



metroplan orlando

*A REGIONAL TRANSPORTATION PARTNERSHIP*

# UPWP

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## Unified Planning Work Program

July 1, 2020 - June 30, 2021 and  
July 1, 2021 - June 30, 2022

Revised as of September 10, 2020

### Orlando Urban Area Transportation Planning Process

The preparation of this report has been financed in part through a grant from the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration) in cooperation with the Florida Department of Transportation and various local governments and agencies within the Orlando (FL) Urbanized Area.

Highway Planning and Construction Grant, Federal Highway Administration  
CFDA - #20.205 (FAP) - 0087-058-M FM No. 439332-3-14-01 (PL), 439332-3-14-02 (SU)  
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FM 431405-1-14-30 FL-80-X015-00 and FM 431405-1-14-31 FL-80-X016-00 Transportation  
Disadvantaged Trust Fund - (FM) - 432029-1-14-02 - #55.002

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## TRANSPORTATION PLANNING PROCESS FOR ORLANDO & KISSIMMEE URBANIZED AREAS

### UNIFIED PLANNING WORK PROGRAM

July 1, 2020 - June 30, 2021

and

July 1, 2021 – June 30, 2022

Prepared by:

**MetroPlan Orlando**  
**250 South Orange Avenue, Suite 200**  
**Orlando, Florida 32801-3458**  
**(407) 481-5672 – Phone**  
**(407) 481-5680 – Fax**  
**[www.metroplanorlando.org](http://www.metroplanorlando.org)**

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Revised as of September 10, 2020

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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 Jennifer Smith, FDOT District Five Title VI Coordinator at [Jennifer.Smith2@dot.state.fl.us](mailto:Jennifer.Smith2@dot.state.fl.us).



**METROPLAN ORLANDO**  
**FY 2020/2021 & FY 2021/2022 UNIFIED PLANNING WORK PROGRAM**  
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FHWA & FTA	



## *Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

**MIKE DEW**  
SECRETARY

### **Cost Analysis Certification**

Select MPO name

**Unified Planning Work Program - FY** Enter Fiscal Year

Select Status Select Date

Revision Number: Select

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

---

Name: MPO Liaison Name

Select to enter

---

Title and District

Select Date

---

Signature



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

RESOLUTION NO. 20-07

SUBJECT:

APPROVED BY  
METROPLAN ORLANDO

C. Goldfarb 5-13-2020

APPROVAL OF THE FINAL FY 2020/2021 and FY 2021/2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET WITH AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE THE APPROPRIATE FEDERAL AUTHORIZATIONS AND ASSURANCES AND SUBMIT AND EXECUTE GRANT APPLICATIONS FOR TRANSIT PLANNING FUNDS, TRANSPORTATION DISADVANTAGED TRUST FUNDS, FEDERAL HIGHWAY ADMINISTRATION, LOCAL AGENCY PROGRAM AGREEMENTS, AND OTHER AGREEMENTS AND CONTRACTS RELATED TO THE UPWP AND BUDGET, AND TO EXECUTE THE GRANT CONTRACTS AND AGREEMENTS WHEN AWARDED; APPROVAL OF THE LINE ITEM BUDGET AND TRANSFER OF LINE ITEM FUNDS WITHIN A UPWP TASK; 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 & 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 for the purpose of programming, scheduling and managing the metropolitan planning activities for the program year; and

WHEREAS, the Florida Department of Transportation requires metropolitan planning organizations develop a two-year Unified Planning Work Program for the purpose of programming, scheduling and managing the metropolitan planning activities for the program year; and

WHEREAS, a Unified Planning Work Program and budget has been developed for Fiscal Years 2020/2021 and 2021/2022, said fiscal years being from July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022; and

WHEREAS, the Fiscal Years 2020/2021 and 2021/2022 Unified Planning Work Program is 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 and submitted by May 15, 2020; and

WHEREAS, concurrent with the submittal of the Unified Planning Work Program, various Federal authorizations and assurances are also required to be submitted.

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Fiscal Years 2020/2021 and 2021/2022 Orlando & Kissimmee Urbanized Areas Unified Planning Work Program and budget are approved and authorized to be submitted to the Florida Department of Transportation and the appropriate Federal agencies and that the Executive Director is authorized to execute all appropriate Federal authorizations and assurances to support this document and submit and execute all grant applications to the State and FHWA and FTA for the Transit Planning Funds, Transportation Disadvantaged Trust Funds, Highway Planning and Construction Grant, Federal Highway Administration, Local Agency Program Agreements, other agreements and contracts related to the UPWP and budget, and to execute the grant contracts and agreements when awarded; that the line item budget and transfer of line item funds within a UPWP task 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.

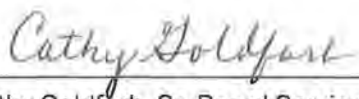
Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 13<sup>th</sup> day of May, 2020.

CERTIFICATE

The undersigned duly qualified as Chairman 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.

  
\_\_\_\_\_  
Honorable Bob Dallari, Chairman

Attest:

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

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

**INTRODUCTION**

**DEFINITION OF THE UNIFIED PLANNING WORK PROGRAM**

This document outlines transportation planning activities to be accomplished by MetroPlan Orlando during the period July 1, 2020 - June 30, 2021.

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 Orlando and Kissimmee Urbanized Areas. The UPWP serves as a management tool for each of the participating entities. The transportation planning projects contained in the UPWP respond to the metropolitan planning requirements in the Federal reauthorization act entitled: Fixing America's Surface Transportation (FAST) Act. The planning requirements of the FAST Act call for the development and maintenance of a viable transportation planning process, a process viewed as particularly critical in the case of the Orlando and Kissimmee Urbanized Areas, which over the past thirty years has been one of the nation's fastest growing regions.

**FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST)**

The planning factors identified in previous federal legislation are carried forward in the UPWP. The planning factors that we consider as part of the transportation planning process are:

- 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, freight and goods movement
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight and provide for multimodal connectivity
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Emphasize the resiliency and reliability of the transportation system
- Support investments that enhance Central Florida visitors' mobility experience throughout the region
- Be more conscious of the effect of impervious surface areas on stormwater management
- Promote integration on intercity transportation facilities into existing public infrastructure

**COMMUNITY PRIORITIES AND CHALLENGES**

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 range 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 the lowering of that combined housing and transportation cost.

Safety is a top priority of the MetroPlan Orlando Board. The organization is committed to continuing to tackle this complex issue within its reach. The MetroPlan Orlando Complete Streets Policy was approved this year and

## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

guides planning for safe mobility for all ages and abilities. There are 38 miles of State Roadways that represent more than 23 percent of all crashes on our system. The Metro-Orlando Region has been ranked the number one most dangerous place for bicyclists and pedestrians. The Complete Streets Policy will help guide roadway designs to tackle this problem. In addition, the completion of Safety Corridor Studies and Implementation of the Bicycle and Pedestrian Safety Action Plan are top priorities of MetroPlan Orlando.

In recent years, emphasis has started to move from highways to active transportation and transit to balance our system. Highway projects are still needed, however, and several that have been under way for a few years are continuing. The largest and most visible are I-4 Ultimate and the Wekiva Parkway – together representing more than \$4 billion. Both projects have estimated completion dates in 2022. Several big projects are on the horizon for toll agencies, including a widening of the Florida's Turnpike Enterprise in West Orange County and an extension of the Poinciana Parkway in Osceola County by the Central Florida Expressway Authority.

Current comprehensive planning activities within the Orlando and Kissimmee Urbanized Areas are primarily focused on the local comprehensive planning efforts. Transportation elements of local comprehensive plans are coordinated with MetroPlan Orlando's Metropolitan Transportation Plan (MTP). MetroPlan Orlando is committed to an open and inclusive planning process. Direct input and participation of community, industry and thought leaders as well as other stakeholders is a critical component of comprehensive transportation planning.

The Orlando and Kissimmee Urbanized Areas have experienced some of the fastest population growth over the past 5 years. That growth has put a strain on the transportation infrastructure that serves the area. The transportation system will continue to be over-burdened as the area's economy prospers with more people, visitors and businesses moving to Central Florida. This overburdened infrastructure is largely due to the lack of available funding either for construction and/or the operations of the multimodal transportation system.

In this UPWP, the MetroPlan Orlando Board will consider the 2045 MTP for adoption in December 2020. The MTP identifies current and future needs based on population projections and travel demand. Central Florida is currently guided by the 2040 Long Range Transportation Plan, which was adopted by the MetroPlan Orlando Board on June 11, 2014 and updated on December 9, 2015.

Putting together the 2045 MTP involves several steps:

- Examining the condition of the current transportation system
- Using data and creativity to establish goals and objectives
- Gathering public input and coordinating with partners
- Evaluating transportation needs through technical analysis and looking at various future scenarios that will affect the system
- Compiling a list of projects for which we are likely to have adequate funding
- Presenting a draft 2045 Plan to the MetroPlan Orlando advisory committees and board

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 has worked with Best Foot Forward to conduct safety activities and has participation by local government partners in MetroPlan Orlando's Safety Action Plans.

### **FDOT/FTE & OTHER LOCAL GOVERNMENT PLANNING ACTIVITIES**

Every two years, as MetroPlan Orlando develops the UPWP, we ask our partner agencies for projects they would like to include and highlight in the UPWP. This is an opportunity for the State and local partner agencies to draw

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Fiscal Years 2020/2021 & 2021/2022

attention to the good work they are doing and to inform the other agencies and the public of that good work. See Appendices D and E.

**CONSISTENCY OF PLANNING EFFORT**

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

**MAJOR GOALS**

The 2045 MTP will be guided by five 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.

**I. Safety & Security:** Provide a safe and secure transportation system for all users.

MetroPlan Orlando and its planning partners are committed to improving public safety and security. In February 2019, the MetroPlan Orlando board unanimously supported the Florida Department of Transportation's Vision Zero statewide safety performance targets. This policy acknowledges human life and health is paramount and that no loss of life is acceptable. Safety and security are shared responsibilities between transportation users and the professionals that plan, design and operate the regional system.

**II. Reliability & Performance:** Leverage innovative solutions to optimize system performance.

Rapidly developing technological innovations have the potential to disrupt the way we think about transportation systems. These changes range from improvements to existing technologies including Intelligent Transportation Systems (ITS), shared mobility, traveler information tools, and connected or automated vehicles. These innovations could have an enormous influence on how and where people live, shop, work, and play, and how the region plans and designs roadways and other transportation infrastructure.

**III. Access & Connectivity:** Enhance communities and lives through improved access to opportunities.

Transportation plays an integral role in supporting vibrant, prosperous communities and enabling individuals and families to access jobs, essential services, education, as well as other social, cultural, and recreational opportunities. MetroPlan Orlando will continue to work to make Central Florida's transportation system more accessible, inclusive, and responsive to the needs of the diverse communities it serves. The region's economy depends on a robust and resilient transportation system that connects people to places and efficiently moves freight and goods.

**IV. Health & Environment:** Protect and preserve our region's public health and environmentally sensitive areas.



## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

The region's outstanding natural environment is a key element for economic progress and public health. Abundant natural resources, a beautiful setting, and vibrant communities make every industry more competitive in a global economy. Maintaining this advantage depends on a healthy, natural, and built environment with clean industries, good jobs, managed growth, and lively centers. MetroPlan Orlando will continue to enhance the planning process to give greater emphasis to public health, equity, land use, and other emerging issues.

### **V. Investment & Economy:** Support economic prosperity through strategic transportation investment.

A safe and efficient transportation system serves as the backbone of the economy, and a healthy economy is vital to creating and maintaining a high standard of living and quality of life for residents of and visitors to Central Florida. To support stable and lasting prosperity, the 2045 Plan will focus on connecting businesses, people, and places. A sustainable transportation system will address the important task of preserving and maintaining existing transportation assets and making the current system work optimally. Strong regional growth requires continuous coordination to ensure that the region's quality of life remains an economic asset in the future.

## **ORGANIZATION**

The Orlando and Kissimmee Urbanized Areas' FY 2020/21 and FY 2021/22 UPWP was developed by MetroPlan Orlando staff in cooperation with FDOT and presented to the MetroPlan Orlando 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.

The three major sections of the UPWP are briefly described as follows:

- I. Metropolitan Planning Organization Plans & Administration:** This section includes those functions necessary for proper management of the transportation planning process on a continuing basis along with the major work products required of an MPO. Work tasks include program management and administration, Unified Planning Work Program, Transportation Improvement Program, and Metropolitan Transportation Plan.
- II. Regional Planning/Public Participation:** This section includes work throughout the region for Intergovernmental and Interagency Studies as well as regional transportation planning and coordination. In addition, this section addresses a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans.
- III. Transportation Planning Activities:** This section includes recurring studies and/or projects like land use studies, transit, TSMO, Freight, Health, Transportation Disadvantaged, Air Quality, Bicycle & Pedestrian Studies, and Highway Planning along with activities that are requested from time to time during the year by the MetroPlan Orlando Board on an as-needed basis.

## **METROPLAN ORLANDO PLANNING EMPHASIS AREAS**

Emphasis areas for the MetroPlan Orlando Planning Area are a combination of Federal, State and Local emphasis areas. The Federal Highway Administration chose to not develop emphasis areas but to work with

## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

MPOs in the development and implementation of Performance Measures consistent with MAP21 and the FAST Act.

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations' respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs and can be seen below and in Appendix D.

The MetroPlan Orlando Board annually discusses and adopts Emphasis Areas that support the Boards Policy on Transportation Management Area (TMA) funding of mobility in our region. These Emphasis Areas are a multiyear focus for programs and projects that also support the organization's goals and objectives. The following Emphasis Areas were adopted by the Board in February 2020:

- Safety
- Complete Streets
- Trail Connectivity
- SunRail & LYNX Connectivity
- Engage Younger Population

### **Federal Highway Administration (Derived from FAST Act)**

- Safety
- Transportation Resiliency
- Performance Based Planning
- Scenario Planning
- Intercity Travel
- Tourism & Visitors
- Asset Management
- Stormwater Mitigation
- Environmental Linkages
- Rural Connectivity

### **Florida Department of Transportation**

The Florida Department of Transportation has identified the following topics as focus areas for MPOs as UPWPs are developed:

- Safety
- System Connectivity
- Resilience
- Automated/Connected/Electric/Shared Use Vehicles (ACES)

The UPWP Task Matrix on the following page documents how MetroPlan Orlando proposes to address the sixteen planning emphasis areas through the UPWP and the transportation planning process. Those UPWP tasks that directly apply to specific emphasis areas have been identified in the matrix.

MetroPlan Orlando Unified Planning Work Program  
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Task:	100	110	120	130	200	210	220	230	300	310	320	330	340	350
Planning Emphasis Areas														
Safety (MPO, FHWA & FDOT)	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Complete Streets	*	*	*	*	*		*	*	*	*	*	*	*	*
Trail Connectivity	*	*	*	*	*	*	*	*	*	*	*		*	
SunRail Connectivity	*	*	*	*	*	*	*		*	*	*	*	*	*
Engage Younger Population				*			*			*	*	*		*
Transportation Resiliency		*		*	*	*	*		*	*	*	*		*
Performance Based Planning	*	*	*	*		*	*	*	*	*		*		*
Scenario Planning	*	*		*	*	*	*		*	*	*	*	*	*
Intercity Travel			*	*		*	*		*	*	*	*		*
Tourism & Visitors		*		*	*	*	*		*	*	*	*	*	*
Asset Management	*	*	*	*	*		*		*	*		*		*
Stormwater Mitigation				*	*		*		*	*	*			
Environmental Linkages	*	*		*	*	*	*		*	*	*	*		*
Rural Connectivity	*	*	*	*		*	*		*	*	*	*	*	*
System Connectivity	*	*	*	*	*	*	*	*	*	*	*	*	*	*
ACES (Automated / Connected/ Electric/ Shared-use)	*	*	*	*	*	*	*	*	*	*	*	*	*	*

## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

### **FUNDING**

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 1-4. 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. Table 3 provides a summary of FTA 5305(d) deliverables. 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. Table 4 summarizes the fringe and indirect costs for the organization.

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

### **COMMUNITY INVOLVEMENT**

Community involvement is strongly encouraged in MetroPlan Orlando's regional transportation planning program. Increasing the 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.

### **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.

## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

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 diversity of the Central Florida community, including those who are underserved or 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 (TSMO) 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 Orlando and Kissimmee Urbanized Areas' 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

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City of Sanford  
City of St. Cloud  
City of Windermere  
City of Winter Garden  
City of Winter Park  
City of Winter Springs

Orange County Public School District  
Osceola County Public School District  
Seminole County Public School District  
Greater Orlando Aviation Authority  
Central Florida Expressway Authority  
Reedy Creek Improvement District  
Sanford Airport Authority  
Kissimmee Gateway Airport  
Central Florida Regional Transportation Authority (LYNX)  
SunRail  
Florida Department of Transportation (FDOT)  
Florida's Turnpike Enterprise  
East Central Florida Regional Planning Council

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

Federal Highway Administration (FHWA)  
Federal Transit Administration (FTA)  
Federal Aviation Administration (FAA)

## **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 in 2001 and 2003. Signatory governments and agencies are Orange, Osceola and Seminole Counties, the Cities of Altamonte Springs, Apopka, Kissimmee, Orlando and Sanford, 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. The agreement for the provision of FTA Section 5305(d) planning funds is a one-year agreement for each year in 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 2015, 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

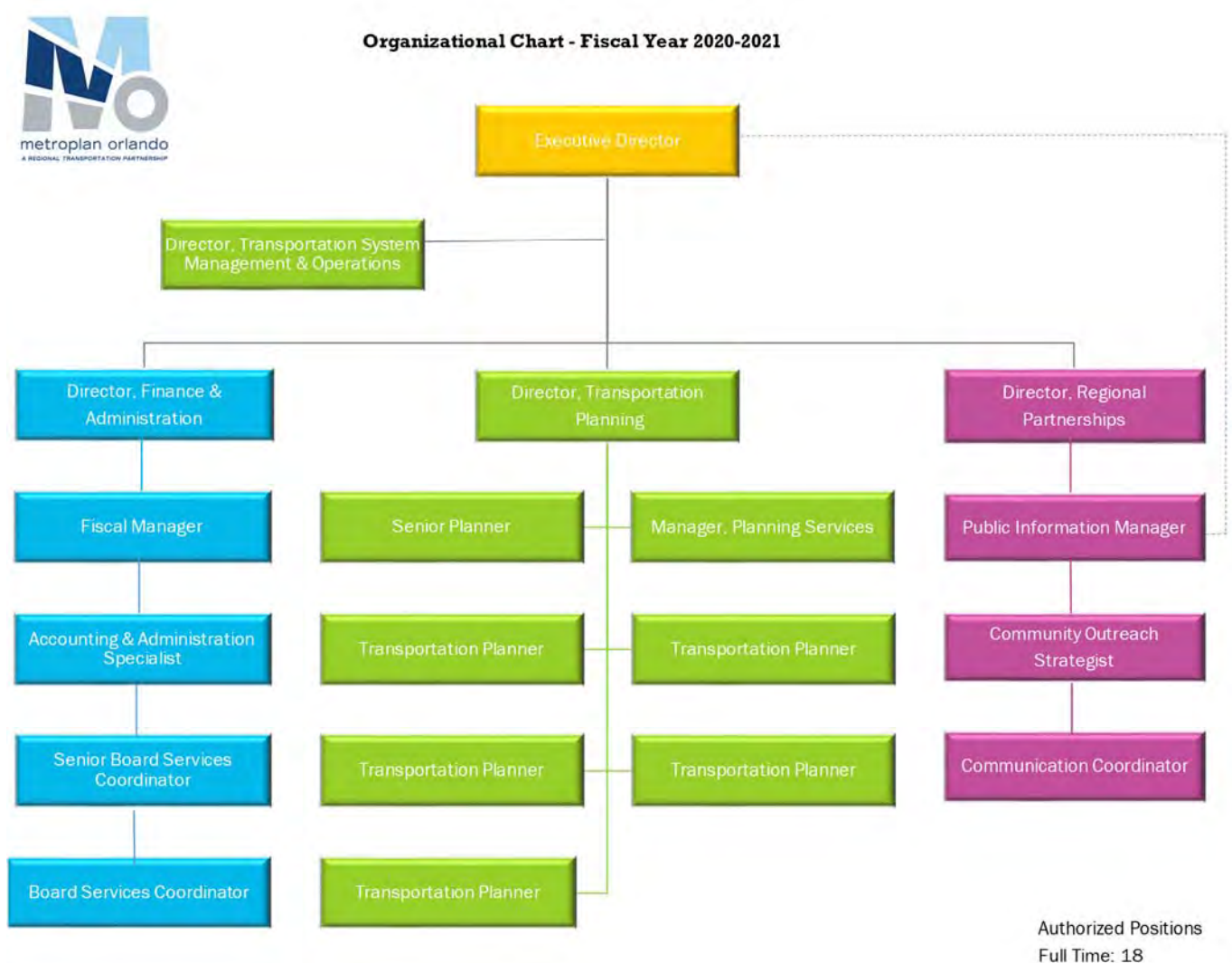
## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2020/2021 & 2021/2022

2019. The Federal Review Team recognized eight (8) noteworthy practices, identified no corrective actions, and offered four (4) 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 2020.

### OPERATIONAL 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. Operational procedures followed are generally those established by the FDOT; however, MetroPlan Orlando's Rules have been revised from time to time to accommodate more locally-based procedures. Examples of such procedures included in the Rules are for amendments to the Long Range Transportation Plan and Transportation Improvement Program, the re-designation of FHWA urbanized boundaries, and the implementation of a MetroPlan Orlando Public Involvement Process.

### ORGANIZATION CHART



# Section I

## Metropolitan Planning Organization Plans & Administration



This section is comprised of the following tasks to efficiently and effectively run the organization and produce the core products required of all Metropolitan Planning Organizations:

- 100 – MPO Administration
- 110 – Unified Planning Work Program
- 120 – Transportation Improvement Program
- 130 – Metropolitan Transportation Plan



MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 100 – MPO Administration

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

Previous Work	Adoption 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	Updated October 2018
FHWA/FTA and FDOT certification reviews	Federal – August 2019 State – March 2020
Legal and legislative assistance	Ongoing
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing
Support of the MetroPlan Orlando Board and Committees	Ongoing

Required Activities & Products	Milestone / Target Date
General office support	Ongoing
Management and administration of MetroPlan Orlando personnel including recruitment, retention, training and benefits	Ongoing
Daily operations and continued upkeep of the physical office	Ongoing
Implementation of the Strategic Business Plan	Ongoing
Continuity of Operations Plan	Updated as needed/Tested Annually
Purchases including supplies and capital and lease of equipment	Ongoing
Legal and legislative assistance	Ongoing
Federal and State Certifications	Annual
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Required Activities & Products	Milestone / Target Date
Support of the MetroPlan Orlando Board and Committees	Ongoing

Responsible Staff	Responsible Agency
Executive Director Director of Transportation Planning Director of Finance and Administration Director of Regional Partnerships	MetroPlan Orlando

Task 100 - MPO Administration												
Estimated Budget Detail for FY 2021												
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X015			FTA 5305(d) - X014			FTA 5305(d) - X013			Total
			Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	
A. Personnel Services												
MPO staff salaries, fringe benefits, and other deductions	\$ 491,926	\$ 139,322	\$ 147,812	\$ 18,475	\$ 18,475	\$ 66,036	\$ 8,253	\$ 8,253	\$ 6,932	\$ 865	\$ 865	\$ 907,214
Subtotal:	\$ 491,926	\$ 139,322	\$ 147,812	\$ 18,475	\$ 18,475	\$ 66,036	\$ 8,253	\$ 8,253	\$ 6,932	\$ 865	\$ 865	\$ 907,214
B. Consultant Services/Pass Thru												
Contract/Consultant Services	\$ 70,000		\$ 27,886	\$ 3,486	\$ 3,486		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,858
Pass Thru												\$ -
Subtotal:	\$ 70,000	\$ -	\$ 27,886	\$ 3,486	\$ 3,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,858
C. Travel												
Travel Expenses	\$ 95,100											\$ 95,100
Subtotal:	\$ 95,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,100
D. Indirect Expenses												
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 68,481	\$ 26,075	\$ 27,664	\$ 3,458	\$ 3,458	\$ 12,360	\$ 1,545	\$ 1,545	\$ 1,297	\$ 162	\$ 162	\$ 146,207
Subtotal:	\$ 68,481	\$ 26,075	\$ 27,664	\$ 3,458	\$ 3,458	\$ 12,360	\$ 1,545	\$ 1,545	\$ 1,297	\$ 162	\$ 162	\$ 146,207
E. Other Direct Expenses												
Advertising/Public Notice	\$ 3,000											\$ 3,000
Awards/Community Sponsorships	\$ 8,000											\$ 8,000
Computer Operations & Software	\$ 5,000											\$ 5,000
Contingency	\$ 15,831											\$ 15,831
Contributions	\$ 450											\$ 450
Equipment/Small Tools/Office Machinery	\$ 249,154											\$ 249,154
Legal Fees	\$ 50,000											\$ 50,000
Local Match	\$ 217,601											\$ 217,601
Office Supplies/Postage/Graphic Design	\$ 40,126											\$ 40,126
Other Miscellaneous Expense	\$ 6,690											\$ 6,690
Parking Expense	\$ 16,000											\$ 16,000
Subtotal:	\$ 611,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 611,852
Total:	\$ 1,337,359	\$ 165,397	\$ 203,362	\$ 25,419	\$ 25,419	\$ 78,396	\$ 9,798	\$ 9,798	\$ 8,229	\$ 1,027	\$ 1,027	\$ 1,865,231

Task 100 - MPO Administration												
Estimated Budget Detail for FY 2022												
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X016			FTA 5305(d) - X015			FTA 5305(d) - X014			Total
			Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	
A. Personnel Services												
MPO staff salaries, fringe benefits, and other deductions	\$ 500,965	\$ 149,572	\$ 220,946	\$ 27,617	\$ 27,617	\$ 13,568	\$ 1,697	\$ 1,697	\$ -	\$ -	\$ -	\$ 943,679
Subtotal:	\$ 500,965	\$ 149,572	\$ 220,946	\$ 27,617	\$ 27,617	\$ 13,568	\$ 1,697	\$ 1,697	\$ -	\$ -	\$ -	\$ 943,679
B. Consultant Services/Pass Thru												
Contract/Consultant Services	\$ 70,000						\$ -	\$ -				\$ 70,000
Pass Thru												\$ -
Subtotal:	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
C. Travel												
Travel Expenses	\$ 95,100											\$ 95,100
Subtotal:	\$ 95,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,100
D. Indirect Expenses												
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 66,035	\$ 26,634	\$ 39,349	\$ 4,919	\$ 4,919	\$ 2,411	\$ 302	\$ 302	\$ -	\$ -	\$ -	\$ 144,871
Subtotal:	\$ 66,035	\$ 26,634	\$ 39,349	\$ 4,919	\$ 4,919	\$ 2,411	\$ 302	\$ 302	\$ -	\$ -	\$ -	\$ 144,871
E. Other Direct Expenses												
Advertising/Public Notice	\$ 3,000											\$ 3,000
Awards/Community Sponsorships	\$ 8,000											\$ 8,000
Computer Operations & Software	\$ 2,500											\$ 2,500
Contingency	\$ 33,899											\$ 33,899
Contributions	\$ 450											\$ 450
Equipment/Small Tools/Office Machinery	\$ 49,154											\$ 49,154
Legal Fees	\$ 50,000											\$ 50,000
Local Match	\$ 162,669											\$ 162,669
Office Supplies/Postage/Graphic Design	\$ 40,125											\$ 40,125
Other Miscellaneous Expense	\$ 6,690											\$ 6,690
Parking Expense	\$ 16,000											\$ 16,000
Subtotal:	\$ 372,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 372,487
Total:	\$ 1,104,587	\$ 176,206	\$ 260,295	\$ 32,536	\$ 32,536	\$ 15,979	\$ 1,999	\$ 1,999	\$ -	\$ -	\$ -	\$ 1,626,137

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 110 – Unified Planning Work Program

Purpose
To 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	Adoption Date / Status
Fiscal Year 2018/2019 & 2019/2020 Unified Planning Work Program	July 1, 2018 through June 30, 2020
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 & Products	Milestone / Target Date
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 2020 & November 2021
Draft UPWP and Budgeting	March 2022
Final UPWP and Budgeting	May 2022
UPWP amendments	Ongoing, as needed
Grant invoicing	Monthly

Responsible Staff	Responsible Agency
Executive Director Director of Finance and Administration Director of Transportation Planning	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 110 - Unified Planning Work Program										
Estimated Budget Detail for FY 2021										
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			FTA 5305(d) - X014			Total
				Federal	State Match	Local Match	Federal	State Match	Local Match	
A. Personnel Services										
	MPO staff salaries, fringe benefits, and other deductions	\$ 2,026	\$ 80,887	\$ -	\$ -	\$ -	\$ 62,145	\$ 7,768	\$ 7,768	\$ 160,594
	Subtotal:	\$ 2,026	\$ 80,887	\$ -	\$ -	\$ -	\$ 62,145	\$ 7,768	\$ 7,768	\$ 160,594
B. Consultant Services/Pass Thru										
	Contract/Consultant Services									\$ -
	Pass Thru									\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel										
	Travel Expenses									\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses										
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 379	\$ 15,139	\$ -	\$ -	\$ -	\$ 11,631	\$ 1,454	\$ 1,454	\$ 30,057
	Subtotal:	\$ 379	\$ 15,139	\$ -	\$ -	\$ -	\$ 11,631	\$ 1,454	\$ 1,454	\$ 30,057
E. Other Direct Expenses										
	Audit Fees		\$ 13,500	\$ 11,200	\$ 1,400	\$ 1,400	\$ 11,200	\$ 1,400	\$ 1,400	\$ 41,500
	Office Supplies/Postage/Graphic Design	\$ 985								\$ 985
	Subtotal:	\$ 985	\$ 13,500	\$ 11,200	\$ 1,400	\$ 1,400	\$ 11,200	\$ 1,400	\$ 1,400	\$ 42,485
	Total:	\$ 3,390	\$ 109,526	\$ 11,200	\$ 1,400	\$ 1,400	\$ 84,976	\$ 10,622	\$ 10,622	\$ 233,136

Task 110 - Unified Planning Work Program										
Estimated Budget Detail for FY 2022										
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			FTA 5305(d) - X015			Total
				Federal	State Match	Local Match	Federal	State Match	Local Match	
A. Personnel Services										
	MPO staff salaries, fringe benefits, and other deductions	\$ 24,168	\$ 85,010	\$ 47,758	\$ 5,970	\$ 5,970	\$ -	\$ -	\$ -	\$ 168,876
	Subtotal:	\$ 24,168	\$ 85,010	\$ 47,758	\$ 5,970	\$ 5,970	\$ -	\$ -	\$ -	\$ 168,876
B. Consultant Services/Pass Thru										
	Contract/Consultant Services									\$ -
	Pass Thru									\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel										
	Travel Expenses									\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses										
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 4,303	\$ 15,136	\$ 8,503	\$ 1,063	\$ 1,063	\$ -	\$ -	\$ -	\$ 30,068
	Subtotal:	\$ 4,303	\$ 15,136	\$ 8,503	\$ 1,063	\$ 1,063	\$ -	\$ -	\$ -	\$ 30,068
E. Other Direct Expenses										
	Audit Fees		\$ 14,000	\$ 11,200	\$ 1,400	\$ 1,400	\$ 11,200	\$ 1,400	\$ 1,400	\$ 42,000
	Office Supplies/Postage/Graphic Design	\$ 985								\$ 985
	Subtotal:	\$ 985	\$ 14,000	\$ 11,200	\$ 1,400	\$ 1,400	\$ 11,200	\$ 1,400	\$ 1,400	\$ 42,985
	Total:	\$ 29,456	\$ 114,146	\$ 67,461	\$ 8,433	\$ 8,433	\$ 11,200	\$ 1,400	\$ 1,400	\$ 241,929

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 120 – Transportation Improvement Program

Purpose
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.

Previous Work	Adoption Date / Status
FY 2018/2019 – FY 2022/2023 TIP FY 2019/2020 – FY 2023/2024 TIP	July 2018 July 2019
FY 2023/24 - FY 2039/40 Prioritized Project List (PPL) FY 2024/25 - FY 2039/40 Prioritized Project List (PPL)	September 2018 July 2019
Annual list of projects and funding plan for MetroPlan Orlando TMA funds	July 2018 & July 2019
Annual list of projects for which federal funds were obligated in the preceding fiscal year (FY 2017/18 & 2018/19)	October 2018 & October 2019

Required Activities & Products	Milestone / Target Date
Develop five-year TIP using projects drawn from adopted MTP and process TIP amendments as needed	July 2020 & July 2021
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.	September 2020 & September 2021
Prepare a list of projects for programming of MetroPlan Orlando TMA funds	July 2020 & July 2021
Prepare a list of projects for which federal funds have been obligated in the preceding fiscal year in order to meet federal requirements	October 2020 & October 2021
Coordinate with FDOT on TIP Amendments and TMA funds	Ongoing – monthly coordination
Initiate the ETDM Planning Screen review of major capacity projects	Ongoing – as needed
Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Annual update June 2021 & June 2022

Responsible Staff	Responsible Agency
Executive Director Director of Transportation Planning Manager of Planning Services Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 120 - Transportation Improvement Program							
Estimated Budget Detail for FY 2021							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X014			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 1,481	\$ 60,264	\$ 49,213	\$ 6,152	\$ 6,152	\$ 123,262
	Subtotal:	\$ 1,481	\$ 60,264	\$ 49,213	\$ 6,152	\$ 6,152	\$ 123,262
B. Consultant Services/Pass Thru							
	Contract/Consultant Services		\$ 25,000				\$ 25,000
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 277	\$ 11,279	\$ 9,211	\$ 1,151	\$ 1,151	\$ 23,069
	Subtotal:	\$ 277	\$ 11,279	\$ 9,211	\$ 1,151	\$ 1,151	\$ 23,069
E. Other Direct Expenses							
	Advertising/Public Notice	\$ 750					\$ 750
	Subtotal:	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 750
	Total:	\$ 2,508	\$ 96,543	\$ 58,424	\$ 7,303	\$ 7,303	\$ 172,081

Task 120 - Transportation Improvement Program							
Estimated Budget Detail for FY 2022							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 17,538	\$ 63,175	\$ 51,410	\$ 6,426	\$ 6,426	\$ 144,975
	Subtotal:	\$ 17,538	\$ 63,175	\$ 51,410	\$ 6,426	\$ 6,426	\$ 144,975
B. Consultant Services/Pass Thru							
	Contract/Consultant Services		\$ 25,000				\$ 25,000
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 3,123	\$ 11,248	\$ 9,154	\$ 1,144	\$ 1,144	\$ 25,813
	Subtotal:	\$ 3,123	\$ 11,248	\$ 9,154	\$ 1,144	\$ 1,144	\$ 25,813
E. Other Direct Expenses							
	Advertising/Public Notice	\$ 750					\$ 750
	Subtotal:	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 750
	Total:	\$ 21,411	\$ 99,423	\$ 60,564	\$ 7,570	\$ 7,570	\$ 196,538

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 130 – Metropolitan Transportation Plan

Purpose
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 bills

Previous Work	Adoption Date / Status
2040 LRTP Cost Feasible Plan was amended to identify project phase by year of expenditure	June 2017
2040 LRTP Cost Feasible Plan was amended to reflect updates to local comprehensive plans and / or master plans (FTE / CFX)	September 2018 November 2018 March 2019 May 2019 December 2019
2040 Long Range Plan Addendum addressing Federal Planning Factors and MetroPlan Orlando's Performance Based Planning Process	November 2018
Development of the 2045 Metropolitan Transportation Plan (MTP)	Ongoing

Required Activities & Products	Milestone / Target Date
Develop 2045 Cost Feasible Metropolitan Transportation Plan (MTP)	December 2020
Maintain the 2045 MTP with amendments and modifications, as necessary	Ongoing - MTP Amendments
Coordination and support of the FDOT Central Florida Regional Planning Model (CFRPM)	Ongoing – as needed
Coordination with FDOT on SIS and Freight Long Range Plans	Ongoing – as needed
Consultant support may be needed for updates and model support	Ongoing – as needed

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 130 - Metropolitan Transportation Plan								
Estimated Budget Detail for FY 2021								
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X014			SU Funds FY 2021	Total
				Federal	State Match	Local Match		
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 4,872	\$ 111,772	\$ 82,125	\$ 10,266	\$ 10,266		\$ 219,301
	Subtotal:	\$ 4,872	\$ 111,772	\$ 82,125	\$ 10,266	\$ 10,266	\$ -	\$ 219,301
B. Consultant Services/Pass Thru								
	Contract/Consultant Services	\$ -	\$ 536,953	\$ -	\$ -	\$ -	\$ 100,000	\$ 636,953
	Pass Thru							\$ -
	Subtotal:	\$ -	\$ 536,953	\$ -	\$ -	\$ -	\$ 100,000	\$ 636,953
C. Travel								
	Travel Expenses							\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 912	\$ 20,919	\$ 15,371	\$ 1,921	\$ 1,921		\$ 41,044
	Subtotal:	\$ 912	\$ 20,919	\$ 15,371	\$ 1,921	\$ 1,921	\$ -	\$ 41,044
E. Other Direct Expenses								
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total:	\$ 5,784	\$ 669,644	\$ 97,496	\$ 12,187	\$ 12,187	\$ 100,000	\$ 897,298

Task 130 - Metropolitan Transportation Plan							
Estimated Budget Detail for FY 2022							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 5,084	\$ 62,225	\$ 58,243	\$ 7,280	\$ 7,280	\$ 140,112
	Subtotal:	\$ 5,084	\$ 62,225	\$ 58,243	\$ 7,280	\$ 7,280	\$ 140,112
B. Consultant Services/Pass Thru							
	Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 905	\$ 11,079	\$ 10,371	\$ 1,296	\$ 1,296	\$ 24,947
	Subtotal:	\$ 905	\$ 11,079	\$ 10,371	\$ 1,296	\$ 1,296	\$ 24,947
	Total:	\$ 5,989	\$ 73,304	\$ 68,614	\$ 8,576	\$ 8,576	\$ 165,059



## Section II

# Regional Planning/Public Participation



This section is comprised of the following tasks to coordinate with partnering agencies and other governments in the region and State of Florida and to engage the public:

- 200 – Local Government Partner Planning
- 210 – Interregional Transportation Planning & Coordination
- 220 – Public Participation/Community Outreach
- 230 – Placeholder

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 200 – Local Government Partner Planning

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.

Previous Work	Adoption Date / Status
Staff participated in technical advisory committees as requested by partner agencies	Monthly meetings of the CTST, School Safety, LYNX & SunRail
Staff has attended monthly meetings of our partner agencies <ul style="list-style-type: none"> <li>• CFX Board</li> <li>• LYNX Board</li> <li>• GOAA Board</li> <li>• Community Traffic Safety Teams &amp; Student Safety Groups</li> </ul>	Monthly Meetings
Staff has participated on consultant selection committees for partner agencies <ul style="list-style-type: none"> <li>• AV Concept of Operations Plan (LYNX)</li> <li>• 5310 evaluation and scoring (LYNX)</li> </ul>	September/October 2019 December 2019
Staff participated in local agency partnering meetings with FDOT	Quarterly
Staff participated on Project Advisory Committees or Groups. <ul style="list-style-type: none"> <li>• Orange / Lake Express (CFX)</li> <li>• Osceola Pkwy Extension (CFX)</li> <li>• Northwest Connector (CFX)</li> <li>• SR 436 Corridor Study (LYNX)</li> <li>• SR 434 Complete Streets Corridor Study (Seminole Co.)</li> <li>• US 192 Mobility Lane Study (FDOT District 5)</li> <li>• US 27 Corridor Study (FDOT District 1)</li> </ul>	Ongoing

Required Activities & 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
MetroPlan Orlando LAP Certification & continued maintenance	Summer 2020 & Ongoing

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships Manager of Planning Services Sr. Transportation Planner / Project Manager Transportation Planner	MetroPlan Orlando

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Task 200 - Local Government Partner Planning							
Estimated Budget Detail for FY 2021							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 7,885	\$ 65,438				\$ 73,323
	Subtotal:	\$ 7,885	\$ 65,438	\$ -	\$ -	\$ -	\$ 73,323
B. Consultant Services/Pass Thru							
	Contract/Consultant Services		\$ -				\$ -
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 1,476	\$ 12,247				\$ 13,723
	Subtotal:	\$ 1,476	\$ 12,247	\$ -	\$ -	\$ -	\$ 13,723
	Total:	\$ 9,361	\$ 77,685	\$ -	\$ -	\$ -	\$ 87,046

Task 200 - Local Government Partner Planning							
Estimated Budget Detail for FY 2022							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 9,951	\$ 77,914				\$ 87,865
	Subtotal:	\$ 9,951	\$ 77,914	\$ -	\$ -	\$ -	\$ 87,865
B. Consultant Services/Pass Thru							
	Contract/Consultant Services		\$ -				\$ -
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 1,772	\$ 13,873				\$ 15,645
	Subtotal:	\$ 1,772	\$ 13,873	\$ -	\$ -	\$ -	\$ 15,645
	Total:	\$ 11,723	\$ 91,787	\$ -	\$ -	\$ -	\$ 103,510

## Task 210 – Interregional Transportation Planning & Coordination

Purpose
To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests, and with state and national agencies focusing on regional planning activities.

Previous Work	Adoption Date / Status
The Orlando/Volusia MPO Alliance formed in 1997 to address improvements needed at the St. Johns River Bridge, The Space Coast TPO, the Lake Sumter MPO, the Ocala/Marion TPO and the Polk TPO joined the Orlando/Volusia Alliance to form the Central Florida MPO Alliance (CFMPOA)	Ongoing
The CFMPOA developed a regional priority project list in 2019 and 2020.	Annually Summer 2019 & 2020
MetroPlan Orlando manages the administrative functions of the CFMPOA	Ongoing
The CFMPOA meets quarterly; once a year the CFMPOA meets with the TBARTA Chairs Coordinating Council from the Tampa Area.	Quarterly
Participate in Statewide MPO Advisory Council	Quarterly
Participate in statewide Model Task Force (MTF)	Bi-annually
Participate in National working group on Federal Performance Measurement and Process	Quarterly

Required Activities & Products	Milestone / Target Date
Continued coordination with the MPOs throughout Florida, and the Central Florida MPO Alliance	Ongoing Quarterly Meetings
Continued coordination with the Central Florida MPO Alliance with the development of a Regional Metropolitan Transportation Plan	Spring 2021
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
Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)	Ongoing – as needed

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Regional Partnerships Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

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Task 210 - Interregional Transportation Planning & Coordination								
Estimated Budget Detail for FY 2021								
Budget Category/Description		Local	Recelpt of annual fee from CFMPO Alliance (PL)*	FHWA (PL)	FTA 5305(d) - X015			Total
					Federal	State Match	Local Match	
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 71,415	\$ 21,060	\$ 26,267				\$ 118,742
	Subtotal:	\$ 71,415	\$ 21,060	\$ 26,267	\$ -	\$ -	\$ -	\$ 118,742
B. Consultant Services/Pass Thru								
	Contract/Consultant Services							\$ -
	Pass Thru							\$ -
	Subtotal:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel								
	Travel Expenses	\$ -						\$ -
	Subtotal:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 13,368	\$ 3,940	\$ 4,916				\$ 22,224
	Subtotal:	\$ 13,368	\$ 3,940	\$ 4,916	\$ -	\$ -	\$ -	\$ 22,224
E. Other Direct Expenses								
	Advertising/Public Notice	\$ 1,050						\$ 1,050
	Contributions	500						\$ 500
	Equipment/Small Tools/Office Machinery	\$ 2,000						\$ 2,000
	Office Supplies/Postage/Graphic Design	\$ 1,500						\$ 1,500
	Other Miscellaneous Expense	2,000						\$ 2,000
	Subtotal:	\$ 7,050		\$ -	\$ -	\$ -	\$ -	\$ 7,050
	Total:	\$ 91,833	\$ 25,000	\$ 31,183	\$ -	\$ -	\$ -	\$ 148,016

\*CFMPO Alliance members: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO, & Polk TPO

\*All Federal funds, including fund transfers, apply the required non-federal match.

Task 210 - Interregional Transportation Planning & Coordination								
Estimated Budget Detail for FY 2022								
Budget Category/Description		Local*	Recelpt of annual fee from CFMPO Alliance (PL)*	FHWA (PL)	FTA 5305(d) - X016			Total
					Federal	State Match	Local Match	
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 79,074	\$ 21,222	\$ 27,432				\$ 127,728
	Subtotal:	\$ 79,074	\$ 21,222	\$ 27,432	\$ -	\$ -	\$ -	\$ 127,728
B. Consultant Services/Pass Thru								
	Contract/Consultant Services							\$ -
	Pass Thru							\$ -
	Subtotal:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel								
	Travel Expenses	\$ -						\$ -
	Subtotal:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 14,080	\$ 3,778	\$ 4,884				\$ 22,742
	Subtotal:	\$ 14,080	\$ 3,778	\$ 4,884	\$ -	\$ -	\$ -	\$ 22,742
E. Other Direct Expenses								
	Advertising/Public Notice	\$ 1,050						\$ 1,050
	Contributions	500						\$ 500
	Equipment/Small Tools/Office Machinery	\$ 2,000						\$ 2,000
	Office Supplies/Postage/Graphic Design	\$ 1,500						\$ 1,500
	Other Miscellaneous Expense	2,000						\$ 2,000
	Subtotal:	\$ 7,050		\$ -	\$ -	\$ -	\$ -	\$ 7,050
	Total:	\$ 100,204	\$ 25,000	\$ 32,316	\$ -	\$ -	\$ -	\$ 157,520

\*CFMPO Alliance members: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO, & Polk TPO

\*All Federal funds, including fund transfers, apply the required non-federal match.

## Task 220 – Public Participation/Community Outreach

Purpose
<p>Public involvement is essential to the planning process, improving decision-making, strengthening community partnerships and providing traditionally underserved populations with opportunities to learn about and influence the ways transportation affects their lives.</p> <p>The community outreach program is shaped by the goals, objectives, strategies and performance measures included in the MetroPlan Orlando <a href="#">Public Participation Plan</a> and <a href="#">Title VI Program: Nondiscrimination &amp; Language Plan</a>. The organization is committed to an outreach process that:</p> <ul style="list-style-type: none"> <li>• Is broad and inclusive, covering the three-county area.</li> <li>• Makes an effort to engage citizens considered traditionally underserved in the planning process.</li> <li>• Incorporates visualization techniques, ensuring that transportation content is clear and easy to understand.</li> <li>• Uses electronic publication to the maximum extent possible</li> </ul>

Previous Work	Adoption Date / Status
<p>Previous public outreach work includes:</p> <ul style="list-style-type: none"> <li>• Events, including public hearings, speakers bureau presentations, meetings, and special events</li> <li>• 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</li> <li>• Obtaining community input, including through market research, social media outreach, multicultural outreach, responses to public inquiries, and building partnerships with area organizations</li> </ul>	Multiple events in FY 2018/19 & FY 2019/20
<p>Previous consultant work has included:</p> <ul style="list-style-type: none"> <li>• Graphic design of various printed and electronic educational materials</li> <li>• Video support (shooting footage and editing)</li> <li>• Design, technical development and maintenance for website</li> <li>• Market research for our public opinion survey</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2020</p>

Required Activities & 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
Develop an outreach program appropriate for Central Florida students, with an emphasis on planning a future transportation system and careers in transportation.	Ongoing

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Required Activities & Products	Milestone / Target Date
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 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

Responsible Staff	Responsible Agency
Director of Regional Partnerships Public Information Manager Community Outreach Strategist Communication Coordinator	MetroPlan Orlando

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Task 220 - Public Participation/Community Outreach										
Estimated Budget Detail for FY 2021										
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			FTA 5305(d) - X014			Total
				Federal	State Match	Local Match	Federal	State Match	Local Match	
A. Personnel Services										
	MPO staff salaries, fringe benefits, and other deductions	\$ 1,097	\$ 117,024	\$ 32,470	\$ 4,058	\$ 4,058	\$ 68,243	\$ 8,531	\$ 8,531	\$ 244,012
	Subtotal:	\$ 1,097	\$ 117,024	\$ 32,470	\$ 4,058	\$ 4,058	\$ 68,243	\$ 8,531	\$ 8,531	\$ 244,012
B. Consultant Services/Pass Thru										
	Contract/Consultant Services	\$ 46,230	\$ -							\$ 46,230
	Pass Thru									\$ -
	Subtotal:	\$ 46,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,230
C. Travel										
	Travel Expenses									\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses										
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 205	\$ 21,902	\$ 6,076	\$ 760	\$ 760	\$ 12,772	\$ 1,597	\$ 1,597	\$ 45,669
	Subtotal:	\$ 205	\$ 21,902	\$ 6,076	\$ 760	\$ 760	\$ 12,772	\$ 1,597	\$ 1,597	\$ 45,669
E. Other Direct Expenses										
	Advertising/Public Notice	\$ 6,055								\$ 6,055
	Awards/Community Sponsorships	\$ 12,500								\$ 12,500
	Office Supplies/Postage/Graphic Design	\$ 31,075								\$ 31,075
	Subtotal:	\$ 49,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,630
	Total:	\$ 97,162	\$ 138,926	\$ 38,546	\$ 4,818	\$ 4,818	\$ 81,015	\$ 10,128	\$ 10,128	\$ 385,541

Task 220 - Public Participation/Community Outreach							
Estimated Budget Detail for FY 2022							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 1,145	\$ 157,441	\$ 106,413	\$ 13,302	\$ 13,302	\$ 291,603
	Subtotal:	\$ 1,145	\$ 157,441	\$ 106,413	\$ 13,302	\$ 13,302	\$ 291,603
B. Consultant Services/Pass Thru							
	Contract/Consultant Services	\$ 65,000	\$ -				\$ 65,000
	Pass Thru						\$ -
	Subtotal:	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 204	\$ 28,032	\$ 18,948	\$ 2,368	\$ 2,368	\$ 51,920
	Subtotal:	\$ 204	\$ 28,032	\$ 18,948	\$ 2,368	\$ 2,368	\$ 51,920
E. Other Direct Expenses							
	Advertising/Public Notice	\$ 5,055					\$ 5,055
	Awards/Community Sponsorships	\$ 10,500					\$ 10,500
	Office Supplies/Postage/Graphic Design	\$ 31,075					\$ 31,075
	Subtotal:	\$ 46,630	\$ -	\$ -	\$ -	\$ -	\$ 46,630
	Total:	\$ 112,979	\$ 185,473	\$ 125,361	\$ 15,670	\$ 15,670	\$ 455,153



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## Task 230 – Placeholder

Purpose

Previous Work	Adoption Date / Status

Required Activities & Products	Milestone / Target Date

Responsible Staff	Responsible Agency

# Section III – Transportation Planning Activities



This section is comprised of the following tasks to conduct the required planning activities of the MPO:

- 300 – Data Collection/Performance Monitoring
- 310 – Multimodal Systems Planning
- 320 – Sustainability and Health in Transportation
- 330 – Transportation Systems Management & Operations
- 340 – LYNX Planning Activities

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## Task 300 – Data Collection/Performance Monitoring

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, 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	Adoption 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
Ozone and carbon monoxide levels within the Orlando and Kissimmee Urbanized Areas are monitored daily by the Florida Department of Environmental Protection (FDEP) and made available to MetroPlan Orlando staff. Staff reviews the data for compliance with the National Ambient Air Quality Standards and reports to the MetroPlan Orlando Board and its committees when exceedances are recorded. The reporting period is generally during the months of March through October	April – October 2018 April – October 2019
Location Based Service (LBS) data for travel time performance monitoring	February 2019-April 2019
Crash data indexing for safety performance monitoring	Ongoing
Bicycle and pedestrian exposure data for safety performance monitoring	Weekly Counts
Accessibility to essential services using Land Overlaid on Transportation Information System (LOTIS)	Ongoing

Required Activities & Products	Milestone / Target Date
Travel Time, Safety, Pavement, Bridge and Transit Assists data for annual performance report	April 2021 and April 2022
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 Long Range Transportation Plan	Ongoing

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Required Activities & Products	Milestone / Target Date
Collect bicycle and pedestrian counts monthly at locations with high active transportation usage	Ongoing
Provide value added services with traveler attribute and location-based service data	July 2020 & July 2021
Consultant services may fall under this task for data collection and calculations of Federal Performance Measures	Ongoing – as needed

Responsible Staff	Responsible Agency
Director of Transportation Planning	MetroPlan Orlando
Director of Transportation Systems Management & Operations	
Manager of Planning Services	University of Florida
Sr. Planner / Project Manager	
Transportation Planner	Florida Department of Transportation (FDOT)
	East Central Florida Regional Planning Council (ECFRPC)

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Task 300 - Data Collection/Performance Monitoring								
Estimated Budget Detail for FY 2021								
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			SU Funds FY 2021	Total
				Federal	State Match	Local Match		
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 4,954	\$ 53,059	\$ -	\$ -	\$ -		\$ 58,013
	Subtotal:	\$ 4,954	\$ 53,059	\$ -	\$ -	\$ -	\$ -	\$ 58,013
B. Consultant Services/Pass Thru								
	Contract/Consultant Services		\$ 155,000				\$ 550,429	\$ 705,429
	Pass Thru							\$ -
	Subtotal:	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ 550,429	\$ 705,429
C. Travel								
	Travel Expenses							\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 927	\$ 9,930	\$ -	\$ -	\$ -		\$ 10,857
	Subtotal:	\$ 927	\$ 9,930	\$ -	\$ -	\$ -	\$ -	\$ 10,857
	Total:	\$ 5,881	\$ 217,989	\$ -	\$ -	\$ -	\$ 550,429	\$ 774,299

Task 300 - Data Collection/Performance Monitoring								
Estimated Budget Detail for FY 2022								
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			SU Funds FY 2022	Total
				Federal	State Match	Local Match		
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 5,168	\$ 68,558	\$ -	\$ -	\$ -		\$ 73,726
	Subtotal:	\$ 5,168	\$ 68,558	\$ -	\$ -	\$ -	\$ -	\$ 73,726
B. Consultant Services/Pass Thru								
	Contract/Consultant Services		\$ 110,000				\$ 40,570	\$ 150,570
	Pass Thru							\$ -
	Subtotal:	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 40,570	\$ 150,570
C. Travel								
	Travel Expenses							\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 920	\$ 12,207	\$ -	\$ -	\$ -		\$ 13,127
	Subtotal:	\$ 920	\$ 12,207	\$ -	\$ -	\$ -	\$ -	\$ 13,127
	Total:	\$ 6,088	\$ 190,765	\$ -	\$ -	\$ -	\$ 40,570	\$ 237,423

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## Task 310 – Multimodal Systems Planning

Purpose
To evaluate designated corridors and sub-areas of the MPO planning area for changes in development trends and mobility conditions and provide detailed implementation strategies to supplement the transportation policies of the MTP. To work with LYNX and MetroPlan Orlando Committees on Transit priority projects and to provide staff support and technical assistance to the Transportation Disadvantaged Local Coordinating board established for Orange, Seminole and Osceola Counties (which comprise the Orlando and Kissimmee Urbanized Areas) as required by Chapter 427, F.S. and Rule 41-02.

Previous Work	Adoption Date / Status
Highway Systems Planning <ul style="list-style-type: none"> <li>Complete Streets Policy / Corrine Corridor Demonstration</li> <li>Review of Local Government's Future Transportation Elements</li> </ul>	July 2019 Ongoing
Freight & Goods Movement Planning <ul style="list-style-type: none"> <li>Development of Regional Freight and Goods Plan</li> <li>Freight bottle neck analyses</li> </ul>	June 2019
Transit Planning <ul style="list-style-type: none"> <li>Participation in LYNX TDP update and Optimization study</li> <li>Member of the Regional Transit Working Group</li> <li>Participation of the SunRail Technical Advisory Committee and attendance at the Central Florida Commuter Rail Commission</li> </ul>	FY 2019/20 Ongoing Quarterly
Transportation Disadvantaged Planning <ul style="list-style-type: none"> <li>Provide administrative support to the Local Coordinating Board</li> <li>Develop and annually update (in cooperation with the CTC) the Transportation Disadvantaged Service Plan</li> <li>Facilitate the Local Coordinating Board's annual performance evaluation of the CTC</li> </ul>	Ongoing May 2020  February 2020
Bicycle & Pedestrian Planning <ul style="list-style-type: none"> <li>Staff worked with the Best Foot Forward program to educate users on road safety issues.</li> <li>Development of Bicycle and Safety Action Plan</li> <li>Research and Training on Bicycle facilities and usage</li> </ul>	Ongoing  July 2019 Ongoing
Safety in Transportation Planning <ul style="list-style-type: none"> <li>Safety Board emphasis area added</li> <li>Corridor Safety Study addressing 28% of all crashes in the region</li> </ul>	February 2019 & 2020 June 2020 (year 1 of 3)

Required Activities & Products	Milestone / Target Date
Implementation of MetroPlan Orlando Complete Streets Policy	Ongoing
Participation and Coordination in the development of the Florida Transportation Plan & Freight and Goods Movement Plan	Ongoing & Quarterly with MPOAC
Coordination on Transit Planning activities with LYNX and FDOT	Ongoing

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Administrative Support for the Transportation Disadvantaged Local Coordinating Board	Ongoing
Facilitate the TDLCB annual evaluation of the CTC	February 2021 February 2022
Staff support and cooperation with the Best Food Forward Program	Ongoing
Coordination on regional trail, bicycle and pedestrian implementation with local partners	Ongoing
Completion and Implementation and project programming of Bike Ped Safety Action Plan recommendations	June 2021
Implementation and project programming of highway safety improvements on the state roadway system from the Corridor Safety Concept Plan Phase I	June 2021
Consultant Services - Development of Phase II & III Corridor Safety Concept Plan (Scope of Services approved by FHWA October 2019)	June 2021 (year 2 of 3) June 2022 (year 3 of 3)
Consultant services may fall under this task for planning support – Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Ongoing – as needed

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships Manager of Planning Services Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando  Central Florida Regional Transportation Authority (LYNX)  Florida Department of Transportation (FDOT)

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Task 310 - Multimodal Systems Planning									
Estimated Budget Detail for FY 2021									
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X014			Transportation Disadvantaged	SU	Total
				Federal	State Match	Local Match			
A. Personnel Services									
	MPO staff salaries, fringe benefits, and other deductions	\$ 10,580	\$ 167,012	\$ 24,441	\$ 3,056	\$ 3,056	\$ 19,725	\$ 11,890	\$ 239,760
	Subtotal:	\$ 10,580	\$ 167,012	\$ 24,441	\$ 3,056	\$ 3,056	\$ 19,725	\$ 11,890	\$ 239,760
B. Consultant Services/Pass Thru									
	Contract/Consultant Services		\$ 178,680						\$ 178,680
	Pass Thru								\$ -
	Subtotal:	\$ -	\$ 178,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,680
C. Travel									
	Travel Expenses						\$ 2,400		\$ 2,400
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
D. Indirect Expenses									
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 1,980	\$ 31,258	\$ 4,574	\$ 572	\$ 572	\$ 3,411	\$ 2,225	\$ 44,592
	Subtotal:	\$ 1,980	\$ 31,258	\$ 4,574	\$ 572	\$ 572	\$ 3,411	\$ 2,225	\$ 44,592
E. Other Direct Expenses									
	Advertising/Public Notice						\$ 1,000		\$ 1,000
	Awards/Community Sponsorships	\$ 100,000							\$ 100,000
	Equipment/Small Tools/Office Machinery						\$ 2,000		\$ 2,000
	Office Supplies/Postage/Graphic Design						\$ 1,750		\$ 1,750
	Other Miscellaneous Expense						2,000		\$ 2,000
	Subtotal:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 6,750	\$ -	\$ 106,750
	Total:	\$ 112,560	\$ 376,950	\$ 29,015	\$ 3,628	\$ 3,628	\$ 32,286	\$ 14,115	\$ 572,182

Task 310 - Multimodal Systems Planning									
Estimated Budget Detail for FY 2022									
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			Transportation Disadvantaged	SU Funds FY 2022	Total
				Federal	State Match	Local Match			
A. Personnel Services									
	MPO staff salaries, fringe benefits, and other deductions	\$ 10,764	\$ 182,053	\$ 25,705	\$ 3,213	\$ 3,213	\$ 20,971	\$ 12,405	\$ 258,324
	Subtotal:	\$ 10,764	\$ 182,053	\$ 25,705	\$ 3,213	\$ 3,213	\$ 20,971	\$ 12,405	\$ 258,324
B. Consultant Services/Pass Thru									
	Contract/Consultant Services		\$ 75,000						\$ 75,000
	Pass Thru								\$ -
	Subtotal:	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
C. Travel									
	Travel Expenses						\$ 2,400		\$ 2,400
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
D. Indirect Expenses									
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 1,917	\$ 32,414	\$ 4,577	\$ 572	\$ 572	\$ 3,466	\$ 2,209	\$ 45,727
	Subtotal:	\$ 1,917	\$ 32,414	\$ 4,577	\$ 572	\$ 572	\$ 3,466	\$ 2,209	\$ 45,727
E. Other Direct Expenses									
	Advertising/Public Notice						\$ 1,000		\$ 1,000
	Awards/Community Sponsorships	\$ 100,000							\$ 100,000
	Equipment/Small Tools/Office Machinery						\$ 699		\$ 699
	Office Supplies/Postage/Graphic Design						\$ 1,750		\$ 1,750
	Other Miscellaneous Expense						2,000		\$ 2,000
	Subtotal:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 5,449	\$ -	\$ 105,449
	Total:	\$ 112,681	\$ 289,467	\$ 30,282	\$ 3,785	\$ 3,785	\$ 32,286	\$ 14,614	\$ 486,900



## Task 320 – Sustainability and Health in Transportation

Purpose
To encourage and integrate active and healthy communities through transportation planning. Healthy communities can be described by the health of the individual, health of the environment, and health of the roadway network.

Previous Work	Adoption Date / Status
Staff conducted a health-focused audit of the Long Range Transportation Plan, PPL, TIP, Freight Plan, and Strategic Business Plan	Ongoing
Staff participated in the Community Health Improvement Planning process for Orange, Osceola, and Seminole counties.	Ongoing
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.	April – October 2018 April – October 2019

Required Activities & Products	Milestone / Target Date
Development of a Health Strategic Plan to support all of MetroPlan Orlando's planning documents, including but not limited to the LRTP, PPL, Freight Plan, TSMO activities, business activities, and advocacy efforts	April 2021 for Strategic Plan
Staff will conduct applied research to understand the needs of those with limited access to technology and incorporate their needs into transportation plans	June 2021
Staff will continue to participate in the community health planning efforts led by the health departments in Orange, Osceola, and Seminole counties	Ongoing
Air Quality Reports for Orange, Osceola and Seminole Counties	Ongoing
Regional Air Quality Study	June 2021
Consultant services may fall under this task for planning support -- Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	

Responsible Staff	Responsible Agency
Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 320 - Sustainability and Health in Transportation							
Estimated Budget Detail for FY 2021							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X014			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 2,963	\$ 16,947	\$ 19,652	\$ 2,457	\$ 2,457	\$ 44,476
	Subtotal:	\$ 2,963	\$ 16,947	\$ 19,652	\$ 2,457	\$ 2,457	\$ 44,476
B. Consultant Services/Pass Thru							
	Contract/Consultant Services	\$ -	\$ 125,000				\$ 125,000
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 555	\$ 3,172	\$ 3,678	\$ 460	\$ 460	\$ 8,325
	Subtotal:	\$ 555	\$ 3,172	\$ 3,678	\$ 460	\$ 460	\$ 8,325
	Total:	\$ 3,518	\$ 145,119	\$ 23,330	\$ 2,917	\$ 2,917	\$ 177,801

Task 320 - Sustainability and Health in Transportation							
Estimated Budget Detail for FY 2022							
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			Total
				Federal	State Match	Local Match	
A. Personnel Services							
	MPO staff salaries, fringe benefits, and other deductions	\$ 29,135	\$ 17,782				\$ 46,917
	Subtotal:	\$ 29,135	\$ 17,782	\$ -	\$ -	\$ -	\$ 46,917
B. Consultant Services/Pass Thru							
	Contract/Consultant Services	\$ -	\$ -				\$ -
	Pass Thru						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
	Travel Expenses						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses							
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 5,187	\$ 3,166				\$ 8,353
	Subtotal:	\$ 5,187	\$ 3,166	\$ -	\$ -	\$ -	\$ 8,353
	Total:	\$ 34,322	\$ 20,948	\$ -	\$ -	\$ -	\$ 55,270

## Task 330 – 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	Adoption 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 state and national activities through membership in the Intelligent Transportation Society of Florida and ITS America. Information on emerging ITS developments have been presented to Committees and the Board when appropriate.	Ongoing
Managed and coordinated technology investments in traffic signal retiming program.	Ongoing
Project management of the Region-wide Crash Database.	Ongoing
Participated in monthly meetings of the Community Traffic Safety Teams (CTST), TSMO Consortium, Traffic Incident Management (TIM) Team, Central Florida CAV Partnership and quarterly meetings of the AMPO Connected/Automated Vehicle Work Group monthly meetings.	Ongoing
Teamed with FDOT D5 and University of Central Florida to submit an application to the FHWA Automated Traffic Congestion Management Technology Deployment Grant.	Awarded in October 2017/ Ongoing
MetroPlan Orlando contracts consultant services to conduct traffic signal retiming and travel time delay (Before and After) studies.	2019 signal retiming completed in November 2019/ Ongoing
Project management of Connected and Autonomous Vehicle (CAV) Readiness Study	Ongoing/April 2020
Developed and managed Regional TSMO Program	September 2018/ Ongoing

Required Activities & Products	Milestone / Target Date
Advance recommendations from CAV Study	Ongoing
Monitor and advance recommendations and projects from ITS Master Plan	Ongoing
Evaluate Traffic Signal Timing and report on before and after benefits	July 2020/ Ongoing

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Required Activities & Products	Milestone / Target Date
Implementation of the Congestion Management Process	July 2020/ Ongoing
Consultant services may fall under this task for planning support - - Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Ongoing
Manage Regional TSMO Program	Ongoing
Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation.	Ongoing

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 330 - Transportation Systems Management & Operations									
Estimated Budget Detail for FY 2021									
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			SU Funds FY 2021	USDOT CPED	Total
				Federal	State Match	Local Match			
A. Personnel Services									
	MPO staff salaries, fringe benefits, and other deductions	\$ 386	\$ 46,555				\$ 144,743	\$ 23,059	\$ 214,743
	Subtotal:	\$ 386	\$ 46,555	\$ -	\$ -	\$ -	\$ 144,743	\$ 23,059	\$ 214,743
B. Consultant Services/Pass Thru									
	Contract/Consultant Services		\$ 232,130				\$ 1,250,338	\$ 263,825	\$ 1,746,293
	Pass Thru								\$ -
	Subtotal:	\$ -	\$ 232,130	\$ -	\$ -	\$ -	\$ 1,250,338	\$ 263,825	\$ 1,746,293
C. Travel									
	Travel Expenses							\$ 3,292	\$ 3,292
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,292	\$ 3,292
D. Indirect Expenses									
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 72	\$ 8,713				\$ 27,090	\$ 4,316	\$ 40,191
	Subtotal:	\$ 72	\$ 8,713	\$ -	\$ -	\$ -	\$ 27,090	\$ 4,316	\$ 40,191
	Total:	\$ 458	\$ 287,398	\$ -	\$ -	\$ -	\$ 1,422,171	\$ 294,492	\$ 2,004,519

Task 330 - Transportation Systems Management & Operations										
Estimated Budget Detail for FY 2022										
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			SU Funds FY 2022	SU Funds FY 2021	Total	Total w/out FY'21 Funds
				Federal	State Match	Local Match				
A. Personnel Services										
	MPO staff salaries, fringe benefits, and other deductions	\$ 409	\$ 58,188				\$ 166,243		\$ 224,840	\$ 224,840
	Subtotal:	\$ 409	\$ 58,188	\$ -	\$ -	\$ -	\$ 166,243	\$ -	\$ 224,840	\$ 224,840
B. Consultant Services/Pass Thru										
	Contract/Consultant Services		\$ 250,000				\$ 1,014,544	\$ 200,000	\$ 1,464,544	\$ 1,264,544
	Pass Thru								\$ -	\$ -
	Subtotal:	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,014,544	\$ 200,000	\$ 1,464,544	\$ 1,264,544
C. Travel										
	Travel Expenses								\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses										
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 73	\$ 10,360				\$ 29,599		\$ 40,032	\$ 40,032
	Subtotal:	\$ 73	\$ 10,360	\$ -	\$ -	\$ -	\$ 29,599	\$ -	\$ 40,032	\$ 40,032
	Total:	\$ 482	\$ 318,548	\$ -	\$ -	\$ -	\$ 1,210,386	\$ 200,000	\$ 1,729,416	\$ 1,529,416

\*\*\*FY'21 funds are shown for tracking purposes and to tie to MPO budget. These funds do not increase the budgetary ceiling for FY'22 and are reduced from the total to tie to UPWP

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 340 – Special Project Planning

Purpose
To conduct special studies as requested and authorized by MetroPlan Orlando Executive Director. This task will require FHWA and FDOT scope approval prior to initiating.

Previous Work	Adoption Date / Status
“How Did We Grow?” evaluation with ECFRPC	January 2019
Completed Corrine Complete Streets Corridor Study	June 2019
Completed the Silver Star Complete Streets Corridor Study	April 2019
Completed the Oakland Mobility Plan for the Town of Oakland	June 2018
Completed concept development for Edgewater Drive	May 2018
Initiated the Belle Isle Transportation Improvement Concept Development Study	January 2020

Required Activities & Products	Milestone / Target Date
Corridor Complete Streets and Concept Development Studies	Exec Director Authorization
Integrated Land Use & Transportation Studies	Exec Director Authorization
Planning and Feasibility Studies (Concept Development / Preliminary Engineering)	Exec Director Authorization
Consultant services may fall under this task for planning support– Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Exec Director Authorization
Advance workforce development and training to mitigate the shortage of skilled staff to support new and emerging technologies.	Exec Director Authorization

Responsible Staff	Responsible Agency
Executive Director Director, Transportation Systems Management & Operations Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 340 - Special Project Planning								
Estimated Budget Detail for FY 2021								
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X015			SU Funds FY 2021	Total
				Federal	State Match	Local Match		
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ -	\$ 115,719					\$ 115,719
	Subtotal:	\$ -	\$ 115,719	\$ -	\$ -	\$ -	\$ -	\$ 115,719
B. Consultant Services/Pass Thru								
	Contract/Consultant Services		\$ 45,000				\$ 1,073,415	\$ 1,118,415
	Pass Thru							\$ -
	Subtotal:	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 1,073,415	\$ 1,118,415
C. Travel								
	Travel Expenses	\$ -						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ -	\$ 21,658					\$ 21,658
	Subtotal:	\$ -	\$ 21,658	\$ -	\$ -	\$ -	\$ -	\$ 21,658
	Total:	\$ -	\$ 182,377	\$ -	\$ -	\$ -	\$ 1,073,415	\$ 1,255,792

Task 340 - Special Project Planning								
Estimated Budget Detail for FY 2022								
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			SU Funds FY 2022	Total
				Federal	State Match	Local Match		
A. Personnel Services								
	MPO staff salaries, fringe benefits, and other deductions	\$ 65,102	\$ 68,849					\$ 133,951
	Subtotal:	\$ 65,102	\$ 68,849	\$ -	\$ -	\$ -	\$ -	\$ 133,951
B. Consultant Services/Pass Thru								
	Contract/Consultant Services		\$ 47,500				\$ 434,430	\$ 481,930
	Pass Thru							\$ -
	Subtotal:	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ 434,430	\$ 481,930
C. Travel								
	Travel Expenses	\$ -						\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses								
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 11,591	\$ 12,258					\$ 23,849
	Subtotal:	\$ 11,591	\$ 12,258	\$ -	\$ -	\$ -	\$ -	\$ 23,849
	Total:	\$ 76,693	\$ 128,607	\$ -	\$ -	\$ -	\$ 434,430	\$ 639,730

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

## Task 350 – LYNX Planning Activities

Purpose
To conduct basic planning studies needed to assist in further implementation of transit service development in the Orlando and Kissimmee Urbanized Areas, using FTA Section 5305, 5307, 5309 and 5339 funds with local match and CTD funds.

Previous Work	Adoption Date / Status
The TDP (LYNX FORWARD) - planning horizon of 2028	FY 2018/19
Conducted a system-wide on-board origin and destination surveys of fixed route, neighbor links and SunRail.	FY 2018/19
Completed conceptual designs for the Rosemont and Florida Mall Superstops.	FY 2019/20
Completed design for Pine Hills Transfer Center.	FY 2019/20
Completed conceptual designs for the LYNX Operations Center (LOC Expansion) expansion	FY 2019/20
Completed Mobility Management planning, design and implementation	FY 2019/20
Redesignated as the Community Transportation Coordinator in 2018. LYNX has contracted with MV Transportation to operate a restructured delivery system.	FY 2019/20
Completed SR 436 Transit Corridor Study.	FY 2019/20

Required Activities & Products	Milestone / Target Date
Autonomous Vehicle/Connected Vehicle Phase II Pilot	FY 2020 /21
Autonomous Vehicle/Connected Vehicle Implementation	FY 2021 /22
Monthly meetings with LYNX and FDOT on multi-modal Coordination	Ongoing
Consultant Support for Future Transit Service Needs, Analysis and Plans (Supports Orange, Osceola, Seminole Counties and the City of Orlando) to include but not be limited to: 1.) Transit Needs Assessments 2.) Transit Oriented and Affordable Housing Transit Studies	FY 2020/ 21-FY 2021/22 (Ongoing)
Corridor Studies and related STOPS Modeling	FY 2020/21- FY 2021/22
LYNX Origin & Destination Studies (Annually)	FY 2020/21- FY 2021/22
ADA Transition Plan & Bus Stop Facilities Assessment	FY 2021 / 22
Transit Asset Management (TAM) Plan	FY 2020 /21
Station Area Planning	FY 2020 /21
Maintenance and Operations Base Conceptual Design, Engineering and Design	FY 2020/21- FY 2021/22



MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Required Activities & Products	Milestone / Target Date
Security and Safety Plan Updates that include new Public Transportation Agency Safety Plan with Target Setting for annual Performance Monitoring.	FY 2020/21- FY 2021/22
5310 Performance Reports and Impact Surveys	FY 2020 /21
5310 Transit Monitoring Reports	FY 2020 /21
TDP & TDSP Update	FY 2020/21- FY 2021/22
ITS/GIS Next Generation Implementation	FY 2020/21- FY 2021/22
Project Development (Premium Corridors- SR 50, SR 436)	FY 2020/21- FY 2021/22
Security Planning	FY 2020/21- FY 2021/22
Fleet Management Plan (Fixed Route and 5310 Program)	FY 2020/21- FY 2021/22
Sustainability Initiatives	FY 2021 /22
Design Guidelines for Transit Stops and Amenities	FY 2020 /21

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships	MetroPlan Orlando
LYNX Staff	Central Florida Regional Transportation Authority (LYNX)

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 350 - LYNX Planning Activities												
Estimated Budget Detail for FY 2021												
Budget Category/Description	FTA 5305(d) - X015			FTA 5305(d) - X014			FTA 5305(d) - X013			Transportation	LYNX	Total
	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Disadvantaged	5307/5309	
A. Personnel Services												
MPO staff salaries, fringe benefits, and other deductions												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant Services/Pass Thru												
Contract/Consultant Services												\$ -
Pass Thru	\$ 720,000	\$ 90,000	\$ 90,000	\$ 78,923	\$ 9,865	\$ 9,865	\$ 227,902	\$ 28,488	\$ 28,488	\$ 70,000	\$ 1,750,000	\$ 3,103,531
Subtotal:	\$ 720,000	\$ 90,000	\$ 90,000	\$ 78,923	\$ 9,865	\$ 9,865	\$ 227,902	\$ 28,488	\$ 28,488	\$ 70,000	\$ 1,750,000	\$ 3,103,531
C. Travel												
Travel Expenses												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses												
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 720,000	\$ 90,000	\$ 90,000	\$ 78,923	\$ 9,865	\$ 9,865	\$ 227,902	\$ 28,488	\$ 28,488	\$ 70,000	\$ 1,750,000	\$ 3,103,531

Task 350 - LYNX Planning Activities												
Estimated Budget Detail for FY 2022												
Budget Category/Description	FTA 5305(d) - X016			FTA 5305(d) - X015			FTA 5305(d) - X014			Transportation	LYNX	Total
	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Disadvantaged	5307/5309	
A. Personnel Services												
MPO staff salaries, fringe benefits, and other deductions												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant Services/Pass Thru												
Contract/Consultant Services												\$ -
Pass Thru	\$ 576,000	\$ 72,000	\$ 72,000	\$ 88,000	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ 70,000	\$ 1,750,000	\$ 2,650,000
Subtotal:	\$ 576,000	\$ 72,000	\$ 72,000	\$ 88,000	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ 70,000	\$ 1,750,000	\$ 2,650,000
C. Travel												
Travel Expenses												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses												
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details												\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 576,000	\$ 72,000	\$ 72,000	\$ 88,000	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ 70,000	\$ 1,750,000	\$ 2,650,000

UNIFIED PLANNING WORK PROGRAM  
TABLE 1: AGENCY PARTICIPATION  
FY 2020/2021

	MetroPlan Orlando	Consultant and Pass- Through Expenses	Central Florida Regional Transportation Authority	FDOT	Grand Total
<b>I. Metropolitan Planning Organization Plans &amp; Administration</b>					
100 MPO Administration	\$ 1,760,373	\$ 104,858			\$ 1,865,231
110 Unified Planning Work Program	233,136	-			\$ 233,136
120 Transportation Improvement Program	147,081	25,000			\$ 172,081
130 Metropolitan Transportation Plan	260,345	636,953			\$ 897,298
<b>II. Regional Planning/Public Participation</b>					
200 Local Government Partner Planning	87,046	-			\$ 87,046
210 Interregional Transportation Planning & Coordination	148,016	-			\$ 148,016
220 Public Participation/Community Outreach	339,311	46,230			\$ 385,541
230 Local Agency Program (LAP)	-	-			\$ -
<b>III. Transportation Planning Activities</b>					
300 Data Collection/Performance Monitoring	68,870	705,429			\$ 774,299
310 Multimodal Systems Planning	393,502	178,680			\$ 572,182
320 Sustainability and Health in Transportation	52,801	125,000			\$ 177,801
330 Transportation Systems Management & Operations	258,226	1,746,293			\$ 2,004,519
340 Special Project Planning	137,377	1,118,415			\$ 1,255,792
350 LYNX Planning Activities	-	1,353,531	1,750,000		\$ 3,103,531
<b>TOTAL</b>	<b>\$ 3,886,084</b>	<b>\$ 6,040,389</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ 11,676,473</b>

UNIFIED PLANNING WORK PROGRAM  
TABLE 2: FUNDING SOURCES  
FY 2020/2021

Tasks	FHWA* FY 2021	FHWA Soft Match**	Receipt of annual fee from CFMPOA Alliance (PL)^	SU FY'21	USDOT CPED	X015 FTA NEW FY 2021			FY '20 X014 FTA Carryover			FY'19 X013 FTA Carryover			TOTAL FHWA & FTA	TOTAL FDOT MATCH	TOTAL LOCAL MATCH	OTHER FHWA/FTA 5307 & 5309	LOCAL New	'21 TRANS DISADV COMM	GRAND TOTAL	TOTAL^ METROPLAN BUDGET
	FEDERAL SEC5305(d)	FDOT MATCH				LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH										
I. Metropolitan Planning Organization Plans & Administration																						
100 MPO Administration	\$ 165,397	\$ 36,479		\$ -	\$ -	\$ 203,362	\$ 25,419	\$ 25,419	\$ 78,396	\$ 9,798	\$ 9,798	\$ 8,229	\$ 1,027	\$ 1,027	\$ 455,384	\$ 36,244	\$ 36,244		\$ 1,337,359	\$ -	\$ 1,865,231	\$ 1,865,231
110 Unified Planning Work Program	109,526	24,156		-	-	11,200	1,400	1,400	84,976	10,622	10,622	-	-	-	205,702	\$ 12,022	\$ 12,022		3,390	-	\$ 233,136	\$ 233,136
120 Transportation Improvement Program	96,543	21,293		-	-	-	-	-	58,424	7,303	7,303	-	-	-	154,967	\$ 7,303	\$ 7,303		2,508	-	\$ 172,081	\$ 172,081
130 Metropolitan Transportation Plan	669,644	147,693		100,000	-	-	-	-	97,496	12,187	12,187	-	-	-	867,140	\$ 12,187	\$ 12,187		5,784	-	\$ 897,298	\$ 897,298
II. Regional Planning/Public Participation																						
200 Local Government Partner Planning	77,685	17,134		-	-	-	-	-	-	-	-	-	-	-	77,685	\$ -	\$ -		9,361	-	\$ 87,046	\$ 87,046
210 Interregional Transportation Planning & Coordin	31,183	6,878	25,000	-	-	-	-	-	-	-	-	-	-	-	56,183	\$ -	\$ -		91,833	-	\$ 148,016	\$ 148,016
220 Public Participation/Community Outreach	138,926	30,641		-	-	38,546	4,818	4,818	81,015	10,128	10,128	-	-	-	258,487	\$ 14,946	\$ 14,946		97,162	-	\$ 385,541	\$ 385,541
230 Local Agency Program (LAP)	-	-		-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -		-	-	\$ -	\$ -
III. Transportation Planning Activities																						
300 Data Collection/Performance Monitoring	217,989	48,078		550,429	-	-	-	-	-	-	-	-	-	-	768,418	\$ -	\$ -		5,881	-	\$ 774,299	\$ 774,299
310 Multimodal Systems Planning	376,950	83,138		14,115	-	-	-	-	29,015	3,628	3,628	-	-	-	420,080	\$ 3,628	\$ 3,628		112,560	32,286	\$ 572,182	\$ 572,182
320 Sustainability and Health in Transportation	145,119	32,007		-	-	-	-	-	23,330	2,917	2,917	-	-	-	168,449	\$ 2,917	\$ 2,917		3,518	-	\$ 177,801	\$ 177,801
330 Transportation Systems Management & Operatic	287,398	63,387		1,422,171	294,492	-	-	-	-	-	-	-	-	-	1,709,569	\$ -	\$ -		458	-	\$ 2,004,519	\$ 2,004,519
340 Special Project Planning	182,377	40,224		1,073,415	-	-	-	-	-	-	-	-	-	-	1,255,792	\$ -	\$ -		-	-	\$ 1,255,792	\$ 1,255,792
350 LYNX Planning Activities	-	-		-	-	720,000	90,000	90,000	78,923	9,865	9,865	227,902	28,488	28,488	1,026,825	\$ 128,353	\$ 128,353	1,750,000	-	70,000	\$ 3,103,531	\$ 1,353,531
TOTAL	\$ 2,498,737	\$ 551,107	\$ 25,000	\$ 3,160,130	\$ 294,492	\$ 973,108	\$ 121,637	\$ 121,637	\$ 531,575	\$ 66,448	\$ 66,448	\$ 236,131	\$ 29,515	\$ 29,515	\$ 7,424,681	\$ 217,600	\$ 217,600	\$ 1,750,000	\$ 1,669,814	\$ 102,286	\$ 11,676,473	\$ 9,926,473

*Federal revenues comprise 81.93% of Federal PL funds.	\$ 3,049,844
Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07%	\$ 551,107
**Soft match amounts are shown by task for informational purposes only and are not included in the UPWP budget totals	
****Other funds consist of LYNX 5307 & 5309 funds and are not expended by MetroPlan Orlando but are included in the UPWP budget totals	
^Total MetroPlan Budget eliminates LYNX 5307 & 5309 funds	
^^CFMPO Alliance members: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO, & Polk TPO	
^^All Federal funds, including fund transfers, apply the required non-federal match.	

Fringe benefit rate is based on total salary cost.	33.6696%
Indirect cost rate is based on salary & fringe.	18.7159%

UNIFIED PLANNING WORK PROGRAM  
TABLE 3: FTA X015 DELIVERABLES  
FY 2020/2021

<u>Task</u>	<u>Amount</u>	<u>Deliverable/End Product</u>	<u>Page Number</u>
100 MPO Administration	\$ 254,200	Management of the MPO; Support of MPO Board & Committees	I-1
110 Unified Planning Work Program	\$ 14,000	UPWP and amendments; Grant invoicing; Audit/Financial Report	I-3
120 Transportation Improvement Program	\$ -	-NA-	I-5
130 Metropolitan Transportation Plan	\$ -	-NA-	I-7
200 Local Government Partner Planning	\$ -	-NA-	II-1
210 Interregional Transportation Planning & Coordination	\$ -	-NA-	II-3
220 Public Participation/Community Outreach	\$ 48,182	-NA-	II-5
230 Local Agency Program (LAP)	\$ -	-NA-	II-8
300 Data Collection/Performance Monitoring	\$ -	-NA-	III-1
310 Multimodal Systems Planning	\$ -	-NA-	III-4
320 Sustainability and Health in Transportation	\$ -	-NA-	III-7
330 Transportation Systems Management & Operations	\$ -	-NA-	III-9
340 Special Project Planning	\$ -	-NA-	III-12
350 LYNX Planning Activities	\$ 900,000	LYNX planning activities	III-14

UNIFIED PLANNING WORK PROGRAM  
TABLE 4: CALCULATION OF FRINGE & INDIRECT COST RATES  
FY 2020/2021

**FRINGE RATE CALCULATION:**

Employer FICA	\$	126,099.00
Unemployment Insurance	\$	10,000.00
Health Insurance	\$	270,861.00
Dental Insurance	\$	5,699.00
Life Insurance & AD&D	\$	1,282.00
Long-Term Disability Insurance	\$	2,331.00
VisionCare Plan Insurance	\$	1,428.00
Worker Compensation Insurance	\$	4,000.00
Pension - based on 10% of Medicare wages	\$	180,722.00
<b>TOTAL FRINGE BENEFITS POOL</b>	<b>\$</b>	<b>602,422.00</b>

<b>Fringe underapplied in FY'20</b>	<b>\$</b>	<b>11,775.72</b>
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Estimated Fringe Benefits Pool Cost	\$	614,197.72
Eligible Salary & Leave Cost*	\$	1,789,218.00
<b>Fringe Rate</b> (Fringe Benefits Pool/Salary & Leave Cost)		<b>34.3277%</b>

Fringe rate is based on salary and leave cost.

\* Some salary costs, such as intern pay, are not eligible for fringe benefits.

Fringe cost direct charged to a local element is not part of the fringe pool.

**INDIRECT COST RATE CALCULATION**

Computer Operations	\$	99,636.00
General Liability, Property Insurances	\$	29,023.00
Rent	\$	223,269.00
Equipment Rent/Maint.	\$	86,438.00
Telephone	\$	9,250.00
<b>TOTAL INDIRECT COST POOL</b>	<b>\$</b>	<b>447,616.00</b>

<b>Indirect overapplied in FY'20</b>	<b>\$</b>	<b>(11,903.90)</b>
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Estimated Indirect Cost Pool	\$	435,712.10
Estimated Fringe Benefits Pool Cost	\$	614,197.72
Estimated Salary & Leave Cost #	\$	1,789,218.00
<b>Indirect Rate</b>		<b>18.1289%</b>
(Indirect Cost Pool / (Fringe Benefits Pool + Salary & Leave Cost))		

#Some salary, such as employer paid deferred compensation, is not part of the base for spreading indirect.

UNIFIED PLANNING WORK PROGRAM  
TABLE 1: AGENCY PARTICIPATION  
FY 2021/2022

	MetroPlan Orlando	Consultant and Pass- Through Expenses	FY 2021 SU Carryforward ***	Total MetroPlan Orlando Budget^	Central Florida Regional Transportation Authority	FDOT	Grand Total
<b>I. Metropolitan Planning Organization Plans &amp; Administration</b>							
100 MPO Administration	\$ 1,556,137	\$ 70,000		\$ 1,626,137			\$ 1,626,137
110 Unified Planning Work Program	241,929	-		241,929			\$ 241,929
120 Transportation Improvement Program	171,538	25,000		196,538			\$ 196,538
130 Metropolitan Transportation Plan	165,059	-		165,059			\$ 165,059
<b>II. Regional Planning/Public Participation</b>							
200 Local Government Partner Planning	103,510	-	-	103,510			\$ 103,510
210 Interregional Transportation Planning & Coordination	157,520	-		157,520			\$ 157,520
220 Public Participation/Community Outreach	390,153	65,000		455,153			\$ 455,153
230 Placeholder	-	-		-			\$ -
<b>III. Transportation Planning Activities</b>							
300 Data Collection/Performance Monitoring	86,853	150,570		237,423			\$ 237,423
310 Multimodal Systems Planning	411,900	75,000		486,900			\$ 486,900
320 Sustainability and Health in Transportation	55,270	-		55,270			\$ 55,270
330 Transportation Systems Management & Operations	264,872	1,264,544	200,000	1,729,416			\$ 1,529,416
340 Special Project Planning	157,800	481,930		639,730			\$ 639,730
350 LYNX Planning Activities	-	900,000		900,000	1,750,000		\$ 2,650,000
<b>TOTAL</b>	<b>\$ 3,762,541</b>	<b>\$ 3,032,044</b>	<b>\$ 200,000</b>	<b>\$ 6,994,585</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ 8,544,585</b>

\*\*\*FY'21 funds are shown for tracking purposes and to tie to MPO budget. These funds do not increase the budgetary ceiling for FY'22 and are not included in the grand total to tie to the UPWP

^Total MetroPlan Budget includes FY'21 funds available to spend in FY'22 and eliminates LYNX 5307 & 5309 funds

UNIFIED PLANNING WORK PROGRAM  
TABLE 2: FUNDING SOURCES  
FY 2021/2022

Tasks	FHWA* FY 2022	FHWA Soft Match**	Receipt of annual fee from CFMPOA Alliance (PL)**	SU*** FY21	SU FY22	X016 FTA NEW FY 2022			FY '21 X015 FTA Carryover			FY'20 X014 FTA Carryover			TOTAL FHWA & FTA	TOTAL FDOT MATCH	TOTAL LOCAL MATCH	OTHER FHWA/FTA 5307 & 5309	LOCAL New	'21 TRANS DISADV COMM	GRAND TOTAL	TOTAL* METROPOL BUDGET	
						FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH									
I. Metropolitan Planning Organization Plans & Administration																							
100 MPO Administration	\$ 176,206	\$ 38,883				\$ 260,295	\$ 32,536	\$ 32,536	\$ 15,979	\$ 1,999	\$ 1,999	\$ -	\$ -	\$ -	\$ 452,480	\$ 34,535	\$ 34,535		\$ 1,104,587	\$ -	\$ 1,626,137	\$ 1,626,137	
110 Unified Planning Work Program	114,146	25,175				67,461	8,433	8,433	11,200	1,400	1,400				192,807	9,833	9,833		29,456		\$ 241,929	\$ 241,929	
120 Transportation Improvement Program	99,423	21,928							60,564	7,570	7,570				159,987	7,570	7,570		21,411		\$ 196,538	\$ 196,538	
130 Metropolitan Transportation Plan	73,304	16,168							68,614	8,576	8,576				141,918	8,576	8,576		5,989		\$ 165,059	\$ 165,059	
II. Regional Planning/Public Participation																							
200 Local Government Partner Planning	91,787	20,244													91,787	\$ -	\$ -		11,723		\$ 103,510	\$ 103,510	
210 Interregional Transportation Planning & Coordination	32,316	7,127	25,000												57,316	\$ -	\$ -		100,204		\$ 157,520	\$ 157,520	
220 Public Participation/Community Outreach	185,473	40,907							125,361	15,670	15,670				310,834	15,670	15,670		112,979		\$ 455,153	\$ 455,153	
230 Local Agency Program (LAP)															\$ -	\$ -	\$ -				\$ -	\$ -	
III. Transportation Planning Activities																							
300 Data Collection/Performance Monitoring	190,765	42,074			40,570										231,335	\$ -	\$ -		6,088		\$ 237,423	\$ 237,423	
310 Multimodal Systems Planning	289,467	63,843			14,614				30,282	3,785	3,785				334,363	3,785	3,785		112,681	32,286	\$ 466,900	\$ 466,900	
320 Sustainability and Health in Transportation	20,948	4,620													20,948				34,322		\$ 55,270	\$ 55,270	
330 Transportation Systems Management & Operations	318,548	70,257		200,000	1,210,386										1,528,934	\$ -	\$ -		482		\$ 1,529,416	\$ 1,729,416	
340 Special Project Planning	128,607	28,365			434,430										563,037				76,693		\$ 639,730	\$ 639,730	
350 LYNX Planning Activities						576,000	72,000	72,000	88,000	11,000	11,000				664,000	83,000	83,000	1,750,000		70,000	\$ 2,650,000	\$ 900,000	
TOTAL	\$ 1,720,990	\$ 379,571	\$ 25,000	\$ 200,000	\$ 1,700,000	\$ 903,756	\$ 112,969	\$ 112,969	\$ 400,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 4,749,746	\$ 162,969	\$ 162,969	\$ 1,750,000	\$ 1,616,615	\$ 102,286	\$ 8,544,585	\$ 6,994,585	

\*Federal revenues comprise 81.93% of Federal PL funds.

Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07%.

\*\*Soft match amounts are shown by task for informational purposes only and are not included in the UPWP budget totals

\*\*\*FY21 funds are shown for tracking purposes and to tie to MPO budget. These funds do not increase the budgetary ceiling for FY22 and are not included in the grand total to tie to the UPWP

\*\*\*\*Other funds consist of LYNX 5307 & 5309 funds and are not expended by MetroPlan Orlando but are included in the UPWP budget totals

\*Total MetroPlan Budget includes FY21 funds available to spend in FY22 and eliminates LYNX 5307 & 5309 funds

\*\*CFMPO Alliance members: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake Sumter MPO, Ocala-Marion MPO, & Polk TPO

\*\*\*All Federal funds, including fund transfers, apply the required non-federal match.

Fringe benefit rate is based on total salary cost.

Indirect cost rate is based on salary & fringe.

34.0961%

17.8049%



UNIFIED PLANNING WORK PROGRAM  
TABLE 3: FTA X016 DELIVERABLES  
FY 2021/2022

<u>Task</u>	<u>Amount</u>	<u>Deliverable/End Product</u>	<u>Page Number</u>
100 MPO Administration	\$ 325,367	Management of the MPO; Support of MPO Board & Committees	I-1
110 Unified Planning Work Program	\$ 84,327	UPWP and amendments; Grant invoicing; Audit/Financial Report	I-3
120 Transportation Improvement Program	\$ -	-NA-	I-5
130 Metropolitan Transportation Plan	\$ -	-NA-	I-7
200 Local Government Partner Planning	\$ -	-NA-	II-1
210 Interregional Transportation Planning & Coordination	\$ -	-NA-	II-3
220 Public Participation/Community Outreach	\$ -	-NA-	II-5
230 Placeholder	\$ -	-NA-	II-8
300 Data Collection/Performance Monitoring	\$ -	-NA-	III-1
310 Multimodal Systems Planning	\$ -	-NA-	III-4
320 Sustainability and Health in Transportation	\$ -	-NA-	III-7
330 Transportation Systems Management & Operations	\$ -	-NA-	III-9
340 Special Project Planning	\$ -	-NA-	III-12
350 LYNX Planning Activities	\$ 720,000	LYNX planning activities	III-14

UNIFIED PLANNING WORK PROGRAM  
TABLE 4: CALCULATION OF FRINGE & INDIRECT COST RATES  
FY 2021/2022

**FRINGE RATE CALCULATION:**

Employer FICA	\$	131,367.00
Unemployment Insurance	\$	10,000.00
Health Insurance	\$	292,520.00
Dental Insurance	\$	5,927.00
Life Insurance & AD&D	\$	1,321.00
Long-Term Disability Insurance	\$	2,401.00
VisionCare Plan Insurance	\$	1,486.00
Worker Compensation Insurance	\$	4,200.00
Pension - based on 10% of Medicare wages	\$	189,260.00
<b>TOTAL FRINGE BENEFITS POOL</b>	<b>\$</b>	<b>638,482.00</b>
Estimated Fringe Benefits Pool Cost	\$	638,482.00
Eligible Salary & Leave Cost*	\$	1,872,595.00
<b>Fringe Rate</b> (Fringe Benefits Pool/Salary & Leave Cost)		<b>34.0961%</b>

Fringe rate is based on salary and leave cost.

\* Some salary costs, such as intern pay, are not eligible for fringe benefits.

Fringe cost direct charged to a local element is not part of the fringe pool.

**INDIRECT COST RATE CALCULATION**

Computer Operations	\$	91,436.00
General Liability, Property Insurances	\$	29,023.00
Rent	\$	240,182.00
Equipment Rent/Maint.	\$	77,203.00
Telephone	\$	9,250.00
<b>TOTAL INDIRECT COST POOL</b>	<b>\$</b>	<b>447,094.00</b>
Estimated Indirect Cost Pool	\$	447,094.00
Estimated Fringe Benefits Pool Cost	\$	638,482.00
Estimated Salary & Leave Cost #	\$	1,872,595.00
<b>Indirect Rate</b>		<b>17.8049%</b>
(Indirect Cost Pool / (Fringe Benefits Pool + Salary & Leave Cost))		

#Some salary, such as employer paid deferred compensation, is not part of the base for spreading indirect.

# **APPENDICES**

- A. ABBREVIATIONS & ACRONYMS**
- B. COST ALLOCATION PLAN**
- C. FTA GRANT APPLICATION & CERTIFICATIONS**
- D. FLORIDA PLANNING EMPHASIS AREAS – 2020**
- E. LOCAL GOVERNMENT PLANNING ACTIVITIES**
- F. DRAFT UPWP COMMENTS & RESPONSES**
  - FDOT**
  - FHWA**
  - FTA**

# **APPENDIX A**

## **ABBREVIATIONS & ACRONYMS**

## **Appendix A – Abbreviations & Acronyms**

The planning and implementation of improvements to the transportation system of a major urban area such as Orlando is a complex process with many different tasks, agencies, funding sources, and modes of transportation involved.

As a result, federal, state, and local agencies participating in the transportation planning process use abbreviations and acronyms that can be confusing to citizens and elected officials.

To help alleviate this confusion, we have prepared a booklet of abbreviations and acronyms as a resource.

A brief list of acronyms and abbreviations used by MetroPlan Orlando can be found in this appendix. For a more complete list of abbreviations and acronyms with definitions, click on the link below or visit the MetroPlan Orlando website.

<https://metroplanorlando.org/wp-content/uploads/Glossary-of-Acronyms.pdf>

ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
AQ	Air Quality
SU, TALU	Federal Funding allocated to Metropolitan Planning Organizations with urban areas of over 200,000 population. for programing by the MPO within the urbanized area, in consultation with the State and any affected transportation operators.
CAC	Community Advisory Committee
CAV	Connected and Autonomous Vehicles
CFCRC	Central Florida Commuter Rail Commission
CFMPOA	Central Florida MPO Alliance
CTC	Community Transportation Coordinators
CTST	Community Transportation Safety Team
D5	Florida Department of Transportation District 5
ECFRPC	East Central Florida Regional Planning Council
FAST-Act	Fixing Americas Surface Transportation Act

FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTA 5305 (d)	Federal Transit Administration Planning funds for urban areas
FTA 5307	Federal Transit Administration Capital and Operating funds for urban areas
FTA 5309	Federal Transit Administration Discretionary Grant Program funds
FTA 5311	Federal Transit Administration Capital and Operating funds for private non-profit transportation providers in urban and rural areas.
FTA 5313	Federal Transit Administration technology funds for transit projects
FTE	Florida Turnpike Enterprise
FY	Fiscal Year – a budget year; runs from July 1 through June 30 for the State of Florida and MetroPlan Orlando; and from October 1 through September 30 for the federal government and counties.
ICAR	Intergovernmental Coordination and Review Agreement
ITS	Intelligent Transportation Systems
LAP	Local Agency Program
LBS	Location Based Service Data (GPS)
LOTIS	Land Overlaid on Transportation Information System
MAC	Municipal Advisory Committee
M&O	Management & Operations Subcommittee
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MTF	Florida Statewide Model Task Force

MTP	Metropolitan Transportation Plan (formerly known as Long Range Transportation Plan)
PIP	Public Involvement Plan
PL	Planning funds – Federal Highway Administration planning funds, also called Section 112 funds
PPL	Project Priority List
TAC	Technical Advisory Committee
TBARTA	Tampa Bay Area Regional Transportation Authority
TD	Transportation Disadvantaged
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TSM	Transportation Systems Management
TSMO	Transportation Systems Management and Operations
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

# **APPENDIX B**

## **COST ALLOCATION PLAN**





metroplan orlando  
*A REGIONAL TRANSPORTATION PARTNERSHIP*

# COST ALLOCATION PLAN

Fiscal Year 2020-2021

# 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 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 "Super Circular" 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 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 annually 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 recalculated on a year-to-date basis each time the books are closed at the end of the month. The result is a distribution of actual year-to-date cost allocation amounts, thus eliminating the need for year-end adjustments. 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 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 or 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. Staff personnel costs associated with the audit are direct charged 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, additional memory, 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** – These 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.

**Awards and Promotional 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 direct charged to Local operating funds.

**Equipment Rent/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 all land-line, cell phone and long-distance costs 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 as determined by the use of the postage log kept as mail is run through the postage meter. 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. All of 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 Statement number 87 (Leases), most leases 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 Rent or Equipment Rent/Maintenance while the interest is accounted for under Interest Expense. Because all of 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 \$1,000 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.

## 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 May 13, 2020, to establish cost allocations or billings for Fiscal Year 2020-2021 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:

5/13, 2020

Approved:



Gary Huttman

Executive Director

# **APPENDIX C**

## **FTA GRANT APPLICATION & CERTIFICATIONS**



### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☐ New  
☒ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Orlando Urban Area Metropolitan Planning Organization

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-3363667

**\* c. Organizational DUNS:**

8319622660000

**d. Address:**

**\* Street1:** MetroPlan Orlando

**Street2:** 250 S Orange Ave, Ste 200

**\* City:** Orlando

**County/Parish:** Orange

**\* State:** FL: Florida

**Province:**

**\* Country:** USA: UNITED STATES

**\* Zip / Postal Code:** 32801-3458

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Mr.

**\* First Name:** Jason

**Middle Name:** S.

**\* Last Name:** Loschiavo

**Suffix:**

**Title:** Director of Finance & Administration

**Organizational Affiliation:**

**\* Telephone Number:** (407) 481-5672

**Fax Number:** (407) 481-5680

**\* Email:** jloschiavo@metroplanorlando.org

## Application for Federal Assistance SF-424

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

Metropolitan Planning Org.

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

Federal Transit Administration

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

20-505

CFDA Title:

Federal Transit Metropolitan Planning Grant

### \* 12. Funding Opportunity Number:

5305(d)

\* Title:

Metropolitan Planning Program

### 13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Technical studies in support of FY2020-21 Unified Planning Work Program (UPWP) of MetroPlan Orlando for the Orlando & Kissimmee Urbanized Areas - Orange, Osceola, and Seminole Counties

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

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

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="973,106.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="121,638.00"/>
* d. Local	<input type="text" value="121,638.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,216,382.00"/>

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

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

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

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

☒ \*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative: \* Date Signed:

**FTA FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES**  
**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA**  
**ASSISTANCE PROGRAMS**

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

Name of Applicant: Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

The Applicant certifies to the applicable provisions of categories 01–18.   X  

*Or,*

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

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____



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

**PAGE**

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

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

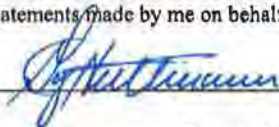
BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications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

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

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

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

Signature



Date:

5/13/20

Name Gary Huttman, Executive Director

Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

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

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

Signature



Date:

5/13/20

Name Jay Small, Mateer & Harbert, P.A.

Attorney for Applicant

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

**Section 5305(d)**  
**Approved Project Budget for FY 2020/2021**  
(total dollars)

Technical  
Classifications:

44.21.00	Program Support and Administration	316,382	100/110
44.22.00	General Development and Comprehensive Planning	0	
44.23.01	Long Range Transportation Planning: System Level	0	
44.23.02	Long Range Transportation Planning: Project Level	0	
44.24.00	Short Range Transportation Planning	0	
44.25.00	Transportation Improvement Program	0	
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	0	
44.26.13	Participation of Transit Operators in Metropolitan Planning	900,000	350
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	0	
44.27.00	Other Activities	0	
Total Net Project Cost		<u><u>\$ 1,216,382</u></u>	-

Accounting  
Classifications

44.30.01	Personnel	135,923
44.30.02	Fringe Benefits	45,765
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	-
44.30.06	Contractual	986,688
44.30.07	Other	14,000
44.30.08	Indirect Charges	34,006
Total Net Project Cost		<u><u>\$ 1,216,382</u></u>

Fund Allocations

44.40.01	MPO Activities	316,382
44.40.02	Transit Operator Activities	900,000
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u><u>\$ 1,216,382</u></u>

Federal Share (80%)	973,106
Local Share (20%)	243,276

Accounting

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies -Planning	\$ 1,216,382

Section 5305(d)  
 GMIS Planning Line Item Codes - FY 2020/2021  
 (FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	253,106	100/110
44.22.00	General Development and Comprehensive Planning	0	
44.23.01	Long Range Transportation Planning: System Level	0	
44.23.02	Long Range Transportation Planning: Project Level	0	
44.24.00	Short Range Transportation Planning	0	
44.25.00	Transportation Improvement Program	0	
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	0	
44.26.13	Participation of Transit Operators in Metropolitan Planning	720,000	350
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	0	
44.27.00	Other Activities	0	
Total Net Project Cost		<u>973,106</u>	

Accounting Classifications

44.30.01	Personnel	108,741
44.30.02	Fringe Benefits	36,611
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	-
44.30.06	Contractual	789,350
44.30.07	Other	11,200
44.30.08	Indirect Charges	27,204
Total Net Project Cost		<u>973,106</u>

Fund Allocations

44.40.01	MPO Activities	253,106
44.40.02	Transit Operator Activities	720,000
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>973,106</u>

## SECTION B - BUDGET CATEGORIES

## 7) Program Income



**SECTION C - NON-FEDERAL RESOURCES**

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Totals (e)
8)		\$ 121,638	\$ 121,638	\$ 243,276
9)				
10)				
11)				
12) TOTALS		\$ 121,638	\$ 121,638	\$ 243,276

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13) Federal	\$ 973,106.00	\$ 243,276.50	\$ 243,276.50	\$ 243,276.50	\$ 243,276.50
14) Non-Federal	\$ 243,276.00	\$ 60,819.00	\$ 60,819.00	\$ 60,819.00	\$ 60,819.00
15) TOTAL (Sum of lines 13 and 14)	\$ 1,216,382.00	\$ 304,095.50	\$ 304,095.50	\$ 304,095.50	\$ 304,095.50

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

Grant Program (a)	Future Funding Periods (Years)			
	First (b)	Second (c)	Third (d)	Fourth (e)
16)				
17)				
18)				
19)				
20) TOTALS				

**SECTION F - OTHER BUDGET INFORMATION**

21) Direct Charges:					
22) Indirect Charges:	<u>Rates:</u>				
	Fringe 0.336696				
	Indirect				
23) Remarks: Cost Allocation Plan is used for indirect & fringe charges - Rates in item 22 are estimates of what the plan should spread.					

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 D. Huttman  
Title: MPO Chairman (or designee)

May 13, 2020 \_\_\_\_\_  
Date

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

525-010-08  
POLICY PLANNING  
05/18

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

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the 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 D. Hultmann  
Title: MPO Chairman (or designee)

May 13, 2020  
Date



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

525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the 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 D. Huttman  
Title: MPO Chairman (or designee)

May 13, 2020 \_\_\_\_\_  
Date

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

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the 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 D. Huttman  
Title: MPO Chairman (or designee)

May 13, 2020 \_\_\_\_\_  
Date



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

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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

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

525-010-08  
POLICY PLANNING  
05/16

- (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 D**

## **FLORIDA PLANNING EMPHASIS AREAS - 2020**



## Florida Planning Emphasis Areas-2020

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

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

### Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should "increase safety for motorized and non-motorized users." The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state's transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

### System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, "enhance the integration and connectivity of the transportation system, across and between modes, for people and freight." Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes

- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

## Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

## ACES (Automated/Connected/Electric/Shared-use) Vehicles

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of



disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

**Contact Information:**

**Mark Reichert, FDOT Administrator for Metropolitan Planning**

**850-414-4901**

**[mark.reichert@dot.state.fl.us](mailto:mark.reichert@dot.state.fl.us)**

# **APPENDIX E**

## **LOCAL GOVERNMENT PLANNING ACTIVITIES**

## **Osceola County Transportation Planning Projects:**

1. **ADA Framework Plan:** This plan is to establish the Framework necessary to move towards an ADA Sidewalk Transitions Plan. This includes tasks such as general project management, evaluation of standards and recommended actions, establish a base network of prioritization areas for further investigation, identify typical barriers to ADA accessibility, determine a typical implementation program, and summarize typical costs for overcoming ADA Barriers, and provide a public involvement plan outlining steps taken, and further steps recommended to be taken as part of the full ADA Transition Plan Project as it is moved forward separately. The major deliverable of this project will be memos and data/analysis to be used as a backbone for development of the ultimate Pedestrian / Sidewalk ADA Transition Plan.
2. **Pedestrian Mobility / ADA Transition Plan:** This project will be to compile the information gathered from the ADA Framework Plan, provide more enhanced evaluation of a sample area (s), conduct comprehensive table-top and field surveys of priority areas identified in the Framework Plan, provide individual obstruction reports for these areas and input them into a GIS Geodatabase for the County's use in implementation, provide concept plans and more detailed cost estimates for specific areas. This project will then take and build on the public participation plan identified in the Framework plan and will include also a public open house, and final product of this task / project will be the Pedestrian Mobility / ADA Transition Plan with all elements and chapters completed.
3. **Neptune Lake Toho Restoration Loop Concept Feasibility Report and implementation:** Osceola County is currently developing a new urban center called NeoCity, a master-planned development situated between Kissimmee and St. Cloud with connections by way of Neptune Road and US 192. Ongoing planning and design work is underway to establish multimodal routes along these corridors to strengthen these connections. One of the needs identified is additional connectivity of trail facilities from NeoCity onto Neptune Road and into the City of Kissimmee. This project includes Route Planning and Assessment, Concept Phasing Map and Plan, and the final step will be to implement the findings through design and construction of routes found to be feasible.
4. **Comprehensive Plan Transportation Element Mobility Indicator Refresh:** This project includes reanalyzing the current Mobility Indicators within the Transportation Element of the Osceola County Comprehensive Plan, determine the effectiveness since implementation, and determine if more efficient methods exist to monitor improvements to mobility within the county, and make any applicable revisions to the Transportation Element.
5. **TSM&O Strategic Plan:** Transportation System Management and Operations (TSM&O) is a performance driven approach for solving congestion and traffic problems in which Intelligent Transportation Systems (ITS), signal system control, and other management and operational strategies are used to locate and correct the causes of congestion in real-time. The objective of the TSM&O strategic plan is to improve the efficiency of the existing transportation network through performance monitoring, active arterial management, integrating freeway management with arterial management and incident management on arterials and freeways.

## **Seminole County Transportation Planning Projects:**

1. **Mobility Fee Study** - Feasibility study to replace existing road impact fee ordinance with a mobility fee. Completion: 2020
2. **North St, Palm Springs Drive, Raymond Av Corridor Enhancement Study (aka Rolling Hills Corridor Study)** - Study to provide recommendation to improve mobility, safety, and livability along the subject corridors. This study is coordinated with County programs in the area including the developing park from the old golf course. Completion: 2020
3. **SR 434 Corridor Planning Study (Limits: SR 417 to Mitchell Hammock Rd)** - Develop and evaluate short-term alternatives, to widening the section to 4-lanes, to accommodate future projected traffic demand, pedestrian and bike connections, school bus activity, and overall safety throughout the corridor. Completion: 2020
4. **ADA Transition Study** - Determination of compliance with ADA regulations within County ROW in conjunction with the FDOT LAP Program. Completion 2020
5. **Pedestrian & Bike Overpass** - Feasibility study for Seminole Wekiva Trail crossing of SR 434 and SR 436. Completion: TBD
6. **Trails within Power Line Corridors/Easements** - Feasibility Study of placement of trails with in various power line corridors/easements. Completion: TBD

## **Orange County Transportation Planning Projects:**

1. **Holden Avenue/Gatlin Avenue/Orange Avenue Intersection Realignment Study** -Develop alternative intersection designs for Orange Ave from South of Gatlin Ave to North of Holden Ave. The project will develop alternative intersection designs and identify other improvements to alleviate operational and safety issues currently observed within the study limits.
2. **Taft Area Commercial Freight Study** - Commercial freight study to identify current safety/operations issues related to commercial vehicles using Wetherbee Road between Orange Blossom Trail (US 441) and Boggy Creek Road and to provide policy and/or design recommendations to alleviate those issues. The purpose of the study is to investigate the causes and contributing factors to the perceived safety hazards and operational impacts of commercial freight vehicles travelling on Wetherbee Road.
3. **International Drive Pedestrian Overpass** - This project proposes a pedestrian overpass structure with appropriate end treatments/approaches transversely across SR 482/Sand Lake Road on International Drive located generally 500 feet north of SR 482/Sand Lake Road and extending approximately 500 feet south of the intersection. The project includes the consideration of multiple conceptual design alternatives for the creation of a pedestrian overpass structure which will serve as both a functional pedestrian crossing and an aesthetic gateway to the International Drive District.
4. **University Boulevard Pedestrian/Cyclist Safety Study** - A study to assess current conditions, identify deficiencies and develop pedestrian/cyclist safety, comfort and convenience improvements within the University Boulevard corridor from Lake Mirage Blvd. to Semoran Boulevard.

5. **NEOCATS – North East Orange County Areawide Transportation study** - The needs study, essentially a long range transportation plan, will address the increased mobility demands in East Orange County. The main objective is to identify and analyze potential transportation projects that would improve network connectivity and provide relief to constrained corridors. The study shall develop a prioritized list of regional roadway improvements as well as intersection improvements, transit, pedestrian, and bicycle enhancements supported and authorized by a robust series of public engagement meetings and hearings. The plan will serve in the short term as a guide for capital improvement expenditures and in the long term as a basis for coordination between future land use and the area's transportation needs. The study limits encompass the region north of Colonial Drive (SR 50), south of Orange/Seminole County line, east of Alafaya Trail and west of Chuluota Road.
6. **International Drive Transit Feasibility and Alternative Technology Assessment** - The roadway segments included in this study are located Orange County International Drive District located in southwest central Orange County and includes the Orange County Convention Center. The road corridors included within the study area are:
  - International Drive – Sea Harbor Drive to Sand Lake Road
  - Universal Boulevard – Tradeshow Boulevard to Sand Lake Road
  - Via Mercado – International Drive to Universal Boulevard
  - Destination Parkway – International Drive to Tradeshow Boulevard
  - Tradeshow Boulevard – Destination Parkway to Universal Boulevard, and
  - Incorporation of the results of the Kirkman Road Extension project (Universal Boulevard to Carrier Drive) into the study

The study area for a potential premium transit project was determined utilizing the existing I-Ride Trolley service between Sand Lake Road and Orange County's intermodal station on Destination Parkway. An initial operating segment of the project is envisioned to serve the International Drive corridor extending from Sand Lake Road to south of the BeachLine. The project will address increasing transportation needs within the International Drive area and the desire to implement a sustainable multimodal system that reflects and complements the surrounding environment. The feasibility study will include analysis of the potential of implementing a modern streetcar service or other premium transit alternative as an urban circulator operating within the International Drive District.

# **APPENDIX F**

## **DRAFT UPWP COMMENTS & RESPONSES**

**FDOT**

**FHWA**

**FTA**





## *Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

719 S. Woodland Boulevard  
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.  
SECRETARY

April 15, 2020

Mr. Gary Huttman  
Executive Director  
MetroPlan Orlando MPO  
250 South Orange Avenue, Suite 200  
Orlando, FL 32801

**RE: Comments on the Draft Fiscal Year 2020/2021 and Fiscal Year 2021/2022 Unified Planning Work Program (UPWP) for the MetroPlan Orlando Metropolitan Planning Organization**

Dear Mr. Huttman:

Thank you for providing a draft copy of the MetroPlan Orlando Metropolitan Planning Organization's (MPO) Unified Planning Work Program (UPWP) for Fiscal Year 2020/2021 and Fiscal Year 2021/2022. The Florida Department of Transportation (FDOT) has reviewed the draft UPWP and offers the following comments.

In order to meet the schedule contained in the Florida Department of Transportation's MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2020/2021 Planning Funds beginning on July 1, 2020, the MPO needs to revise and adopt the Final UPWP and submit it to the Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720 or via E-mail at [Rakinya.Hinson@dot.state.fl.us](mailto:Rakinya.Hinson@dot.state.fl.us), and other appropriate agencies no later than May 15, 2020.

**Comments on the Draft UPWP:**

- ❖ On page I-8, Task 130, Estimated Budget Detail table the Local column for Fiscal Year 2021 shows that the total is \$304,061.00. On page T-2, Table 2: Funding Sources, for Task 130, the Local column show \$5,784.00. Please review and change to correct amount.
- ❖ On page I-8, Task 130, Estimated Budget Detail table for Fiscal Year 2021, the FHWA (PL) column has a total amount of \$132,691.00. On page T-2, Table 2: Funding Source, the FHWA FY 2021 column shows a total of \$430,968.00 in Fiscal Year 2021. Please review and change to correct amount.
- ❖ Page II-8, Task 230, This task needs to be removed from the UPWP at this time since the MPO is not currently LAP Certified. The Department has corresponded with the Office of Policy Planning and this task cannot be approved in the UPWP at this time. Once the MPO becomes LAP certified then the MPO can amend their UPWP to include the task, if

task is found to be allowable. If MetroPlan would like to discuss LAP certification, please let the District know.

- ❖ Page III-5, Task 310, Required Activities & Products description “Implementation of project programming of highway safety improvements on the state roadway system from the Corridor Safety Concept Plan Phase I”, under the Adoption Date/Status date is outside of the new UPWP period. It should have a date after June 2020.
- ❖ Pages III-10, Task 330, Required Activities & Products description “Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation”, please ensure that all efforts regarding this task is coordinated through the district office.
- ❖ Page III-10, Task 330, Table 330, Estimated Budget Detail for Fiscal Year 2022, Total w/out FY’21 Funds column shows a total of \$1,603,934.00, which does not match the amount on Table 2: Funding Sources, page T-6 which shows \$1,604,416.00.
- ❖ Page III-11, Task 340, Please list studies being done on this task. If the MPO doesn’t specifically identify studies at this time the UPWP will have to be amended and the scope will have to be approved at that time.
- ❖ On page T-2, Table 2: Funding Sources, the MPO has \$2,283,680.00 in the SU FY’21 column. The Department’s Work Program only shows \$1,700,000.00 of SU funding programmed. This amount will have to be changed to reflect what the Department currently shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the MPO can request that the Department increase the Work Program amount by the \$583,680.00 and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.
- ❖ On page T-6, Table 2: Funding Sources, the MPO has \$2,168,490.00 in the PL/FHWA column for Fiscal Year 2022. The Department’s Work Program only shows \$1,720,990.00 of PL funding programmed. This amount will have to be changed to reflect what the Department currently shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the Department can increase the Work Program amount by the \$468,490.00, if the PL funding is available, and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.
- ❖ On page T-6, Table 2: Funding Sources, for Fiscal Year 2022 the MPO has \$2,234,430.00 in the SU FY’22 column. The Department’s Work Program only shows \$1,700,000.00 of SU funding programmed. This amount will have to be changed to reflect what the Department currently shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the MPO can request that the Department increase the Work Program amount by the \$534,430.00 and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.

- ❖ Appendix A – Abbreviations and Acronyms. There are several abbreviations that no longer exist in the document and abbreviations that have been left off. Please add additional abbreviations such as: AMPO, D5, ICAR, ECFRPC, CTST, CAV, FAST, FDEP, ITS, LAP, LBS, LOTIS, MTF, PPL, TBARTA, and TDP.

As always, I would like to extend my appreciation to the MetroPlan Orlando MPO for their collaboration with FDOT to accomplish the transportation goals for the MetroPlan Orlando area. If the Department can do anything to assist with the development of the UPWP, please do not hesitate to contact me at 386-943-5426.

Sincerely,



Rakinya Hinson  
FDOT MPO Liaison

cc: Jim Martin, FHWA Planning  
Erika Thompson, FDOT CO Policy Planning  
Scott Philips, FDOT CO Policy Planning  
Gabrielle Matthews, FDOT CO Transit Planning  
Jo Santiago, FDOT District 5 Transit Office  
Keith Melton, Federal Transit Administration  
Kellie Smith, FDOT District 5 Planning Office  
Anna Taylor, FDOT District 5 Planning Office  
Chris Wiglesworth, FDOT CO FDOT Transit Planning

## MetroPlan Orlando Responses to FDOT Comments

Comment: On page I-8, Task 130, Estimated Budget Detail table the Local column for Fiscal Year 2021 shows that the total is \$304,061.00. On page T-2, Table 2: Funding Sources, for Task 130, the Local column show \$5,784.00. Please review and change to correct amount.

Response: The table on page I-8 has been corrected.

Comment: On page I-8, Task 130, Estimated Budget Detail table for Fiscal Year 2021, the FHWA (PL) column has a total amount of \$132,691.00. On page T-2, Table 2: Funding Source, the FHWA FY 2021 column shows a total of \$430,968.00 in Fiscal Year 2021. Please review and change to correct amount.

Response: The table on page I-8 has been corrected.

Comment: Page II-8, Task 230, This task needs to be removed from the UPWP at this time since the MPO is not currently LAP Certified. The Department has corresponded with the Office of Policy Planning and this task cannot be approved in the UPWP at this time. Once the MPO becomes LAP certified then the MPO can amend their UPWP to include the task, if task is found to be allowable. If MetroPlan would like to discuss LAP certification, please let the District know.

Response: Task 230 has been removed pending LAP Certification or other remedies.

Comment: Page III-5, Task 310, Required Activities & Products description "Implementation of project programming of highway safety improvements on the state roadway system from the Corridor Safety Concept Plan Phase I", under the Adoption Date/Status date is outside of the new UPWP period. It should have a date after June 2020.

Response: The target date has been corrected to June 2021

Comment: Pages III-10, Task 330, Required Activities & Products description "Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation", please ensure that all efforts regarding this task is coordinated through the district office.

Response: Efforts regarding this task will be coordinated through the district office.

Comment: Page III-10, Task 330, Table 330, Estimated Budget Detail for Fiscal Year 2022, Total w/out FY'21 Funds column shows a total of \$1,603,934.00, which does not match the amount on Table 2: Funding Sources, page T-6 which shows \$1,604,416.00.

Response: The table on page III-10 has been corrected.

Comment: Page III-11, Task 340, Please list studies being done on this task. If the MPO doesn't specifically identify studies at this time the UPWP will have to be amended and the scope will have to be approved at that time.

Response: Historically, we provide all scopes of services for Special Project Planning. Scopes of services will be developed following the Executive Director authorization of a project and provided to FHWA / FTA / FDOT for approval prior to issuing a Task Work Order. Language has been added to activities & products to reflect the process.

Comment: On page T-2, Table 2: Funding Sources, the MPO has \$2,283,680.00 in the SU FY'21 column. The Department's Work Program only shows \$1,700,000.00 of SU funding programmed. This amount will have to be changed to reflect what the Department currently

## MetroPlan Orlando Responses to FDOT Comments

shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the MPO can request that the Department increase the Work Program amount by the \$583,680.00 and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.

Response: A request was made by MetroPlan Orlando to the Department on 01/17/2020 for the additional funds, and the following response was given "we can't program anything for FY21 until the work program development cycle begins on July 1. Once the cycle opens on July 1 we still will be required to wait until the funds are programmed (usually around July 11), then approval from FHWA, after FHWA then we (FDOT) encumbers the funds and sends the agreement. This process may take a week or two after the July 11 estimated date for funds to be programmed." However, since the request was not filled, MetroPlan Orlando will remove these funds from the UPWP until the Department can add the funds in after July 1, 2020.

Comment: On page T-6, Table 2: Funding Sources, the MPO has \$2,168,490.00 in the PL/FHWA column for Fiscal Year 2022. The Department's Work Program only shows \$1,720,990.00 of PL funding programmed. This amount will have to be changed to reflect what the Department currently shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the Department can increase the Work Program amount by the \$468,490.00, if the PL funding is available, and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.

Response: The estimated closeout funds that were programmed into FY'22 for PL have been removed.

Comment: On page T-6, Table 2: Funding Sources, for Fiscal Year 2022 the MPO has \$2,234,430.00 in the SU FY'22 column. The Department's Work Program only shows \$1,700,000.00 of SU funding programmed. This amount will have to be changed to reflect what the Department currently shows in our Work Program. The Work Program is locked down until after July 1, 2020, at that time the MPO can request that the Department increase the Work Program amount by the \$534,430.00 and then execute an amended agreement for the additional funds. The Department cannot do an agreement for federal funding that has not been programmed or authorized by Federal Highway Administration.

Response: A request was made by MetroPlan Orlando to the Department on 01/17/2020 for the additional funds, and the following response was given "we can't program anything for FY21 until the work program development cycle begins on July 1. Once the cycle opens on July 1 we still will be required to wait until the funds are programmed (usually around July 11), then approval from FHWA, after FHWA then we (FDOT) encumbers the funds and sends the agreement. This process may take a week or two after the July 11 estimated date for funds to be programmed." However, since the request was not filled, MetroPlan Orlando will remove these funds from the UPWP until the Department can add the funds in after July 1, 2020.

Comment: Appendix A - Abbreviations and Acronyms. There are several abbreviations that no longer exist in the document and abbreviations that have been left off. Please add additional abbreviations such as: AMPO, D5, ICAR, ECFRPC, CTST, CAV, FAST, FDEP, ITS, LAP, LBS, LOTIS, MTF, PPL, TBARTA, and TDP.

Response: Additional abbreviations have been added and Federal Fund Code definitions have been expanded.

**Federal Highway Administration**

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

**Federal Transit Administration**

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

**Planning Comments**Document Name: Draft FY20/21 & 21/22 UPWPMPO: MetroPlan Orlando

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5Reviewed by: Jim Martin**COMMENTS**

Page #	Comment Type	Comment Description
	Enhancement	A mention of the community priorities and challenges facing the MPO should be included in the introduction.
xiii	Enhancement	An explanation of the sources and reasonings for the Planning Emphasis Area should be included, along with how this matrix is connected to those areas.
	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
II-8	Critical	The activities and funding related to the Local Agency Program (LAP) should be removed from this planning document if there is an intent on using them for Design and Construction project phases.
	Critical	Please also provide the FHWA with a copy of any agreements (i.e. Memorandum of Understanding) for the CFMPOA with the other MPOs.
	Critical	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.

	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
	Other	ADA requires that any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.
	Select One	Ensure signed copies of the following documents are included in the final version: Certifications and Assurances, Debarment and Suspension, Lobbying, DBE and Title VI Nondiscrimination.
Cover	Edit	Delete "Federal Aid No." following CFDA - #20.505. For consistency, FM numbers can be shown as XXXXXX-X-XX-XX.
	Other	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.
	Other	If funding FTA grant is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
	Other	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
	Other	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.
	Critical	The PL funding levels for both year one and two do not match the amounts provided by the FDOT CO on Feb. 2, 2020.
	Select One	

## MetroPlan Orlando Responses to FHWA/FTA Comments

Comment: A mention of the community priorities and challenges facing the MPO should be included in the introduction.

Response: The title has been changed from "Overview of Comprehensive Transportation Planning" to "Community Priorities and Challenges," and an introduction has been added explaining some of the challenges.

Comment: An explanation of the sources and reasonings for the Planning Emphasis Area should be included, along with how this matrix is connected to those areas.

Response: Additional explanations have been added to the linkage and the related matrix has been moved closer to the explanations.

Comment: All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

Response: The final version of the UPWP will have all the documents signed and dated.

Comment: The activities and funding related to the Local Agency Program (LAP) should be removed from this planning document if there is an intent on using them for Design and Construction project phases.

Response: The LAP task has been removed until MetroPlan Orlando is LAP certified. A placeholder task is left in the UPWP. When added back to the UPWP, the LAP task will not include any funding for design or construction. This task will be for staff support and a General Engineering Consultant to develop scopes and procurement materials.

Comment: Please also provide the FHWA with a copy of any agreements (i.e. Memorandum of Understanding) for the CFMPOA with the other MPOs.

Response: A copy of the interlocal agreement of the CFMPOA members has been submitted to FHWA.

Comment: Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.

Response: MetroPlan Orlando does not use FHWA funds to purchase equipment.

Comment: Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

Response: Where required, scopes will be provided to FHWA / FTA / FDOT for approval prior to issuing a Task Work Order.



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## MetroPlan Orlando Responses to FHWA/FTA Comments

Comment: ADA requires than any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.

Response: MetroPlan Orlando has an ADA compliant website and always strives to provide additional assistance to the public to comply with ADA requirements.

Comment: Ensure signed copies of the following documents are included in the final version: Certifications and Assurances, Debarment and Suspension, Lobbying, DBE and Title VI Nondiscrimination.

Response: The final version of the UPWP will have all the documents signed and dated.

Comment: Delete "Federal Aid No." following CFDA - #20.505. For consistency, FM numbers can be shown as XXXXXX-X-XX-XX.

Response: The cover of the UPWP has been updated.

Comment: If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.

Response: Lynx has listed the planning activities and dates in Task 350.

Comment: If funding FTA grant is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.

Response: The UPWP will reflect FTA funds carried over from prior UPWPs.

Comment: If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.

Response: FY'21 amounts from FTA were provided to MetroPlan Orlando April 28, 2020. Those amounts are reflected in the final version of the UPWP.

Comment: The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.

Response: PTASP has been added to the required products.

Comment: The PL funding levels for both year one and two do not match the amounts provided by the FDOT CO on Feb. 2, 2020.

Response: The FY'21 PL amounts now reflect the new allocations plus deobligated funds from FY'19 and FY'20. PL amounts for FY'22 now reflect the allocations provided to MetroPlan Orlando.





250 South Orange Avenue, Suite 200  
Orlando, Florida 32801-3441  
(407) 481-5672  
[www.metroplanorlando.org](http://www.metroplanorlando.org)