportation Disadvantaged Local Coordinating Board:** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective

Boards oversee the activities of the Community Transportation Coordinator (CTC) and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Official Planning Agency (OPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for the both Boards, the TDLCBs meet on a quarterly basis.

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

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

**TDSP Transportation Disadvantaged Service Plan.** The TDSP is a tactical plan with components of

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

**TMA** **Transportation Management Area.** TMAs are urbanized areas that have an urbanized population greater than 200,000 people as defined by the Census Bureau and designated by the U.S. Department of Transportation.

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

**TRIP** **Transportation Regional Incentive Program.** TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and

commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of project costs for public transportation facility projects.

**TRT** **Technical Review Team**

**U**

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**UPWP** **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

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**W**

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**X**

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**Y**

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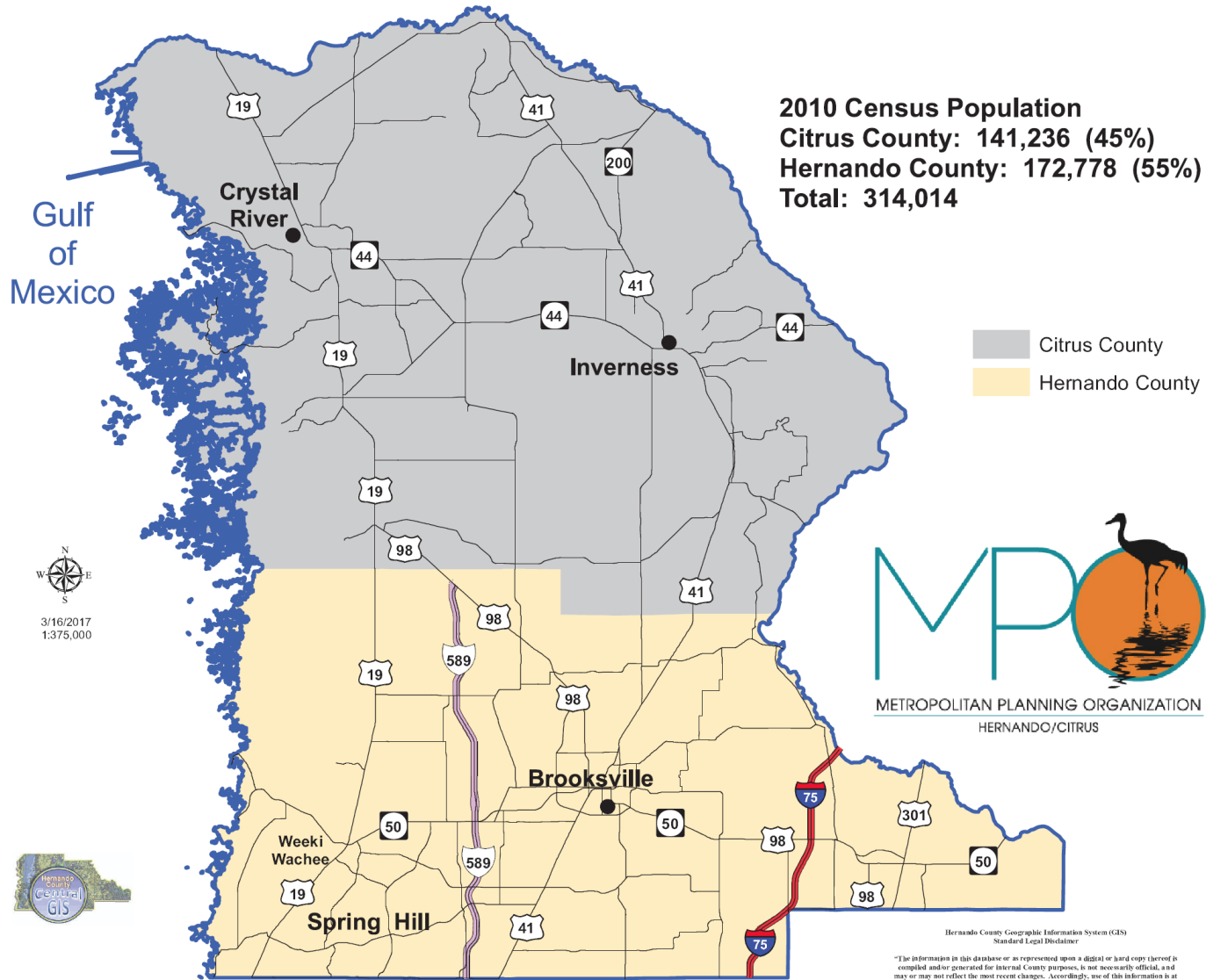
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**APPENDIX B: MAP OF HERNANDO/CITRUS  
URBANIZED AREA**

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### Hernando / Citrus MPO Study Area



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**APPENDIX C: CERTIFICATIONS AND ASSURANCES**

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

525-010-05c  
POLICY PLANNING  
02/18

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 15, 2022.

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

Name: David Gwynn, P.E.  
Title: District Secretary (or designee)

Date

5/5/22

Name: Elizabeth Narverud John Alocco  
Title: MPO Chairman (or designee)  
(acting)

Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY   
County Attorney's Office



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

525-010-08  
POLICY PLANNING  
05/18

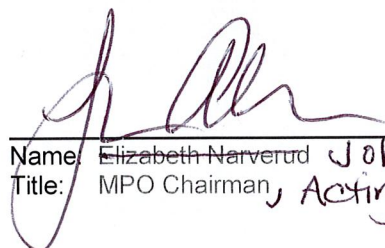
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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

  
Name: Elizabeth Narverud *John Aliberto*  
Title: MPO Chairman, *Acting*

May 5, 2022  
Date

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



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

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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

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

525-010-08  
POLICY PLANNING  
05/18

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

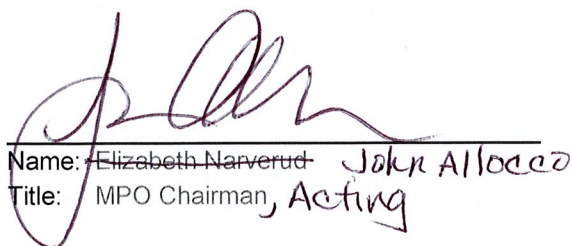
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

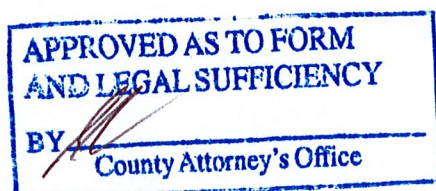
**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

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

  
Name: ~~Elizabeth Narverud~~ John Alford  
Title: MPO Chairman, Acting

May 5, 2022  
Date





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

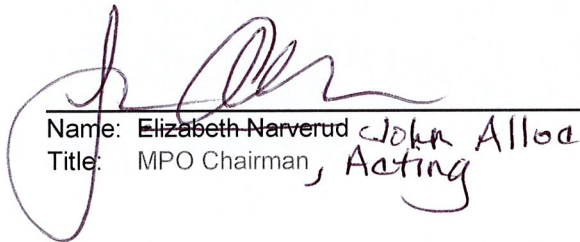
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POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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

  
Name: ~~Elizabeth Narverud~~ John Allocated  
Title: MPO Chairman, Acting

May 5, 2022  
Date

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

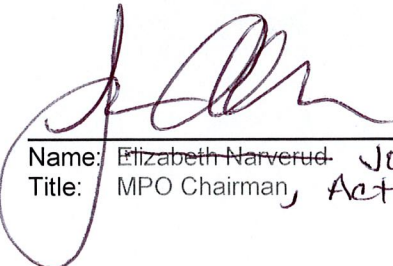
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18


**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: ~~Elizabeth Narverud~~ John Allocco  
Title: MPO Chairman, Acting

May 5, 2022  
Date

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

*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 subrecipient 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:

- (a) To the maximum extent possible, 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
- (a) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (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 U.S.C. § 5329(d)(1) and 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 U.S.C. § 5329(d)(1) and 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), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions 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), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions 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), (b)(6), and (c)(3), respectively.*

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

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

#### **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, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

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.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

### **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 §§ 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 672, "Public Transportation Safety Certification Training Program"; and
- (b) 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. 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 20. 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).

**CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.



**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: Hernando/Citrus Metropolitan Planning Organization

The Applicant certifies to the applicable provisions of all categories: (*check here*)  X .

*Or,*

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

<b>Category</b>	<b>Certification</b>
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	_____

- 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 Cybersecurity Certification for Rail Rolling Stock and Operations \_\_\_\_\_
- 20 Tribal Transit Programs \_\_\_\_\_
- 21 Emergency Relief Program \_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Hernando/Citrus Metropolitan Planning Organization

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 the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

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

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

Signature  Date: 3/3/22

Name Elizabeth Narverud, Hernando/Citrus MPO Chair Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Hernando Citrus MPO

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

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

Signature  Date: 2-9-22

Name Jon Jouben Attorney for Applicant

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




**APPENDIX D: ADOPTION RESOLUTION,  
AUTHENTICATION**

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**AUTHENTICATION**

The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 5, 2022, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2022/2023 and Fiscal Year 2023/2024.

  
Elizabeth Narverud, MPO Chairman, *Acting*  
John Allocco

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

**RESOLUTION 2022-03**

**A RESOLUTION OF THE HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION  
ADOPTING THE FISCAL YEAR 2022/2023 AND FISCAL YEAR 2023/2024  
UNIFIED PLANNING WORK PROGRAM (UPWP)**

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

**WHEREAS**, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation planning activities that will occur during Fiscal Year 2022/2023 and Fiscal Year 2023/2024; and,

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

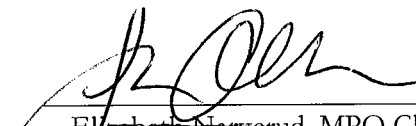
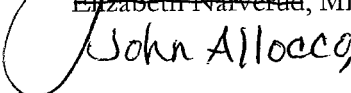
**NOW, THEREFORE, BE IT RESOLVED**, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 5<sup>h</sup> day of May 2022, formally adopts the Unified Planning Work Program for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and authorizes submittal to State and Federal Agencies as required.

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION**

*Attest:*

\_\_\_\_\_

(SEAL)

  
Elizabeth Narverud, MPO Chairman *Acting*  
  
John Allocco

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY  \_\_\_\_\_  
MPO Attorney



**RESOLUTION 2022-04**

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

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

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

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


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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 5<sup>h</sup> day of May 2022, formally adopts the Florida Department of Transportations Unified Certification Program for certifying DBE's.

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION**

*Attest*  
  
\_\_\_\_\_  
Carlene Reass  
(SEAL)

  
\_\_\_\_\_  
Elizabeth Narverud, MPO Chairman, Acting  
John Alocco

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY   
\_\_\_\_\_  
MPO Attorney



## **APPENDIX E: FDOT DISTRICT 7 ACTIVITIES**

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Florida Department of Transportation  
District Seven

## PLANNING ACTIVITIES

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### **Access Management**

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

### **Air Quality Analysis**

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

### **Bicycle and Pedestrian Activities**

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

### **Community/Government Liaison**

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

### **Corridor Planning Studies**

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

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

#### **Design Traffic Forecast**

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

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

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

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

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

#### **Comprehensive Plan Amendments**

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

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

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

### **Interchange Analysis**

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

### **Level of Service (LOS)**

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

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

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

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

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

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

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

### **Mapping/Database Development**

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

### **Modal Development**

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

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

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

### **Regional Goods Movement Study**

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

### **Regional Transportation Planning Coordination**

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the Sun Coast Transportation Planning Alliance (SCTPA) (broad level policy direction for development of the regional transportation system); and the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

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

Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic



counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

**Travel Characteristics**

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

Consultants may assist with tasks listed.

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**APPENDIX F: FLORIDA TPM CONSENSUS PLANNING AGREEMENT**

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

### **Purpose and Authority**

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

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

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

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

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

## Roles and Responsibilities

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

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

### 1. Transportation performance data:

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

### 2. Selection of performance targets:

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

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

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

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

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

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

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

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

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

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



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

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

### 3. Reporting performance targets:

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

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

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

*For more information, contact:*

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

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

## **APPENDIX G: FDOT AND FHWA COMMENTS**

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

**Federal Transit Administration**  
 Region 4 Office  
 230 Peachtree St, NW, Suite 1400  
 Atlanta, Georgia 30303  
 (404) 865-5600

Planning Comments –

Document Name: Hernando-Citrus UPWP FY 2023-2024		MPO: Hernando Citrus	
Date of Document: March 15, 2022	Date Received: March 15, 2022	Date Reviewed: March 17, and April 5, 2022	District: 7
Reviewed by Teresa Parker			

**COMMENTS:**

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
Page 4	Critical	4th paragraph: CPG discussion. Please correct the narrative for the following:  ““These funds are annually apportioned to FDOT as the <del>direct</del> recipient and allocated to the TPO by FDOT utilizing formulas <del>approved</del> -coordinated by the MPOs, FDOT, and FHWA, and approved by FHWA and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using <u>Transportation Development Toll Revenue Expenditures</u> as credits for as a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1”
Page 47	Critical	Tasks 7 that may or may not involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO’s use PL funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the

		District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
Page 47	Critical	<p>Task 7.0 There are no required end products for A, B, K, R, and U?</p> <p>Please review the entire Draft UPWP and provide the end products and completion dates for all required activities.</p> <p><b>For Example, Ongoing, As Needed...2023, 2024, Annually, Biannual?</b></p>
Page 47	Critical	There are some inconsistencies regarding the <b>Regional UPWP Task 7.0 SCTPA. The description and language should be identical to align with the Lead Agency of (Forward Pinellas MPO).</b>
Page 61	Critical	<p>The Table Funding Sources PL dollars are not correct, please update to adjust the tables to what the correct PI dollars as indicated on page 62.</p> <p><b>TABLE SUMMARY BUDGET: HERNANDO/CITRUS MPO SUMMARY BUDGET TABLE FY 2023 &amp; 2024</b></p>
	Critical	Please include in the appropriate Task an activity to capture the MPO's activities to monitor and prepare for the release of 2020 U.S. Census results.
	Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.
	Enhancement	Some of the letters are missing or did not populate throughout the Required task
	Enhancement	<b>New Federal Project Number 0412-060-M</b>
	Enhancement	Acronyms add CPG
	General	Signed and approved resolution approving the final UPWP
	General	Please include signed and approved cost analysis.
	General	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business

		Enterprise (DBE) statements should be signed and dated and included in the final copy of the document.
	General	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.
	General	Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.

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## FHWA COMMENTS ADDRESSED

Resolved	Page #	Comment Type	Comment	How was This Addressed?
✓	4	Critical	4th paragraph: CPG discussion. Please correct the narrative for the following: ““These funds are annually apportioned to FDOT as the <del>direct</del> recipient and allocated to the TPO by FDOT utilizing formulas <del>approved</del> coordinated by the MPOs, FDOT, and FHWA, and approved by FHWA <del>and FTA</del> in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the <del>CPG’s</del> required 18.07% non-federal share (match) using <del>Transportation Development</del> Toll Revenue Expenditures as credits for as a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1”	The text was changed to match the requested correction.
✓	47	Critical	Tasks 7 that may or may not involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO’s use PL funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Language from Forward Pinellas’ UPWP FY23-24 is reflected in Task 7
✓	47	Critical	<ul style="list-style-type: none"> <li>Task 7.0 There are no required end products for A, B, K, R, and U?</li> <li>Please review the entire Draft UPWP and provide the end products and completion dates for all required activities. For Example, Ongoing, As Needed...2023, 2024, Annually, Biannual?</li> </ul>	<ul style="list-style-type: none"> <li>Language from Forward Pinellas’ UPWP FY23-24 is reflected in Task 7</li> <li>End products and dates are included for every activity</li> </ul>

Resolved	Page #	Comment Type	Comment	How was This Addressed?
✓	47	Critical	There are some inconsistencies regarding the Regional UPWP Task 7.0 SCTPA. The description and language should be identical to align with the Lead Agency of (Forward Pinellas MPO).	Language from Forward Pinellas' UPWP FY23-24 is reflected in Task 7
✓	61	Critical	The Table Funding Sources PL dollars are not correct, please update to adjust the tables to what the correct PI dollars as indicated on page 62.  TABLE SUMMARY BUDGET: HERNANDO/CITRUS MPO SUMMARY BUDGET TABLE FY 2023 & 2024	Funding Source Budget Table and Summary Budget Table are both up to date with the FDOT provided funding allocations.
✓	37	Critical	Please include in the appropriate Task an activity to capture the MPO's activities to monitor and prepare for the release of 2020 U.S. Census results.	MPO activities are added to Task 4.2, to address 2020 US Census results.
✓	141	Enhancement	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	Comments from FHWA and FDOT are included in the document under Appendix H: FDOT and FHWA Comments.
✓		Enhancement	Some of the letters are missing or did not populate throughout the Required task	We have reviewed the changes made throughout the document; this enhancement comment appears to be addressed
✓	0	Enhancement	New Federal Project Number 0412-060-M	Federal Project number added to the cover page.
✓	62	Enhancement	Acronyms add CPG	CPG has been added to Appendix A: Glossary.

Resolved	Page #	Comment Type	Comment	How was This Addressed?
✓	108	General	Signed and approved resolution approving the final UPWP	The signed and approved Resolution will be in the final UPWP FY 23-24 document posted to the MPO website and provided to FDOT and FHWA.
✓	51	General	Please include signed and approved cost analysis.	The signed and approved Cost Analysis will be in the final UPWP FY 23-24 document posted to the MPO website and provided to FDOT and FHWA
✓	73-110	General	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final copy of the document.	The signed FDOT Certifications and Assurances will be included in Appendices C - E: of the final UPWP FY 23-24 document posted to the MPO website and provided to FDOT and FHWA
✓	24	General	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	It is understood that purchases equal to or greater than \$5,000 must have prior review. A note is included at the top of the Required Activities Task 3.1 FY 2023 and FY 2024 and reads: "Note: Any single equipment purchases over \$5k, will require pre-approval from FHWA (per 2 CFR 200)"

Resolved	Page #	Comment Type	Comment	How was This Addressed?
✓		General	Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.	Noted



## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: **Hernando-Citrus MPO**

UPWP Draft # or Date: **Draft 1**

Review #: **1**

Date of Review: **3-23-2022**

Reviewed By: **JH**

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The following UPWP Review Checklist is provided to assist in the review of the MPO’s UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statues that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

---

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes** If yes, page number: [Cover Page](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes** If yes, page number: [Cover Page](#)
- Identification of agencies providing funds for the UPWP? **Yes** If yes, page number: [Cover Page](#)
- Financial Project Number (FPN) for each contract shown in UPWP? **No** If yes, page number: [Click or tap here to enter text.](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No** If yes, page number: [Click or tap here to enter text.](#)
- Correct State Fiscal Years? **Yes** If yes, page number: [Cover Page](#)
- Statement of nondiscrimination? **Yes** If yes, page number: [II](#)
- DRAFT UPWP: Space for adoption date and revision dates? **Yes** If yes, page number: [Cover Page](#)
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable**

**Critical**

The FTA FPN and FAIN are listed; however, please ensure that the FHWA FPN and FAIN are listed on the cover page as well.

---

### Required Content

Does the UPWP have the following information?

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Introduction? **Yes** If yes, page number: 1
- Organization and Management? **Yes** If yes, page number: 18
- UPWP Planning Task Pages? **Yes** If yes, page number: 19
- Funding Source Budget Table and Summary Budget Table? **Yes** If yes, page number: 53
- Definition of acronyms used in UPWP? **Yes** If yes, page number: 63
- District Planning Activities? **Yes** If yes, page number: 113
- Indirect Rate Approval (if required)? **Not Applicable**
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **Not Applicable**
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). **Yes** If yes, page number: 60
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? **Yes** If yes, page number: 107
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **Yes** If yes, page number: 131
  - A place for the Cost Analysis Certification Statement? **Yes** If yes, page number: 55
  - A place for the FHWA Certifications and Assurances? **Yes** If yes, page number: 75
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? **Not Applicable**
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Not Applicable**
  - The signed Cost Analysis Certification Statement? **Not Applicable**
  - The signed FHWA Certifications and Assurances? **Not Applicable**
  - UPWP Comments? **Not Applicable**
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **Yes** If yes, page number: APX

#### Critical

Make sure to include and update all draft documents in the final document

---

### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes** If yes, page number: 1
- Overview of MPO's comprehensive transportation planning activities? **Yes** If yes, page number: 1
- Discussion of planning priorities, both MPO and local? **Yes** If yes, page number: 3
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share

## Unified Planning Work Program (UPWP)

### Review Checklist

---

(match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes If yes, page number: 4](#)

- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes If yes, page number: 4](#)
- Description of public involvement process used in development of MPO's UPWP? [Yes](#)  [No](#)  [Page number: 4](#)
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: 5](#)
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: 8](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable](#)

[Choose a category](#)

[Click here to enter comments](#)

---

### MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 4](#)
- Discussion of agreements, including date executed
  - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: 17](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: 17](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes If yes, page number: 17](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: 17](#)
  - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [Yes If yes, page number: 17](#)
- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [Yes If yes, page number: 18](#)
  - MPO Bylaws: [Yes If yes, page number: 18](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes If yes, page number: 78](#)
  - Debarment and Suspension Certification? [Yes If yes, page number: 76](#)
  - Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes If yes, page number: 77](#)
  - Title VI/Nondiscrimination Assurances? [Yes If yes, page number: 79](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Appendices A and E? [Yes](#) If yes, page number: 80
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Not Applicable](#)

**Critical**

Be sure to update all documents in the Certs & Assurances section for the final document. Insert page numbers in the Certs & Assurances section.

---

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) If yes, page number: 23
- Transportation Improvement Program (TIP)? [Yes](#) If yes, page number: 21
- Long Range Transportation Plan (LRTP)? [Yes](#) If yes, page number: 19
- MPO Regional Activities Task (if required)? [Yes](#) If yes, page number: 47

[Choose a category](#)

[Click here to enter comments](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [No](#) If yes, page number: 51

**Critical**

Need to list that any memberships are organizational and not personal as part of Subtask U in Task 7.

---

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [Yes](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes](#) page number: 61 - 62

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes](#) If yes, page number: 58
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No](#)
- Travel? [Yes](#) If yes, page number: 58
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No](#)
- Direct Expenses? [Yes](#) If yes, page number: 58
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No](#)



## Unified Planning Work Program (UPWP)

### Review Checklist

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- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No**
- Is Annual Audit expense included, if required? **Yes** If yes, page number: 58

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **No**
- Equipment (if needed)? **No**

**Enhancement** Page 62 is upside down. Summary needs 2 Ms on page 62.

---

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes** page number: 60

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **No** If yes, page number: 60
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **No** If yes, page number: 60
- Show amounts to be received by the MPO from other agencies (if applicable)? **Not Applicable**
- Show activities the funds are being used for? **Yes** If yes, page number: 47
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed **No**
  - Task name, activity description(s) and budgeted funds **Yes** If yes, page number: 47

**Critical** Per FHWA, the regional task should be identical in verbiage and formatting to Forward Pinellas, Hernando-Citrus MPO, Pasco MPO, Polk TPO, and Sarasota-Manatee MPO.

---

**Critical** "Responsible Agency/Agencies" – Lead agency should be Forward Pinellas. All other agencies should be listed as other responsible agencies.

---

### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

**Yes**

**Total FY 2023 contract amounts:**

## Unified Planning Work Program (UPWP)

### Review Checklist

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- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? **No** If yes, page number: [Click or tap here to enter text.](#)
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? **N/A**
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) **Yes**
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? **Not Applicable**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) **No**
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) **No**
- Does Funding Source Budget Table include soft match amounts? **No**

Critical

Please update with new funding allocations: FY 2023: PL = \$634,624 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$740,976. For FINAL document add an additional \$383,740 PL (de-ob amount) For a total PL amount in FY 2023 of \$1,124,716.  
Please ensure that the prior year FTA contracts are soft matched at 20%.

---

#### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? **No** If yes, page number
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? **N/A**
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? **Not Applicable**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) **No**
- Does Funding Source Budget Table include soft match amounts? **No**

Critical

Please update with new funding allocations: FY 2024: PL = \$577,868 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$684,220.

New MPO Agreement was provided to Hernando-Citrus MPO on April 11, 2022.

---

Since the UPWP is the "Scope of Service" for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Select response](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Select response](#)

[Choose a category](#)

[Click here to enter comments](#)

---

#### Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Yes](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [No](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [No](#)

**Critical** Please update with new funding allocations: FY 2023: PL = \$634,624 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$740,976. For FINAL document add an additional \$383,740 PL (de-ob amount) For a total PL amount in FY 2023 of \$1,124,716.

---

**Critical** Please update with new funding allocations: FY 2024: PL = \$577,868 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$684,220.

---

#### General UPWP Comments

**Critical** *FDOT worked with MPO to correct/update the format of the UPWP budget tables to address comments/concerns.*

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

*Blank page for printing purposes*

## FDOT COMMENTS ADDRESSED

Resolved?	Review #	Section	Comment	How was this addressed?
✓	1	UPWP Cover and Title Page	<b>Critical</b> - The FTA FPN and FAIN are listed; however, please ensure that the FHWA FPN and FAIN are listed on the cover page as well.	The FHWA FPN and FAIN are included on the cover page.
✓	1	Required Content	<b>Critical</b> -Make sure to include and update all draft documents in the final document	The final UPWP FY 23-24 document posted to the MPO website and provided to FDOT and FHWA will contain: <ol style="list-style-type: none"> <li>1. The signed Resolution adopting the</li> <li>2. The Signed Cost Analysis Certification</li> <li>3. UPWP comments from FDOT and FHWA</li> <li>4. Note: Travel Policy was removed per Sandi Bredahl</li> </ol>
✓	1	MPO Organization and Management	<b>Critical</b> - Be sure to update all documents in the Certs & Assurances section for the final document. Insert page numbers in the Certs & Assurances section.	The signed FDOT Certifications and Assurances will be in the final UPWP FY 23-24 document posted to the MPO website and provided to FDOT and FHWA. SF 424 5305(d) applications and FTA Certs were removed per Sandi Bredahl  Page numbers will be inserted on the applicable pages.
✓	1	Element/Task Summary Pages	<b>Critical</b> Need to list that any memberships are organizational and not personal as part of Subtask U in Task 7.	Subtask U was removed from the document.
✓	1	Work Elements / Tasks Sheets Budget Tables	<b>Enhancement</b> Page 62 is upside down. Summary needs 2 Ms on page 62.	The spelling error is corrected. The page has the proper orientation.
✓	1	MPO Regional Activities Task	<b>Critical</b> - Per FHWA, the regional task should be identical in verbiage and formatting to Forward Pinellas, Hernando-Citrus MPO, Pasco MPO, Polk TPO, and Sarasota-Manatee MPO.	Language from Forward Pinellas' UPWP FY23-24 is reflected in Task 7

Resolved?	Review #	Section	Comment	How was this addressed?
✓	1	MPO Regional Activities Task	<b>Critical</b> - “Responsible Agency/Agencies” – Lead agency should be Forward Pinellas. All other agencies should be listed as other responsible agencies.	Language from Forward Pinellas’ UPWP FY23-24 is reflected in Task 7
✓	1	Funding Source Budget Table	<b>Critical</b> - Please update with new funding allocations: FY 2023: PL = \$634,624 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$740,976. For FINAL document add an additional \$383,740 PL (de-ob amount) For a total PL amount in FY 2023 of \$1,124,716. Please ensure that the prior year FTA contracts are soft matched at 20%.	The Funding Source Budget Table is up to date with the FDOT provided funding allocations.
✓	1	Total FY 2024 contract amounts:	<b>Critical</b> - Please update with new funding allocations: FY 2024: PL = \$577,868 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$684,220. New MPO Agreement was provided to Hernando-Citrus MPO on April 11, 2022.	The Funding Source Budget Table and Summary Budget Table) are both up to date with the FDOT provided funding allocations.
✓	1	Summary Budget Table	<b>Critical</b> - Please update with new funding allocations: FY 2023: PL = \$634,624 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$740,976. For FINAL document add an additional \$383,740 PL (de-ob amount) For a total PL amount in FY 2023 of \$1,124,716.  <b>Critical</b> - Please update with new funding allocations: FY 2024: PL = \$577,868 (PL) +\$106,352 (FTA) for a total FY 2023 amount of \$684,220.	The Summary Budget Table FY 2023 and FY 2024 is up to date with the provided funding allocations.
	1	General UPWP Comments	FDOT worked with MPO to correct/update the format of the UPWP budget tables to address comments/concerns.	





## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: **Hernando-Citrus MPO**

UPWP Draft # or Date: **Final (before Board Mtg)**

---

Review #: **2**

Date of Review: **05/02/2022**

Reviewed By: **SM**

---

The following UPWP Review Checklist is provided to assist in the review of the MPO’s UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

---

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes** If yes, page number: [Cover Page](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes** If yes, page number: [Cover Page](#)
- Identification of agencies providing funds for the UPWP? **Yes** If yes, page number: [Cover Page](#)
- Financial Project Number (FPN) for each contract shown in UPWP? **No** If yes, page number: [Click or tap here to enter text.](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No** If yes, page number
- Correct State Fiscal Years? **Yes** If yes, page number: [Cover Page](#)
- Statement of nondiscrimination? **Yes** If yes, page number: [II](#)
- DRAFT UPWP: Space for adoption date and revision dates? **Yes** If yes, page number: [Cover Page](#)
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable**

[No comment](#)

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### Required Content

Does the UPWP have the following information?

UPWP Review Checklist

Updated: 2/15/2022

150



## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Introduction? **Yes** If yes, page number: 1
- Organization and Management? **Yes** If yes, page number: 15
- UPWP Planning Task Pages? **Yes** If yes, page number: 18-47
- Funding Source Budget Table and Summary Budget Table? **Yes** If yes, page number: 57-58
- Definition of acronyms used in UPWP? **Yes** If yes, page number: 61-68
- District Planning Activities? **Yes** If yes, page number: 92
- Indirect Rate Approval (if required)? **Not Applicable**
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **Not Applicable**
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). **Yes** If yes, page number: 56
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? **Yes** If yes, page number: 87
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **N/A** If yes, page number
  - A place for the Cost Analysis Certification Statement? **Yes** If yes, page number: 51
  - A place for the FHWA Certifications and Assurances? **Yes** If yes, page number: 73
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? **Not Applicable**
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Not Applicable**
  - The signed Cost Analysis Certification Statement? **Not Applicable**
  - The signed FHWA Certifications and Assurances? **Not Applicable**
  - UPWP Comments? **Not Applicable**
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **Not Applicable** If yes, page number: APX

No comment

---

### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes** If yes, page number: 1
- Overview of MPO's comprehensive transportation planning activities? **Yes** If yes, page number: 1
- Discussion of planning priorities, both MPO and local? **Yes** If yes, page number: 3
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share

## Unified Planning Work Program (UPWP)

### Review Checklist

---

(match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes If yes, page number: 4](#)

- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes If yes, page number: 4](#)
- Description of public involvement process used in development of MPO's UPWP? [Yes](#)  [No](#)  [Page number: 4](#)
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: 5](#)
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: 8](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable](#)

[No comment](#)

---

### MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 4](#)
- Discussion of agreements, including date executed
  - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: 16](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: 16](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes If yes, page number: 16](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: 16](#)
  - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [Yes If yes, page number: 16](#)
- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [Yes If yes, page number: 17](#)
  - MPO Bylaws: [Yes If yes, page number: 17](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes If yes, page number: 79](#)
  - Debarment and Suspension Certification? [Yes If yes, page number: 77](#)
  - Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes If yes, page number: 78](#)
  - Title VI/Nondiscrimination Assurances? [Yes If yes, page number: 80](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Appendices A and E? [Yes](#) If yes, page number: 81-82
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Not Applicable](#)

[No comment](#)

---

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) If yes, page number: 22-24
- Transportation Improvement Program (TIP)? [Yes](#) If yes, page number: 20-21
- Long Range Transportation Plan (LRTP)? [Yes](#) If yes, page number: 18-19
- MPO Regional Activities Task (if required)? [Yes](#) If yes, page number: 45-46

[No comment](#)

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Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Tasks Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [N/A](#) If yes, page number: [Click or tap here to enter text.](#)

[No comment](#)

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### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [Yes](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes](#) page number: 58

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes](#) If yes, page number: 58
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes](#)
- Travel? [Yes](#) If yes, page number: 58
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No](#)
- Direct Expenses? [Yes](#) If yes, page number: 58
- Indirect Expenses (only required if MPO has an approved indirect rate)? [N/A](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No**
- Is Annual Audit expense included, if required? **N/A** If yes, page number:

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **No**
- Equipment (if needed)? **No**

[No comment](#)

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes page number: 47 and 56](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **No** If yes, page number: [47](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: [Click or tap here to enter text.](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? **N/A**
- Show activities the funds are being used for? **Yes** If yes, page number: [47](#)
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed **No**
  - Task name, activity description(s) and budgeted funds **Yes** If yes, page number: [47](#)

**Critical**

[Please add the All Regional Accounting Task Table needs to be added to the UPWP budget tables.](#)

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### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Yes](#)

**Total FY 2023 contract amounts:**

- DRAFT UPWP:

UPWP Review Checklist

Updated: 2/15/2022

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## Unified Planning Work Program (UPWP)

### Review Checklist

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- PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? **Yes** If yes, page number: 57
- STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? **No**
- Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) **Yes** If yes, page number: 57
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? **Yes**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) **N/A**
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) **Yes**
- Does Funding Source Budget Table include soft match amounts? **Yes**

No comment

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#### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? **Yes** If yes, page number: 57
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? **No**
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? **Yes**
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) **N/A**
- Does Funding Source Budget Table include soft match amounts? **Yes**

No comment

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Since the UPWP is the "Scope of Service" for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? **Yes**
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? **N/A**

No comment

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### Summary Budget Table

## **Unified Planning Work Program (UPWP)**

### **Review Checklist**

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Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

Yes

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? Yes

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? Yes

No comment

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### **General UPWP Comments**

No comment

**FDOT SECOND REVIEW COMMENTS ADDRESSED**

Resolved?	Review #	Section	Comment	How was this addressed?
✓	2	MPO Regional Activities Task	<b>Critical</b> - Please add the All Regional Accounting Task Table needs to be added to the UPWP budget tables.	The requested Regional Table has been included in Task 7