



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

UPWP

Unified Planning Work Program

July 1, 2026 - June 30, 2027
and
July 1, 2027 – June 30, 2028

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Please Note

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The UPWP complies with the public involvement provisions of Title VI. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons wishing to express their concerns relative to FDOT compliance with Title VI may do so by contacting Melissa McKinney, FDOT District Five Title VI Coordinator at Melissa.McKinney@dot.state.fl.us.

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Cost Analysis Certification

FDOT Cost Analysis Certification documentation to be inserted on this page following the final approval by the MetroPlan Orlando Board and FDOT's evaluation of the FY 2026/27 – FY 2027/28 UPWP.

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Introduction

This document outlines transportation planning activities to be accomplished by MetroPlan Orlando during the period July 1, 2026 through June 30, 2028. The Unified Planning Work Program (UPWP) is the instrument for coordinating transportation and comprehensive planning in Orange, Osceola, and Seminole Counties which together comprise the Metropolitan Planning Area. The UPWP serves as a management tool for each of the participating entities. The transportation planning projects and activities contained in the UPWP respond to the metropolitan planning requirements in the Federal reauthorization act, the Infrastructure Investment and Jobs (IIJA) Act / Bipartisan Infrastructure Law. IIJA planning requirements continue the call for the development and maintenance of a viable transportation planning process, a process viewed as particularly critical in the case of the three-county Metropolitan Planning Area, which over the past thirty years has been one of the nation's fastest growing regions.

About MetroPlan Orlando

MetroPlan Orlando is the designated Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for Orange, Osceola, and Seminole counties. The MPO serves multiple urbanized areas within the region and is responsible for coordinating multimodal transportation planning, prioritization and programming activities across these jurisdictions. We coordinate closely with elected officials, industry experts, and the community to shape a future system that offers travel options. As the MPO and TMA for Central Florida, we ultimately set priorities and determine how federal and state transportation dollars are spent in the region.

Vision – A regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

Mission – To provide leadership in transportation planning by engaging the public and fostering effective partnerships.

The Orlando Urban Area Metropolitan Planning Organization was formally created in 1977 to study the transportation issues that affect the Central Florida area and to oversee the development of an effective regional system. In August 1997, the MPO changed its name to MetroPlan Orlando to stress the importance of regional cooperation and to strive for excellence in planning a balanced transportation system. Our legal standing comes from federal law 23 USC 134 and 23 CFR 450, state law 339.175 Florida Statutes, and by interlocal agreement.

How MetroPlan Orlando is Funded

MetroPlan Orlando's operating budget is drawn from three primary sources: federal grants, state grants, and local per capita assessments. Through the continued support of its funding partners and prudent fiscal management, we remain in solid financial condition.

Each year, financial statements for MetroPlan Orlando are audited by an independent accounting firm to ensure sound accounting practices and to provide an outside review of the organization's financial standing. We take pride in producing a clean audit each year.

Metropolitan Planning Area Boundary

The boundaries of the metropolitan planning area are determined by agreement between the MPO and the Governor and, at minimum, encompass the entire existing urban area (as defined by the Census Bureau) plus the contiguous area expected to become urban within a 20-year forecast period (23 CFR 450.312).

MetroPlan Orlando's metropolitan planning area includes Orange, Seminole, and Osceola counties in Florida. Landlocked, located in Central Florida, the planning area consists of three (3) charter counties and 22 incorporated cities and towns. The planning area is approximately 2,855 square miles with 30% designated as Urban by the U.S. Census Bureau.

Overview of Comprehensive Transportation Planning Activities

The tasks outlined in this UPWP respond to the region's need for continued improvement of a multimodal transportation system, with a greater emphasis on accessibility to destinations, sustainability, health, and technology impacting the system. These are also objectives of the various regional agencies, such as the Central Florida Regional Transportation Authority (LYNX) and the East Central Florida Regional Planning Council (ECFRPC) as well as the local government comprehensive plans. This UPWP is consistent, to the maximum extent possible, with the approved local comprehensive plans, as well as the planning requirements of State and Federal agencies.

The UPWP contains the following 10 tasks which summarize the major activities of MetroPlan Orlando:

100 | ADMINISTRATION & MANAGEMENT – To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the MetroPlan Orlando Planning Area as well as develop and maintain the Unified Planning Work Program (UPWP) including monitoring and maintaining grants and contract agreements and regularly invoicing for grant reimbursements.

110 | PUBLIC OUTREACH – To improve the planning process and decision-making and strengthen community partnerships by providing traditionally underserved populations with opportunities to learn about and influence the ways transportation affects their lives.

120 | TRANSPORTATION IMPROVEMENT PROGRAM – To maintain a current 5-Year Transportation Improvement Program (TIP) consistent with long-range planning activities and with statutory requirements. The TIP is a multiyear, multimodal investment plan of transportation improvement projects for the metropolitan planning area developed pursuant to 23 Code of Federal Regulations part 450, and consistent with the requirements established in Title 23 USC 134(h) and Section 339.175 of the Florida statutes.

130 | METROPOLITAN TRANSPORTATION PLAN – To prepare and maintain a 20-year Transportation Vision Plan for the MetroPlan Orlando metropolitan planning area that is regional, multimodal, and comprehensive in scope, and that complies with the requirements of the federal transportation funding authorization bills.

140 | REGIONAL ACTIVITIES – To coordinate with and assist agencies conducting studies of interest to MetroPlan Orlando and the area-wide transportation planning process and stay current with local government comprehensive planning; and to promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests, through the Central Florida MPO Alliance (CFMPOA).

150 | TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS – To promote an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

160 | DATA DEVELOPMENT & MANAGEMENT – To collect and maintain an up-to-date inventory of planning data which includes, but is not limited to land use, travel patterns, travel mode, transit ridership, socio-economic information, and demographics for use in the MetroPlan Orlando's Geographic Information System (GIS) and travel demand forecasting databases. The MPO's data collection and analysis efforts are directly linked to the development of the MTP, Performance based project prioritization and Performance Measure monitoring and reporting.

170 | SPECIAL STUDIES – To conduct special studies and technical tasks as requested and authorized by MetroPlan Orlando Executive Director.

180 | MULTIMODAL SYSTEMS PLANNING – To evaluate designated corridors and sub-areas of the Metropolitan Planning Organization (MPO) planning area for changes in development trends and mobility conditions and provide detailed implementation strategies to supplement the transportation policies of the Metropolitan Transportation Plan (MTP); to work with LYNX and MetroPlan Orlando Committees on Transit priority projects; and to encourage and integrate active and healthy communities through transportation planning. To increase safe and accessible options for multiple

travel modes for people of all ages and abilities, this task includes planning activities and funding to satisfy requirements for the 2.5% PL set aside, consistent with federal law [§ 11206(b)].

200 | LYNX PLANNING ACTIVITIES – To conduct basic planning studies needed to assist in further implementation of transit service development in the Metropolitan Planning Area, using Federal Transit Administration Section 5305, 5307, 5309 and 5339 funds with local match and Commission for Transportation Disadvantaged (CTD) funds.

Local / MPO Priorities and Challenges

Safety is a top priority of the MetroPlan Orlando Board. The organization is committed to continuing to tackle this complex issue within its reach. In 2021, MetroPlan Orlando and the Governing Board adopted Safety as the highest weighted goal with emphasis for vulnerable roadway users in the Performance Based Prioritization Process; to invest in making the transportation system safer for all users. More recently, the organization established the “[Vision Zero Central Florida](#)” initiative funded by a USDOT Safe Roads and Streets for All Discretionary Grant. This coordinated planning effort led by MetroPlan Orlando is a partnership with local agencies and resulted in a comprehensive Vision Zero Safety Action Plan for our three-county region (Orange, Osceola, Seminole), as well as individual action plans tailored for each county and city that identify opportunities to improve roadway designs, and to identify educational needs and opportunities, and enforcement strategies.

The region’s Urban Areas have experienced significant population growth over the past decade. That growth has put a strain on the transportation infrastructure that serves the region. The transportation system will continue to be overburdened as the area’s economy prospers with more people, visitors and businesses moving to Central Florida. This overburdened infrastructure is largely due to limited available funding for construction and the operations of the multimodal transportation system.

MetroPlan Orlando focuses on providing safe transportation options for everyone while connecting people to jobs. The cost of housing and transportation relative to household income is one of the most pressing issues. The combined housing and transportation costs in the three Counties and the City of Orlando as a percentage of household income, ranges from 53% to 61%. This affordability crisis is affecting the region’s economic growth and quality of life for current residents. The MetroPlan Orlando Performance Based Planning Process uses proximity and mobility measures to prioritize transportation investments to contribute to reducing combined housing and transportation costs.

Federal regulations require MPOs to develop Metropolitan Transportation Plans (MTP) through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan long-range transportation planning process must be continuous, cooperative, and comprehensive; and provide for consideration and implementation of projects, strategies, and services that address federal and state planning factors.

The MTP establishes the vision of Central Florida’s entire transportation system for Orange, Osceola, and Seminole Counties. The Plan’s purpose is to promote and guide development of a multimodal transportation system for the efficient movement of people and goods, using environmentally sound principles and fiscal constraint. As such, crafting the MTP involves multiple steps, including:

- Examining the condition of the current transportation system
- Using data and foresight to establish goals and objectives and inform decision-making
- Gathering public input and coordinating with local and regional partners
- Evaluating transportation needs through technical analysis and considering various future scenarios that will affect the system to identify a list of projects for which we are likely to have adequate funding

Efforts are also continuing toward implementation of short-term transportation strategies designed to maximize existing resources using technology with Transportation Systems Management and Operations (TSMO) projects within the three-county metropolitan area. Planning efforts have been especially directed towards collection of more extensive crash data to improve the safety of the transportation system. MetroPlan Orlando coordinates with Best Foot Forward on regional safety activities and is also working with local agency partners on Roadway Safety Audits.

The MTP takes into account the reciprocal connections between land use, growth patterns and multi modal transportation system needs and development. It also identifies the mix of transportation strategies to address future transportation system needs. The MTP is interrelated with all other MetroPlan Orlando core work products. In particular, the MTP uses information, data and analysis resulting from the Congestion Management Process (CMP) to identify transportation needs and solutions. The MTP also serves to identify transportation projects and strategies to be funded in the Transportation Improvement Program (TIP).

Within this UPWP, MetroPlan Orlando will monitor and report on transportation system performance, and implement the 2050 MTP programs and strategies with focus on the Plan's modal elements. MetroPlan Orlando will also propose updates and plan revisions to comply with federal law and guidance including updates or amendments to reflect changing demographic trends, economic conditions, financial trends, regulations and study results, and to maintain consistency with state, local and other regional plans. Work pertaining to monitoring data and implementing the 2050 MTP will also take place.

Statement of Consolidated Planning Grant (CPG) Participation

The FDOT and MetroPlan Orlando participate in the Consolidated Grant Program (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 (match) using Transportation Development Credits 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, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07%. Soft Match for Federal FTA 5305(d) funds is comprised of toll revenues and equates to 20%.

The soft match amount being utilized to match the FHWA funding in the UPWP can be found in *Table 2*.

Community Involvement / Public Participation

Community involvement is strongly encouraged in MetroPlan Orlando's regional transportation planning program. Increasing communication among citizens, elected officials and technical staff is a continuing objective of the planning process so that these entities can work together to achieve desired goals. The community involvement program emphasizes the importance of public involvement at the local government and individual community level from the very initiation of the planning process. By involving the public in this manner, the direction and content of the planning effort will be more likely to address the wide range of issues that impact the region. All meetings of the MetroPlan Orlando Board and its committees are open to the public, and greater outreach efforts are continually implemented.

The MPO engaged the public throughout development of the UPWP consistently with the adopted Public Participation Plan. The draft and final UPWP was reviewed during multiple advisory committee and Board meeting cycles, including presentations to the Community Advisory Committee. Supporting materials were posted online, meetings were live-streamed and archived, and public comment opportunities were provided for both non-action and action items.

Major Regional Goals

The 2050 MTP is guided by five (5) overarching goals that together advance our vision for a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

1. **Safety: Provide a safe and secure transportation system for all users.**

A safe and secure transportation system is the most fundamental commitment we can make to Central Florida's residents, businesses, and visitors. MetroPlan Orlando and its partners for many years have committed to a vision of zero deaths and serious injuries on transportation system. This goal expands our view of safety to include better preparing for and responding to emergency events, as well as reducing the potential for harm from environmental, security, and other risks to transportation users and the regional system.

2. **Reliability: Provide a reliable transportation system across all mode for people and freight.**

The region's transportation system should provide reliable service to all users. This means that roads, bridges, rail corridors, passenger and freight terminals, and transit vehicles are in good condition. It also means that customers can expect reliable travel times between destinations and efficient connections between modes. Finally, it means that the system can adapt to accommodate changing customer expectations and technologies.

3. **Connectivity: Enhance lives through improved access to opportunities.**

The Central Florida region depends on a robust transportation system that connects people to jobs, health care, education, and other essential services (including food, recreation, and other government services). Individual modes and facilities should be well connected to link the region's communities and support end-to-end trips for residents and visitors. More robust public transportation systems and active transportation networks should provide residents and businesses with meaningful travel choices and reduce reliance on driving as the primary mode of travel. MetroPlan Orlando and its partners will continue to make Central Florida's transportation system more accessible and responsive.

4. **Community: Enhance the health and vitality of our regions communities and environment.**

A mix of communities and unique natural environments make Central Florida a special place to live, work, and visit. MetroPlan Orlando and its partners are committed to advancing transportation solutions that contribute to healthier and more thriving communities and protect and enhance our natural environment. This means working closely with local governments to support local visions and plans while contributing to more efficient use of land and protection of unique historical, cultural, and environmental resources.

5. **Prosperity: Support economic prosperity through strategic transportation investment.**

Transportation is a critical foundation for Central Florida's continued economic development and prosperity. MetroPlan Orlando and its partners will continue to work to enhance access to jobs for all residents, support growth in trade and visitor activity, and strengthen the region's competitiveness as a place to live, work, and do business.

Federal Metropolitan Transportation Planning Factors

In accordance with 23 U.S.C. § 134(h) and implementing regulations at 23 CFR 450.306(b), the Metropolitan Planning Organization (MPO) carries out its transportation planning activities within a continuing, cooperative, and comprehensive (3-C) framework. As required under current federal law, the MPO considers the following federal metropolitan transportation planning factors, as appropriate to the scale and complexity of the region, in the development of its Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and supporting planning and technical activities:

- Support the economic vitality of the metropolitan area, including improved access to global markets, productivity, and efficiency.
- Increase the safety of the transportation system for all users, including motorized and non-motorized modes.
- Increase the security of the transportation system for all users.
- Increase the accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth, housing, and economic development patterns.
- Enhance the integration and connectivity of the transportation system across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism for visitors and workers.
- Consciousness of the effect of impervious surface areas on stormwater and environmental management.
- Promote integration on intercity transportation facilities into existing public infrastructure.

These planning factors guide the MPO's work program development, public participation and technical analyses, and are reflected throughout the Unified Planning Work Program (UPWP) tasks and associated budget allocations.

Florida Transportation Plan (FTP)

The document was developed consistent with the goals and policy framework of the Florida Transportation Plan. This UPWP supports the FTP's long-range vision by embracing innovation, extensive collaboration across jurisdictions, transportation modes, and disciplines, and an emphasis on customer-focused transportation planning. MetroPlan Orlando's UPWP activities reflect the FTP's focus on using data, performance monitoring, and feedback to inform decision-making and support strategic investments that promote the efficient and effective allocation of transportation resources. Planning tasks emphasize evidence-based analysis, performance-based planning and programming, and coordination with federal, state, regional, and local partners.

Consistent with the 2050 goals of the 2055 Florida Transportation Plan, the MPO considers the following core goals when developing and updating the UPWP:

- Multimodal transportation options that improve mobility and accessibility for people and freight;
- Environmental stewardship and system resilience, including consideration of sustainability and long-term system performance;
- Safety and security for all transportation system users; and
- Infrastructure maintenance, preservation, and enhancement to support a reliable and well-managed transportation system.

Addressing the Federal Planning Factors

MetroPlan Orlando addresses the federal metropolitan transportation planning factors and supports the Florida Transportation Plan goals through a comprehensive, multimodal planning process that integrates regional priorities, technical analysis, and public input. These factors are incorporated across the MPO’s planning, programming, and technical assistance activities reflected in the UPWP.

The MPO’s activities support the federal planning factors through regional and sub-area planning studies, corridor analyses, and multimodal system evaluations that consider the movement of both people and freight. Ongoing data development and monitoring activities – including travel behavior analysis, origin-and-destination patterns, freight flows, and system performance measures – provide the analytical foundation needed to inform safety, mobility, system preservation, resiliency, and economic vitality objectives. In addition, the MPO’s public participation process ensures that community priorities, stakeholder input, and partner coordination are meaningfully incorporated into planning and decision-making.

To clearly document compliance, the UPWP includes a **planning factor matrix** that identifies how individual UPWP tasks address the ten federal metropolitan transportation planning factors. Additional detail on specific activities, deliverables, and expected products is provided within each task description throughout the UPWP.

Federal Planning Factors:	UPWP Task:	100	110	120	130	140	150	160	170	180	200
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Increase the safety of the transportation system for motorized and non-motorized users.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Increase the security of the transportation system for motorized and non-motorized users		✓		✓	✓	✓	✓	✓		✓	✓
Increase the accessibility and mobility of people and freight.		✓	✓	✓	✓	✓	✓	✓		✓	✓
Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state/local planned growth, housing, and economic development patterns		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enhance the integration and connectivity of the transportation system across and between modes, for people and freight.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Promote efficient system management and operation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emphasize the preservation of the existing transportation system.		✓	✓	✓	✓	✓	✓	✓		✓	✓
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enhance travel and tourism.		✓	✓	✓	✓	✓	✓	✓		✓	✓

Resolution Statement

The Resolution dated May 13, 2026, signed by the MetroPlan Orlando Board Chair is available in *Appendix A*.

Organization and Management

This FY 2026/27 and FY 2027/28 UPWP was developed by MetroPlan Orlando staff in cooperation with FDOT and was presented to the MetroPlan Orlando's Advisory Committees and Board. The UPWP serves as the mechanism where transportation professionals, citizens at large, and elected officials can study and analyze area-wide transportation issues and implement solutions in an organized and meaningful manner. The UPWP is a flexible program, subject to change as the needs of the participating governments may change. The UPWP fulfills the requirements of the original Federal Aid Highway Act of 1962 (as amended) and its successors, for the establishment of a comprehensive, cooperative, and continuing transportation planning process; and was developed pursuant to the FDOT/MPO Program Management Handbook (February 2023).

Each of the tasks within the UPWP provides additional detail on how that task will be performed, who will perform it, the schedule for completing the task and the product to be produced. The funding source for each task is also identified.

A funding summary of the UPWP tasks is found in Tables 1 and 2. **Table 1** presents an overview of which agencies will be conducting the tasks and the level of funding for each agency, on a task-by-task basis. **Table 2** presents the sources of the funding per task. The recurring sources of funds for the UPWP are the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), Florida Transportation Disadvantaged Commission, and various local sources. The primary local source is the MetroPlan Orlando annual assessment of \$.50 per capita for those jurisdictions represented on the Board. Four transportation authorities (Central Florida Expressway Authority, Greater Orlando Aviation Authority, Central Florida Regional Transportation Authority/LYNX and Sanford Airport Authority) and member jurisdictions of the Municipal Advisory Committee also contribute to the annual assessment. For those tasks involving MetroPlan Orlando staff, a budget has been developed by estimating the amount of staff time required for each task. The individual salary, fringe, indirect and overhead costs were then calculated on a task-by-task basis. The final step was to develop the appropriate sources of funding for each task and to summarize this information in Tables 1 and 2.

Management

MetroPlan Orlando is the regional transportation partnership responsible for transportation planning in Orange, Osceola and Seminole Counties. MetroPlan Orlando's mission is to provide leadership in transportation planning by engaging the public and fostering effective partnerships. MetroPlan Orlando's Regional Transportation Vision is to have a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

The ***MetroPlan Orlando Board*** is comprised of elected and appointed officials from Orange, Osceola, and Seminole Counties and the largest cities in Central Florida, as well as representatives from the region's transportation operating agencies. The Board meets eight (8) times throughout the year to provide direction in planning future transportation projects and improvements.

The ***Community Advisory Committee (CAC)*** provides citizen input to the transportation planning process and strives to reflect the Central Florida community, including those who are considered *transportation disadvantaged*. The committee is structured to include interests from across the transportation spectrum, including bicyclists, pedestrians, drivers, and transit riders (bus and rail).

The ***Technical Advisory Committee (TAC)*** is made up of technical staff members that represent local governments within the MetroPlan Orlando service area. It is the responsibility of the TAC to review and evaluate transportation plans and projects and then make recommendations to the Board based upon technical sufficiency, accuracy, and completeness.

The *Transportation Systems Management & Operations Advisory Committee (TSMOAC)* identifies and recommends relatively low-cost technology improvements to make the most of the existing transportation system. The committee also establishes measures to help reduce congestion and improve air quality in Central Florida.

The *Municipal Advisory Committee (MAC)* was established specifically to strengthen ties with the region's cities and towns that do not have direct representation on the MetroPlan Orlando Board. The Municipal Advisory Committee consists of those Mayors, or their appointees, of the municipalities that are not represented directly on the MetroPlan Orlando Board. The MAC is intended to ensure that the views of those municipalities are considered in the decision-making process so that broad-based support among the elected officials can be generated. The Chair of the MAC serves as a voting member of the MetroPlan Board.

Although an independent board, the *Transportation Disadvantaged Local Coordinating Board (TDLCB)* receives staff support from MetroPlan Orlando. Their purpose is to evaluate the service levels, safety and other issues of the door-to-door transportation provided through the Central Florida Regional Transportation Authority (LYNX) to disabled and otherwise disadvantaged citizens.

The following governments and agencies participate in the regional transportation planning process through participation on one or more of these committees:

- Orange County
- Osceola County
- Seminole County
- City of Altamonte Springs
- City of Apopka
- City of Belle Isle
- City of Casselberry
- Town of Eatonville
- City of Edgewood
- City of Kissimmee
- City of Lake Mary
- City of Longwood
- City of Maitland
- City of Ocoee
- City of Orlando
- City of Oviedo
- City of Sanford
- City of St. Cloud
- City of Windermere
- City of Winter Garden
- City of Winter Park
- City of Winter Springs
- Florida Department of Transportation (FDOT)
- Florida's Turnpike Enterprise (FTE)
- Central Florida Expressway Authority
- Central Florida Regional Transportation Authority (LYNX)
- SunRail (CFCRC)
- Greater Orlando Aviation Authority
- Sanford Airport Authority
- Kissimmee Gateway Airport
- East Central Florida Regional Planning Council
- Orange County Public School District
- Osceola County Public School District
- Seminole County Public School District
- Central Florida Tourism Oversight District

MetroPlan Orlando and its committees also coordinate with the Florida Department of Environmental Protection, Florida Department of Commerce and with the following Federal agencies:

- Federal Highway Administration (FHWA)
- Federal Aviation Administration (FAA)
- Federal Transit Administration (FTA)
- Federal Land Management Agency (FLMA)

Agreements

MetroPlan Orlando maintains agreements with each of its member governments and agencies, through an Interlocal Agreement (525-010-01), which was created June 1, 2000, and amended from time to time. Signatory governments and agencies are Orange, Osceola and Seminole Counties, the Cities of Altamonte Springs, Apopka, Kissimmee, Orlando, Sanford, and St. Cloud, the Central Florida Expressway Authority, the Central Florida Regional Transportation Authority (LYNX), the Greater Orlando Aviation Authority, and the Sanford Airport Authority. Memorandums of agreement for funding transportation planning activities described in the UPWP are also maintained with the Florida Department of Transportation. The agreement for the provision of FHWA Section 112 PL funds is a two-year agreement coinciding with the two-year UPWP. MetroPlan Orlando also maintains an Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (525-010-03) (ICAR) with the East Central Florida Regional Planning Council, the Central Florida Regional Transportation Authority d/b/a LYNX, the Greater Orlando Aviation Authority, the Sanford Airport Authority, the Central Florida Expressway Authority, and the Florida Department of Transportation. This ICAR, last updated in 2021, is a five-year agreement which automatically renews.

Certification

A certification review of the transportation planning process is conducted every four years by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted in March 2023. The Federal Review Team recognized seven (7) noteworthy practices, identified no corrective actions, and offered no recommendations the MPO should consider for improving their planning processes. During the intervening years between the Federal Certification Review, FDOT conducts a review. There were no corrective actions in the last FDOT certification review, completed in February 2026.

Required Forms, Certification and Assurances

See *Appendix B* for required forms, certifications, and assurances.

See *Appendix C* for Cost Allocation Plan, Certificate and Approved Indirect Cost Rate utilized by MetroPlan Orlando.

Operation Procedures and Bylaws

MetroPlan Orlando's role and responsibilities were established by Title 23, United States Code and Chapter 339, Florida Statutes. MetroPlan Orlando conducts its operations through an adopted set of Rules, established as Chapter 35 I-1, Florida Administrative Code as well as approved Internal Operating Procedures. The most recent version of the Internal Operating Procedures of MetroPlan Orlando was approved on the agenda of the September 13, 2023 Board Meeting.

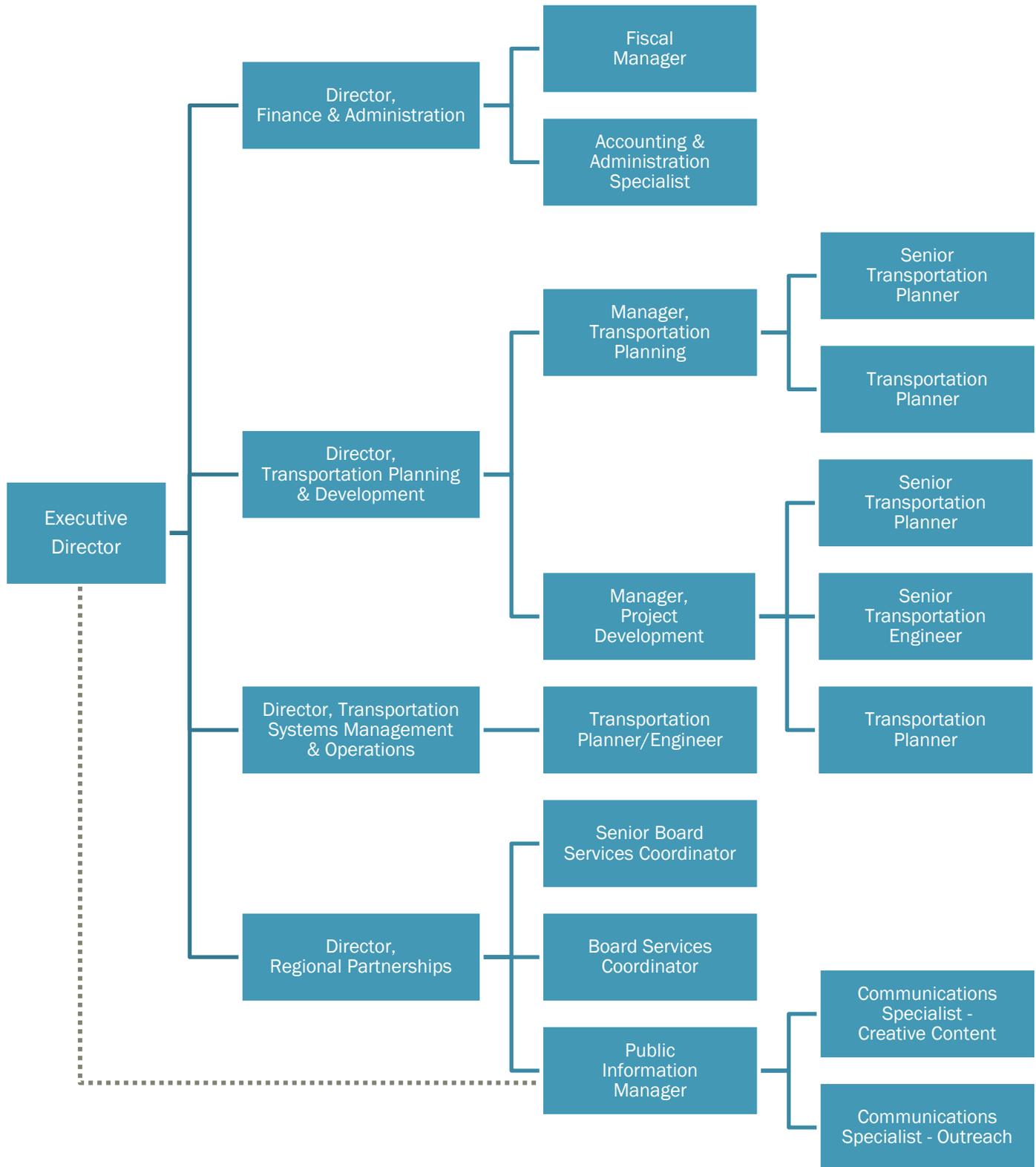
MetroPlan Orlando has adopted a Continuity of Operations Plan (updated in May 2020 including a Pandemic Influenza supplement) to ensure that MetroPlan Orlando is able to continue to perform its essential business functions in the event of disruption to normal working conditions. Such events could include emergencies resulting from fire, storms, natural disasters, terrorist activities, power outages, pandemic influenza, or other short or long-term disruptions to the physical environment in which employees operate.

Abbreviations and Acronyms

ADA	Americans with Disabilities Act	ITS	Intelligent Transportation Systems
AMPO	Association of Metropolitan Planning Organizations	LAP	Local Agency Program
BIL	Bipartisan Infrastructure Law	LBS	Location Based Service Data
CAC	Community Advisory Committee	LEP	Limited English Proficiency
CAV	Connected and Autonomous Vehicle	LYNX	Central Florida Regional Transportation Authority
CCC	Chairs Coordinating Council	MAC	Municipal Advisory Committee
CFCRC	Central Florida Commuter Rail Commission	MPO	Metropolitan Planning Organization
CFMPOA	Central Florida MPO Alliance	MPOAC	Metropolitan Planning Organization Advisory Council
CFR	Code of Federal Regulations	MTF	Model Task Force
CFRPM	Central Florida Regional Planning Model	MTP	Metropolitan Transportation Plan
CFX	Central Florida Expressway Authority	NARC	National Association of Regional Councils
CMP	Congestion Management Process	NCHRP	National Cooperative Highway Research Program
COOP	Continuity of Operations Plan	PEA	Planning Emphasis Areas
CPG	Consolidated Planning Grant	PEL	Planning and Environment Linkages
CTC	Community Transportation Coordinator	PL	Federal MPO Planning Funds
CTD	Commission for Transportation Disadvantaged	PPL	Prioritized Project List
CTST	Community Traffic Safety Team	SIS	Strategic Intermodal System
DOD	U.S. Department of Defense	STIC	State Transportation Innovation Council
ECFRPC	East Central Florida Regional Planning Council	STP	Surface Transportation Program
ETDM	Efficient Transportation Decision Making	STRAHNET	Strategic Highway Network
EV	Electric Vehicle	SU	Federal Funds for Urban Areas
FAA	Federal Aviation Administration	TAC	Technical Advisory Committee
FAST	Fixing America’s Surface Transportation Act	TAM	Transit Asset Management
FDOH	Florida Department of Health	TDLCB	Transportation Disadvantaged Local Coordinating Board
FDOT	Florida Department of Transportation	TDP	Transit Development Plan
FHWA	Federal Highway Administration	TIM	Traffic Incident Management
FLMA	Federal Land Management Agency	TIP	Transportation Improvement Program
FTA	Federal Transit Administration	TMA	Transportation Management Area
FTE	Florida’s Turnpike Enterprise	TPO	Transportation Planning Organization
GIS	Geographic Information System	TRB	Transportation Research Board
GOAA	Greater Orlando Aviation Authority	TSMO	Transportation Systems Management and Operations
ICAR	Intergovernmental Coordination and Review	UPWP	Unified Planning Work Program
IJA	Infrastructure Investment and Jobs Act	USC	United States Code

Organizational Chart

Fiscal Years 2027 & 2028



UPWP Tasks

- 100 – Administration & Management
- 110 – Public Outreach
- 120 – Transportation Improvement Program
- 130 – Metropolitan Transportation Plan
- 140 – Regional Activities
- 150 – Transportation Systems Management & Operations
- 160 – Data Development & Management
- 170 – Special Studies
- 180 – Multimodal Systems Planning
- 200 – LYNX Planning Activities

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Task 100 – Administration & Management

Purpose

To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the MetroPlan Orlando Planning Area as well as develop and maintain the Unified Planning Work Program (UPWP) including monitoring and maintaining grants and contract agreements and regularly invoicing for grant reimbursements. The UPWP financially accounts for all MPO activities.

Previous Work (100.1)

Work Item	Activity Date / Status
Strategic Business Plan	Adopted December 11, 2019
Administration of MetroPlan Orlando staff	Ongoing
Maintenance, purchasing, accounting, human resource functions, and clerical assistance necessary to establish an operational office for the MetroPlan Orlando staff are conducted by in-house staff	Ongoing
Continued program of upgrading computers and other office equipment to meet growing technology needs	Ongoing
Continuity of Operations Plan (COOP)	Updated July 2020
FHWA/FTA and FDOT certification reviews	Federal – March 2023 State – February 2026
Legal and legislative assistance	Ongoing
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing
Support of all MetroPlan Orlando Board and Committees including Transportation Disadvantaged Local Coordinating Board	Ongoing
Fiscal Year 2024/2025 & 2025/2026 UPWP	July 1, 2024 through June 30, 2026
UPWP amendments and updates	As needed
Maintenance of prior years' grants, contracts, and agreements	Ongoing
Invoicing and disbursement of funds	Weekly
Annual audits of previous UPWP	August of each year, approved in November of each year
General accounting of the MPO	Ongoing

Required Activities and Products (100.2)

Activities and Products	Milestone / Target Date
General office support	Ongoing / June 2028
Management and administration of MetroPlan Orlando personnel including recruitment, retention, training, and benefits	Ongoing / June 2028
Daily operations and continued upkeep of the physical office	Ongoing / June 2028
Update and Implementation of the Strategic Business Plan	Ongoing / June 2028
Continuity of Operations Plan (COOP)	Updated as needed/Tested Annually / June 2028
Purchases including supplies and capital and lease of equipment	Ongoing / June 2028
Legal and legislative assistance	Ongoing / June 2028
Federal and State Certifications	State – Annual Federal – Every four years
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing / June 2028
Support of all MetroPlan Orlando Board and Committees including Transportation Disadvantaged Local Coordinating Board	Ongoing / June 2028
Annual audit of MetroPlan Orlando to determine compliance with federal and state regulations regarding the management and expenditure of FHWA Section 112, FTA and FDOT funds	November 2026 November 2027
Draft UPWP and Budgeting	March 2028
Final UPWP and Budgeting	May 2028
UPWP amendments	Ongoing, as needed / June 2028
Grant invoicing	Monthly / June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger
- Director of Finance and Administration – Jason Loschiavo
- Director of Regional Partnerships – Virginia Whittington
- Director of Transportation Systems Management & Operations – Eric Hill

Task 100 Consultant Scope of Services (100.3)

Consultant Service	Description
Legislative Services	<p>Purpose: Monitor and educate on legislative activities impacting metropolitan planning organizations and issues affecting transportation.</p> <p>Key Tasks: Coordination and outreach with elected and appointed officials; Monitoring and reporting on legislative activities.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$120,000 (FY26/27: \$60,000 + FY 27/28: \$60,000)</p> <p>Fund Source: Local</p>
Strategic Planning Support	<p>Purpose: Establish a clear, shared direction that aligns the organization's mission, priorities, and resources to effectively meet regional transportation objectives.</p> <p>Key Tasks: Organization Assessment; Stakeholder Engagement; Vision, Mission, and Goals Review/Updates; Strategy and Action plan development; Implementation, Performance Measures and Monitoring.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$90,000 (FY26/27: \$85,000 + FY 27/28: \$5,000)</p> <p>Fund Source: Local</p>

Task 100 (Administration and Management) Budget Table (100.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	TD Funds	Total
Personnel (salary and benefits)	\$ 554,440	\$ 1,007,900	\$ 29,631	\$ 1,591,971
Consultant Services	\$ 145,000	-	-	\$ 145,000
Pass Through	-	-	-	-
Travel Expenses	\$ 69,755	-	\$ 1,885	\$ 71,640
Indirect Expenses	\$ 104,732	\$ 209,565	\$ 6,080	\$ 320,377
Supplies	\$ 41,000	-	-	\$ 41,000
Equipment	\$ 87,000	-	-	\$ 87,000
Audit Fees	-	\$ 27,000	-	\$ 27,000
Other Direct Expenses	\$ 622,449	-	\$ 5,404	\$ 627,853
Total:	\$ 1,624,376	\$ 1,244,465	\$ 43,000	\$ 2,911,841

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	TD Funds	Total
Personnel (salary and benefits)	\$ 601,266	\$ 1,041,364	\$ 31,724	\$ 1,674,354
Consultant Services	\$ 65,000	-	-	\$ 65,000
Pass Through	-	-	-	-
Travel Expenses	\$ 76,375	-	\$ 1,885	\$ 78,260
Indirect Expenses	\$ 112,067	\$ 212,087	\$ 6,380	\$ 330,534
Supplies	\$ 23,000	-	-	\$ 23,000
Equipment	\$ 5,000	-	-	\$ 5,000
Audit Fees	-	\$ 28,100	-	\$ 28,100
Other Direct Expenses	\$ 428,549	-	\$ 5,401	\$ 433,950
Total:	\$ 1,311,257	\$ 1,281,551	\$ 45,390	\$ 2,638,198

Task 110 – Public Outreach

Purpose

Public involvement is essential to the planning process, improving decision-making, strengthening community partnerships and providing everyone with opportunities to learn about and influence the ways transportation affects their lives. The community outreach program is shaped by the goals, objectives, strategies and performance measures included in the MetroPlan Orlando [Public Participation Plan](#) and [Title VI Program: Nondiscrimination & Language Plan](#). The organization is committed to an outreach process that:

- Is broad and inclusive, covering the three-county area.
- Makes an effort to engage citizens considered *transportation disadvantaged* in the planning process.
- Incorporates visualization techniques, ensuring that transportation content is clear and easy to understand.
- Uses electronic publication to the maximum extent possible.

Previous Work (110.1)

Work Item	Activity Date / Status
Previous public outreach work includes: <ul style="list-style-type: none"> • Events, including public meetings, speakers bureau presentations, and special events • Education, including electronic newsletter distribution, production and graphic design of printed and electronic materials, organization’s website, media relations activities, videos on various transportation topics, and programs for young people • Obtaining community input, including through market research, social media outreach, multicultural outreach, responses to public inquiries, and building partnerships with area organizations 	Multiple Events in FY 2024/25 & FY 2025/26
Previous consultant work has included: <ul style="list-style-type: none"> • Graphic design of various printed and electronic educational materials • Video support (shooting footage and editing) • Design, technical development and maintenance for website, including launching a new website MetroPlanOrlando.gov • Regional public opinion survey 	FY 2024/25 FY 2025/26
Title VI Update and Limited English Proficiency Plans	Ongoing (June 2026)
Public Participation Plan: Implementation and Monitoring	Ongoing (June 2026)

Required Activities and Products (110.2)

Activities and Products	Milestone / Target Date
Take part in outreach events to encourage two-way communication with the community on various transportation issues.	Ongoing
Continuously reach out to and get input from people who are not easily engaged because of age, ability, language, financial resources, access to technology, or other reasons. Include traditionally underserved populations in the region – senior citizens, economically disadvantaged, physically disabled, young people, and people with limited proficiency in English.	Ongoing

Activities and Products	Milestone / Target Date
Develop an outreach program appropriate for Central Florida students, with an emphasis on planning a future transportation system and careers in transportation.	Ongoing
Publish and distribute easy-to-read and visually appealing materials that use plain language to inform the public about significant accomplishments, key issues, upcoming events, and participation opportunities relating to the work of MetroPlan Orlando and transportation planning. (Example: annual report to highlight organizational accomplishments and upcoming transportation milestones)	Ongoing
Continue all activities necessary to achieve the objectives in the Public Participation Plan, including, but not limited to, partnering with transportation agencies, local governments, and interested parties to broaden outreach; positioning MetroPlan Orlando as an expert in transportation planning by posting relevant content on the website and social media channels; integrating key concepts from the Metropolitan Transportation Plan into outreach activities; etc.	Ongoing
Develop interactive tools for outreach activities to encourage conversation and input.	Ongoing
Maintain and explore improvements to the organization's website.	Ongoing
Develop presentations and informational materials that can be used by staff and partner organizations. This will potentially require the development of engaging graphics and videos.	Ongoing
Create and distribute issue-specific publications, as needed.	Ongoing
Consultant services currently under contract include a graphic design agency of record and a video production company of record.	Ongoing
Monitoring of Title VI and Limited English Proficiency Plans	Ongoing
Public Participation Plan Monitoring and Reporting	Ongoing
Public Opinion Survey / Research	December 2026 June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Regional Partnerships – Virginia Whittington
- Director of Transportation Planning & Development – Alex Trauger

Task 110 Consultant Scope of Services (110.3)

Consultant Service	Description
<p>Graphic Design, Videography, and Public Participation Plan Implementation Support</p>	<p>Purpose: Graphic design of visually appealing printed and digital communication materials to provide visualization of complex transportation planning concepts; Video production to convey transportation planning concepts to the public in plain language, appealing visualization; Implementation and monitoring support for organizational Public Participation Plan (PPP) - ensuring all federal and state requirements are addressed using meaningful best practices.</p> <p>Key Tasks: Graphic Art direction, creation of illustrations, photography, layout, design and print management; Storyboarding, script writing, video production, post-production/editing, and animation; Staffing support for community outreach and speaker series events, preparation of communication materials, survey research, establishing relationships with community groups, and outreach reporting.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$493,100 (FY26/27: \$301,000 + FY 27/28: \$242,100)</p> <p>Fund Source: Local</p>
<p>Public Opinion Research and Focus Groups (2026)</p> <p>*Continuation of project initiated in FY 25/26 UPWP</p>	<p>Purpose: Survey research to understand the transportation needs of those who travel in our three-county region, and to track shifts in public opinion trends on key issues over time.</p> <p>Key Tasks: Survey design and programming; Data collection; Focus Group Planning and Moderation; Data analysis and reporting; Present key findings and recommendations.</p> <p>Schedule: July 2026 through June 2027</p> <p>Est. Cost: \$105,000 (FY 26/27)</p> <p>Fund Source: Local</p>
<p>Public Opinion Research and Focus Groups (2028)</p>	<p>Purpose: Survey research to understand the transportation needs of those who travel in our three-county region, and to track shifts in public opinion trends on key issues over time.</p> <p>Key Tasks: Survey design and programming; Data collection; Data analysis and reporting; Present key findings and recommendations.</p> <p>Schedule: July 2026 through December 2026</p> <p>Est. Cost: \$175,000 (FY 27/28)</p> <p>Fund Source: Local</p>

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Task 110 (Public Outreach) Budget Table (110.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 375,732	-	\$ 375,732
Consultant Services	\$ 406,000	-	-	\$ 406,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 78,123	-	\$ 78,123
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	\$ 28,500	-	-	\$ 28,500
Total:	\$ 434,500	\$ 453,855	-	\$ 888,355

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 406,473	-	\$ 406,473
Consultant Services	\$ 417,100	-	-	\$ 417,100
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 82,783	-	\$ 82,783
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	\$ 28,500	-	-	\$ 28,500
Total:	\$ 445,600	\$ 489,256	-	\$ 934,856

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Task 120 – Transportation Improvement Program

Purpose

Maintain a current five-year Transportation Improvement Program (TIP) consistent with long-range planning activities and with statutory requirements. The TIP is a multiyear, multimodal investment plan of transportation improvement projects for the metropolitan planning area developed pursuant to 23 Code of Federal Regulations part 450, and consistent with the requirements established in Title 23 USC 134(h) and Section 339.175 of the Florida statutes.

Previous Work (120.1)

Work Item	Activity Date / Status
FY 2024/2025 – FY 2028/2029 TIP FY 2025/2026 – FY 2029/2030 TIP	July 2024 July 2025
2024 Prioritized Project List (PPL) 2025 Prioritized Project List (PPL)	July 2024 July 2025
Annual list of projects and funding plan for MetroPlan Orlando TMA funds	July 2024 July 2025
Annual list of projects for which federal funds were obligated in the preceding fiscal year	October 2024 October 2025

Required Activities and Products (120.2)

Activities and Products	Milestone / Target Date
Develop five-year TIP using projects drawn from adopted MTP and process TIP amendments as needed	July 2027 July 2028
Maintain web-based interactive TIP	Ongoing - TIP Amendments
Update Prioritized Project List addressing performance-based planning targets for incorporation into the FDOT tentative work program’s next fifth year.	July 2027 July 2028
Prepare a list of projects for programming of MetroPlan Orlando TMA funds	July 2027 July 2028
Prepare a list of projects for which federal funds have been obligated in the preceding fiscal year in order to meet federal requirements	October 2027 October 2028
Coordinate with FDOT on TIP Amendments and TMA funds	Ongoing – monthly coordination
Initiate the Efficient Transportation Decision Making (ETDM) Planning Screen review of major capacity projects	Ongoing – as needed

Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger

Task 120 Consultant Scope of Services (120.3)

Consultant Service	Description
Transportation Improvement Program (TIP) Technical Support	<p>Purpose: Improve public access to information and visualization of the TIP.</p> <p>Key Tasks: Preparation of TIP Document and Supplemental Materials; Maintenance and development of online TIP visualization tools utilizing built-in database and mapping capabilities; Monthly coordination with MPO/agency staff; TIP data processing and updates to online databases and spatial features.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$503,841 (FY26/27: \$269,003 + FY27/28: \$243,818)</p> <p>Fund Source: SU</p>

Task 120 Budget Table (120.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 56,576	-	\$ 56,576
Consultant Services	-	-	\$ 269,023	\$ 269,023
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 11,763	-	\$ 11,763
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	\$ 500	-	-	\$ 500
Total:	\$ 500	\$ 68,339	\$ 269,023	\$ 337,862

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 59,589	-	\$ 59,589
Consultant Services	-	-	\$ 234,818	\$ 234,818
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 12,136	-	\$ 12,136
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	\$ 500	-	-	\$ 500
Total:	\$ 500	\$ 71,725	\$ 234,818	\$ 307,043

Task 130 – Metropolitan Transportation Plan

Purpose

To prepare and maintain a 20-year Transportation Vision Plan for the metropolitan planning area that is regional, multimodal, and comprehensive in scope, and that complies with the requirements of the federal transportation funding bills. The metropolitan transportation planning process uses a performance-based planning approach to address the maintenance of multimodal assets and implementation of improvements.

Previous Work (130.1)

Work Item	Activity Date / Status
2050 MTP Cost Feasible Plan was adopted December 2025	December 2025
2045 MTP Cost Feasible Plan was amended to incorporate the TIP roll forward updates into the cost feasible plan, amendments to accommodate federal discretionary funds and state appropriations, and amendments to address project cost increases and FHWA project bundling best practices.	June 2021 November 2021 December 2021 March 2022 December 2023 February 2024 December 2024
Management and Implementation of the 2045 Metropolitan Transportation Plan (MTP)	Ongoing

Required Activities and Products (130.2)

Activities and Products	Milestone / Target Date
Implement and Maintain the 2050 MTP with amendments and modifications, as necessary	Ongoing – June 2028
Coordination and support of the FDOT Central Florida Regional Planning Model (CFRPM)	Ongoing – as needed
Follow up studies and additional analysis relating to topics and strategies identified in the adopted 2050 MTP; including transportation funding models, the relationship between public health and transportation, high-risk hazards and vulnerabilities, and transportation technology (advanced air mobility, e-bike/scooters, and autonomous and electric vehicles).	Ongoing – June 2028
Coordination with FDOT on SIS and Freight Long Range Plans	Ongoing – as needed
Metropolitan Transportation Plan update (2055)	June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger

Task 130 Consultant Scope of Services (130.3)

Consultant Service	Description
2050 MTP – Follow Up Studies, Plan Implementation, Visualization, Modeling, Monitoring, and Plan Revisions	<p>Purpose: Monitor and maintain the 2050 MTP/LRTP consistent with federal/state requirements in collaboration with local and regional agency partners.</p> <p>Key Tasks: Technical support for MTP plan revisions; Stakeholder engagement; Agency coordination in preparation of the Central Florida Regional Planning Model in cooperation with FDOT; Analyze and report on key metrics for system performance; Explore future financial resources; Maintain inventory of multimodal transportation system assets, conditions, and performance to identify multimodal needs, projects, and strategies; Identify gaps to access for essential services by mode and develop recommendations; Updates to regional geodatabase of roadway, property, environmental, and other available datasets; Vulnerability assessment; Identify project mitigation recommendations; Preparation of draft/final documentation and other technical resources.</p> <p>Schedule: July 2026 to June 2028</p> <p>Est. Cost: \$820,000 (FY26/27: \$435,000 + FY27/28: \$385,000)</p> <p>Fund Source: SU</p>

Task 130 (Metropolitan Transportation Plan) Budget Table (130.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 83,239	-	\$ 83,239
Consultant Services	-	-	\$ 435,000	\$ 435,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 17,308	-	\$ 17,308
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 100,547	\$ 435,000	\$ 535,547

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 87,669	-	\$ 87,669
Consultant Services	-	-	\$ 385,000	\$ 385,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 17,855	-	\$ 17,855
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 105,524	\$ 385,000	\$ 490,524

Task 140 – Regional Activities

Purpose

To coordinate with and assist those local agencies conducting studies of interest to MetroPlan Orlando and the area-wide transportation planning process and stay current with local government comprehensive planning. This task is also used to promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA). An interlocal agreement can be found in **Appendix G** describing rules and activities of the CFMPOA. Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.

Previous Work (140.1)

Work Item	Activity Date / Status
Staff participated in technical advisory committees as requested by partner agencies	Monthly meetings of the CTST, School Safety, LYNX & SunRail
Staff attends monthly meetings of our partner agencies: <ul style="list-style-type: none"> • CFX Board • LYNX and CFCRC Boards • GOAA Board • Community Traffic Safety Teams (CTST) & Safety Groups 	Monthly Meetings
Staff participated in partnering meetings with FDOT	Monthly
Staff participated on Project Advisory Committees or Groups with FDOT, Florida's Turnpike Enterprise, Central Florida Expressway Authority and LYNX.	Ongoing
Participate in Statewide MPO Advisory Council (MPOAC)	Quarterly
Participate in statewide Model Task Force / Forecasting Forum	Bi-annually
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

Required Activities and Products (140.2)

Activities and Products	Milestone / Target Date
Serve on Project Advisory Committees for partner agencies	Ongoing
Attend meetings of local partners governing boards and advisory committees	Ongoing
Attendance and Coordination with local government partners and FDOT on LAP projects funded with MetroPlan Orlando TMA funds	Ongoing
Attendance at meetings of other MPO / TPO Boards in the region.	Ongoing
Attendance of State groups and committees (model task force, metropolitan planning partnership, MPO Advisory Council, etc.)	Ongoing – as needed

Activities and Products	Milestone / Target Date
Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)	Ongoing – as needed
CFMPOA Regional Priority Project List	July 2026 July 2027
CFMPOA Regional Indicators Report	June 2026 June 2027
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing
Lake to Lake Regional Trail Master Plan / GreenPrint	June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger
- Director of Regional Partnerships – Virginia Whittington
- Director of Transportation Systems Management & Operations – Eric Hill

Task 140 Consultant Scope of Services (140.3)

Consultant Service	Description
Lake to Lake Regional Trail Greenprint / Master Planning	<p>Purpose: Develop and identify master plan for the proposed Lake to Lake Regional Trail, connecting Lake Monroe to Lake Okeechobee.</p> <p>Key Tasks: Engage public and key stakeholders; Existing conditions and inventory; Demand, needs and opportunity analysis; Trail network vision and typologies; Project identification and prioritization; Implementation strategy; Project, policy and program recommendations; Draft and final documentation.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$217,490 (FY26/27: \$152,800 + FY27/28: \$64,690)</p> <p>Fund Source: PL</p>
CFMPOA Technical Support for Regional Indicators Reporting, Planning and Analysis	<p>Purpose: To develop a CFMPOA-wide regional indicators report and to provide regional planning support on critical issues from each partnering MPO/TPO.</p> <p>Key Tasks: MPO/TPO and regional agency coordination; Inventory, study, and visualization of key regional transportation indicators, issues, needs and projects; and Prepare reports, presentations, and web-based maps to display findings.</p> <p>Schedule: July 2026 to June 2028</p> <p>Est. Cost: \$30,000 (FY26/27: \$15,000 + FY27/28: \$15,000)</p> <p>Fund Source: PL</p>

Task 140 (Regional Activities) Budget Table (140.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	CFMPOA	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 226,639	\$ 23,554	-	\$ 250,193
Consultant Services	-	-	\$ 167,800	\$ 167,800
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	\$ 47,126	\$ 4,896	-	\$ 52,022
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	\$ 1,550	-	\$ 1,550
Total:	\$ 273,765	\$ 30,000	\$ 167,800	\$ 471,565

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	CFMPOA	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 240,062	\$ 23,636	-	\$ 263,698
Consultant Services	-	-	\$ 79,690	\$ 79,690
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	\$ 48,892	\$ 4,814	-	\$ 53,706
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	\$ 1,550	-	\$ 1,550
Total:	\$ 288,954	\$ 30,000	\$ 79,690	\$ 398,644

Regional Accounting for CFMPOA Activities – Table (140.5)

Estimated Budget Detail for FY 2027

Funding Source	Agency	Amount	Incoming / Outgoing Funds
Local	MetroPlan Orlando	\$ 5,000	Outgoing Funds
PL	Lake-Sumter MPO	\$ 5,000	Incoming Funds
PL	Ocala-Marion TPO	\$ 5,000	Incoming Funds
PL	Polk TPO	\$ 5,000	Incoming Funds
PL	River to Sea TPO	\$ 5,000	Incoming Funds
PL	Space Coast TPO	\$ 5,000	Incoming Funds
Total Regional Funding		\$ 30,000	

Estimated Budget Detail for FY 2028

Funding Source	Agency	Amount	Incoming / Outgoing Funds
Local	MetroPlan Orlando	\$ 5,000	Outgoing Funds
PL	Lake-Sumter MPO	\$ 5,000	Incoming Funds
PL	Ocala-Marion TPO	\$ 5,000	Incoming Funds
PL	Polk TPO	\$ 5,000	Incoming Funds
PL	River to Sea TPO	\$ 5,000	Incoming Funds
PL	Space Coast TPO	\$ 5,000	Incoming Funds
Total Regional Funding		\$ 30,000	

Task 150 – Transportation Systems Management & Operations

Purpose

To promote an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

Previous Work (150.1)

Work Item	Activity Date / Status
Staff support to the Transportation Systems, Management, and Operations (TSMO) Committee for continued deployment and implementation of TSMO products and services, such as ITS	Ongoing
Staff maintained its involvement with national, state and local activities, including: ITS America, Institute of Transportation Engineers and National Operations Coalition of Excellence, AMPO Connected/Automated Vehicle and Emerging Technologies Working Group, Intelligent Transportation Society of Florida, monthly meetings of the Community Traffic Safety Teams, quarterly meetings of the TSMO Consortium, Traffic Incident Management Team, Central Florida CAV Partnership. Information on emerging TSMO developments has been presented to Committees and the Board when appropriate.	Ongoing
Staff manages and coordinates traffic signal retiming program, including consultant services to conduct traffic signal retiming and travel time delay (Before and After) studies.	Ongoing
Project management of the Region-wide Crash Database.	Ongoing
TSMO Master Plan: Plan evaluated the current systems and programs in the planning area, determined future needs, formulated an implementation strategy for future deployment and maintenance, and identify TSMO projects to be included in the 2050 Metropolitan Transportation Plan.	June 2024
EV Charging Readiness Study: Provides a regional approach for supporting current and future EV drivers traveling within the MetroPlan Orlando planning area.	March 2025
Regional TSMO Strategic Plan: The goals of the Strategic Plan were to: coordinate and support multi-jurisdictional collaboration, planning and research to facilitate the integration of regional TSMO strategies into MPO practices and procedures; work with the other MPO in Central Florida to enhance the role of TSMO in meeting mobility demands and safety concerns; provide assistance as needed to cultivate a culture at the MPOs in Central Florida to enable a methodology for supporting TSMO projects; and showcase the benefits of exercising TSMO in a Mega-Region. It included recommendations for organizational structure, how progress towards RTSMOP Goals and Objectives can be accomplished, and appropriate initiatives and actions.	June 2024

Required Activities and Products (150.2)

Activities and Products	Milestone / Target Date
Advance recommendations from Connected-Automated Vehicle Study (2021). TSMO strategies to support CAV will be developed under the TSMO MP, including opportunities for grant applications with local partners to demonstrate or pilot emerging technologies.	Ongoing
Advance recommendations from TSMO Master Plan and Regional TSMO Strategic Plan.	Ongoing
Monitor and advance recommendations and projects from ITS Master Plan.	Ongoing
Evaluate Traffic Signal Timing and report on before/after benefits	June 2027 June 2028
Implementation of the Congestion Management Process	Ongoing
Manage Regional TSMO Program	Ongoing
TSMO Workforce Development	Ongoing
Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation.	Ongoing
Metroplan Orlando Multi-Resolution TSMO Modeling – Staff received a grant award from FHWA to conduct a prioritization process pilot program. Staff will manage consultant services to build on and increase the effectiveness of our transportation project prioritization process and how we prioritize and measure tactical TSM&O projects and strategies that are currently challenging to evaluate with traditional methodologies. By adopting a data-driven, transparent, and comprehensive approach, we aim to align with the grant objectives, enhancing transportation investments' efficiency and accountability in the MetroPlan Orlando area.	June 2028
Transportation Demand Management (TDM) Plan - Staff will manage consultant services to complete a TDM Plan. The principles and strategies of TDM encourage people to use all modes of transportation through education and incentives, thereby reducing the number of vehicles on the roadway. This TDM Plan will outline the region's commute mode share, set goals for sustainable transportation, and identify TDM strategies and amenities to identify projects and/or opportunities to collaborate with local and agency partners to reduce congestion and advance regional mobility goals.	July 2027 to June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Systems Management & Operations – Eric Hill
- Director of Transportation Planning & Development – Alex Trauger

Task 150 Consultant Scope of Services (150.3)

Consultant Service	Description
Annual Traffic Signal Retiming	<p>Purpose: Improve corridor/intersection reliability and safety.</p> <p>Key Tasks: Review and document the type, age, condition, capability of the equipment, and existing timing plan at each intersection within the arterial, existing phasing, number of lanes and lane assignments, and the coordinating medium on an agency of FDOT inspection form. Determine the optimum system timing pattern(s) for the optimum cycle length during different times of the day/week. An 8-Hour Turning Movement Count shall be taken for hours encompassing the morning, midday peak and afternoon traffic periods and/or peak periods during which warranting volumes exist in an off-peak period. Collect traffic count data on each approach for a minimum period of 24 hours during typical weekday traffic conditions.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$2,460,000 (FY26/27: \$1,200,000 + FY27/28: \$1,260,000)</p> <p>Fund Source: SU</p>
Annual Before/After Studies for Signal Retiming	<p>Purpose: Assess return on investment for traffic signal retiming program.</p> <p>Key Tasks: Initial setup and scheduling will include coordination of data collection procedures and scheduling of data collection at the specified roadway locations with close coordination between the consultant, MetroPlan Orlando, local agency, Orange, Osceola, and Seminole Counties. Establish the performance measures to be used to evaluate the effectiveness of signal retiming on each corridor. Performance measures may include intersection delay, corridor travel time, or other metrics. The data collection will be unique to each performance measure. Data analysis will be conducted for each corridor according to the selected performance measure. Travel time data will be reduced to the proper format for use in traffic operations and Level of Service (LOS) analysis. The output will summarize data for each corridor which shall include distance traveled, time duration, average speed, roadway class, speed limit of roadway segment and LOS.</p> <p>Schedule: July 2026 through June 2027</p> <p>Est. Cost: \$470,000 (FY26/27: \$245,000 + FY27/28: \$225,000)</p> <p>Fund Source: SU</p>
MetroPlan Orlando Multi-Resolution TSMO Modeling <i>(Federal Prioritization Process Pilot Program Grant, awarded in 2024)</i>	<p>Purpose: Provide a method and process to measure and prioritize TSM&O projects and strategies that are currently challenging to evaluate with traditional approaches.</p> <p>Key Tasks: Evaluate existing TSMO prioritization process; Develop multi-resolution modeling approach that incorporates performance metrics and real-time data for transportation planning; Leverage stakeholder engagement and allow community access to project selection criteria and prioritization, and benefits; Assess TSMO projects and ensure proportionate distribution of transportation benefits; Simulate and analyze the ability for TSMO projects to enhance connectivity between transportation modes and with regional networks; and Use updated model to simulate and analyze TSMO projects use in response to various special event scenarios and emergency management plans.</p> <p>Schedule: July 2026 to June 2028</p> <p>Est. Cost: \$2,000,000 (FY26/27 + FY27/28)</p> <p>Fund Source: Federal PPPP Grant (no local match requirement)</p>
Transportation Demand Management (TDM) Plan	<p>Purpose: Encourage use of sustainable modes of transportation through education and incentives.</p> <p>Key Tasks: Agency and public participation; Literature review to identify menu of TDM strategies and best practices; Document existing conditions and programs in the region + cost feasible projects that will support sustainable transportation options; Goal/Objective setting; Identify applicable strategies, funding sources and partners; Identify next steps, performance measures and process for evaluating progress.</p> <p>Schedule: July 2027 through June 2028</p> <p>Est. Cost: \$100,000 (FY27/28)</p> <p>Fund Source: SU</p>

Task 150 (TSM&O) Budget Table (150.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	SU Funds	PPPP	Total
Personnel (salary and benefits)	-	\$ 117,905	-	-	\$ 117,905
Consultant Services	-	-	\$ 1,445,000	\$ 1,175,000	\$ 2,620,000
Pass Through	-	-	-	-	-
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	\$ 24,515	-	-	\$ 24,515
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	-	\$ 142,420	\$ 1,445,000	\$ 1,175,000	\$ 2,762,420

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	SU Funds	PPPP	Total
Personnel (salary and benefits)	-	\$ 124,183	-	-	\$ 124,183
Consultant Services	-	-	\$ 1,535,000	\$ 600,000	\$ 2,135,000
Pass Through	-	-	-	-	-
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	\$ 25,291	-	-	\$ 25,291
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	-	\$ 149,474	\$ 1,535,000	\$ 600,000	\$ 2,284,474

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Task 160 – Data Development

Purpose

To collect and maintain an up-to-date inventory of planning data which includes, but is not limited to land use, travel patterns, travel mode, location-based service & connected vehicle data, transit ridership, socio-economic information and demographics for use in the MetroPlan Orlando's Geographic Information System (GIS) and travel demand forecasting databases. The MPO's data collection and analysis efforts are directly linked to the development of the MTP, Performance based project prioritization and Performance Measure monitoring and reporting.

Previous Work (160.1)

Work Item	Activity Date / Status
Highway system data provided by the FDOT and our partnering counties and cities was collected and maintained	Annually
Aviation activity data is routinely collected from the Greater Orlando Aviation Authority, the Sanford Airport Authority, and Kissimmee Gateway Airport	Annually
Location Based Service (LBS) and Connected Vehicle (CV) data for travel time performance monitoring and Transportation Planning Studies	Ongoing
Crash data indexing for safety performance monitoring	Ongoing
Bicycle and pedestrian exposure data for safety performance monitoring	Weekly Counts
GIS Technical Support for MTP implementation and Priority List	Ongoing

Required Activities and Products (160.2)

Activities and Products	Milestone / Target Date
Travel Time, Safety, Pavement, Bridge and Transit Assists data for annual performance report – Tracking the Trends	April 2027 April 2028
Traffic counts, crash statistics, air quality, facility inventories and other data that describes the operation of the existing transportation system and can be used to develop the annual performance monitoring report and the Metropolitan Transportation Plan	Ongoing
Collect bicycle and pedestrian counts monthly at locations with high active transportation usage	Ongoing
Congestion Management Plan Visualization & Dashboard	Ongoing
Provide value added services with traveler attribute and location-based service and connected vehicle data for Local Government Transportation Planning	June 2027 June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger
- Director of Finance and Administration – Jason Loschiavo
- Director of Transportation Systems Management & Operations – Eric Hill

Task 160 Consultant Scope of Services (160.3)

Consultant Service	Description
Annual Commercial Travel Data Acquisition	<p>Purpose: Provide travel time reliability and traffic data for CMP reporting and to support partner agency travel data needs for local and regional analyses.</p> <p>Key Tasks: Cellular and location-based service data acquired under license agreement using online portals. Data supports: Performance-based Planning and Monitoring, Origin-destination analyses; Network and segment-level performance evaluations; Estimation of non-motorized and vehicle traffic counts.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$728,492 (FY26/27: \$255,000 + FY27/28: \$473,492)</p> <p>Fund Source: SU</p>
MioVision Counts (Bike/Pedestrian video count/analysis)	<p>Purpose: Using specialized video cameras at temporary locations to count pedestrians and bicyclists along streets and paths. Counts are used to assess effectiveness of projects for mode shift and safety.</p> <p>Key Tasks: Processing, analyzing, and reporting pedestrian and bicyclist counts based on video feed uploaded to online portal.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$82,000 (FY26/27: \$40,000 + FY27/28: \$42,000)</p> <p>Fund Source: SU</p>
Signal4 Crash Database Subscription	<p>Purpose: Analyze crash data to perform safety studies and to support partner agency data needs for local and regional analyses.</p> <p>Key Tasks: Crash data and reports under license agreement. Data supports regional studies and network/segment level corridor studies.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$72,000 (FY26/27: \$36,000 + FY27/28: \$36,000)</p> <p>Fund Source: SU</p>
Citizen Crash Reduction through Analysis of Safety Hazards (CRASH) Subscription	<p>Purpose: Support regional planning and local governments in meeting transportation safety goals using cloud-based software as a service that leverages machine learning, natural language processing, and advanced data analytics.</p> <p>Key Tasks: Crash data, analysis and visualization reports under license agreement. Data supports regional and local studies and network/segment level corridor studies.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$264,000 (FY26/27)</p> <p>Fund Source: SU</p>

Task 160 (Data Development) Budget Table (160.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 57,274	-	\$ 57,274
Consultant Services	-	-	\$ 596,800	\$ 596,800
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 11,909	-	\$ 11,909
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 69,183	\$ 596,800	\$ 665,983

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	SU Funds	Total
Personnel (salary and benefits)	-	\$ 60,324	-	\$ 60,324
Consultant Services	-	-	\$ 555,182	\$ 555,182
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 12,286	-	\$ 12,286
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 72,610	\$ 555,182	\$ 627,792

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Task 170 – Special Studies

Purpose

To conduct special studies/technical tasks as requested and authorized by the MetroPlan Orlando Executive Director.

Previous Work (170.1)

Work Item	Activity Date / Status
Miscellaneous on-call Task Work Orders pertaining to Transportation and Land Use Planning, GIS Analysis and Mapping, Big Data and Travel Characteristic Assessment, Data Collection and Visualization, Presentation and Graphics Support, and Discretionary Grant Application Support.	Ongoing

Required Activities and Products (170.2)

Activities and Products	Milestone / Target Date
Task Work Orders for On-call Consultant Technical Support – including but not limited to transportation planning services, GIS analysis and mapping, data collection and travel characteristics assessment, presentation and graphics support, local agency technical support, and discretionary grant application assistance.	Executive Director Authorization
Vision Zero Safety Action Planning Activities funded under the 2024 Safe Streets and Roads for All (SS4A) Federal Discretionary Grant.	July 2026 through March 2028

Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger

Task 170 Consultant Scope of Services (170.3)

Consultant Service	Description
Miscellaneous Planning / On Demand Support	<p>Purpose: Provide MetroPlan Orlando and partner agency support with miscellaneous on-demand technical planning support as needed.</p> <p>Key Tasks: Data collection and analytics; Travel demand model support; Geographic information system (GIS) mapping and analysis; Stakeholder coordination and meeting/event support; Technical support to other transportation agencies; Discretionary Grant application preparation; Review and analysis of planning studies; Developing innovative solutions to address existing and future mobility issues.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$104,177 (FY26/27: \$4,177 + FY27/28: \$100,000)</p> <p>Fund Source: SU</p>
Safety Supplemental Planning: Increasing Momentum Toward Vision Zero in Central Florida (Federal SS4A Grant, awarded in 2024 and fully executed in January 2026)	<p>Purpose: Initiate implementation of near-term activities identified in the regional and local agency partner Safety Action Plans.</p> <p>Key Tasks: Supplemental planning activities include updates to the regional safety action plan, continued safety-focused public outreach, updates to crash database with enhanced data analytics and visualization; and conducting road safety audits/planning studies on identified high injury networks in the region.</p> <p>Schedule: July 2026 through March 2028</p> <p>Est. Cost: \$1,770,000 (FY26/27 + FY27/28)</p> <p>Fund Source: Federal SS4A Grant</p>

Task 170 (Special Studies) Budget Table (170.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	SU Funds	SS4A (FY 2026)	Total
Personnel (salary and benefits)	-	-	-	-
Consultant Services	-	\$ 4,177	\$ 1,370,000	\$ 1,374,177
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	-	-	-
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 4,177	\$ 1,370,000	\$ 1,374,177

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	SU Funds	SS4A (FY 2026)	Total
Personnel (salary and benefits)	-	-	-	-
Consultant Services	-	\$ 100,000	\$ 400,000	\$ 500,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	-	-	-
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 100,000	\$ 400,000	\$ 500,000

Task 180 – Multimodal Systems Planning

Purpose

To plan for and evaluate designated regional corridors and sub-areas within the metropolitan planning area for changes in development trends and mobility conditions and provide detailed strategies to implement the transportation policies of the MTP. To focus on improving safety in our region by focusing on fatal and serious injuries with special emphasis to vulnerable roadway users. To work with regional transit providers and MetroPlan Orlando Advisory Committees on priority transit projects. To encourage and integrate active and healthy communities through transportation planning. To increase safe and accessible options for multiple travel modes for people of all ages and abilities, this task also includes planning activities and funding to satisfy requirements for the 2.5% PL set aside, consistent with federal law [§ 11206(b)].

Previous Work (180.1)

Work Item	Activity Date / Status
Highway Systems Planning <ul style="list-style-type: none"> Context-Sensitive Project Policy and Implementation Review of Local Government’s Future Transportation Elements 	Ongoing
Freight & Goods Movement Planning <ul style="list-style-type: none"> Participation in Freight & Goods work led by FDOT Industry coordination and outreach. Freight needs/LOTTR analyses 	Ongoing
Transit Planning <ul style="list-style-type: none"> Coordination meetings with LYNX Member of the Regional Transit Working Group Participation of the SunRail Technical Advisory Committee and attendance at the Central Florida Commuter Rail Commission 	Ongoing
Bicycle & Pedestrian Planning <ul style="list-style-type: none"> Staff worked with the Best Foot Forward program to educate users on road safety issues. Research and Training on Bicycle facilities and usage 	Ongoing
Safety in Transportation Planning <ul style="list-style-type: none"> Safety Emphasis for Performance Based Prioritization Process Vision Zero Action Planning 	Ongoing
Health in Transportation Planning <ul style="list-style-type: none"> Health Strategic Plan (HSP) Staff participated in the Community Health Improvement Planning process for Orange, Osceola, and Seminole counties. Staff participated in monthly Community Health Improvement Board meetings with the Florida Department of Health-Orange County 	Ongoing
Air Quality reports to board and committees	Monthly / Ongoing
Regional NAAQS / Ozone Inventory with UCF	January 2024

Required Activities and Products (180.2)

Activities and Products	Milestone / Target Date
Implementation of and updates to MetroPlan Orlando's modal planning policies, project prioritization process, and congestion management process *	Annual / Ongoing
Participation and coordination in the development of the Florida Transportation Plan, and other state/district modal plans	Annual / Ongoing
Coordination on Transit Planning activities with LYNX and FDOT – to improve access and increase public transportation ridership *	Annual / Ongoing
Facilitate the TDLCB annual evaluation of the CTC	June 2027 June 2028
Coordination with Best Food Forward Program – to improve safety of bicyclists and pedestrians *	Annual / Ongoing
Coordination on regional trail, bicycle and pedestrian planning and implementation with local partners – to create a network of active transportation facilities *	Annual / Ongoing
Staff will continue to participate in the community health planning efforts led by the health departments in Orange, Osceola, and Seminole counties – to create a network of active transportation facilities and improve access to public transportation *	Annual / Ongoing
Air Quality Reports for Orange, Osceola and Seminole Counties	Annual / Ongoing
Regional Safety Action Plan: Implementation Planning Efforts *	June 2027 June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

* Planning Activity achieves the requirements for planning activities described in Section 11206, Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act [§ 11206].

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger
- Director of Regional Partnerships – Virginia Whittington

Task 180 Consultant Scope of Services (180.3)

Consultant Service	Description
Regional Safety Action Plan – Implementation Efforts	<p>Purpose: Continue implementation of key actions and strategies identified in MetroPlan Orlando’s regional Vision Zero Safety Action Plan.</p> <p>Key Tasks: Stakeholder / Public Engagement and Outreach Support; Prepare Educational Materials; Explore Grant and Funding Opportunities; Data Collection, Analysis and Visualization; Monitoring and Reporting; Review Policies and Propose Revisions; Research and Before-After Studies; Concept Planning and Safety Audits; Evaluate Countermeasures and Improvement Efforts.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$60,000 (FY26/27: \$10,000 + FY27/28: \$50,000)</p> <p>Fund Source: SU</p>
SunRail Station Parking Lot Study - Phase 1 (Needs and Next Steps)	<p>Purpose: Conduct study to analyze future parking needs, determine parking capacity, and complete an initial siting assessment to identify potential parcels for expansion.</p> <p>Key Tasks: Ridership forecasting; assessment of last-mile options; parking capacity analysis; preliminary siting assessment; draft/final documentation.</p> <p>Schedule: August 2026 through June 2027</p> <p>Est. Cost: \$100,000 (FY26/27)</p> <p>Fund Source: SU</p>
Annual Congestion Management Reporting with Online Data Visualization Dashboards	<p>Purpose: Track progress towards the Congestion Management Process (CMP) and enhance public access to information and visualization of transportation monitoring data while supporting partner agencies through improved data sharing and analytics.</p> <p>Key Tasks: Collection, assembly, and analysis of various data sources; CMP Monitoring and Ongoing Reporting; Updates to Online Data Viewer; Updates to Vision Zero Hub/Dashboards; Updates to Tracking the Trends Story Maps; Maintenance of existing and preparation of new online maps/dashboards.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$100,000 (FY26/27: \$50,000 + FY27/28: \$50,000)</p> <p>Fund Source: SU</p>
Transportation Research / White Papers	<p>Purpose: Position MetroPlan Orlando as a thought leader in the safety and transportation planning fields.</p> <p>Key Tasks: Literature reviews, key stakeholder outreach, draft/final documentation.</p> <p>Schedule: July 2026 through June 2028</p> <p>Est. Cost: \$180,000 (FY26/27: \$90,000 + FY27/28: \$90,000)</p> <p>Fund Source: SU</p>

Task 180 (Multimodal Systems Planning) Budget Table (180.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)*	SU Funds	Total
Personnel (salary and benefits)	-	\$ 965,510	-	\$ 965,510
Consultant Services	-	-	\$ 250,000	\$ 250,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 200,752	-	\$ 200,752
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 1,166,262	\$ 250,000	\$ 1,416,262

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)*	SU Funds	Total
Personnel (salary and benefits)	-	\$ 1,016,930	-	\$ 1,016,930
Consultant Services	-	-	\$ 190,000	\$ 190,000
Pass Through	-	-	-	-
Travel Expenses	-	-	-	-
Indirect Expenses	-	\$ 207,111	-	\$ 207,111
Supplies	-	-	-	-
Equipment	-	-	-	-
Other Direct Expenses	-	-	-	-
Total:	-	\$ 1,224,041	\$ 190,000	\$ 1,414,041

* These funds satisfy the federal requirements for the minimum 2.5% PL set aside [§ 11206(b)]. The total amount of funds estimated to be used by the MetroPlan Orlando for these planning activities for FY 26/27 is \$100,000 of \$3,823,871 PL (2.61% of FY 26/27 PL allocation), and for FY 27/28, is \$100,000 of \$3,823,871 PL (2.61% of FY 27/28 PL allocation).

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Task 200 – LYNX Planning Activities

Purpose

To conduct basic planning studies needed to assist in further implementation of transit service development in the Metropolitan Planning Area, using FTA Section 5305, 5307, 5309 and 5339 funds with local match and CTD funds.

Previous Work (200.1)

Work Item	Activity Date / Status
Monthly coordination meetings with LYNX, FDOT, and MPO staff	Ongoing
Transit Monitoring Reports	Annually
LYNX Origin & Destination Studies (Annual)	Annually
Transit Asset Management (TAM) Planning	Annually
LYNX Transportation Disadvantaged Service Planning	Annually
LYNX Transit Development Planning	Annually
LYNX Origin & Destination Studies (Annual)	Annually
Southern Operations Base: Title VI Assessment	Complete: April 2024
Bus Stop Design Guide	Complete: September 2024
Pine Hills Transfer Center: Service Change & Public Outreach	Complete: December 2024
Human Service Transportation Plan (HSTP)	Complete: February 2025
ADA Transition Plan	Complete: June 2025
LYNX Sustainability and Resilience Plans	Complete: June 2025
Customer Satisfaction Survey (Systemwide)	Complete: June 2026

Required Activities and Products (200.2)

Activities and Products	Milestone / Target Date
Monthly coordination meetings with LYNX, CFCRC, FDOT, and MPO staff	Ongoing (June 2028)
County Transit Plan for Orange County	December 2026
Intermodal Transit Planning	July 2026 – June 2028
Note: See following table for Consultant Scope of Services and Schedule for support activities identified in this task.	

Responsible MPO Staff

- Executive Director – Gary Huttman
- Director of Transportation Planning & Development – Alex Trauger
- Director of Regional Partnerships – Virginia Whittington

Note: This task also includes the active participation and responsibility of LYNX staff for Transportation Disadvantaged (TD), FTA (5307/5309) and FHWA (PL) Consolidated Planning Grant funds.

Task 200 Consultant Scope of Services (200.3)

Consultant Service	Description
LYNX Orange County Transit Plan Update <i>(Completion of study initiated in FY 25/26 UPWP)</i>	<p>Purpose: LYNX seeks to update and refine existing transit plans developed for Orange County to support County transportation initiatives, to reflect the changes in the mobility needs, service prioritization, LYNX Board and County Commission priorities, and update cost estimates based on latest available data.</p> <p>Key Tasks: Presentation and Meeting Support; Refinement of Orange County Transit Plan (from 2024); Update the phasing of transit projects and services from the plan; Update the implementation plan for the transit projects and services; Identify cross-county service impacts to Transit Plan to support the subsequent updates to county plans.</p> <p>Schedule: July 2026 – December 2026</p> <p>Est. Cost: \$11,000 (FY26/27)</p> <p>Fund Source: PL</p>

Task 200 (LYNX Planning Activities) Budget Table (200.4)

Estimated Budget Detail for FY 2027

Budget Category / Description	Local	FHWA (PL)	TD Funds	LYNX 5307/5309	Total
Personnel (salary and benefits)	-	-	-	-	-
Consultant Services	-	\$ 11,000	-	-	\$ 11,000
Pass Through	-	\$ 400,000	\$ 80,000	-	\$ 480,000
LYNX Budget	-	-	-	\$ 50,650,000	\$ 50,650,000
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	-	-	-	-
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	-	\$ 411,000	\$ 80,000	\$ 50,650,000	\$ 51,141,000

Estimated Budget Detail for FY 2028

Budget Category / Description	Local	FHWA (PL)	TD Funds	LYNX 5307/5309	Total
Personnel (salary and benefits)	-	-	-	-	-
Consultant Services	-	-	-	-	-
Pass Through	-	\$ 350,000	\$ 80,000	-	\$ 430,000
LYNX Budget	-	-	-	\$ 50,650,000	\$ 50,650,000
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	-	-	-	-
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	-	\$ 350,000	\$ 80,000	\$ 50,650,000	\$ 51,080,000

Table 1 - Agency Participation

Funding Source Contract Fiscal Year Total Budget	Local		FHWA		CTD		SS4A2		PPPP		LYNX		CFMPOA Transfers In (CPG)	
	FY 2027	FY 2028	FY 2027	FY 2028	FY 2027	FY 2028	FY 2027	FY 2028	FY 2027	FY 2028	FY 2027	FY 2028	FY 2027	FY 2028
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Task 100 - Administration & Management														
Personnel (salary and benefits)	\$ 554,440	\$ 601,266	\$ 1,007,900	\$ 1,041,364	\$ 29,631	\$ 31,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 145,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 69,755	\$ 76,375	\$ -	\$ -	\$ 1,885	\$ 1,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 622,449	\$ 428,549	\$ -	\$ -	\$ 5,404	\$ 5,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 104,732	\$ 112,067	\$ 209,565	\$ 212,087	\$ 6,080	\$ 6,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 41,000	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 87,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Fees	\$ -	\$ -	\$ 27,000	\$ 28,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,624,376	\$ 1,311,257	\$ 1,244,465	\$ 1,281,551	\$ 43,000	\$ 45,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 110 - Public Outreach														
Personnel (salary and benefits)	\$ -	\$ -	\$ 375,732	\$ 406,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 406,000	\$ 417,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 28,500	\$ 28,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 78,123	\$ 82,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 434,500	\$ 445,600	\$ 453,855	\$ 489,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 120 - Transportation Improvement Program														
Personnel (salary and benefits)	\$ -	\$ -	\$ 56,576	\$ 59,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 269,023	\$ 234,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 11,763	\$ 12,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 500	\$ 500	\$ 337,362	\$ 306,543	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 130 - Metropolitan Transportation Plan														
Personnel (salary and benefits)	\$ -	\$ -	\$ 83,239	\$ 87,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 435,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 17,308	\$ 17,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 535,547	\$ 490,524	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 140 - Regional Activities														
Personnel (salary and benefits)	\$ 226,639	\$ 240,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,554	\$ 23,636
Consultant	\$ -	\$ -	\$ 167,800	\$ 79,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550	\$ 1,550
Indirect Expenses	\$ 47,126	\$ 48,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,896	\$ 4,814
Sub Total	\$ 273,765	\$ 288,954	\$ 167,800	\$ 79,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Task 150 - Transportation Systems Management & Operations														
Personnel (salary and benefits)	\$ -	\$ -	\$ 117,905	\$ 124,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 1,445,000	\$ 1,535,000	\$ -	\$ -	\$ -	\$ -	\$ 1,175,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 24,515	\$ 25,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 1,587,420	\$ 1,684,474	\$ -	\$ -	\$ -	\$ -	\$ 1,175,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Task 160 - Data Development & Management														
Personnel (salary and benefits)	\$ -	\$ -	\$ 57,274	\$ 60,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 596,800	\$ 555,182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 11,909	\$ 12,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 665,983	\$ 627,792	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 170 - Special Studies														
Consultant	\$ -	\$ -	\$ 4,177	\$ 100,000	\$ -	\$ -	\$ 1,370,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 4,177	\$ 100,000	\$ -	\$ -	\$ 1,370,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 180 - Multimodal Systems Planning														
Personnel (salary and benefits)	\$ -	\$ -	\$ 965,510	\$ 1,016,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 250,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ 200,752	\$ 207,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 1,416,262	\$ 1,414,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 200 - LYNX Planning Activities														
Consultant	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pass Through	\$ -	\$ -	\$ 400,000	\$ 350,000	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LYNX Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,650,000	\$ 50,650,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 411,000	\$ 350,000	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 50,650,000	\$ 50,650,000	\$ -	\$ -
TOTAL PROGRAMMED	\$ 2,333,141	\$ 2,046,311	\$ 6,823,871	\$ 6,823,871	\$ 123,000	\$ 125,390	\$ 1,370,000	\$ 400,000	\$ 1,175,000	\$ 600,000	\$ 50,650,000	\$ 50,650,000	\$ 30,000	\$ 30,000

Table 2 - Funding Sources

Contract	Funding Source	Source Level			FY 2027 Funding Source				FY 2028 Funding Source			
			FY 2027	FY 2028	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
Local	Local	Local	\$ 2,333,141	\$ 2,046,311	\$ -	\$ -	\$ -	\$ 2,333,141.00	\$ -	\$ -	\$ -	\$ 2,046,311.00
		Local Local TOTAL	\$ 2,333,141	\$ 2,046,311	\$ -	\$ -	\$ -	\$ 2,333,141	\$ -	\$ -	\$ -	\$ 2,046,311
	FHWA	PL	\$ 3,823,871	\$ 3,823,871	\$ 843,370.55	\$ 3,823,871.00	\$ -	\$ -	\$ 843,370.55	\$ 3,823,871.00	\$ -	\$ -
		SU	\$ 3,000,000	\$ 3,000,000	\$ 661,662.39	\$ 3,000,000.00	\$ -	\$ -	\$ 661,662.39	\$ 3,000,000.00	\$ -	\$ -
		FHWA TOTAL	\$ 6,823,871	\$ 6,823,871	\$ 1,505,033	\$ 6,823,871	\$ -	\$ -	\$ 1,505,033	\$ 6,823,871	\$ -	\$ -
	SS4A2	Federal	\$ 1,096,000	\$ 320,000	\$ -	\$ 1,096,000.00	\$ -	\$ -	\$ -	\$ 320,000.00	\$ -	\$ -
		Local	\$ 274,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 274,000.00	\$ -	\$ -	\$ -	\$ 80,000.00
		SS4A2 TOTAL	\$ 1,370,000	\$ 400,000	\$ -	\$ 1,096,000	\$ -	\$ 274,000	\$ -	\$ 320,000	\$ -	\$ 80,000
	PPPP	Federal	\$ 1,175,000	\$ 600,000	\$ -	\$ 1,175,000.00	\$ -	\$ -	\$ -	\$ 600,000.00	\$ -	\$ -
		PPPP TOTAL	\$ 1,175,000	\$ 600,000	\$ -	\$ 1,175,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -
	CTD	State	\$ 123,000	\$ 125,390	\$ -	\$ -	\$ 123,000.00	\$ -	\$ -	\$ -	\$ 125,390.00	\$ -
		CTD TOTAL	\$ 123,000	\$ 125,390	\$ -	\$ -	\$ 123,000	\$ -	\$ -	\$ -	\$ 125,390	\$ -
	LYNX 5307/5309	Federal	\$ 50,650,000	\$ 50,650,000	\$ -	\$ 50,650,000.00	\$ -	\$ -	\$ -	\$ 50,650,000.00	\$ -	\$ -
		LYNX 5307/5309 TOTAL	\$ 50,650,000	\$ 50,650,000	\$ -	\$ 50,650,000	\$ -	\$ -	\$ -	\$ 50,650,000	\$ -	\$ -
Transfers In (CPG)	CFMPOA	MetroPlan Orlando (Local)	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Space Coast TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		River to Sea TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Ocala/Marion TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Lake/Sumter MPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Polk TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		CFMPOA Transfers In (CPG) TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
TOTAL			\$ 11,855,012	\$ 10,025,572	\$ 1,505,033	\$ 9,124,871	\$ 123,000	\$ 2,607,141	\$ 1,505,033	\$ 7,773,871	\$ 125,390	\$ 2,126,311

Appendices

- A. Resolution
- B. Certifications and Assurances
- C. Cost Allocation
- D. Travel Policy
- E. State Planning Activities
- F. Draft UPWP Comment and Responses
- G. CFMPOA Interlocal Agreement

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Appendix A – Resolution

**APPROVAL OF THE DRAFT FY 2026/2027 and FY 2027/2028
UNIFIED PLANNING WORK PROGRAM FOR SUBMISSION FOR REVIEW AND COMMENT WITH
AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE THE APPROPRIATE FEDERAL
AUTHORIZATIONS AND ASSURANCES AND SUBMIT AND EXECUTE GRANT APPLICATIONS AND EXECUTE
THE GRANT CONTRACTS WHEN AWARDED; APPROVE THE LINE ITEM BUDGET AND TRANSFER OF LINE
ITEM FUNDS WITHIN A UPWP TASK AND DEPARTMENTS; AUTHORIZE ADVERTISING OF BUDGETED
CONTRACTUAL/CONSULTING SERVICES; AUTHORIZE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE
REGULAR BILLINGS FOR COSTS INCURRED AGAINST UNIFIED PLANNING WORK PROGRAM TASK
ELEMENTS ON BEHALF OF METROPLAN ORLANDO**

WHEREAS, the Orlando Urban Area Metropolitan Planning Organization (MPO), d.b.a. MetroPlan Orlando, is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Orlando and Kissimmee Urbanized Areas; and

WHEREAS, Florida Statutes 339.175 (8), and 23 CFR 450.314 require metropolitan planning organizations develop an annual Unified Planning Work Program (UPWP) for the purpose of programming, scheduling and managing the metropolitan planning activities for the program year; and

WHEREAS, the Florida Department of Transportation requires MPOS to develop a two-year UPWP; and

WHEREAS, a UPWP and budget has been developed for Fiscal Years 2026/2027 and 2027/2028, said fiscal years being from July 1, 2026 through June 30, 2027 and July 1, 2027 through June 30, 2028; and

WHEREAS, the draft Fiscal Years 2026/2027 and 2027/2028 UPWP is to be reviewed and commented upon by the Florida Department of Transportation and the various federal agencies and the review comments are to be addressed by the MPO, approved, and submitted by May 15, 2026; and

WHEREAS, the MetroPlan Orlando board will take action on the final Fiscal Years 2026/2027 and 2027/2028 UPWP at the scheduled May 13, 2026 meeting;

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the draft Fiscal Years 2026/2027 and 2027/2028 Orlando Urban Area UPWP are approved and authorized to be submitted to the Florida Department of Transportation and the appropriate Federal agencies for review and comment and that the Executive Director is authorized to execute all appropriate Federal authorizations and assurances to support this document, submit and execute grant applications, contract awards and other documents relating to the receipt of grant funding; that the line item budget and transfer of line item funds within a UPWP task and Departments is approved; advertising of budgeted contractual/consulting services are approved; and that the Executive Director is authorized to sign and execute regular billings for costs incurred against Unified Planning Work Program Task elements on behalf of MetroPlan Orlando.

CERTIFICATE

The undersigned, duly qualified serving in the role as chair of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Commissioner Christine Moore, Chair

Passed and duly adopted by the MetroPlan Orlando Board at its meeting on March 11, 2026

ATTEST:

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary

Appendix B – Certifications & Assurances

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 MetroPlan Orlando 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 MetroPlan Orlando 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: Gary Huttman
Title: Executive Director

March 11, 2026
Date

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the MetroPlan Orlando that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the MetroPlan Orlando, 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 MetroPlan Orlando 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: Gary Huttman
Title: Executive Director

March 11, 2026

Date

It is the policy of the MetroPlan Orlando 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 MetroPlan Orlando, 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 MetroPlan Orlando, in a non-discriminatory environment.

The MetroPlan Orlando 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: Gary Huttmann
Title: Executive Director

March 11, 2026

Date

Pursuant to Section 9 of US DOT Order 1050.2A, the MetroPlan Orlando 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 MetroPlan Orlando 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: Gary Huttmann
Title: Executive Director

March 11, 2026

Date

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.

- (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)

Appendix C – Cost Allocation

Indirect cost rate is currently undergoing negotiation. An updated agreement will be added when available.

Requested Indirect Rate: 55.51%



Cost Allocation Plan

FISCAL YEARS 2027 & 2028

INTRODUCTION

SCOPE

Indirect costs are those costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. In order to recover indirect costs, organizations such as MetroPlan Orlando must prepare cost allocation plans (CAPs) and maintain them on file for review and, if requested, submit them to the Federal or State cognizant agency, or directly to the Grantor(s) if requested, for indirect cost negotiation for approval. The following report explains our indirect cost plan and contains documentation for that system's basis. Organizations such as MetroPlan Orlando, by their nature, experience many accounting complexities. During the fiscal year, new grants may be added which were not included in the original budget. Some grants have fiscal years that do not correspond to MetroPlan Orlando's fiscal year. Problems such as these make the drawing of an overall budget difficult and complicate the bookkeeping process since some costs must be carried over more than one fiscal year to enable MetroPlan Orlando to report the grant expenditures correctly. It also causes many difficulties in the allocation of expenses. Since MetroPlan Orlando's financial makeup is based entirely on grants, matching funds, and partnership funds, the general overhead costs of maintaining the office must be shared by all sources of income.

2 CFR §200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" known as the "Uniform Guidance" defines, among other things, the cost accounting policies associated with the administration of Federal awards by non-profit organizations, states, local governments, and Indian tribal governments. Federal awards include Federal programs and cost-type contracts and may be in the form of grants, contracts, and other agreements. 2 CFR §200 indicates indirect costs of metropolitan planning organizations (MPOs) and local governments are allowable if supported by a cost allocation plan and indirect cost proposal approved in accordance with the provision of the 2 CFR §200. The cost allocation plan and indirect cost proposal shall be updated during each UPWP cycle and retained by the MPO or local government, unless requested to be submitted to the Federal cognizant or oversight agency for negotiation and approval, for review at the time of the audit required in accordance with the 2 CFR §200.

OBJECTIVE

One of the objectives of 2 CFR §200 is to establish principles for determining the allowable costs incurred by state, local, Federally-recognized and Indian tribal governments under grants, cost reimbursement contracts, and other agreements with the Federal Government. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal or other governmental unit participation in the financing of a particular program or project. The principles are designed to provide that Federal awards bear their fair share of costs recognized under these principles, except where restricted or prohibited by law. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with the relative benefit received. Direct costs are those that can be identified specifically with a particular final cost objective. 2 CFR §200 provides means by which all grants may be charged a portion of those costs which are necessary to the operation of an organization but cannot be specifically identified as a cost of those grants. Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Indirect costs generally include general administrative costs such as the executive director's office, general accounting, payroll, etc., and facility costs such as rental costs and operations and maintenance costs that are not treated

as direct costs. This document provides for the establishment of a “cost pool” where indirect costs may be accumulated and then prorated to various cost objectives on a reasonable and equitable basis. All direct costs will be charged directly to the appropriate cost objective, and the indirect costs will be accumulated in an account called the “Indirect Cost Pool.” Within this cost pool, expenses will be broken down by selected items of cost. Through the indirect cost rate, these indirect costs are prorated back to the cost objectives.

A cost allocation is simply a process which sets out the projected direct costs, the projected indirect costs, and the projected base for allocation of these costs, thus arriving at an indirect cost rate for those costs. By using an indirect cost pool, the total cost of the pool for the year is related to the total base for the year and assures all funding sources of their share regardless of when the program took place or when certain overhead charges were incurred during the year. The result is a distribution to all programs operating in the agency during the year on the same basis. Cost allocation amounts and distribution rates are negotiated and approved at the beginning of a two-year UPWP cycle based on budgeted amounts. Positive or negative adjustments are made for each UPWP cycle to account for prior UPWPs’ over allocated or under allocated amounts. Cost allocation locks enable the organization to finalize allocation amounts for a program when the program ends and to direct any adjustment in amounts to other allowed programs or to general operating local funds. The agencywide audit can test the pools and test the allocations. The organization's indirect cost rate is a ratio between total indirect costs and the direct personnel costs (salary, leave and fringe benefits). The organization has chosen personnel costs as the basis for proration because man hours for a particular project or task requires additional resources for that particular project or task. Our organization has only one major function, transportation planning, with all functions and products grant-eligible and personnel-intensive. This allocation method most appropriately charges the cost to the particular cost objective in accordance with the relative benefit received. All capital, all grant-ineligible or unallowable costs and all travel costs are charged to local general operating funds as direct costs.

This Cost Allocation Plan should provide a fair and equitable method for allocating indirect costs.

DIRECT VS. INDIRECT POLICY STATEMENT

The policy for determining which costs are direct and which are indirect is dependent on the definition contained in 2 CFR §200. Indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Using this basic principle, determination can be made for each expense.

PERSONNEL COSTS

Using the timesheet as a tool, time worked on any specific grant can be charged as a direct cost to that grant by using each employee’s chargeable rate. All staff time is directly charged under this method. However, it is possible that there may be some job functions that cannot be charged to a specific program because the time expended is of benefit to all the programs in general and so should be considered indirect. Temporary contractual labor occasionally used to cover for temporary receptionist and secretarial absences may fall in this category and be charged to programs on an indirect basis. Indirect personnel costs are charged to the Indirect Cost Pool and charged out along with other indirect expenses. Other temporary contractual labor used to staff a permanent position vacancy is charged directly to the task on which they work, the same as the permanent position staff would charge their time.

At some future time, some of the work in the administrative category such as a portion of the work performed by the Executive Director; some of the time of the Director of Regional Partnerships; most duties of the Finance Department members; some secretarial and community relations personnel costs, where not directly chargeable to a specific grant, may be charged to programs on an indirect basis as well. Presently all of this is charged as a direct cost to local general operating funds when not specifically allocable to a specific grant.

FRINGE BENEFITS

Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages and include employer expenses for Social Security, Medicare, worker compensation insurance, pension, health, dental, vision, disability and term life insurance, unemployment insurance benefits, and personal and holiday leave time as required by the personnel policy. Personal leave is accrued as earned and charged to the appropriate program based on total regular salaries. All other fringe costs are accumulated in a fringe benefit cost pool and allocated based on total salary and leave costs.

PENSION COSTS

Pension costs, a set percentage of salary under a defined contribution plan, are accrued as earned and charged to the fringe benefit cost pool. All pension costs are funded bi-weekly. Forfeitures due to non-vested terminations serve to reduce the current year's contribution.

RENT

All rent for office space and parking for employees is charged as an indirect cost. All the common areas, such as hallways, storage areas and reception area, and the use of conference or meeting rooms, are fragmented and indirect by nature. Space used by planners is indirect because the use increases directly with increases in the number of personnel performing planning functions, and most planners work on some phase of all grants. Finance, administrative and marketing personnel are all support staff to all members of the organization and, thus, space occupied by them is chargeable to all grants.

Rent that is paid for any other purpose, such as parking validation stickers or occasional rental of City parking spaces or other facilities, is charged out to local funds as a direct cost to general office operations expense.

AUDIT

An annual audit by an independent CPA firm is a requirement of the organization and is for the general benefit of all programs. The audit fee is either charged to local general operating funds as a direct charge; prorated to grants and/or local fund sources on the basis of the dollar amount of expenditures of the grant to total dollar amount of expenditures for the organization times the total audit cost for the period audited; or charged to the grant which most directly requires a Single Audit, usually the FHWA Planning grant. Staff personnel costs associated with the audit are charged directly to local general operating funds and grants.

COMPUTER OPERATIONS

Annual license fees, maintenance contracts for accounting software applications, Internet access, website fees, and e-mail accounts are charged as indirect costs through the indirect cost pool. Computer support on the LAN is charged to the indirect pool, as the servers are used by all staff. Since the indirect pool is spread based on personnel costs, this, in effect, spreads these costs based on usage of the system. Purchase of

computer hardware equipment, software/programs, etc., are charged as direct costs to local general operating funds.

DUES AND MEMBERSHIPS

Dues and memberships for the organization at large are charged directly to the applicable grant or local fund task item where applicable. For example, the membership dues for the organization at large to the American Public Transportation Association could be charged to the grant-related task line item, while the dues to a local chamber of commerce, or any dues for an individual membership, would be paid as a direct charge from local funds to a line item.

LEGAL FEES

Legal fees related to administration of the program, attendance at Board meetings, advice on contracts and issues are charged as direct costs to local general operating funds. Costs may be charged directly to a task item as appropriate based on direct hours charged, for example, review of a contract award for a particular service.

SEMINARS AND CONFERENCE REGISTRATIONS

The costs of seminars and conference registrations and training for employee development are either charged as direct costs to the local general operating funds or may be charged to the appropriate related grant.

PENSION ADMINISTRATION

The annual cost charged by the pension administrator should be applied as an indirect cost and spread to all grants based on the salary, leave and fringe charged to that grant. Under our current plan, there are no employer administrative costs, as we have a defined contribution plan, and these administrative costs are passed through to the individual. However, should management incur other administrative costs, such as professional assistance for actuarial or IRS issues, these may be charged as indirect.

COMPUTER SOFTWARE

The purchase of computer software is charged to local general operating funds as a direct cost.

PASS-THROUGH EXPENSE

Pass-through funds are expenditures listed in the Unified Planning Work Program as direct awards to subrecipients for particular task items and are charged accordingly as direct costs in the applicable grants.

CONSULTANTS

Consultant costs are directly charged to the task item in the grant as budgeted for the service provided.

REPAIR AND MAINTENANCE

General repair and maintenance of equipment and leasehold improvements are charged as direct costs to local general operating funds.

ADVERTISING/PUBLIC NOTICE

Public notice advertising is charged directly to the task item based on the charge for the subject of the advertisement.

PROMOTIONAL ACTIVITIES EXPENSE

Recognition plaques for citizens, Committee and Board members, and promotional items are charged as direct costs to local general operating funds only.

CONTRIBUTIONS

Contributions are charged only to local general operating funds as direct costs after approval of the contribution by the MetroPlan Orlando Board. These are never charged to grants.

EDUCATION REIMBURSEMENT

Full-time, permanent employees are allowed reimbursement for job-related educational courses, limited to three courses per term after successful completion with a passing grade of "C" or equivalent. These costs are charged as direct costs to local general operating funds only.

IN-KIND SERVICE

The value of donated services of technical and professional personnel may be used to meet cost sharing or matching requirements when allowed under the specific grant document. When used, this shall be charged as a direct cost based on salary and fringe benefit cost as allowed under the grant, with a portion of the indirect cost pool allocated proportionately.

OTHER MISCELLANEOUS EXPENSE

This category is used for expenditures which do not fit any of the above or below categories. Charges will be as a direct cost to local general operating funds.

BOOKS, PUBLICATIONS AND SUBSCRIPTIONS

This expense line item is for charging generally direct costs, most of which are from local funds. The maintenance of a library is for general use of the entire organization and the public and is accessible to anyone, thus making these charges Community Outreach eligible costs. Journals from various organizations are for the benefit of the entire organization. However, any dues, publications or subscriptions that are limited to the needs of a specific grant would be directly charged to that grant. Also included in this expense line item is the Organization's cable subscription, which is charged directly to Local operating funds.

EQUIPMENT MAINTENANCE

The organization's machine rental and maintenance expenditures are covered under maintenance contract agreements. This expense covers rental on any temporary equipment, operating leases on all copier equipment, mail machine and maintenance on all office and audio/visual equipment. This maintenance does not increase the value or appreciably extend the life of the equipment, but rather keeps it in good operating condition. The maintenance of office equipment benefits everyone in general, and it would be impossible to calculate each grant's use of some of the various pieces of equipment. Thus, this is charged through the indirect cost pool. Due to the immateriality of the cost of copies and current postage usage, all copier and postage charges from leased equipment are charged to the indirect cost pool.

OFFICE SUPPLIES

By their nature, office supplies are consumable expenses that are not readily assignable to a specific grant because of a disproportionate amount of time involved to determine each program's use. Many of the supplies

used also benefit all the programs in general. This account code includes pens, toner, copier paper, letterhead, etc. Most are charged as direct costs to local funds due to the difficulty in allocating to grants. A percentage of copier paper for large jobs, such as copy paper for printing the UPWP, and an estimated amount for each standing committee's agenda packets is charged to the appropriate line item in a grant. This also includes the cost of refreshments for public or committee meetings, which are paid from local funds only.

GRAPHIC PRINTING/BINDING

Some graphic supplies are purchased as general office supplies above. Supplies purchased for use on a specific program are charged as a direct expense to that program, i.e., custom covers for a particular publication such as the Transportation Improvement Program. This account is generally for out-of-house graphic printing and binding. Printing for a specific program is a direct charge and is determined by actual cost, for example, the Annual Report. Some printing is for general benefit (i.e., general office forms) and is charged to local general operating funds.

TELEPHONE

The monthly service charges for VOIP services and cell phones are considered indirect, both because they are not readily assignable and because there is a large part of this cost which is for all programs in general (for instance, phones used by administration, staff assistants, public affairs personnel, etc.).

POSTAGE

Most postage charges are considered direct costs and are charged to the appropriate fund. Some postage is for general use, such as administrative correspondence, vendor payables, purchase orders, etc., which is charged to local general operating funds but could be charged through the indirect cost pool in the future.

TRAVEL

This expense is charged as a direct cost to local general operating funds only.

INSURANCE AND BONDING

This expense covers General Liability/Fire and Casualty policies and bonding costs, etc. These policies are maintained for the general benefit of the organization and are indirect expenses, except for the charges related to the elimination of recourse endorsement on the fiduciary liability policies for the Organization's pension and deferred compensation plan policies, which are charged to local general operating funds. Worker compensation expense is charged through the fringe benefit cost pool.

INTEREST EXPENSE

Under GASB Statements 87 (Leases) and 96 (Subscription-based information technology arrangements), most leases that meet a capitalization threshold must be capitalized on the balance sheet as an asset of the organization and an amortization schedule must be maintained to reduce the asset over the life of the lease. Because of this requirement, MetroPlan Orlando accounts for the principal portion of each lease payment under Principal – Leased Assets while the interest is accounted for under Interest Expense. Because all the leased property and equipment are charged as indirect expenses, the interest portion of those expenses are also charged as indirect expenses as allowed by 2 CFR 200.449.

CONTRACTUAL & TEMPORARY SERVICES

Contractual temporary employment expenses are charged as direct costs to the appropriate grant or to local general operating funds when possible and are discussed under Personnel Costs above. All other contractual expenses are direct charges to the appropriate grant or to local general operating funds as direct costs.

EQUIPMENT AND FURNITURE

Fixed assets with a purchase price greater than \$2,500 are purchased by the organization from local general operating funds and expensed to the Equipment and Furniture account. Purchase costs are recovered from the projects by a generally accepted method of depreciation, which is charged directly to a local operating line item. Almost all assets purchased fall into this group. Where the asset is required for a particular project (example: a tradeshow exhibit for use in Community Outreach activities), the depreciation or use charges may be charged directly to that project using local funds, over an appropriate life/project period. Assets having general usage, such as desks, chairs, computers, and file cabinets, may in the future be depreciated through the indirect pool using a generally accepted method of computing depreciation or usage charge. There is no intent to convert to a usage charge in the near future, but should future budgets dictate, we wish to maintain the option.

CONTINGENCY

Contingency is for local general operating funds only and is used for unexpected budgetary needs during the year, providing an available cash reserve for emergencies or unexpected projects.

COMMUNITY RELATIONS SPONSORSHIPS

This account is used for monetary support of various community-related events, expos, conventions, etc. All such sponsorships are charged as direct costs to local general operating funds.

SMALL TOOLS/OFFICE MACHINERY

This account is used to account for non-capitalized equipment and tools, and these purchases are charged as direct costs to local general operating funds.

(Remainder of page intentionally left blank)

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated March 11, 2026, to establish cost allocations or billings for Fiscal Years 2026-2027 and 2027-2028 are allowable in accordance with the requirements of 2 CFR §200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit:

MetroPlan Orlando

Signature:



Name of Official:

Jason S. Loschiavo, CPA

Title:

Director of Finance and Administration

Date of Execution:

March 11, 2026

Approved:



Gary Huttmann

Executive Director

Appendix D – Travel Policy

Board Minutes Approving Travel Policy
<https://metroplanorlando.gov/wp-content/uploads/2022-09-14-MPO-Board-Minutes.pdf>

TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES TO IMPLEMENT PURCHASING POLICY 7 D

TRAVEL AND TRAINING REGULATIONS

MetroPlan Orlando's travel policy applies to all board members, appointed officials, advisory board members, employees, interns, and other authorized officials traveling on official business paid for by MetroPlan Orlando.

Appointed officials, advisory board members, employees, and other authorized officials traveling on official business for MetroPlan Orlando are expected to use reasonably priced lodging accommodations and are required to use economy or tourist class air travel fares. Under no circumstances are travelers on MetroPlan Orlando business permitted to accept *gratuitous* upgrades to first class if the situation would conflict with the Code of Conduct Policy in Section 7.0 of the employee handbook. Meals, tips and lodging must be reasonable in relation to the area visited, and reimbursement will be limited to a reasonable allowance.

Preplanning by management to obtain advanced registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.

Travel, whether by public transportation, privately-owned automobile, or a for-hire conveyance, shall be over the most direct, practicable route. Any deviations from a direct route must be explained on the travel form.

TRAVEL AUTHORIZATION

The Board Chairperson, or Vice Chair in his/her absence, must authorize travel of the Executive Director. The Board must authorize all travel by any board members, all committee members, and all community representatives, including but not limited to the Community Advisory Committee (CAC), Technical Advisory Committee (TAC), Municipal Advisory Committee (MAC), Transportation System Management & Operations Advisory Committee (TSMO), Transportation Disadvantaged Local Coordinating Board (TDLCB) members. The authorizing official for each employee traveling for the benefit of MetroPlan Orlando shall be the Executive Director. All travel will be authorized in advance by the appropriate authority. The number of individuals traveling to any one event shall be monitored and limited to provide for sufficient coverage of the event while maintaining continuing educational opportunities for staff and for benefit of the Organization. All such travel must comply with all policies stated herein.

Out of state conferences – Attendance at an out of state conference will be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. An exception can be made for a second (2) staff member to attend if they are part of a committee, panel, or presentation. Out of state conferences will not be used for certification maintenance only. Department directors may also consider seniority and request dates in their decision.

In state conferences - Attendance at an in state conference may or may not be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or

providing a presentation; who has not attended a conference in the fiscal year; and/or needs continuing professional education to maintain certification. Department directors may also consider seniority and request dates in their decision.

It is strongly encouraged that continuing professional education for certification maintenance be satisfied with local events and trainings.

Travel during work hours and/or at the Organization's expense outside of our service area (Orange, Seminole, and Osceola Counties) will be authorized in advance of travel. Specific expenses and/or conditions of travel must be authorized by the designated official as described below:

- a. Car rental.
- b. Use of privately-owned vehicle in-state.
- c. Training to maintain professional certification or license, i.e., Continuing Professional Education (CPE).
- d. To hold a position in a professional organization for which travel to meetings is required.
- e. Technical training necessary to complete the job assignment.
- f. General training for job performance enhancement.
- g. Waiver of reimbursement agreement.
- h. Entertainment expenses.

In the event of an emergency situation when the employee cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the employee's return to work.

TRAVEL/TRAINING GUIDELINES

All travel covered by this policy must be for the direct benefit of MetroPlan Orlando. A direct benefit to the Organization will promote the purposes of the Organization or will provide for training opportunities through continuing professional education; new technological and management training; or represent the interest of the Organization at Board and committee meetings of an organization in which the employee was authorized to hold an office. Accordingly, all employees and Board members are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel Reimbursement Form and initiate a billing through the Department of Finance and Administration to the agency immediately upon return to work. A copy of the billing must accompany the final reconciliation submitted to the Department of Finance and Administration, and collection is the responsibility of the traveler.

PRIOR/POST-TRAVEL ACCOUNTABILITY

Although travel costs have been included in MetroPlan Orlando's budget, officials and employees shall obtain written approval to perform the travel, attend meetings, etc., through the process of completion and approval of the Travel Request Form, before making any commitment to pay registration fees, to purchase a transportation ticket, or to incur any other cost. Each official or employee shall first prepare a Travel Request Form for individual expenses and submit it to the appropriate authorizing official. A meeting program or brochure shall be attached to the travel authorization request. In no event shall a travel form be submitted for approval unless funds for payment of the proposed travel are available in the proper line item budget charge code.

When the travel form has been approved and funds certified as available, the official or employee is then authorized to be absent from work for the period specified to travel, to incur expense and to be reimbursed, to draw a travel advance and to initiate invoices for payment in advance for room deposits, registration or tuition fees, and tickets on common carriers. The traveler shall use the Travel Request and Travel Reimbursement Forms to account for all expenses. At the completion of travel, the traveler will sum each category of expense and transfer the total to the appropriate item of the Travel Reimbursement Form.

Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the completed Travel Reimbursement Form. All items for which a receipt cannot or was not obtained must be explained in writing. Any item without a receipt, other than straight per diem, is subject to denial. All items of a miscellaneous nature must be itemized.

Upon return to the office, the complete Travel Reimbursement Form must be prepared by the traveler, signed, and submitted to the authorizing official within seven working days of completing travel. The official should review the forms before approving and should obtain explanation on any questionable item, keeping in mind they are certifying that the expenses were incurred on MetroPlan Orlando's business and are a legal obligation of the Organization. If costs incurred exceed the amount of expense authorized by the appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Director of Finance and Administration. All forms must be submitted to the Department of Finance and Administration within ten working days of completing travel.

The Department of Finance and Administration shall review the expenses to make certain that all items of expense are properly charged and are not otherwise questionable. If additional information is needed for approval, the form shall be returned to the traveler for revision. If the charges are found to be correct and allowable, the voucher will be forwarded to the Department of Finance and Administration for final audit and payment.

All unused portions of money paid to the traveler or advanced by use of MetroPlan Orlando's credit cards for non-MetroPlan Orlando charges shall be repaid within ten (10) working days from time of return to work. The employee may request that a deduction be made from his/her next salary payment. If the traveler has not settled the cash advance(s) within 30 calendar days of return to work, the employee traveler shall be requested to authorize a deduction of the unused amount advanced, in full, from the employee traveler's next salary payment.

GOVERNING REGULATIONS

The following regulations are established and will be the basis upon which reimbursement of expenses will be approved. All reimbursements shall require proper receipts or other documentation. Without sufficient documentation, reimbursement may be denied.

- (1) Transportation
 - a. Travelers are expected to use the mode of travel that is most advantageous to MetroPlan Orlando. This would include consideration of bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location), whichever is the shorter distance.

The use of a privately-owned vehicle for official travel in lieu of publicly-owned vehicles or common carriers may be authorized by the Executive Director. Whenever travel is by privately-owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate per mile, not to exceed the amount set by the Internal Revenue Service at the time of travel, or the air carrier rate for such travel, whichever is lower. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement.

Employees deviating from the most direct route will have to bear the extra cost.

b. Taxicabs/Ride Share

Reimbursement for taxicabs or ride share services to and from airports, train stations, etc., will be made only when receipts are provided.

c. Car Rentals

Prior approval must be received from the Executive Director if the traveler must rent a car. Car rentals must be mid-size or smaller. Upgrades must be paid by the traveler.

All staff renting vehicles while on MetroPlan Orlando business shall purchase rental insurance unless the contracted rate with the rental car provider includes rental insurance.

d. Airline

Airline reservations may be acquired if approved by the appropriate official. Tickets may be purchased by the Organization or the traveler may purchase the tickets and request reimbursement.

Air travel will be reimbursed for economy or similar level fares from an Orlando area airport. Cost comparisons should be made for similar fares to determine the most economical option in that class. If the traveler decides to fly on a fare type above economy or from a more convenient airport, the traveler shall reimburse MetroPlan Orlando for the additional costs. A comparison of flights on the same day and same time shall be conducted to compare prices and determine the additional costs due from the traveler.

Air travelers shall attach their boarding passes and ticket stub or printout to the Travel Reimbursement Form for final accountability. If a digital ticket/boarding pass is used, the air traveler shall take a screen shot of the digital ticket/boarding pass and include a printout of the screen shot as proof of travel.

e. Reimbursable Local Travel

Travelers within the local service area (Orange, Seminole, Osceola Counties) shall not be reimbursed for lodging unless extenuating circumstances exist and then only when justifiable cause is documented in writing and pre-approved by the Executive Director.

Staff members may be reimbursed for mileage traveled in the local service area, for MetroPlan Orlando business, to the extent it exceeds the mileage the traveler would have traveled to commute to the office and home via automobile and only for the excess amount. Employees will not receive a reimbursement for the amount of miles that it takes to travel to the office and home via automobile. Exception: when traveling on a non-work day, all mileage from home and back will count for reimbursement.

For employees who live outside the three-county area, if the local travel is within the county in which the employee resides, the employee shall use the standard travel policy (e.) above as if the county were part of the service area.

Employees must complete the MetroPlan Orlando "Local Travel Reimbursement Form" to be reimbursed for local travel mileage. Facsimiles showing date, travel from point of origin and destination, purpose or reason, hour of departure and hour of return, per diem, map or actual mileage claimed, vicinity mileage claimed, and documented other charges such as tolls, parking, etc. may be accepted. Such reimbursement shall be at the rate specified by the Internal Revenue Service.

The use of taxis or ride share providers is an allowable, reimbursable expense for bona fide MetroPlan Orlando business for local (non-commute) travel based on one of the following:

1. An employee may receive local travel reimbursement up to the lesser of the cost of the taxi/ride share fare or the amount of mileage reimbursement that would be due to the employee if a personal vehicle was used instead.
2. Employees who do not have a MetroPlan Orlando paid parking benefit may receive full reimbursements for the cost of ride share services up to a monthly amount equivalent to the cost of a MetroPlan Orlando paid parking benefit.

(2) Lodging

- a. Expenses may vary in different areas traveled to, but all expenditures must be reasonable; primary responsibility for the reasonableness of amounts charged rests with the official who authorized the voucher. Excessive charges will be questioned by the Department of Finance and Administration, and justification must be explained fully in a written memorandum by the Department Director. Excess is subject to denial for reimbursement at the discretion of the Executive Director for costs not pre-approved on the travel voucher.

Reimbursement for tips for transportation & lodging (i.e., bellman and taxi/ride share) shall be limited to \$5.00 per day.

When additional nights of lodging and subsistence or per diems are charged to the Organization based on more economical air fares for weekend stays, a cost comparison prepared by an independent party with third-party verification (i.e., travel agent, airline rate schedule) must be approved and attached to the completed Travel Request and Reimbursement Form.

- b. When traveling in the State of Florida, the advance check should be made payable to the hotel, motel, lodge, etc., to ensure exemption of sales tax. The Department of Finance & Administration will include the tax-exempt number on the check stub and submit a copy of the tax-exempt certificate to the vendor with the payment check. When lodging is not paid in advance, the traveler must seek exemption from payment of tax on rental of hotel rooms. All travelers will be provided a tax-exempt certificate. If the hotel does not honor the tax exemption, please indicate in your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the employee if exemption was available.
- c. Employees or any official travelling on MetroPlan business who live outside the three county area shall not be reimbursed for lodging for events that takes place within the county in which their home resides unless under extenuating circumstances and only with prior approval in writing by the Executive Director.

(3) Meals and Tips

- a. Reimbursement for meals and tips is based on the U.S. General Services Administration (GSA) per diem rate schedule at the time of the trip and at the destination location.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- b. Same day travel out of the area (that is beyond Orange, Seminole and Osceola Counties) by employees or elected officials, for MetroPlan Orlando business, is reimbursable for reasonable meal expenses, provided that the employee or official does not reside in the county where the business occurred. In cases where the traveler did not find it necessary to spend the night out of town, but was unable to return home by 8:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 6:00 a.m., reimbursement for breakfast is permitted. Employees engaged in constant, daily, routine travel are not reimbursed for meals. Meals are not reimbursed in the tri-county area unless part of a formal program registration fee. Same day out of area travel may be reimbursed using the local travel reimbursement form in place of the out of area travel form.
- c. Reimbursement of \$100.00 per day, in lieu of the meals, tips, and lodging costs, may be authorized by the Executive Director, provided that the

\$100.00 per day does not exceed the amount permitted in paragraph (3) for meals and tips, plus the estimated average daily cost of lodging for the individual reimbursed.

- d. Meals provided as part of registration or by an airline should be reported on the Travel Reimbursement Form as meals furnished. Similarly, meals provided by a vendor should be reported as meals furnished, however, meals provided by a vendor must not exceed the limit stipulated in Employee Handbook Section 7.5(A). Snacks, hors d'oeuvres, or other items provided for consumption that do not constitute a meal will not be considered a furnished meal and per diem will still be available for that time period.

(4) Other

- a. Registration fees for functions related to MetroPlan Orlando business may be reimbursed when an employee is expected to attend due to the nature of the position.
- b. Telephone calls related to official business and paid for by the traveler may be claimed on the reimbursement voucher. The traveler must explain toll calls shown on the hotel bill or personal phone bill including the location, parties, and purpose. One three-minute personal call home per day is allowable for reimbursement. No other personal calls are reimbursable.
- c. While entertainment on behalf of MetroPlan Orlando, under certain circumstances and conditions, clearly meets a public purpose, these instances are subject to planning and preparation and, thus, it is a specific policy of MetroPlan Orlando to require approval by the Board Chairperson or the Executive Director of the nature, purpose, and anticipated cost of entertainment to be undertaken with public funds. For purposes of this policy, "entertainment" means meals or social activities. When approval is granted, it is specifically required that the nature of the entertainment, those present and a brief summary of the business discussed be provided for inclusion in the Organization's records. These expenses shall be reasonable and shall not include alcoholic beverages. The following exceptions/classification to this policy are stated and made a part hereof:
 - (1) When MetroPlan Orlando agrees to reimburse a job applicant for expenses to come to an interview (airfare, lodging, and meals), the meal allowances applied will be consistent with the existing travel policy.
 - (2) While MetroPlan Orlando acknowledges that attendance and participation in professional association meetings constitutes a public purpose in relation to the training and education of its professionals, MetroPlan Orlando will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a *professional* and not social purpose, and the fee for the meal is at a standard rate per attendee.

- d. Out-of-state travel by personal or rental vehicle, in excess of 1,000 miles for the round trip, requires prior written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, “en-route” expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach air fare will not be reimbursed. Travel time in excess of the most advantageous mode of travel to MetroPlan Orlando will be chargeable as personal leave to the employee(s).

Appendix E – State Planning Activities

(The State Planning Activities document will be incorporated
into the final UPWP upon receipt from FDOT)

Appendix F – Draft UPWP Comments & Responses

(FDOT comments and MPO responses to be inserted in the final document following FDOT's initial review of the draft FY 2026/27 – FY 2027/28 UPWP)

Appendix G – CFMPOA Interlocal Agreement



APPROVED

CERTIFICATION

10/14/16 *CJ*

STATE OF FLORIDA

§

COUNTY OF ORANGE

I HEREBY CERTIFY that the foregoing is a true and correct copy of FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT CREATING THE CENTRAL FLORIDA MPO ALLIANCE approved in a regular meeting of the Central Florida MPO Alliance on **October 14, 2016**. The original copy of this document is on file in the Administrative Offices of MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of MetroPlan Orlando on behalf of the Central Florida MPO Alliance, this 14th day of **October 2016**.

By:

Cathy Goldfarb

Cathy Goldfarb, Sr. Board Services Coordinator
Board Services and Recording Secretary





**FIRST AMENDED AND RESTATED
INTERLOCAL AGREEMENT
CREATING THE CENTRAL FLORIDA MPO ALLIANCE**

This Interlocal Agreement ("Agreement") is made and entered into this 14th day of October, 2016, by and between the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO, and the Polk TPO.

RECITALS

WHEREAS, Central Florida MPO Alliance Resolution No. 2001-01 was adopted by MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, and the Lake County Board of County Commissioners (hereinafter referred to as Lake-Sumter MPO) to create and operate the Central Florida MPO Alliance;

WHEREAS, the service areas for MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Ocala/Marion County TPO, the Lake-Sumter MPO and the Polk TPO are as described in each respective organization's Interlocal Agreements.

WHEREAS, Resolution No. 2003-01 was adopted by the Central Florida MPO Alliance adding the Polk Transportation Planning Organization (TPO) to its membership;

WHEREAS, Resolution No. 2004-01 was adopted by the Central Florida MPO Alliance adding the Ocala/Marion County Transportation Planning Organization (TPO) to its membership;

WHEREAS, the 2005 Florida Legislature enacted Chapter 2005-290, Laws of Florida, relating to infrastructure planning and funding (the "Act");

WHEREAS, the Act provides that regional transportation plans may be developed in regional transportation areas in accordance with an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes, by two or more contiguous Metropolitan Planning Organizations;

WHEREAS, the parties hereto established the Central Florida MPO Alliance through the Interlocal Agreement dated October 19, 2005;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was amended by Resolution of each member of the Central Florida MPO Alliance in February 2007;

WHEREAS, the Interlocal Agreement dated October 19, 2005 was further amended by Resolution of each member of the Central Florida MPO Alliance in February/March 2012;

WHEREAS, the parties hereto desire to continue the Central Florida MPO Alliance through this First Amended and Restated Interlocal Agreement in order to continue the region's collaborative transportation planning process, to comply with the applicable provisions of Chapter 2005-290, Laws of Florida, with regard to development of a regional transportation plan, and to access funds that are available to encourage regional transportation planning efforts; and

WHEREAS, Section 339.2819, Florida Statutes, creates within the Florida Department of Transportation a Transportation Regional Incentive Program (TRIP) that provides funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to Section 339.155(5), Florida Statutes.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties desire to be legally bound and do agree as follows:

1. The Central Florida MPO Alliance (the "Alliance") is hereby formed to:
 - a. Maintain and update a regional transportation plan;
 - b. Pursue funding opportunities to advance regionally significant facilities and services which may include the establishment of regional transportation project priorities for the TRIP;
 - c. Serve as a forum for exchanging information between members, especially on projects of regional significance;
 - d. Coordinate regional transportation planning and policy development with the Florida Department of Transportation;
 - e. Identify regional transportation opportunities;
 - f. Solve regional transportation issues; and
 - g. Establish legislative priorities that will assist in addressing the region's transportation needs.

2. Each of the six organizations comprising the Alliance shall appoint three (3) voting policy Board members to serve on the Alliance. Each of the six organizations may appoint up to three (3) alternate representative who are also policy Board members. Terms of voting and alternate members shall run from the time of appointment by the member policy Board until said members no longer serve on the member MPO Board, or until replaced by the member MPO Board.

3. The Alliance will meet quarterly. Quarterly meetings shall be held at MetroPlan Orlando located at 250 S. Orange Ave, Suite 200, Orlando, FL 32801 or a location designated and approved by the Chairperson of the Alliance. Annually, at least one meeting may be held off-site, at a mutually agreed

upon location, for the purpose of holding a joint meeting with the West Central Florida Chairs Coordinating Committee/TBARTA MPOs Chairs Coordinating Committee.

4. At the last meeting in each calendar year, members of the Alliance shall select one of its members as a Chairperson, another member as Vice-Chairperson, and a third member as Secretary. The three officers shall serve a term of one year or until their successors are selected. In the event an officer is unable to complete the term of his or her office, a successor, from the same jurisdiction, shall be elected to complete the term or the Alliance may also choose the office remain vacant until the time of the next annual elections.

By mutual agreement of the Alliance members, MetroPlan Orlando staff will provide primary administrative support to the Alliance from existing staff. MetroPlan Orlando staff shall be responsible for preparing minutes, placement of advertisements and meeting notices, working with the member Directors to prepare an agenda, preparing and distributing agenda packages to all Alliance members and other interested parties, and providing orientation briefings to incoming Alliance members along with their respective members' staff. Also by mutual agreement, each member shall provide an annual contribution in the amount of five thousand dollars (\$5,000) to MetroPlan Orlando for the purpose of covering expenses included, but not limited to, support staff as noted above, off-site meeting expenses, meeting advertising costs, copying and printing costs, technology costs, cost of postage and/or delivery service, and other publications/reports as approved by the Alliance such as a compilation of member organizations' Long Range Transportation Plans and Prioritized Project Lists into a regional document and compilation and publication of a Regional Indicators report. Other small scale studies may be approved by the Alliance based on funding availability.

5. The Alliance shall utilize the Scott, Foresman *Robert's Rules of Order* Newly Revised (9th ed. 1990), as the official rules of procedure.

6. Quorum. The Alliance shall consist of eighteen (18) members. The presence of ten (10) members at a meeting shall constitute a quorum. Every effort should be made to have at least one representative present from each member organization, however in the event this is unattainable, the Executive Director may act on behalf of their respective organization. No action shall be taken by the Alliance except upon a majority vote of those present and voting. Because the Alliance operates on the basis of consensus, no substantive action shall be adopted by the Alliance on any issue if the majority of the members of any delegation (i.e. MetroPlan Orlando, the River to Sea TPO, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO, or the Ocala/Marion County TPO) present and voting shall oppose the proposed action.

7. Technical and additional administrative support for the Alliance will be provided by existing staff from the members' respective organizations. All meetings of the Alliance shall be advertised at least three (3) days prior to said meeting by posting a notice at the office of each of the six (6) member organizations comprising the Alliance, setting forth the time, place, and date of said meeting and an agenda of said meeting, to include a notice published on the website of each organization. Further, a notice including the time, place, and date of the meeting shall be advertised in a newspaper of general circulation, as defined by Chapter 50, Florida Statutes, within Central Florida and the Florida Administrative Weekly. Minutes shall be taken at all Alliance meetings, and shall be consistent with the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes. All meetings and other public records shall be maintained at the offices of MetroPlan Orlando, with a true and correct copy provided to each member organization.

8. The organizations comprising the Alliance will maintain control of their respective funding and programming responsibilities, although opportunities may be identified for cooperative ventures such as through the Transportation Regional Incentive Program (TRIP) or other discretionary programs that may be established at the federal or state level.

9. The Alliance is a regional collaborative and has no regulatory power. The Alliance shall take no position, or advocate any position, on any substantive matter, except for the substantive positions advocated by Alliance member organizations. The primary purposes of the Alliance shall be to maintain and update a regional transportation plan, pursue funding opportunities to advance regionally significant facilities and services, act as a clearinghouse with regard to regional transportation issues, and serve as a cooperative forum for member organization fact-finding and advocacy of positions espoused by its member organizations.

10. The Alliance shall compare and review, at least every five (5) years, each member organization's adopted Long Range Transportation Plan for the purpose of identifying any potential planning area conflicts and/or opportunities for further regional coordination to advance projects of mutual interest. For the purposes of this review, the regional transportation area shall be all of Orange County, Seminole County, Osceola County, Volusia County, Brevard County, Lake County, Sumter County, Polk County, and Marion County. Additionally, Beverly Beach, Flagler Beach and portions of the cities of Palm Coast and Bunnell, as well as portions of unincorporated Flagler County are also included pursuant to the designated metropolitan planning area of the River to Sea TPO. This effort will be a collaborative effort involving all members of the Alliance with MetroPlan Orlando serving as the lead agency.

11. Disagreements regarding interpretation of this Agreement or disputes relating to the development or content of the regional transportation plan shall be resolved by alternate dispute resolution, either through mediation or binding arbitration, as provided in Chapter 44 and Chapter 682, Florida Statutes.

12. Amendments or modifications to this Agreement may only be made by written agreement signed by all parties hereto, with the same formalities as the original agreement.

13. This Agreement shall remain in effect until terminated by the parties to this Agreement, or as otherwise provided by law. Any party may withdraw from this Agreement after presenting in written form to the other parties of this Agreement a notice of intent to withdraw, at least ninety (90) days prior to the intended date of withdrawal. The withdrawing party and the remaining parties shall execute a memorandum reflecting the legal withdrawal of the party and the alteration of the list of parties that are signatories to this Agreement.

14. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed to each respective MPO as follows:

MetroPlan Orlando: Mr. Harold W. Barley, Executive Director 250 S. Orange Avenue, Suite 200 Orlando, FL 32801	Space Coast TPO: Mr. Bob Kamm, Executive Director 2725 Judge Fran Jamieson Way Bldg. B, MS 82 Viera, FL 32940
Lake-Sumter MPO: Mr. T J Fish, Director 1616 South 14 th Street Leesburg, FL 34748	Polk TPO: Mr. Tom Deardorff, Director Drawer TS-05 P.O. Box 9005 Bartow, FL 33831-9005
River to Sea TPO: Ms. Lois Bollenback, Executive Director 2570 W. International Speedway Blvd Suite 100 Daytona Beach, FL 32114	Ocala/Marion County TPO: Executive Director 121 SE Watula Avenue Ocala, FL 34471

15. Interpretation.

a. Drafters of Agreement. The parties hereto were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

b. Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect, provided that such remainder would then continue to conform to the terms and requirements of applicable law.

16. Enforcement by Parties Hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney's fees in connection with such proceeding.

17. Agreement Execution; Use of Counterpart Signature Pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which is executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

18. Effective Date; Cost of Recordation. This Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party thereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located. The cost of recording shall be at the expense of each party.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY: [Signature]

TITLE: Chairman

ATTEST: Virginia Whit

TITLE: Director of Regional Partnerships

SPACE COAST TPO:

BY: [Signature]

TITLE: Chairwoman

ATTEST: [Signature]

TITLE: Transportation Program Manager

LAKE-SUMTER MPO:

BY: [Signature]

TITLE: Chairman

ATTEST: [Signature]

TITLE: Executive Director

POLK TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

RIVER TO SEA TPO:

BY: [Signature]

TITLE: Council Member

ATTEST: [Signature]

TITLE: EXECUTIVE DIRECTOR

OCALA/MARION COUNTY TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

SPACE COAST TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

LAKE-SUMTER MPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

POLK TPO:

BY: Donald K. Selwage

TITLE: Chairman

ATTEST: PT

TITLE: Executive Director

RIVER TO SEA TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

OCALA/MARION COUNTY TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

METROPLAN ORLANDO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

SPACE COAST TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

LAKE-SUMTER MPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

POLK TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

RIVER TO SEA TPO:

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

OCALA/MARION COUNTY TPO:

BY: *James Hilly*

TITLE: *Prasanna City Council*

ATTEST: *[Signature]*

TITLE: *TRANSPORTATION PROVIDER*



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

250 South Orange Avenue • Suite 200 • Orlando, Florida 32801

www.MetroPlanOrlando.gov

407-481-5672