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A REGIONAL TRANSPORTATION PARTNERSHIP

UPWP

Unified Planning Work Program

July 1, 2012 - June 30, 2013

and

July 1, 2013 - June 30, 2014

FINAL

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.

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Transportation Disadvantaged Trust Fund - (FM) - 24853121401 - #55.002

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**ORLANDO URBAN AREA
TRANSPORTATION PLANNING PROCESS
UNIFIED PLANNING WORK PROGRAM**

**July 1, 2012 - June 30, 2013
and
July 1, 2013 - June 30, 2014**

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METROPLAN ORLANDO
FY 2012/2013 and FY 2013/2014 UNIFIED PLANNING WORK PROGRAM
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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, 2012 - June 30, 2014, with a particular focus on the first year of the two-year cycle, July 1, 2012 - June 30, 2013.

The Unified Planning Work Program (UPWP) is the instrument for coordinating transportation and comprehensive planning in the area of Orange, Seminole and Osceola Counties which together comprise the Orlando Urbanized Area. 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: Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU). Although this act has technically expired, Congress has extended it under a continuing resolution until a new authorization act is passed. The planning requirements of SAFETEA-LU call for the development and maintenance of a viable transportation planning process, a process viewed as particularly critical in the case of the Orlando Urbanized Area, which over the past thirty years has been one of the nation's fastest growing regions.

REQUIREMENTS OF THE SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT - A LEGACY FOR USERS (SAFETEA-LU)

The planning factors identified in SAFETEA-LU that must be considered as part of the transportation planning process for all metropolitan areas 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.
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- Increase the accessibility and mobility of people and for freight.
- 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.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

OVERVIEW OF COMPREHENSIVE TRANSPORTATION PLANNING

Current comprehensive planning activities within the Orlando Urbanized Area are primarily focused on the local comprehensive planning efforts developed in response to Florida's Local Government Comprehensive Planning Act. Transportation elements of local comprehensive plans are coordinated with MetroPlan Orlando's Congestion Management Systems Element and Long Range Transportation Plan. Although growth has slowed over the past four years, the level of activity within the Orlando Urbanized Area still requires that socio-economic and land use surveillance tasks be updated annually to provide an adequate database for future transportation planning and/or impact analysis.

Over the last four decades (since the early 1970's), the Orlando Urbanized Area has experienced significant population growth. Only over the last 3-4 years has that growth flattened in response to the national economic slump. However, the transportation network that serves the area is still inadequate even under slow-growth or no-growth conditions. The network situation will continue to become worse as the growth in the area recovers. This problem is largely due to the lack of available funding either for construction of the major facilities required to carry the number of vehicles that utilize the road network or for alternative modes of transportation. A number of low-cost, short-term congestion management measures such as the traffic signalization program and various transit system improvements have helped to ease the problem to some extent. However, more long-term solutions to the transportation problems in the area are needed in order to adequately meet the needs of the community, especially in the form of the alternative modes of transportation.

In August, 2009, the MetroPlan Orlando Board unanimously approved its Year 2030 Long Range Transportation Plan. The Plan went substantially beyond traditional planning and called for an alternative form of land use to shape the transportation system. The 2030 Plan dramatically strengthens multi-modal considerations in the planning process, identifying alternative modes of transportation to the personal automobile, such as commuter rail (known as SunRail) and light rail, high speed rail, bus rapid transit and premium transit, carpools, vanpools and bicycling. Although implementation of the Year 2030 Long Range Transportation Plan will extend over the next 20 years, this UPWP programs tasks that will update the Plan to meet two goals. The first goal will be to evaluate how the Plan is being implemented; its degree of success and whether certain mid-course corrections might be needed. The second goal will be to advance the planning period of the Plan to the year 2040 to bring it into coordination with other MPO long range plans within District Five of FDOT. The Federally-mandated date for adoption of a new updated Plan (every five years from the date of approval of the last Plan if the area is in air quality attainment) will be August 2014.

The Year 2030 Long Range Transportation Plan highlights the growing importance of planning for freight and goods movement. Land use plays a significant role in how freight and goods move and the Plan identifies potential locations for "freight villages" to provide for transfer and warehousing activities and to increase the efficiency within the freight transportation system. This also includes the development of freight improvement lists that identify short term projects to improve the movement of freight and goods and that can compete with other projects in the five-year Transportation Improvement Program. This activity is actually a continuation of an original project list developed as part of the Freight, Goods and Services Strategic Mobility Plan (that Plan was completed in FY 2002/2003 and gained nationwide attention for its many planning innovations). The 2002 Freight, Goods and Services Strategic Mobility Plan was innovative for its time by extending well beyond the geographic limits of the Orlando Urbanized Area, to include Port Canaveral in Brevard County. Not only does the Beachline Expressway corridor between Orlando and Port Canaveral move a large number of cruise ship passengers, but a significant amount of freight and goods as well. The Plan was a feature presentation at an ITE International Conference in Washington and the TRB National Conference in Philadelphia and has been highlighted in the US DOT video on freight planning. The Freight, Goods and Services Strategic Mobility Plan is being updated to 2040 and expanded to include all of Brevard, Volusia, Lake and Sumter Counties. Through this and future UPWP's the data presented in the original Plan will be updated.

Efforts are also continuing toward implementation of short-term transportation strategies designed to maximize existing resources through such techniques as park-and-ride, computerized traffic signals and commuter assistance programs. This has occurred through an increase in dedicated funding for Maintenance and Operations projects (M&O) within the three-county metropolitan area. Planning efforts have been especially directed towards collection of more extensive accident data, in an effort to improve the safety of the transportation system.

FDOT DISTRICT FIVE GENERAL PLANNING ACTIVITIES

A description of the FDOT District Five general planning activities for FY 2012/2013 and FY 2013/2014 is included in Appendix E of the Unified Planning Work Program. Foremost among these, which also involves MetroPlan Orlando and the local governments, is FDOT's development of a commuter rail system in the region. Known as SunRail, the agreement between FDOT and CSXT was stalled for several years in the Florida Legislature over insurance, liability and union job preservation issues. These were resolved during the December, 2009 Legislature's Special Session, clearing the way for FDOT to purchase the CSXT tracks through Central Florida. A Full Funding Grant Agreement with the Federal Transit Administration was signed in July 2011, enabling FDOT to begin construction of the system. Operation of the system is expected to begin in early 2014.

OTHER LOCAL GOVERNMENT PLANNING ACTIVITIES

A description of other local government planning activities for FY 2012/2013 and FY 2013/2014 is included in the Appendix F section of the Unified Planning Work Program.

CONSISTENCY OF PLANNING EFFORT

The tasks outlined in this UPWP respond to the Orlando Urbanized Area's need for continued improvement of both its highway and transit systems, for a greater emphasis on congestion management and ITS activities, and for continued development of its aviation and airport system. These are also objectives of the various regional agencies, such as the East Central Florida Regional Planning Council and the Central Florida Regional Transportation Authority (LYNX) as well as the local government comprehensive plans. Although there is some overlap within some of the tasks outlined in the UPWP, the focus is on coordinating rather than duplicating efforts. Therefore, this UPWP is consistent, to the maximum extent possible, with the approved local comprehensive plans within this urbanized area, as well as the planning requirements of State and Federal agencies.

MAJOR GOALS

1. Ensure compliance with Federal Transportation Management Certification and the FDOT Certification

MetroPlan Orlando, as the Orlando Urbanized Area MPO, will contract for legal and legislative services to ensure that it is kept aware of all applicable Federal and State planning regulations. Emphasis will be placed on the preparation of the major products required of an MPO by the current transportation act, SAFETEA-LU. These are the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and notably, the Long Range Transportation Plan (LRTP). Compliance with the Federal requirements will be measured by continued certification of MetroPlan Orlando by the State and Federal agencies. The next Federal certification review will be conducted in FY 2014/2015. Interim year certification reviews are conducted by FDOT.

2. Update and maintain regional transportation planning database

MetroPlan Orlando will update and maintain its regional socio-economic database which includes not only Orange, Seminole and Osceola Counties, but through coordination with the neighboring MPOs' also includes Lake, Volusia and Polk Counties as well, since those counties' travel patterns impact the Orlando Metropolitan Area. The database currently has a year 2009 base, with projections made to the year 2040.

3. Initiate development of Year 2040 Long Range Transportation Plan

MetroPlan Orlando adopted its Year 2030 Long Range Transportation Plan in August, 2009. However, the Federal reauthorization act that will replace SAFETEA-LU as well as future State and local initiatives may substantially alter requirements and assumptions regarding future funding and priorities. An update of the Year 2030 Long Range Transportation Plan is underway. The new Long Range Plan will be adopted in 2014. Funding for development of the Plan Update is programmed.

4. Amend, as appropriate, the current Year 2030 Long Range Transportation Plan

Interim amendments of the Year 2030 Plan may be made, as appropriate, until completion and adoption of the year 2040 Plan.

5. Continue focus on regional transportation management and operations function

MetroPlan Orlando will continue to pursue strategies to integrate transportation systems management and operations activities into the transportation planning process to promote an effective and efficient regional transportation system. A primary emphasis will be given to the implementation of coordinated traffic signalization projects. The M&O Subcommittee continually evaluates a number of major corridors throughout the area as candidates for these improvements. Safety also continues to be a major focus of the management and operations program, with an emphasis on collection of comprehensive and timely accident data. Critical to this effort is MetroPlan Orlando's staff involvement with the Community Traffic Safety Teams in each of the counties. MetroPlan Orlando will also continue to initiate regionally-based events and campaigns such as "Move It, Yes, You Can" and "Worst First," which are designed to focus public attention on safety issues.

6. Continue the integration of freight planning into the transportation planning process

MetroPlan Orlando will continue its freight planning efforts undertaken as part of the development of the Freight, Goods and Services Plan and Evaluation of the Impact of Trade and Commerce on the Study Area. A comprehensive database reflecting the flow of goods to, from and within this urban area has been developed. Goods and freight movement has been incorporated into the transportation modeling process (within the standard transportation model FSUTMS) as part of a Statewide planning effort. The Freight, Goods and Services Plan and Evaluation of the Impact of Trade and Commerce on the Study Area includes the MetroPlan Orlando Area as well as Brevard, Volusia, Lake and Sumter Counties.

7. Promote public involvement through mass media in the long range transportation plan process

MetroPlan Orlando will continue to strengthen its public involvement and community outreach efforts, as emphasized in SAFETEA-LU. The private sector will be specifically targeted, as well as those who are transportation disadvantaged. Efforts will continue to increase the visibility and awareness of MetroPlan Orlando throughout the region.

8. Continue to strengthen ties with government and business partners

MetroPlan Orlando will continue to establish a stronger presence in the community, as approved by the MetroPlan Orlando Board, through strengthening our ties with both government and business partners.

9. Lead interregional planning efforts exemplified in Central Florida Alliance

MetroPlan Orlando has worked cooperatively with adjoining counties and MPOs in seeking transportation solutions for the Central Florida area with the establishment of the Central Florida MPO Alliance. MetroPlan Orlando relationships have been strengthened among the MPO representatives from Lake/Sumter, Brevard, Marion, Polk and Volusia Counties. A current example of the interregional planning efforts extended by MetroPlan Orlando is The Freight, Goods and Services Plan and Evaluation of the Impact of Trade and Commerce on the Study Area that includes Brevard, Volusia, Lake and Sumter Counties.

10. Maximize regional transportation funding

MetroPlan Orlando will aggressively seek all opportunities for increased funds from Federal, State and local sources, including the private sector. MetroPlan Orlando took a lead role in seeking legislative approval for a local additional rental car surcharge of up to \$2.00 per day, to supplement its success in obtaining a redistribution of the current rental car surcharge of \$2.00 per day back to the district in which it was generated. MetroPlan Orlando will also take a lead role in the development of any other additional revenue sources that have been identified in the Year 2030 Long Range Transportation Plan, such as the Charter County Transit Surtax. Such a revenue source would be eligible to fund both capital and operating and maintenance expenses of the transit system. Identifying and initiating those steps that will lead to implementation of a regionally-based revenue source is a primary objective of the Central Florida Transportation Funding Task Force, involving Orange, Osceola, Seminole and Volusia counties.

ORGANIZATION

The Orlando Urbanized Area FY 2012/13 and FY 2013/14 UPWP was developed by MetroPlan Orlando staff in cooperation with FDOT and a subcommittee of the Transportation Technical Committee. 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 successor, the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), for the establishment of a comprehensive, cooperative, and continuing transportation planning process.

The Unified Planning Work Program in previous years has contained five major sections (Administration, Public Involvement, Data Collection, Systems Planning, and Project Planning), each addressing an important segment of the Orlando Urbanized Area's overall transportation planning process. Separate task and sub-task items are included within each major section. Funding is also identified for each task as appropriate. Because of limited staff resources, not every task in the FY 2012/13 UPWP or such future UPWPs as the FY 2013/14 UPWP may be funded. Some tasks are included as "unfunded" tasks to acknowledge their high priority and the intent to implement them at the appropriate time. Some task numbers have been reserved to account for possible future work currently unidentified. Other tasks are noted as carry-over or continuing tasks from the previous UPWP either utilizing funds from that previous fiscal year or adding new funds. Also, because such tasks as the Long Range Transportation Plan Update are lengthy and costly processes, funds may be shown as being accrued over a period of several years before the project is conducted.

The five major categories of the UPWP are briefly described as follows:

- 1.0 Administration:** This section includes those functions necessary for proper management of the transportation planning process on a continuing basis. Work tasks include program management, administration, development and public involvement.

- 2.0 **Public Involvement:** Originally identified as a requirement by ISTEA and with continued emphasis in TEA-21 and SAFETEA-LU, a proactive public process which provides complete information, timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans and Transportation Improvement Programs is described in this section. The tasks include the Annual Report, community outreach activities, preparation of miscellaneous publications, committee support and development, and market research.
- 3.0 **Data Collection:** Included in this category are those work tasks required to provide a continuous monitoring of travel characteristics and factors affecting travel in the Orlando Urbanized Area. The tasks include a traffic counting program, accident surveillance and analysis, transit ridership monitoring and systems inventory studies. The results or outputs of these activities provide the database upon which all other activities draw.
- 4.0 **Systems Planning:** This section includes tasks that address transportation issues on a system-wide basis, such as the Long Range Transportation Plan, congestion management planning, intermodal planning, transit and para-transit planning, air quality planning and bicycle and pedestrian facilities planning.
- 5.0 **Project Planning:** Tasks in this section include conducting specific detailed planning activities that are requested from time to time during the year by the MetroPlan Orlando Board. These are conducted on an as-needed basis.

General planning services provided by FDOT District 5 for the MPO are identified and discussed in the Appendix starting at A-27. They include modeling for the Long Range Transportation Plans and the Efficient Transportation Decision Making (ETDM) process.

METROPLAN ORLANDO PLANNING EMPHASIS AREAS

In previous years, the Federal agencies (FHWA and FTA) and FDOT would provide guidance to the metropolitan planning organizations in the development of their UPWP's as to particular areas that they wished to have addressed. Although neither the State nor the Federal agencies have identified specific Planning Emphasis Areas for FY 2012/13 or FY 2013/14, this may change in future years. The planning factors of SAFETEA-LU discussed earlier do relate closely to the previous Planning Emphasis Areas, however, and for that reason, MetroPlan Orlando is focusing its emphasis on the following areas which correlate with previous years' Planning Emphasis Areas:

1) Safety in the Transportation Planning Process

MetroPlan Orlando collects accident data through its highway system monitoring (Task 3.3) and will continue this effort. MetroPlan Orlando also participates in the Incident Management Planning Teams organized within each of the three counties. Safety issues are addressed at several of their more basic and causative levels, such as congested roads and intersections that lead to reckless driving behavior or inadequate directional signs for those persons unfamiliar with the area. Tasks such as Intelligent Transportation Systems Planning (4.2.1) and Bicycle and Pedestrian Safety (4.7.1) seek to improve safety in transportation. Staff will continue to work with the Florida Bicycle Association and the Florida Safety Council to emphasize both motorist responsibilities and those of the bicyclists and pedestrians in furthering safety. MetroPlan Orlando entered into a working relationship with Bike Walk Central Florida during the 2011/2012 program year and will continue this relationship over the next several years to enhance pedestrian safety in the region.

2) Security in the Transportation Planning Process

Security issues are being addressed through the Continuity of Operations Plan (COOP), which will prepare for the continued operation of MetroPlan Orlando and the preservation of its plans and programs.

3) Linking Planning and Environmental NEPA Processes

In an effort to better coordinate transportation planning and environmental reviews, MetroPlan Orlando has incorporated ETDM (Efficient Transportation Decision Making) into the UPWP. The Planning Screen Phase of ETDM provides the opportunity for participating agencies to review and comment on those projects proposed for inclusion in the Long Range Transportation Plan, thereby addressing potential problems as early as possible.

4) Transportation System Management and Operations within Planning Processes

Tasks related to Management and Operations have been a major part of previous UPWP's and will continue so for the FY 2012/13 and FY 2013/2014 UPWP. The various system monitoring efforts described in Section III, Data Collection provides an extensive database from which to improve the way transportation systems are managed and operated. Also, MetroPlan Orlando participates extensively in Intergovernmental/Interagency Studies (1.3.3) and Interregional Transportation Planning and Coordination (1.3.4) in looking regionally at what local governments may be doing and coordinating this information with other local governments. Of particular note is the emphasis that has been given to incident management. The UPWP Task Section 4.2, Transportation System Management and Operations, will continue to focus on this emphasis area through its various subtasks and will pursue strategies for integrating transportation systems management and operations activities into the metropolitan transportation planning process to promote an effective and efficient regional transportation system.

5) Consultation with Local Officials

MetroPlan Orlando administers many committees that accomplish this emphasis area. The most recent is the Municipal Advisory Committee which is comprised of local mayors from those jurisdictions not having direct voting representation on the MetroPlan Orlando Board. In addition, Council/Commission meetings of the various jurisdictions are visited frequently by staff.

6) Enhancing the Technical Capacity of Planning Processes

This emphasis area is addressed through the many training opportunities utilized by staff (Task 1.2.4). MetroPlan Orlando also intends to continue its leadership position in technical innovation and expertise statewide that was achieved, in addition to other efforts, through its integration of the Cube Voyager platform into the FSUTMS model.

7) Coordination of Human Service Transportation

It has been recognized nationally, that in many communities across the United States, many citizens rely on specialized transportation services to access work, medical services, schools or community activities. The term - "human service transportation" - refers to the programs that provide for the basic mobility needs of certain groups, such as people with disabilities or older citizens. Florida, through its transportation disadvantaged program, has long been recognized as a leader in this field. MetroPlan Orlando provides administrative services to the Transportation Disadvantaged Local Coordinating Board (TDLCB) for Orange, Osceola and Seminole Counties. The TDLCB oversees the local program and the activities of the Community Transportation Coordinator (LYNX). Tasks 4.4.2, 4.5.1 and 4.5.2 of the UPWP directly address the coordination of human service transportation.

8) Regional Planning

This area emphasizes the development and/or implementation of instruments and organizations that result in more effective regional coordination between adjacent MPOs. The UPWP continues to address this emphasis area through Task 1.3.4, Interregional Transportation Planning & Coordination. MetroPlan Orlando and the Volusia TPO originally formed the Central Florida MPO Alliance to address a common transportation priority - replacement of the St. John's River Bridge. The success of the Alliance has led to the Space Coast Transportation Planning Organization (TPO), Lake/Sumter County MPO, Polk County TPO and the Ocala/Marion County TPO joining the Alliance. The success of the Alliance in addressing Central Florida transportation issues has also led to the creation of the Florida Urban Transportation Coalition, a broader based group involving the Jacksonville, Miami/Southeast Florida, and Tampa Bay areas as well as Central Florida, with the common goal of furthering a statewide rail system.

9) Public Involvement

As it has in earlier years, MetroPlan Orlando has devoted an entire section of the UPWP to addressing the various aspects of public involvement, whether through community outreach, market research, preparation of publications or participation and support of various committees. This is being accomplished in Tasks 2.1 through 2.6.

The UPWP itself provides an extensive opportunity for public involvement during its development process. For example, this UPWP was developed, as it is each year, with the assistance of the Plans & Programs Subcommittee of the Transportation Technical Committee. Once an "initial draft UPWP" was prepared (during December, 2007), the document was previewed with the full Transportation Technical Committee, Citizens' Advisory Committee, Bicycle and Pedestrian Advisory Committee, Municipal Advisory Committee and the MetroPlan Orlando Board. Each committee was given the time period before the next meeting (generally 30 days) to provide comments and suggestions. During this same time period, the initial draft was made available on the MetroPlan Orlando website for interested parties. These activities typically take place during January and early February of each year. The initial draft was revised to respond to local comments and then brought back before the committees and Board for approval as a "final draft" to be submitted to FDOT and the Federal agencies. As a result of this review, the Citizens' Advisory Committee weighed in to provide some pointed observations on the transportation planning process and what should be accomplished. The MetroPlan Orlando website provided a good backup to the process for additional public input.

10) MPO TIP Project Prioritization Process

In prioritizing projects, MetroPlan Orlando has established a methodology for evaluating each project through criteria that are described in the TIP. This is done for highway, transit, bicycle and pedestrian projects. Beyond the TIP, however and using the same methodology, MetroPlan Orlando annually develops a priority list of projects in rank order that it uses to consider the advancement of projects into the TIP. MetroPlan Orlando especially strives to promote a multi-modal transportation system by consideration of all relevant transportation alternatives in its planning efforts and by continuation of its policy of prioritizing a percentage of its allocated Surface Transportation Program (STP) funds to transit projects and to bicycle/pedestrian facility projects. The allocation percentage has been revised several times over the years by the METROPLAN ORLANDO Board. Beginning with an original allocation percentage of 20% transit, 10% bicycle/pedestrian facilities and 70% highways, the allocation percentage was revised in 2007 to 33% transit, 12% bicycle/pedestrian facilities and 55% highways. In 2011 the allocation was revised again to reflect the regions commitment to our Long Range Transportation Plan and Vision. A significant change included allocation of a percentage of the total STP funds to Management & Operations rather than a fixed amount. The breakdown in the 2011 allocation was 31% transit, 15% bicycle/pedestrian, 34% highways and 20% management & operations.

MetroPlan Orlando also supports local government and transportation authority efforts in such programs as commuter assistance (ridesharing), park & ride, congestion management and public transportation.

11) Transit Quality of Service

According to FDOT, this emphasis area is directed at those MPOs who are developing Long Range Transportation Plan updates, with an assessment of transit service being accomplished using the procedures in the Transit Capacity and Quality of Service Manual. The assessment of transit quality of service was an important consideration in the development of the Year 2030 Long Range Transportation Plan.

12) Promote Consistency between Transportation Improvements and Planned Growth

This emphasis area directs that MPOs work with local governments to promote corridor management techniques, including access management strategies, right-of-way acquisition and protection measures, appropriate land use strategies, zoning, and setback requirements for adjacent land uses. Although land use planning is closely maintained within local government functions, as compared to the regional transportation planning process, MetroPlan Orlando, established a Land Use Committee that enables us to coordinate with local governments to ensure that what is being proposed in transportation improvements is consistent with local land use plans. In addition, MetroPlan Orlando will monitor the costs of the transportation improvements identified in the Long Range Transportation Plan (as reported in the Variance Reports), as well as any increases in revenue, determine that there are adequate revenue sources to fund the improvements and strive to protect the corridors and their cost feasibility.

The UPWP Task Matrix (Figure 1) documents how MetroPlan Orlando proposes to comply with its twelve total 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 Figure.

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, 2 and 3. 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 \$.75 per capita for those jurisdictions represented on the Board. The local assessment has been voluntarily reduced in recent years because of local government budget challenges. Four transportation authority's (Orlando-Orange County Expressway Authority, Greater Orlando Aviation Authority, Central Florida Regional Transportation Authority/LYNX and Sanford Airport Authority) also contribute to the annual assessment. Table 3 presents an estimate of the expenditures from the current UPWP. 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.

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 decision makers. Although all meetings of the MetroPlan Orlando Board and its committees are publicly advertised and therefore open to the public, 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.

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 monthly to provide direction in planning future transportation projects and improvements.

The Citizens' Advisory Committee (CAC) was formed to ensure that the public has the opportunity to review and evaluate all proposed transportation plans and projects. CAC members, who are all volunteers, are appointed to present the opinions and concerns of the citizens who live in the communities they represent.

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

The Bicycle and Pedestrian Advisory Committee (BPAC) is charged with researching and advising the Board on topics related to the development of bicycle and pedestrian-friendly facilities and on the implementation of possible transportation alternatives to the automobile.

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.

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 Urbanized Area transportation planning process through participation on one or more of these committees:

Orange County
Osceola County
Seminole County
City of Altamonte Springs
City of Apopka
City of Belle Isle
City of Casselberry
Town of Eatonville
City of Edgewood
City of Kissimmee
City of Lake Mary
City of Longwood
City of Maitland
City of Ocoee
City of Orlando
City of Oviedo
City of Sanford
City of St. Cloud
City of Windermere
City of Winter Garden
City of Winter Park
City of Winter Springs

Orange County Public School District
Osceola County Public School District
Seminole County Public School District
Greater Orlando Aviation Authority
Orlando-Orange County Expressway Authority
Osceola County Expressway Authority
Reedy Creek Improvement District
Sanford Airport Authority
Kissimmee Gateway Airport
Central Florida Regional Transportation Authority (LYNX)
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 Orlando-Orange County Expressway Authority, the Central Florida Regional Transportation Authority (LYNX), the Greater Orlando Aviation Authority, and

the Sanford Airport Authority. Memorandums of agreement for the funding of 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 five-year agreement and was signed May 12, 2010. The agreement for the provision of FTA Section 5303 planning funds is a six-year agreement and was signed September 28, 2011. 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 Orlando-Orange County Expressway Authority, the Seminole County Expressway Authority and the Florida Department of Transportation. This ICAR, last updated in 2010, is a five-year agreement which automatically renews. When it renews in 2015 it will include the Osceola County Expressway Authority.

CERTIFICATION

A certification review of the transportation planning process will now be conducted every four years (changed from the previous three years by SAFETEA-LU) by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted January, 2011. Some corrective actions were noted; most have been addressed. The corrective action relevant to the Transportation Improvement Program will be addressed when the new TIP is adopted in 2012. During the intervening years between the Federal Certification Review, FDOT conducts the review. FDOT also issues a joint certification statement based on the results of the Federal certification in those years when the Federal Certification Review is conducted. There were no corrective actions in the last FDOT certification review, conducted in February, 2012.

OPERATIONAL PROCEDURES AND BYLAWS

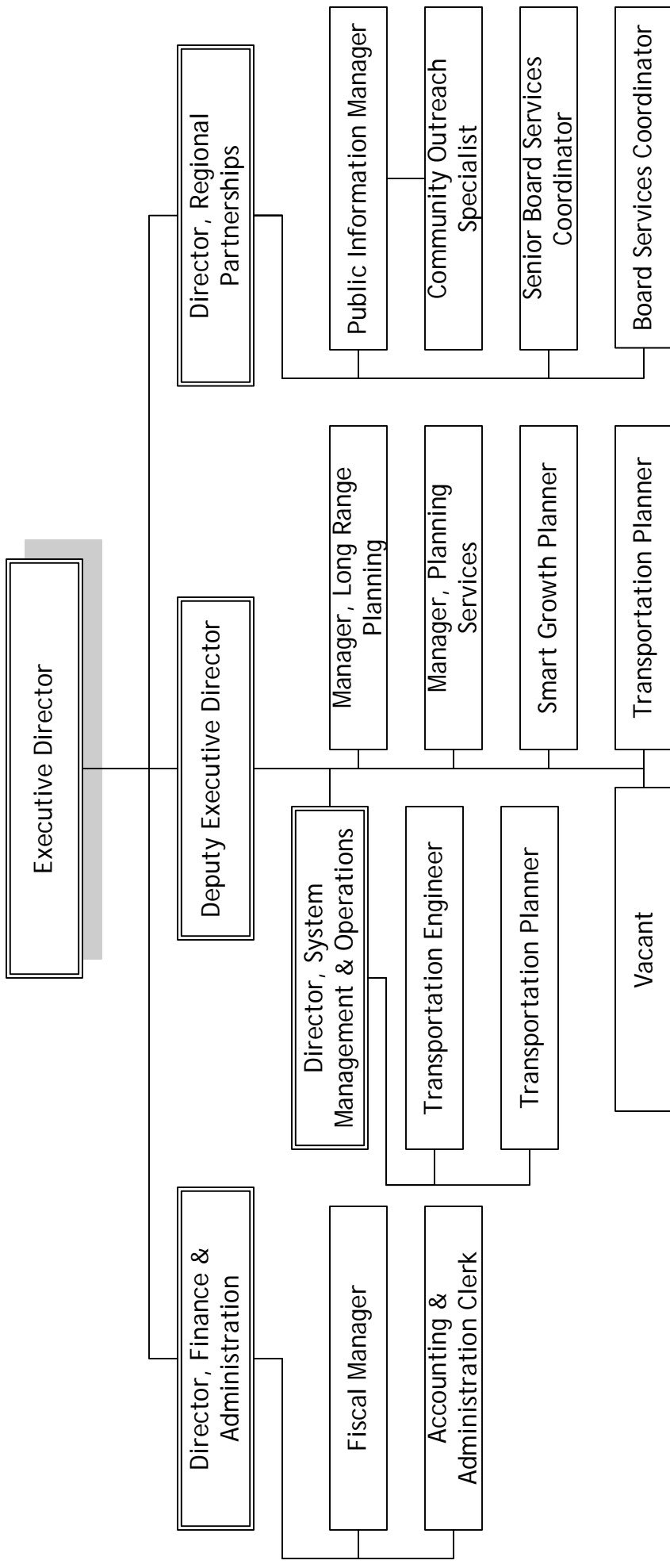
MetroPlan Orlando's role and responsibilities were established by Title 23, United States Code and Chapter 339, Florida Statutes. MetroPlan Orlando conducts its operations through an adopted set of Rules, established as Chapter 35 I-1, Florida Administrative Code. Operational procedures followed are 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

An organizational chart of MetroPlan Orlando is included within this section.

MetroPlan Orlando

Organizational Chart - Fiscal Year 2012-2013



PLANNING EMPHASIS AREAS - UPWP TASK MATRIX
FIGURE 1

	Consideration of safety and security in the transportation planning process		Linkage of the planning and NEPA processes	Consideration of management and operations within the planning process	State DOT consultation with non-metropolitan local officials	Enhancement of the technical capacity of the planning process	Coordination of human service transportation
	Safety	Security					
TASKS							
1.1.	X	X	X	X		X	X
1.1.1	X	X	X	X		X	X
1.1.2							
1.1.3	X	X	X	X		X	X
1.1.4	X	X					
1.2.1							X
1.2.2							
1.2.3	X	X					
1.2.4	X	X					
1.2.5							
1.2.6							
1.3.1	X	X	X	X		X	X
1.3.2	X	X	X				X
1.3.3	X	X	X	X	X		
1.3.4	X	X	X	X	X		
1.3.5							
2.1.							
2.2.			X				X
2.2.1							
2.2.2			X				
2.2.3			X				
2.3.							
2.4.					X		
2.5.					X		
2.6.						X	
3.1.						X	
3.2.						X	
3.3.	X	X				X	
3.4.	X	X				X	
3.5.	X	X				X	
3.6.	X	X				X	
3.7.	X	X				X	
4.1.1						X	
4.1.2	X	X		X		X	
4.1.3						X	
4.1.4			X			X	
4.1.5	X	X	X	X		X	
4.1.6			X			X	
4.2.1				X			
4.2.2				X			
4.2.3				X			
4.2.4	X	X		X			
4.2.5	X			X		X	X
4.3							X
4.4.1	X	X					X
4.4.2	X	X					X
4.4.3	X	X					X
4.4.4						X	X
4.4.5	X	X					X
4.5.1							X
4.5.2							X
4.6.1			X			X	
4.6.2			X			X	
4.6.3			X			X	
4.6.4			X			X	
4.6.5			X			X	
4.6.6							
4.7.1	X	X					
4.7.2	X	X					
4.7.3	X	X					
4.7.4							
4.7.5						X	
4.7.6							
4.7.7				X			
5.1.	X	X					
5.2.	X	X					
5.3.	X	X					
5.4			X			X	
5.4.1			X			X	
5.4.2			X			X	

PLANNING EMPHASIS AREAS - UPWP TASK MATRIX
FIGURE 1 CONTINUED

	Regional Planning	Public Involvement	MPO TIP Project Prioritization Process	Transit Quality of Service	Three-Year Business Plan	Promote Consistency Between Transportation Improvements and Planned Growth
TASKS						
1.1.	X				X	
1.1.1	X					
1.1.2						
1.1.3						
1.1.4					X	
1.2.1						
1.2.2					X	
1.2.3					X	
1.2.4						
1.2.5						
1.2.6						
1.3.1	X					
1.3.2	X		X			
1.3.3	X		X			X
1.3.4	X		X			X
1.3.5						
2.1.		X				
2.2.		X				
2.2.1						
2.2.2		X				
2.2.3		X	X			X
2.3.		X				
2.4.						
2.5.						
2.6.		X				
3.1.	X					X
3.2.	X					
3.3.						
3.4.				X		
3.5.						
3.6.						
3.7.						
4.1.1						
4.1.2	X		X			
4.1.3	X					X
4.1.4	X					
4.1.5	X	X	X	X		
4.1.6	X					X
4.2.1						
4.2.2						X
4.2.3						X
4.2.4						
4.2.5	X	X				
4.3				X		
4.4.1				X		
4.4.2				X		
4.4.3						
4.4.4				X		
4.4.5						
4.5.1				X		
4.5.2				X		
4.6.1						X
4.6.2						X
4.6.3						X
4.6.4						X
4.6.5						X
4.6.6						
4.7.1						
4.7.2			X			X
4.7.3						
4.7.4						
4.7.5	X					
4.7.6						
4.7.7				X		X
5.1.			X			
5.2.						
5.3.			X	X		
5.4	X		X			X
5.4.1	X		X			X
5.4.2	X		X			X

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SECTION I

ADMINISTRATION

This section of the Unified Planning Work Program consists of task items relating to the administration of the overall work program.

This section is comprised of the following major subsections:

- 1.1 Program Management
- 1.2 Program Administration
- 1.3 Program Development

UPWP TASK NUMBER: 1.1
TASK TITLE: PROGRAM MANAGEMENT

OBJECTIVE

To ensure that a continuing, cooperative and comprehensive transportation planning process is maintained in the Orlando Urbanized Area and that the responsibilities of MetroPlan Orlando, as the Orlando Urbanized Area MPO, are performed in a professional manner.

PREVIOUS WORK

Work during this past fiscal year consisted of management of the FY2011/2012 UPWP, grants administration and budget reviews and amendments, as well as management of the MetroPlan Orlando staff and offices. As directed by FDOT, the UPWP is produced as a two-year work program.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task is for management of the MetroPlan Orlando staff and the work program by the management team. It includes program scheduling, budget reviews, personnel recruitment and administration, and overall management of the Unified Planning Work Program to ensure that the work products meet the highest professional standards and are accomplished according to established schedules and budgets. This task also includes executive administration of the MetroPlan Orlando Board and subsidiary committees, communication of MetroPlan Orlando policies to local, state and federal officials and the media, and the administration of a public involvement/community outreach program.

MILESTONE/END PRODUCT FY 2012/2013

The measurable products will be:

- (1) Good management and recordkeeping,
- (2) Timely completion of UPWP projects within budget, and
- (3) Professionally produced products.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Executive Director
Deputy Executive Director
Director of Regional Partnerships

Task 1.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 111,623			\$ 111,623
FTA 5303 X022				\$ -
FEDERAL	\$ 13,048			\$ 13,048
STATE	\$ 647			\$ 647
LOCAL	\$ 647			\$ 647
FTA 5303 X021				\$ -
FEDERAL	\$ 8,351			\$ 8,351
STATE	\$ 21			\$ 21
LOCAL	\$ 21			\$ 21
LOCAL ASSESSMENT	\$ 130,027			\$ 130,027
TOTAL	\$ 264,385	\$ -	\$ -	\$ 264,385

Task 1.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 92,149			\$ 92,149
FTA 5303 X023				\$ -
FEDERAL	\$ 26,014			\$ 26,014
STATE	\$ 3,251			\$ 3,251
LOCAL	\$ 3,251			\$ 3,251
FTA 5303 X021				\$ -
FEDERAL	\$ 3,413			\$ 3,413
STATE	\$ 427			\$ 427
LOCAL	\$ 427			\$ 427
LOCAL ASSESSMENT	\$ 149,195			\$ 149,195
TOTAL	\$ 278,127	\$ -	\$ -	\$ 278,127

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.1.1
TASK TITLE: PROGRAM MANAGEMENT & TECHNICAL ASSISTANCE - FHWA-112

OBJECTIVE

To provide guidance and technical assistance to the MetroPlan Orlando staff and various committees as requested and/or required by departmental policy. This element will provide FDOT in-kind and/or cash match to the FHWA funded elements of the UPWP.

PREVIOUS WORK

During the year, the types of guidance and technical assistance as described in "Methodology" below were provided.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Management efforts include guidance and supervision of administrative tasks (program management, development, review and reporting) necessary to carry out the transportation planning process within the future urban area boundaries of the study area. Technical assistance includes analysis of various systems and project planning efforts (routine review and plan re-evaluation) as spelled out in current study designs and/or work programs.

NOTE: For FY 2012/2013 and FY 2013/2014, the Florida Department of Transportation will soft-match the PL funds using state toll road expenditures as a credit towards the non-federal matching share. The amount identified in this task represents the amount of soft-match required (both state and local) for the amount of federal PL funds requested in this UPWP.

MILESTONE/END PRODUCT FY 2012/2013

Proper and timely response to management and technical problems or requests.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout each fiscal year.

RESPONSIBLE AGENCY

FDOT (In-kind match)

Task 1.1.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 1.1.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.1.2

TASK TITLE: PROGRAM MANAGEMENT & TECHNICAL ASSISTANCE - FTA SECTION 5303

OBJECTIVE

To provide guidance and technical assistance to MetroPlan Orlando staff and various committees as requested and/or required by departmental policy. This element will provide FDOT match to the FTA Section 5303 funded elements of the UPWP.

PREVIOUS WORK

During the year, FDOT provided guidance and technical assistance.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Management efforts include guidance and supervision of administrative tasks (program management, development, review, and reporting) necessary to carry out the transportation planning process within the future urban area boundaries of the study area. Technical assistance includes analysis of various systems and project planning efforts (routine review and plan re-evaluation) as spelled out in current study designs and/or work programs. The technical assistance includes support of LYNX transit and paratransit (elderly and people with disabilities) planning efforts.

MILESTONE/END PRODUCT FY 2012/2013

Proper and timely response to management and technical problems or requests

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 1.1.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 7,415			\$ 7,415
STATE	\$ 3,091			\$ 3,091
LOCAL	\$ 3,259			\$ 3,259
FTA 5303 X021				\$ -
FEDERAL	\$ 5,321			\$ 5,321
STATE	\$ 1,863			\$ 1,863
LOCAL	\$ 1,863			\$ 1,863
LOCAL ASSESSMENT	\$ 19,845			\$ 19,845
TOTAL	\$ 42,657	\$ -	\$ -	\$ 42,657

Task 1.1.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL	\$ 31,631			\$ 31,631
STATE	\$ 3,954			\$ 3,954
LOCAL	\$ 3,954			\$ 3,954
FTA 5303 X021				\$ -
FEDERAL	\$ 11,569			\$ 11,569
STATE	\$ 1,447			\$ 1,447
LOCAL	\$ 1,447			\$ 1,447
LOCAL ASSESSMENT				\$ -
TOTAL	\$ 54,002	\$ -	\$ -	\$ 54,002

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.1.3
TASK TITLE: CERTIFICATION

OBJECTIVE

To annually establish certification of the transportation planning process in the Orlando Urbanized Area. The certification is conducted by FHWA and FTA every four years and by FDOT annually in the intervening years.

PREVIOUS WORK

FHWA/FTA certification review in FY 2010/2011, FDOT certification review in FY 2011/2012.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Each year staff prepares a response to a certification checklist which reviews the activity and currency of the transportation planning process in the Orlando Urbanized Area. The certification responses are then submitted to FDOT near the beginning of each new fiscal year. Later in the fiscal year, an onsite review is conducted by either FDOT or at least every fourth year, FHWA and FTA jointly. The certification of the Orlando Urbanized Area transportation planning process each year means that the area remains qualified to receive federal and state funding for its many planning and capital improvement projects.

The federal certification process now takes place every four years. The next federal certification review will take place in FY 2014/2015. Certification comments that were made at the FY 2010/2011 federal review will be addressed during the intervening years before the next review as well any recommendations made by FDOT during the annual certification. The FDOT certification review usually occurs early in the calendar year.

MILESTONE/END PRODUCT FY 2012/2013

Certification of the Orlando Urbanized Area transportation planning process.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

January or February of each fiscal year. The next federal certification due date is August 31, 2015.

RESPONSIBLE AGENCY

FDOT & FHWA/FTA

Task 1.1.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 5,356			\$ 5,356
FTA 5303 X022				\$ -
FEDERAL	\$ 1,051			\$ 1,051
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 1,804			\$ 1,804
TOTAL	\$ 8,211	\$ -	\$ -	\$ 8,211

Task 1.1.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 3,263			\$ 3,263
FTA 5303 X023				\$ -
FEDERAL	\$ 1,517			\$ 1,517
STATE	\$ 190			\$ 190
LOCAL	\$ 190			\$ 190
LOCAL ASSESSMENT	\$ 3,135			\$ 3,135
TOTAL	\$ 8,295	\$ -	\$ -	\$ 8,295

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.1.4
TASK TITLE: STRATEGIC BUSINESS PLAN

OBJECTIVE

To improve organizational efficiency and effectiveness.

PREVIOUS WORK

In FY 2003/2004, MetroPlan Orlando completed the development of its Strategic Business Plan and began implementation of identified strategies. The Plan outlined a system for performance measurement, based on a foundation of baseline data collected during the development phase of the Strategic Business Plan. The primary tool of this system, a Performance Evaluation Survey, has been administered in each fiscal year since that time. Another major component of this task was the initial development of a Continuity of Operations Plan (COOP) in accordance with Objective 5.4 of the Strategic Business Plan. Both of these plans were reviewed and updated as necessary.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Analysis of data collected through the Performance Evaluation Surveys and other measurement tools will continue to be evaluated with the objective of identifying areas where additional emphasis or course corrections are needed. The Strategic Business Plan was developed as a flexible, working document to allow for such revisions to ensure that organization efficiency and effectiveness is optimized. In addition to performance measurement, staff will continue to periodically review the objectives of the plan to ensure that the prescribed strategies are effectively and timely implemented. Another major work product of this task is the Continuity of Operations Plan (COOP), which defines how MetroPlan Orlando will maintain data, conduct disaster recovery, provide for succession and communicate in a crisis situation. The initial Plan was completed in late calendar year 2004, and midway through each fiscal year (the beginning of each calendar year), the COOP is reviewed and updated as appropriate. The review and update also applies to the Strategic Business Plan during this time. The process extends for approximately six months, including committee review.

MILESTONE/END PRODUCT FY 2012/2013

Strategic Business Plan and Continuity of Operations Plan.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

MetroPlan Orlando Board approval of any revisions necessary by end of each fiscal year (June).

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 1.1.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 4,912			\$ 4,912
FTA 5303 X022				\$ -
FEDERAL	\$ 793			\$ 793
STATE	\$ 5			\$ 5
LOCAL	\$ 5			\$ 5
LOCAL ASSESSMENT	\$ 1,900			\$ 1,900
TOTAL	\$ 7,615	\$ -	\$ -	\$ 7,615

Task 1.1.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 3,648			\$ 3,648
LOCAL ASSESSMENT	\$ 7,006			\$ 7,006
TOTAL	\$ 10,654	\$ -	\$ -	\$ 10,654

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2
TASK TITLE: PROGRAM ADMINISTRATION

OBJECTIVE

To provide for those support services needed to administer MetroPlan Orlando's transportation planning process in the Orlando Urban Area.

PREVIOUS WORK

Work accomplished during this last year consisted of administering the various grants and contracts of MetroPlan Orlando, maintaining financial records, invoicing for funds due to MetroPlan Orlando, training of MetroPlan Orlando staff and legal support for MetroPlan Orlando.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This section includes the following subtasks as support to the administration of the transportation planning process and are described more completely in the subtasks:

- (1) Grants/Contracts Administration
- (2) Personnel Administration
- (3) Office Operations
- (4) Training
- (5) Legal/Legislative Services
- (6) Audit

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 1.2.1 through 1.2.6

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

See following Subtasks 1.2.1 through 1.2.6

RESPONSIBLE AGENCY

See following Subtasks 1.2.1 through 1.2.6

UPWP TASK NUMBER: 1.2.1
TASK TITLE: GRANTS/CONTRACTS ADMINISTRATION

OBJECTIVE

To provide for the development and maintenance of MetroPlan Orlando grants and contracts, invoicing and disbursement of funds, periodic reporting and other requirements associated with the grants and contracts.

PREVIOUS WORK

Maintenance of prior years' grants and contracts, proper invoicing and disbursement of funds, as evidenced in audit reports.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the development and maintenance of MetroPlan Orlando grants and contracts by MetroPlan Orlando's Finance and Administration Division. It provides for invoicing and disbursement of funds and preparation of monthly and quarterly reports as required by the funding agency.

MILESTONE/END PRODUCT FY 2012/2013

Proper invoicing and disbursement of MetroPlan Orlando funds received through grants and contracts, as evidenced in audit reports.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Finance and Administration

Task 1.2.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 94,275			\$ 94,275
FTA 5303 X022				\$ -
FEDERAL	\$ 12,828			\$ 12,828
STATE	\$ 1,898			\$ 1,898
LOCAL	\$ 1,898			\$ 1,898
FTA 5303 X021				\$ -
FEDERAL	\$ 6,910			\$ 6,910
STATE	\$ 19			\$ 19
LOCAL	\$ 19			\$ 19
LOCAL ASSESSMENT	\$ 65,192			\$ 65,192
TOTAL	\$ 183,039	\$ -	\$ -	\$ 183,039

Task 1.2.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 27,976			\$ 27,976
FTA 5303 X023				\$ -
FEDERAL	\$ 21,583			\$ 21,583
STATE	\$ 2,698			\$ 2,698
LOCAL	\$ 2,698			\$ 2,698
FTA 5303 X021				\$ -
FEDERAL	\$ 7,257			\$ 7,257
STATE	\$ 906			\$ 906
LOCAL	\$ 908			\$ 908
LOCAL ASSESSMENT	\$ 75,218			\$ 75,218
TOTAL	\$ 139,244	\$ -	\$ -	\$ 139,244

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2.2
TASK TITLE: PERSONNEL ADMINISTRATION

OBJECTIVE

To provide for the continued development of a comprehensive human resources management system, that includes accounting for work hours, benefits programs, payroll, retirement program and performance appraisals.

PREVIOUS WORK

Prior years' administration of MetroPlan Orlando staff.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the administration of MetroPlan Orlando staff by MetroPlan Orlando's Finance and Administration Division. It provides for accounting of staff charges, administering personnel benefits programs, staff payroll and administration of the retirement program.

MILESTONE/END PRODUCT FY 2012/2013

Administration of MetroPlan Orlando personnel affairs.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Executive Director
Director of Finance and Administration

Task 1.2.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 33,230			\$ 33,230
FTA 5303 X022				\$ -
FEDERAL	\$ 3,587			\$ 3,587
STATE	\$ 1,046			\$ 1,046
LOCAL	\$ 1,046			\$ 1,046
LOCAL ASSESSMENT	\$ 14,864			\$ 14,864
TOTAL	\$ 53,773	\$ -	\$ -	\$ 53,773

Task 1.2.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 12,492			\$ 12,492
FTA 5303 X023				\$ -
FEDERAL	\$ 7,725			\$ 7,725
STATE	\$ 966			\$ 966
LOCAL	\$ 966			\$ 966
FTA 5303 X021				
FEDERAL	\$ 3,852			\$ 3,852
STATE	\$ 481			\$ 481
LOCAL	\$ 481			\$ 481
LOCAL ASSESSMENT	\$ 25,908			\$ 25,908
TOTAL	\$ 52,871	\$ -	\$ -	\$ 52,871

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2.3
TASK TITLE: OFFICE OPERATIONS

OBJECTIVE

To provide for the capital and operating costs related to office operations, primarily the purchase and maintenance of necessary equipment, and to provide for general office duties and customer service activities.

PREVIOUS WORK

MetroPlan Orlando rents office space in downtown Orlando, located on East Robinson Street. In addition to the physical facility, all 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. MetroPlan Orlando is in a continuous program of upgrading computers and other office equipment to meet growing technological needs.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for those costs related to the daily operations and continued upkeep of the physical office operation of MetroPlan Orlando. This will include both office supplies and capital purchases or lease of equipment that may be needed for either office or field operations. Examples of office equipment include additional filing cabinets, computers and other furniture, while examples of field equipment include laptop computers and audio/visual equipment.

In addition, this task provides for the service and maintenance of the equipment, especially the computer network server, the fax machines and the copy machines. Because of current in-house expertise, some hours have been programmed for MetroPlan Orlando staff to assist in the maintenance requirements. Outside service contracts will also be required.

This task will also include general office assistance, copying, filing, faxing, mailing, reception duties and restocking of office supplies, as needed. Also included are: inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service.

Any capital equipment in this task will be funded with MetroPlan Orlando local funds and, therefore, will not be subject to the federal/state purchase approval process.

MILESTONE/END PRODUCT FY 2012/2013

Sustained MetroPlan office operations with good recordkeeping management for timely completion of projects within budget.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Finance and Administration

Task 1.2.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 63,822			\$ 63,822
FTA 5303 X022				\$ -
FEDERAL	\$ 11,463			\$ 11,463
STATE	\$ 2,641			\$ 2,641
LOCAL	\$ 2,641			\$ 2,641
LOCAL ASSESSMENT	\$ 134,034			\$ 134,034
TOTAL	\$ 214,601	\$ -	\$ -	\$ 214,601
Task 1.2.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
JPA FM#435452-1-14-01		21,500		\$ 21,500
FHWA	\$ 32,098			\$ 32,098
FTA 5303 X023				
FEDERAL	\$ 17,883			\$ 17,883
STATE	\$ 2,234			\$ 2,234
LOCAL	\$ 2,234			\$ 2,234
FTA 5303 X021				
FEDERAL	\$ 6,529			\$ 6,529
STATE	\$ 816			\$ 816
LOCAL	\$ 817			\$ 817
LOCAL ASSESSMENT	\$ 192,505			\$ 192,505
TOTAL	\$ 255,116	\$ 21,500	\$ -	\$ 276,616

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2.4
TASK TITLE: TRAINING

OBJECTIVE

To maintain currency with the latest planning tools, techniques and procedures through review of current literature, attendance at workshops, seminars and conferences or the completion of college courses.

PREVIOUS WORK

Over the past year, staff has maintained membership in such national organizations as the Association of Metropolitan Planning Organizations (AMPO), the Institute of Transportation Engineers and the Transportation Research Board (TRB) and has attended conferences sponsored by FDOT, FHWA and the Institute of Traffic Engineers (ITE). In FY 2011/2012, staff attended conferences sponsored by AMPO, the National Association of Regional Councils and ITE.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task establishes a budget for maintaining a subscription to the proceedings of the Transportation Research Board and the American Public Transportation Association. It also provides for staff membership in related national organizations such as the American Planning Association (APA), the American Institute of Certified Planners (AICP) and the Institute of Transportation Engineers (ITE). In addition, both staff and Board members attend various workshops and conferences throughout the year so that currency can be maintained with latest regulations, policies and techniques applicable to the transportation planning field. Staff also participates in training courses each year related to growth management, land use development and other subjects of current concern to transportation planning. This task also provides for professional continuing education requirements and other training opportunities for all staff in addition to tuition reimbursement for those MetroPlan Orlando staff that need to maintain or upgrade their skills through additional college courses.

MILESTONE/END PRODUCT FY 2012/2013

Trained staff knowledgeable of current transportation planning tools, techniques and procedures.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 1.2.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 7,490			\$ 7,490
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 78,201			\$ 78,201
TOTAL	\$ 85,691	\$ -	\$ -	\$ 85,691

Task 1.2.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 7,490			\$ 7,490
LOCAL ASSESSMENT	\$ 68,419			\$ 68,419
TOTAL	\$ 75,909	\$ -	\$ -	\$ 75,909

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2.5
TASK TITLE: LEGAL/LEGISLATIVE SERVICES

OBJECTIVE

To provide for continuing legal and legislative services to MetroPlan Orlando.

PREVIOUS WORK

Legal services during the past fiscal year included additional updating of the MetroPlan Orlando Internal Operating Procedures, while legislative services included work on the various proposed bills of interest to MetroPlan Orlando.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Legal assistance is provided by the attorney to include:

- (a) legal advice and counsel to the MetroPlan Orlando Board and staff to ensure compliance with federal, state and local statutes;
- (b) preparing, periodically reviewing, revising and updating contracts and agreements; and
- (c) preparing and revising Board Procedures in accordance with Florida Administrative Procedures.

Legislative assistance includes:

- (a) monitoring the annual session of the Legislature to identify, analyze and track the passage of bills of interest to MetroPlan Orlando;
- (b) preparing draft bills recommended by the Board and ensuring their distribution to the local legislative delegation and appropriate committees or subcommittees; and
- (c) researching and recommending positions to the Board on transportation issues being proposed or discussed by the Legislature.

MILESTONE/END PRODUCT FY 2012/2013

Legal and legislative advice and services to MetroPlan Orlando that result in compliance with all applicable federal, state and local statutes, regulations and guidelines. Support of legislation of interest and benefit to the Orlando Urban Area.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted throughout the fiscal year, with particular emphasis during the legislative session.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Executive Director
Deputy Executive Director

Task 1.2.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 56,466	\$ 56,500		\$ 112,966
TOTAL	\$ 56,466	\$ 56,500	\$ -	\$ 112,966

Task 1.2.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 63,883	\$ 60,466		\$ 124,349
TOTAL	\$ 63,883	\$ 60,466	\$ -	\$ 124,349

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.2.6
TASK TITLE: AUDIT

OBJECTIVE

To provide for an annual audit of MetroPlan Orlando to determine compliance with federal and state regulations regarding the management and expenditure of FHWA Section 112, FTA Section 5303 and FDOT funds, as applicable.

PREVIOUS WORK

Annual audits of previous Unified Planning Work Programs. The audit for the fiscal year ending June 30, 2011, was presented to the Board in October, 2011. There were no corrective findings.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

A qualified auditor will be employed to perform the audit in accordance with the minimum schedule. The audit will meet Federal Management Regulations and Office of Management and Budget Circular A-133 with attachments under the single audit concept.

As part of the audit process, a review and analysis of indirect as well as direct costs takes place. The establishment of an indirect rate begins with the development of the UPWP budget, at which time an estimate is made of what outside technical support may be needed by staff which will be applicable to or shared by all MetroPlan Orlando programs. Examples of such indirect costs could include maintenance service contracts for equipment, sharing of conference room facilities or telephone networks. The common factor to indirect costs is that they are not solely attributable to one UPWP task or program but are shared among all. The estimates of indirect costs are reviewed during the audit process and adjusted according to actual expenses incurred during the year and serve as the basis for the estimate for the following fiscal year's UPWP. The results of the audit are presented to the Board each October.

MILESTONE/END PRODUCT FY 2012/2013

Audit for the previous fiscal year ending June 30 of each year.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Audit for the previous fiscal year ending June 30 with presentation to the Board in October of each calendar year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Finance and Administration

Task 1.2.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 16,490			\$ 16,490
FTA 5303 X022				\$ -
FEDERAL	\$ 1,048			\$ 1,048
STATE	\$ 2			\$ 2
LOCAL	\$ 2			\$ 2
FTA 5303 X021				\$ -
FEDERAL				\$ -
STATE	\$ 800			\$ 800
LOCAL	\$ 800			\$ 800
LOCAL ASSESSMENT	\$ 20,648			\$ 20,648
TOTAL	\$ 39,790	\$ -	\$ -	\$ 39,790

Task 1.2.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 18,616			\$ 18,616
FTA 5303 X023				
FEDERAL	\$ 4,462			\$ 4,462
STATE	\$ 558			\$ 558
LOCAL	\$ 558			\$ 558
FTA 5303 X022				\$ -
FEDERAL	\$ 3,200			\$ 3,200
STATE	\$ 400			\$ 400
LOCAL	\$ 400			\$ 400
FTA 5303 X021				
FEDERAL	\$ 1,592			\$ 1,592
STATE	\$ 199			\$ 199
LOCAL	\$ 200			\$ 200
LOCAL ASSESSMENT	\$ 14,128			\$ 14,128
TOTAL	\$ 44,313	\$ -	\$ -	\$ 44,313

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.3
TASK TITLE: PROGRAM DEVELOPMENT

OBJECTIVE

To ensure that the transportation planning program is established as a continuous, coordinated and comprehensive process.

PREVIOUS WORK

Work completed during this past fiscal year was the preparation of the new fiscal year UPWP, the TIP and Prioritized Project List. Also related to this work effort was the preparation of the prioritized projects for the TRIP program (Transportation Regional Incentive Program).

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

- (1) The Unified Planning Work Program is prepared each year for the next fiscal year and indicates all work participation and sources of funding as well as a general methodology for accomplishing the project.
- (2) The Transportation Improvement Program is developed from the adopted Long Range Plan and the Transportation Systems Management elements. It presents a staged five-year program of improvement projects, including transit, highway, bicycle and pedestrian, and aviation projects. The Prioritized Project List is a candidate list of projects for available federal and state funding listed in priority order.
- (3) In addition to the above planning efforts, MetroPlan Orlando participates in the planning efforts of other agencies such as FDOT, the Greater Orlando Aviation Authority, the Orlando-Orange County Expressway Authority, The Osceola County Expressway Authority, the Central Florida Regional Transportation Authority (LYNX) and the cities and counties. This involvement is accomplished through the Intergovernmental/Interagency Studies task. The work products from these outside agency studies frequently become part of MetroPlan Orlando's plans and programs.

The UPWP, the TIP, and the Prioritized Project List are developed with the assistance of the Citizens' Advisory Committee, the Bicycle/Pedestrian Advisory Committee, the Transportation Technical Committee, the Municipal Advisory Committee and the MetroPlan Orlando Board. Many of the work products of the outside agencies are also presented to these committees for their review and comment.

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 1.3.1 through 1.3.6

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

See following Subtasks 1.3.1 through 1.3.6.

RESPONSIBLE AGENCY

See following Subtasks 1.3.1 through 1.3.6.

UPWP TASK NUMBER: 1.3.1
TASK TITLE: UNIFIED PLANNING WORK PROGRAM

OBJECTIVE

Development of the Unified Planning Work Program for the following fiscal year.

PREVIOUS WORK

FY 2010/2011 and FY 2011/2012 Unified Planning Work Program.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Historically the Unified Planning Work Program (UPWP) was prepared each year, beginning in December, for the next fiscal year and indicated all work participation and sources of funding as well as a general methodology for accomplishing the project. While the methodology of the UPWP preparation has remained the same, the UPWP is now prepared for a period of two fiscal years. Regardless, the UPWP continues to require updating on an annual basis to indicate what has been accomplished on any particular planning project and to initiate new projects. And regardless of the time period covered, staff annually coordinates with state and federal agencies to determine emphasis areas or tasks required by these agencies. Staff also coordinates with local agencies to determine local projects involving state or federal funds. Milestones include having the draft document reviewed and approved by the Citizens' Advisory Committee, Transportation Technical Committee, Bicycle and Pedestrian Advisory Committee, Municipal Advisory Committee and the MetroPlan Orlando Board prior to submittal to the state and federal agencies. Amendments to the UPWP during the year are approved in the same manner. Tasks within the UPWP are categorized by function into either: Project Administration, Public Involvement, Surveillance, Systems Planning or Project Planning Activities.

MILESTONE/END PRODUCT FY 2012/2013

Unified Planning Work Program for the new fiscal year.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Draft UPWPs due March 15 of FY 2012/2013 and March 15 of FY2013/2014. Final UPWPs due May 15 of FY 2012/2013 and May 15 of FY 2013/2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 1.3.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 19,145			\$ 19,145
FTA 5303 X022				\$ -
FEDERAL	\$ 2,075			\$ 2,075
STATE	\$ 1,506			\$ 1,506
LOCAL	\$ 1,506			\$ 1,506
LOCAL ASSESSMENT	\$ 12,966			\$ 12,966
TOTAL	\$ 37,198	\$ -	\$ -	\$ 37,198

Task 1.3.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 9,623			\$ 9,623
FTA 5303 X023				\$ -
FEDERAL	\$ 3,861			\$ 3,861
STATE	\$ 482			\$ 482
LOCAL	\$ 482			\$ 482
FTA 5303 X021				
FEDERAL	\$ 1,770			\$ 1,770
STATE	\$ 221			\$ 221
LOCAL	\$ 221			\$ 221
LOCAL ASSESSMENT	\$ 17,784			\$ 17,784
TOTAL	\$ 34,444	\$ -	\$ -	\$ 34,444

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.3.2
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVE

Development of the Transportation Improvement Program that programs staged implementation of transportation improvement projects over the following five fiscal years.

PREVIOUS WORK

FY 2011/2012 - FY 2015/2016 Transportation Improvement Program and publishing of the annual listing of projects for which federal funds have been obligated in the preceding fiscal year.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

The Transportation Improvement Program (TIP) consists of projects drawn from the adopted Long Range Transportation Plan as well as Transportation Systems Management (TSM) elements. It presents a staged five-year program of improvement projects, including highway, transit, aviation and bicycle and pedestrian facilities. In addition, a ten-year list of projects beyond the five years is developed as the initial part of the TIP development process. This Priority List of Projects identifies future projects listed in priority order, as candidates for anticipated federal and state funding. This list, when adopted by the Board early in each new fiscal year, extends from beyond the last year of the TIP to the target year of the adopted Long Range Transportation Plan (LRTP) - currently the year 2030. The projects are identified with the assistance of the Transportation Technical Committee. In previous years, the process consisted of a separate evaluation of highway projects as distinguished from transit and bicycle and pedestrian facility projects. As a result of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21), in addition to their successor, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the emphasis has shifted to multimodal priority. Also as part of the TIP process and shortly after the new TIP is approved by the MetroPlan Orlando Board, a listing of projects for which federal funds have been obligated in the preceding year is published. The entire process begins in May of each year with milestone events being the review and approval by the committees and the public hearings scheduled in June and August for the respective documents. Compliance with SAFETEA-LU is a review criterion for the projects. Staff continues to work with a consultant to maintain an interactive TIP.

MILESTONE/END PRODUCT FY 2012/2013

Transportation Improvement Program for the following five fiscal years, FY 2012/2013 - FY 2016/2017.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013. The Methodology for 2013/2014 will be consistent with the requirements of MAP-21.

MILESTONE/END PRODUCT FY 2013/2014

Transportation Improvement Program for the following five fiscal years, FY 2013/2014 - FY 2017/2018.

TARGET DATE

End of each fiscal year, June 30.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Planning Services

Task 1.3.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 22,036			\$ 22,036
FTA 5303 X022				\$ -
FEDERAL	\$ 5,117			\$ 5,117
STATE	\$ 442			\$ 442
LOCAL	\$ 442			\$ 442
FTA 5303 X021				\$ -
FEDERAL	\$ 13,417			\$ 13,417
STATE	\$ 122			\$ 122
LOCAL	\$ 122			\$ 122
LOCAL ASSESSMENT	\$ 19,935			\$ 19,935
TOTAL	\$ 61,633	\$ -	\$ -	\$ 61,633

Task 1.3.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 25,172			\$ 25,172
FTA 5303 X023				\$ -
FEDERAL	\$ 5,432			\$ 5,432
STATE	\$ 679			\$ 679
LOCAL	\$ 679			\$ 679
FTA 5303 X021				\$ -
FEDERAL	\$ 1,635	\$ 16,027		\$ 17,662
STATE	\$ 205	\$ 2,004		\$ 2,209
LOCAL	\$ 205	\$ 2,004		\$ 2,209
LOCAL ASSESSMENT	\$ 34,509			\$ 34,509
TOTAL	\$ 68,516	\$ 20,035	\$ -	\$ 88,551

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.3.3
TASK TITLE: INTERGOVERNMENTAL / INTERAGENCY STUDIES

OBJECTIVE

To coordinate with and assist those local agencies conducting studies of interest to and affecting MetroPlan Orlando and the area-wide transportation planning process through participation on their technical advisory committees.

PREVIOUS WORK

Over the past year, staff has participated in technical advisory committees for such agencies as FDOT, the Central Florida Regional Transportation Authority (LYNX), the Orlando-Orange County Expressway Authority and local governments. Topics have included the I-4 Master Plan, SunRail, The OIA AA Refresh, the US 441 Corridor AA, the LYMMO Expansion AA, the Osceola County South Lake Toho and Northeast Area studies, and the Wekiva Parkway studies. Staff is also involved with the US 192 Alternatives Analysis, the SR 50 Alternatives Analysis, and the Osceola County Expressway Authority (OCX).

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will participate, when requested, on technical advisory committees or other ad hoc groups who are conducting studies or other activities of interest to MetroPlan Orlando and which may affect the area-wide transportation planning process. Where such interests are affected, staff will provide information to the MetroPlan Orlando Board, Transportation Technical Committee, Citizens' Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Municipal Advisory Committee.

Staff will also promote and enhance interregional coordination with those counties that are adjacent to the Orlando Urbanized Area through attendance at their MPO meetings as appropriate, meeting periodically with their staff and by inviting those MPOs to attend meetings of MetroPlan Orlando.

MILESTONE/END PRODUCT FY 2012/2013

Participation in local agency studies and coordination with the regional transportation planning process.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year with varying study completion dates.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 1.3.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 50,554			\$ 50,554
FTA 5303 X022				\$ -
FEDERAL	\$ 5,189			\$ 5,189
STATE	\$ 831			\$ 831
LOCAL	\$ 831			\$ 831
LOCAL ASSESSMENT	\$ 24,660			\$ 24,660
TOTAL	\$ 82,065	\$ -	\$ -	\$ 82,065

Task 1.3.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 24,024			\$ 24,024
FTA 5303 X023				\$ -
FEDERAL	\$ 12,590			\$ 12,590
STATE	\$ 1,574			\$ 1,574
LOCAL	\$ 1,574			\$ 1,574
LOCAL ASSESSMENT	\$ 60,532			\$ 60,532
TOTAL	\$ 100,294	\$ -	\$ -	\$ 100,294

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.3.4
TASK TITLE: INTERREGIONAL TRANSPORTATION PLANNING AND COORDINATION

OBJECTIVE

To promote and enhance interregional transportation planning and coordination with neighboring MPO's through the forming of coalitions supporting common interests.

PREVIOUS WORK

In 1997, MetroPlan Orlando joined with the Volusia MPO (Volusia TPO) to form the Orlando/Volusia MPO Alliance supporting improvements to the I-4/St. Johns River Bridge, as well as the initiation of transit service between the Orlando Urban Area and the Deltona/DeLand/DeBary area of Volusia County. Membership was subsequently expanded to form the Central Florida MPO Alliance that added membership from the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO and the Ocala/Marion County TPO.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will promote and enhance interregional coordination with those counties that are adjacent to the Orlando Urbanized Area through participation in the Central Florida MPO Alliance, attendance at their MPO meetings, meeting periodically with their staffs, and by inviting those MPOs to attend meetings of MetroPlan Orlando. MetroPlan has agreed to host all meetings and perform all administrative services for the Alliance. Staff will track spending in the Federal Stimulus Program for the Alliance, produce a "Regional Tracking the Trends" report, a "Regional Transportation Investment" report, compile and examine regionally significant transportation facilities that connect the 10 counties covered by the Alliance. Staff will continue to participate in the MYREGION.ORG program as the vision that came from these efforts is sought to be implemented throughout the region.

This task will also provide for supporting work that is being done cooperatively with agencies and business interests through the Florida Urban Transportation Coalition. Involving representation from the Jacksonville, Miami/Southeast Florida, Tampa Bay and Central Florida areas, participating agencies will be informed of major studies or activities being conducted within a specific MPO area that might be of interest to others, and support will be sought on a statewide basis for those activities of common interest.

MILESTONE/END PRODUCT FY 2012/2013

Continuing Central Florida MPO Alliance and Florida Urban Transportation Coalition cooperating on common issues and coordination of the transportation planning process on a regional scale.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal years, quarterly meetings of the Alliances.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 1.3.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 76,922			\$ 76,922
FTA 5303 X022				\$ -
FEDERAL	\$ 7,181			\$ 7,181
STATE	\$ 286			\$ 286
LOCAL	\$ 286			\$ 286
FTA 5303 X021				\$ -
FEDERAL	\$ 1,600			\$ 1,600
STATE	\$ 1,621			\$ 1,621
LOCAL	\$ 1,621			\$ 1,621
LOCAL ASSESSMENT	\$ 41,827			\$ 41,827
TOTAL	\$ 131,344	\$ -	\$ -	\$ 131,344

Task 1.3.4	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 77,661			\$ 77,661
FTA 5303 X023				\$ -
FEDERAL	\$ 3,855			\$ 3,855
STATE	\$ 482			\$ 482
LOCAL	\$ 482			\$ 482
FTA 5303 X021				\$ -
FEDERAL	\$ 20,682			\$ 20,682
STATE	\$ 2,586			\$ 2,586
LOCAL	\$ 2,586			\$ 2,586
LOCAL ASSESSMENT	\$ 66,758			\$ 66,758
TOTAL	\$ 175,092	\$ -	\$ -	\$ 175,092

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 1.3.5
TASK TITLE: LOCAL MATCH FOR PROGRAM ADMINISTRATION - FTA - 5303

OBJECTIVE

To provide the local match required for those tasks of the Unified Planning Work Program that are funded by Federal Transit Administration (FTA) Section 5303 funds.

PREVIOUS WORK

Current fiscal Year UPWP local match. The local match is distributed throughout the various transit planning tasks.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for work that will be credited as local match for the FTA Section 5303 planning funds received by the MPO. The local match requirement is 10%. Examples of work effort reported under this task are: participation in transportation committee activities, review of proposed plans and programs, technical assistance, public participation involvement and other planning activities.

MILESTONE/END PRODUCT FY 2012/2013

Necessary local match for federal FTA Section 5303 funds.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 1.3.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 227,476			\$ 227,476
TOTAL	\$ 227,476	\$ -	\$ -	\$ 227,476

Task 1.3.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 237,273			\$ 237,273
TOTAL	\$ 237,273	\$ -	\$ -	\$ 237,273

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

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SECTION II

PUBLIC INVOLVEMENT

This section of the Unified Planning Work Program consists of task items relating to the Public Involvement program of MetroPlan Orlando.

This section is comprised of the following major subsections:

- 2.1 Annual Report
- 2.2 Community Outreach
- 2.3 Miscellaneous Publications
- 2.4 Board/Staff Development & Workshop
- 2.5 Board & Committee Support
- 2.6 Market Research & Communications

UPWP TASK NUMBER: 2.1
TASK TITLE: ANNUAL REPORT

OBJECTIVE

To publish and distribute an Annual Report that describes current and future transportation activities in the Orlando Urbanized Area.

PREVIOUS WORK

Annual Report published and distributed in January 2012 and 2013.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

As identified in MetroPlan Orlando's Public Involvement Plan, the Annual Report is a public outreach tool that articulates current and future transportation planning initiatives, along with federally-required yearly financial statements. The Annual Report is the organization's central outreach tool for business and community stakeholders, offering in-depth information about MetroPlan Orlando's plans and programs in a format best suited for the target audience. The report also provides information about partner initiatives related to the region's transportation system.

Future annual report publications will include innovative approaches to present information in a way that is not only cost-effective, but also consistent with visualization techniques required by federal law and electronic publication.

MILESTONE/END PRODUCT FY 2012/2013

Preparation and publishing of an Annual Report for the current calendar year.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

January of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 2.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 16,535			\$ 16,535
FTA 5303 X022				\$ -
FEDERAL	\$ 4,482			\$ 4,482
STATE	\$ 435			\$ 435
LOCAL	\$ 435			\$ 435
LOCAL ASSESSMENT	\$ 8,844			\$ 8,844
TOTAL	\$ 30,731	\$ -	\$ -	\$ 30,731

Task 2.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 24,768			\$ 24,768
FTA 5303 X023				
FEDERAL	\$ 3,566			\$ 3,566
STATE	\$ 446			\$ 446
LOCAL	\$ 446			\$ 446
FTA 5303 X021				
FEDERAL	\$ 1,034			\$ 1,034
STATE	\$ 130			\$ 130
LOCAL	\$ 129			\$ 129
LOCAL ASSESSMENT	\$ 13,050			\$ 13,050
TOTAL	\$ 43,569	\$ -	\$ -	\$ 43,569

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.2
TASK TITLE: COMMUNITY OUTREACH

OBJECTIVE

As directed by federal and state law, public involvement is a requirement of the MPO planning process. This task is shaped by strategies and tactics included in the MetroPlan Orlando Public Involvement Plan. Community outreach in the three-county area is broad and inclusive, with a special emphasis on citizens traditionally considered underserved in the planning process (also referred to as "Environmental Justice.") In addition to general community outreach, this task will include targeted outreach related to the 2040 Long Range Transportation Plan and the Freight Goods and Services Plan. As with all public involvement activities, community outreach will include an added commitment to utilizing visualization techniques and electronic publication to meet federal requirements.

PREVIOUS WORK

Previous public outreach includes: public hearings, speakers bureau presentations, special events, newsletter distribution, responses to public inquiry, partnerships with area organizations, and media relations. Special emphasis was given to low income and minority communities traditionally underserved. The process used to measure the effectiveness of the organization's community outreach is included in the Public Involvement and reviewed frequently.

Comments received during the FHWA/FTA Certification Review and the FDOT-District 5 Certification Review were also used to measure the program's effectiveness. Consultant services were occasionally utilized to assist in the preparation of materials developed for community outreach, such as collateral for outreach activities.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Because transportation has a significant impact on the lives of all Central Florida citizens and on the prosperity of businesses in the region, citizen participation in the planning process is imperative. The Public Involvement Plan provides the framework to guide the organization's public involvement activities, including community outreach, to ensure a widespread, diverse and inclusive process. Special emphasis is given to ensure minority and low-income communities, traditionally underserved, are actively involved in the planning process.

Task 2.1, Community Outreach, includes many outreach components, including (though not limited to) public hearings, speakers bureau presentations, special events, newsletter outreach, responses to public inquiries, partnerships with area organizations, media relations, multicultural outreach, and viral marketing/social media. MetroPlan Orlando is committed to outreach that incorporates visualization techniques, ensuring that the transportation-related content is clear, concise, and easy to understand. MetroPlan Orlando also ensures that outreach information related to the planning process is available on the organization's web site, www.metroplanorlando.com, whenever possible.

To ensure compliance with Title VI, measures of effectiveness have been added to those already established for this task. Low income and minority communities, as defined by the US Bureau of the Census, have been identified on Geographic Information System (GIS) maps, allowing the organization to develop proactive strategies to inform, engage and involve those traditionally underserved in transportation planning activities and decisions. MetroPlan Orlando will continue to translate and publish brochures and related outreach material into other languages, such as Spanish, when needed. Additionally, the organization will strategically place public hearing advertisements in publications that target minority communities whenever possible. MetroPlan Orlando also ensures outreach activities are planned in accordance with the Americans with Disabilities Act of 1990. Community outreach activities are extended over two fiscal years to correspond with development of the organization's UPWP. During this period, an added emphasis is planned outreach activities that support executing the 2040 Long Range Plan.

MILESTONE/END PRODUCT FY 2012/2013

A continuous, comprehensive, and coordinated public involvement process that provides opportunities for the public to participate in the transportation planning process.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task that will extend through the development of the Year 2040 Long Range Transportation Plan, which has a federally-mandated Board approval date of August 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 2.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 121,030			\$ 121,030
FTA 5303 X022				\$ -
FEDERAL	\$ 11,518			\$ 11,518
STATE	\$ 1,122			\$ 1,122
LOCAL	\$ 1,122			\$ 1,122
LOCAL ASSESSMENT	\$ 48,991			\$ 48,991
TOTAL	\$ 183,783	\$ -	\$ -	\$ 183,783

Task 2.2	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 94,951			\$ 94,951
FTA 5303 X023				\$ -
FEDERAL	\$ 15,740			\$ 15,740
STATE	\$ 1,968			\$ 1,968
LOCAL	\$ 1,968			\$ 1,968
FTA 5303 X021				
FEDERAL	\$ 18,770			\$ 18,770
STATE	\$ 2,346			\$ 2,346
LOCAL	\$ 2,346			\$ 2,346
LOCAL ASSESSMENT	\$ 32,686			\$ 32,686
TOTAL	\$ 170,775	\$ -	\$ -	\$ 170,775

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.2.1
 TASK TITLE: FUTURE TASK

OBJECTIVE

This task number is reserved for a currently unidentified future task.

PREVIOUS WORK

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MILESTONE/END PRODUCT FY 2012/2013

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

MILESTONE/END PRODUCT FY 2013/2014

TARGET DATE

RESPONSIBLE AGENCY

Task 2.2.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				
FEDERAL				\$ -
STATE				
LOCAL				
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 2.2.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.2.2
TASK TITLE: AIR QUALITY PUBLIC AWARENESS

OBJECTIVE

To promote public awareness of air quality in the Orlando metropolitan area, the relationship between transportation and air quality and the actions that individuals and businesses can take to help maintain attainment with the National Ambient Air Quality Standards.

PREVIOUS WORK

In FY 1999/2000, MetroPlan Orlando formed a coalition of business, government, health, and transportation organizations, which became known as the Central Florida Clean Air Team. The Team adopted the federal campaign theme "It All Adds Up to Cleaner Air" and mounted a proactive, health-oriented public awareness campaign to maintain clean air in Central Florida. Brochures, media exposure, press conferences, paid and public service radio and television advertisements, and participation in community events helped spread the message of the connection between transportation and air quality. MetroPlan Orlando has continued to facilitate the coalition since that time. In recent years, the team has marked Clean Air Month with a recognition event tied into the Clean Air Award, which is the result of a competitive process for local businesses and organizations with innovative clean air practices or programs.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Since air quality in the Orlando metropolitan area is important and a cause for concern as the area grows, the coalition's message will continue to be intensified during FY 2012/2013 and FY 2013/2014, especially in light of the Environmental Protection Agency's (EPA) potential tightening of the National Ambient Air Quality Standards for ozone even further, potentially in 2013. MetroPlan Orlando will continue to facilitate the Central Florida Clean Air Team, participate in community-oriented air quality events, create informational collateral, and utilize advertising opportunities in newspapers, radio, television and online media.

MetroPlan Orlando will also continue to provide education and outreach opportunities through the Clean Air Team. Potential team activities include, but are not limited to: work with area schools to advance "anti-idling" campaigns, partnerships with area student groups developing "walking/riding school bus" programs, increasing media outreach on air quality-related issues. Efforts to engage the business community will continue, including the "Clean Air Award" recognition, which began in FY 1999/2000. Although the Orlando area has remained within the National Ambient Air Quality Standards for ozone, the team will work to develop partnership opportunities with local weather forecasters to incorporate ozone forecasts in weather reports, particularly during the spring and summer months.

MILESTONE/END PRODUCT FY 2012/2013

More public awareness of air quality and the role individuals and businesses must play to keep Central Florida in attainment with National Ambient Air Quality Standards.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal years, with fixed activities such as the "Clean Air Month" and presentation of the annual Clean Air Award in May to a business or community organization

(solicitations begin in December/January). Public outreach and education activities are continuous throughout the year, with a special emphasis during April to October as the "ozone season" in Central Florida.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 17,664			\$ 17,664
FTA 5303 X022				\$ -
FEDERAL	\$ 866			\$ 866
STATE	\$ 167			\$ 167
LOCAL	\$ 167			\$ 167
LOCAL ASSESSMENT	\$ 8,591			\$ 8,591
TOTAL	\$ 27,455	\$ -	\$ -	\$ 27,455

Task 2.2.2	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 16,019			\$ 16,019
FTA 5303 X023				\$ -
FEDERAL	\$ 3,918			\$ 3,918
STATE	\$ 490			\$ 490
LOCAL	\$ 490			\$ 490
FTA 5303 X021				
FEDERAL	\$ 308			\$ 308
STATE	\$ 39			\$ 39
LOCAL	\$ 38			\$ 38
LOCAL ASSESSMENT	\$ 4,436			\$ 4,436
TOTAL	\$ 25,738	\$ -	\$ -	\$ 25,738

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.2.3
TASK TITLE: EFFICIENT TRANSPORTATION DECISION-MAKING (ETDM)

OBJECTIVE

To implement a process for ETDM and for the collection of socio-cultural data.

PREVIOUS WORK

Staff participated in ETDM reviews conducted by FDOT during FY 2008/2009 and FY 2009/2010. Projects reviewed through the ETDM Planning Screen included: 1) Six-laning of Aloma Avenue from Lakemont Avenue to Orange/Seminole County line; 2) Six-laning of Aloma Avenue from Orange/Seminole County line to SR 417; 3) SR 436/Curry Ford Road grade-separated interchange; 4) Shingle Creek Trail from Pine Hills Trail to Lake Tohopekaliga. The ETDM process revealed that the six-laning of Aloma Avenue from Lakemont Avenue to SR 436 could not be accomplished because it was policy constrained by the City of Winter Park. Identifying such fatal flaws as this is the exact purpose of the ETDM process.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

As in past years, staff will continue to coordinate with FDOT for ETDM implementation in which each of the MetroPlan Orlando committees are provided an opportunity to comment on the project. As noted in Tasks 1.3.2, Transportation Improvement Program and 4.1.5, Year 2030 Long Range Transportation Plan Update, the Programming and Planning Screens will continue to be utilized in evaluating new highway projects to be included in the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Prior to the approval of the next Long Range Transportation Plan (Year 2040) and specifically the Cost Feasible Element, all projects which may receive state or federal funding will be analyzed through the ETDM Planning Screen, unless a PD&E study has previously been conducted on that project. MetroPlan Orlando will act as the lead agency to identify and prioritize the projects for screening and in preparing the Project Description Reports and Purpose and Need Statements for the projects.

MetroPlan Orlando will coordinate with the FDOT ETDM Coordinator in scheduling the submission of the projects to the Environmental Technical Advisory Team (ETAT), which reviews projects statewide. FDOT will provide technical assistance and training to MetroPlan Orlando staff as needed.

MILESTONE/END PRODUCT FY 2012/2013

Implementation of ETDM and the planning and programming screen process whereby transportation improvement projects consider such factors as socio-cultural early in the decision-making process.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Task conducted throughout each future year as needed.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando /FDOT
Director, Systems Management & Operations
Manager of Planning Services

Task 2.2.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 3,209			\$ 3,209
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 1,929			\$ 1,929
TOTAL	\$ 5,138	\$ -	\$ -	\$ 5,138

Task 2.2.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 3,861			\$ 3,861
LOCAL ASSESSMENT	\$ 846			\$ 846
TOTAL	\$ 4,707	\$ -	\$ -	\$ 4,707

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.3
TASK TITLE: MISCELLANEOUS PUBLICATIONS

OBJECTIVE

To produce MetroPlan Orlando publications that describe the transportation planning process in the Orlando Urbanized Area, plans or proposals currently being considered, and the agencies or jurisdictions involved. Though these publications are primarily developed by MetroPlan Orlando staff through other UPWP work tasks, Task 2.3 covers the production of the reports, documents, brochures and newsletters, either through in-house printing or private sector work orders.

PREVIOUS WORK

During FY 2010/2011 and FY 2011/2012, several issues of the MetroPlan Orlando newsletter "TransForum" were published, including printed versions and electronic versions. A number of informational reports and publications were also produced, including (though not limited to) the organization's Transportation Improvement Program (TIP) and "Tracking the Trends."

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Each year MetroPlan Orlando staff prepares numerous reports and publications for the MetroPlan Orlando Board, the Municipal Advisory Committee, the Transportation Technical Committee, the Citizens' Advisory Committee, the Bicycle and Pedestrian Advisory Committee and the Transportation Disadvantaged Local Coordinating Board. This task also includes publication costs for producing collateral materials, brochures and related materials used in the public involvement program to provide information about transportation projects, programs and policies.

While many of the reports are published in-house, some are produced by the private sector when production equipment/supplies are not available or the quantity is too large. This task provides publication production costs incurred in such situations. Whenever appropriate, the organization publishes products electronically.

MILESTONE/END PRODUCT FY 2012/2013

A production process for those MetroPlan Orlando publications of interest to the community.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout each year with varying publication dates.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 2.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 6,072			\$ 6,072
FTA 5303 X022				\$ -
FEDERAL	\$ 377			\$ 377
STATE	\$ 168			\$ 168
LOCAL	\$ 168			\$ 168
LOCAL ASSESSMENT	\$ 5,036			\$ 5,036
TOTAL	\$ 11,821	\$ -	\$ -	\$ 11,821

Task 2.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 8,965			\$ 8,965
LOCAL ASSESSMENT	\$ 2,843			\$ 2,843
TOTAL	\$ 11,808	\$ -	\$ -	\$ 11,808

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.4
TASK TITLE: BOARD/STAFF DEVELOPMENT & WORKSHOP

OBJECTIVE

To develop an ongoing process of Board and staff development that recognizes the addition of new Board members, new staff members, new federal and state regulations and changes in market conditions that must be addressed to ensure the effectiveness of the organization. This will include the annual MetroPlan Orlando Board workshop and staff workshop.

PREVIOUS WORK

The last full Board workshops, for the 2040 Long Range Transportation Plan and the Freight Goods and Services Plan were held in February and November 2012. An Air Quality workshop was held in September 2011.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

A Board workshop will be planned for each future fiscal year and will be developed with the assistance of a consultant or facilitator, if needed, although recent workshops have been conducted entirely by staff. The workshop or workshops are organized to promote organizational effectiveness, both in terms of enhancing knowledge in MetroPlan Orlando's role as a metropolitan planning organization and in defining and understanding Board policy. Workshop objectives include staff training and coaching.

Pertinent topics for the next workshop include the impact of the new federal transportation act, the new air quality standards and climate change legislation.

MILESTONE/END PRODUCT FY 2012/2013

Annual Board and/or staff workshops that produce: (1) more effective teamwork on the part of the MetroPlan Orlando staff and improved delivery of services and products; (2) continued understanding of the Board's expectations and preserving their commitment to regional cooperation and achieving our organizational objectives; and (3) ensuring that all federal and state requirements are fully satisfied.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Scheduled as convenient with staff workshop usually scheduled in Spring and Board workshop in Fall.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Executive Director
Deputy Executive Director
Director of Regional Partnerships

Task 2.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 9,103			\$ 9,103
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 8,699			\$ 8,699
TOTAL	\$ 17,802	\$ -	\$ -	\$ 17,802

Task 2.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
LOCAL ASSESSMENT	\$ 18,222			\$ 18,222
TOTAL	\$ 18,222	\$ -	\$ -	\$ 18,222

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.5
TASK TITLE: BOARD AND COMMITTEE SUPPORT

OBJECTIVE

To provide administrative support of the MetroPlan Orlando Board and its committees.

PREVIOUS WORK

Support of the MetroPlan Orlando Board, the Municipal Advisory Committee, the Transportation Technical Committee, the Citizens' Advisory Committee and the Bicycle and Pedestrian Advisory Committee. Staff has also maintained active participation in the Florida MPO Advisory Council. Also as an active participant in the Central Florida MPO Alliance, MetroPlan Orlando staff created a web page for the Alliance in order to further the combined transportation agenda.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will administratively support the MetroPlan Orlando Board and subsidiary committees: the Municipal Advisory Committee, the Transportation Technical Committee, the Citizens' Advisory Committee and the Bicycle and Pedestrian Advisory Committee. Committee support is accomplished through coordination with the committee chairperson to establish the agenda, publish and distribute the agenda, contact each committee member before the meeting to determine quorum, present agenda items, record and transcribe the meeting minutes, and schedule future meetings, maintain rosters and bylaws and such other activities necessary for MetroPlan Orlando and its subsidiary committees to conduct their business and comply with federal and state requirements. Subcommittees will continue to be convened, as necessary, to accomplish the work of the Committees. Staff will continue to coordinate with partner organizations to provide timely information and to conduct off-site meetings/tours and/or workshops, as needed, as a means to familiarize Committee members with transportation issues.

This task also provides for the Board and staff to participate in the meetings of the Florida MPO Advisory Council and to report on its activities to the MetroPlan Orlando Board. It also provides for the Board and staff to participate in the Central Florida MPO Alliance.

MILESTONE/END PRODUCT FY 2012/2013

Support of the MetroPlan Orlando Board and subsidiary committees; the Municipal Advisory Committee, the Transportation Technical Committee, the Citizens' Advisory Committee and the Bicycle and Pedestrian Advisory Committee; and the maintenance of records relating to their activities. Continued coordination with the MPO's throughout Florida, with special emphasis placed on the neighboring counties that have joined together to form the Central Florida MPO Alliance.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the future fiscal years with the committees meeting monthly.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director of Regional Partnerships

Task 2.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 133,357			\$ 133,357
FTA 5303 X022				\$ -
FEDERAL	\$ 13,639			\$ 13,639
STATE	\$ 1,964			\$ 1,964
LOCAL	\$ 1,964			\$ 1,964
FTA 5303 X021				
FEDERAL	\$ 14,992			\$ 14,992
STATE	\$ 30			\$ 30
LOCAL	\$ 30			\$ 30
LOCAL ASSESSMENT	\$ 80,077			\$ 80,077
TOTAL	\$ 246,053	\$ -	\$ -	\$ 246,053

Task 2.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 125,936			\$ 125,936
FTA 5303 X023				\$ -
FEDERAL	\$ 40,882			\$ 40,882
STATE	\$ 5,110			\$ 5,110
LOCAL	\$ 5,110			\$ 5,110
FTA 5303 X021				\$ -
FEDERAL	\$ 6,335			\$ 6,335
STATE	\$ 792			\$ 792
LOCAL	\$ 792			\$ 792
LOCAL ASSESSMENT	\$ 42,146			\$ 42,146
TOTAL	\$ 227,103	\$ -	\$ -	\$ 227,103

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 2.6
TASK TITLE: MARKET RESEARCH & COMMUNICATIONS

OBJECTIVE

To identify and assess public opinion on major transportation and related quality of life issues confronting the Orlando Urbanized Area through market research and, over time, to identify trends that will be useful in shaping MetroPlan Orlando policy.

PREVIOUS WORK

A market research study originally conducted in FY 1998/1999 identified public attitudes, opinions, and trends related to transportation initiatives in Central Florida. The market research has been periodically updated, incorporating additional questions and using a more specific response scale to develop community benchmarks. Such research was incorporated into development of the 2025 Long Range Transportation Plan and then the 2030 Long Range Transportation Plan. Updating public opinion research allows the organization to track trends in public opinion over time, giving policy makers a strong base from which to make decisions.

Market research completed during development of the 2030 Plan, included a formal public opinion survey conducted by the Institute for Social and Behavioral Sciences at the University of Central Florida. Survey results from the three-county area provided statistically valid data on public opinion and attitudes about various transportation modes. Such survey results were an additional measure to incorporate public input in the planning process.

The FY 2010/2011 market research included public attitude/perception of passenger rail and transit prior to implementation of SunRail and questions related to transportation funding.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task includes an update to the original research completed for MetroPlan Orlando and is in line with subsequent updates in alternating years. The focus of the update planned for FY 2012/2013 includes public attitude/perception of transportation funding, priorities and other topics related to long range planning. The results will be used in the development of the 2040 Long Range Transportation Plan.

Each survey will include a statistically-valid telephone survey of citizens living in Orange, Osceola and Seminole Counties, measuring public opinion on a variety of transportation issues and determining public priorities with regards to transportation. A parallel survey will also be available in an online format and analyzed separately. Data collected will be compared to survey data from prior years to identify and analyze trends in public opinion. This task is accomplished through consultant services. In the intervening years, focus groups may be utilized to identify and refine transportation topics of particular interest to Central Floridians for future market research. This task is also accomplished through consultant services.

MILESTONE/END PRODUCT FY 2012/2013

The next survey update is scheduled for FY 2012/2013 and will focus on identification of public opinion on transportation funding and transit.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

On-going task with the survey being accomplished within FY 2012/2013 (June 30, 2013) and focus groups in the intervening years.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando

Director of Regional Partnerships

Task 2.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 7,862	\$ 20,000		\$ 27,862
FTA 5303 X022				\$ -
FEDERAL		\$ 8,000		\$ 8,000
STATE		\$ 1,000		\$ 1,000
LOCAL		\$ 1,000		\$ 1,000
LOCAL ASSESSMENT	\$ 2,649			\$ 2,649
TOTAL	\$ 10,511	\$ 30,000	\$ -	\$ 40,511

Task 2.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 12,293			\$ 12,293
FTA 5303 X021				
FEDERAL		\$ 11,169		\$ 11,169
STATE		\$ 1,396		\$ 1,396
LOCAL		\$ 1,396		\$ 1,396
LOCAL ASSESSMENT		\$ 5,200		\$ 5,200
TOTAL	\$ 12,293	\$ 19,161	\$ -	\$ 31,454

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

SECTION III

DATA COLLECTION

This section of the Unified Planning Work Program is comprised of those projects that continually monitor performance of existing transportation systems and its related land use and socio-economic factors and report on its performance. The data generated by these projects are used in other sections to identify and analyze problem areas, provide forecasts of future system usage, generate alternative plans including low capital intensive alternatives, and evaluate these plans in terms of their accomplishment of adherence to the area's goals and objectives.

This section is comprised of the following major subsections:

- 3.1 Land Use Monitoring
- 3.2 Socio-Economic Data
- 3.3 Highway System Monitoring
- 3.4 Transit System Monitoring
- 3.5 Aviation System Monitoring
- 3.6 Air Quality Monitoring
- 3.7 Tracking the Trends (Transportation Systems Indicators Report)

UPWP TASK NUMBER: 3.1
TASK TITLE: LAND USE MONITORING

OBJECTIVE

To continually monitor and record land use changes and development activity so they can be evaluated in terms of the transportation system and existing land use plans. To continually monitor the Sustainable Land Use Plan adopted by the MetroPlan Orlando Board as part of the Year 2030 Long Range Transportation Plan. Develop performance and evaluation criteria based on land use parameters to assist in alternatives evaluation for the 2040 Long Range Transportation Plan.

PREVIOUS WORK

MetroPlan Orlando has developed a land use monitoring tool based on parcel level data from the county Property Appraisers' records and local land use plans. Local land use planners from the counties and cities make up a Land Use Subcommittee of the Transportation Technical Committee. The Land Use Subcommittee has overseen the development of this tool and has reviewed the data used for the land use monitoring and forecasting process. Developed the first Alternative Land Use Plan adopted by the MetroPlan Orlando Board based on the Regional "How Shall We Grow" planning effort.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the continual collection of land use data to be used in MetroPlan Orlando planning tasks, especially those related to the Long Range Transportation Plan. MetroPlan Orlando utilizes the information in its development of a land use coverage layer for its Geographic Information System (GIS). The collected data is based on local comprehensive plans and parcel level data from the county Property Appraisers' offices and is periodically reviewed with local city and county planning staffs so that any inconsistencies between county Property Appraisers' records and local government records can be investigated and appropriate changes made to ensure accuracy. This process was formalized through the development of interlocal agreements between MetroPlan Orlando and the local county and city governments. The parcel data is provided in an agreed-upon format. The agreements were initiated over the past several years and have served MetroPlan Orlando well in providing current data.

The Land Use Subcommittee performs a key role in reviewing land use changes and in getting a new base year land use approved through the committee process. This process continues each year so that the new set of base data can be compared to the previous years and a record of development changes maintained. As the data is then converted into the standard trip production and attraction variables needed in FSUTMS, the forecasting of future land use and its transportation impacts become much more accurate. Staff will continue to work on an interactive land use evaluation tool for use in regional and local planning. This work was started in 2011/2012 and will continue into 2013/2014.

MILESTONE/END PRODUCT FY 2012/2013

A current GIS land use database file.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year. Annual update completion by June 30 of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Long Range Planning

Task 3.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 10,566			\$ 10,566
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 4,304			\$ 4,304
TOTAL	\$ 14,870	\$ -	\$ -	\$ 14,870

Task 3.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 13,798			\$ 13,798
LOCAL ASSESSMENT	\$ 3,616			\$ 3,616
TOTAL	\$ 17,414	\$ -	\$ -	\$ 17,414

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.2
TASK TITLE: SOCIO-ECONOMIC DATA

OBJECTIVE

To revise and update, as needed, the forecasted data sets used in transportation modeling, specifically the Florida Standard Urban Transportation Model Structure (FSUTMS) program.

PREVIOUS WORK

During previous fiscal years, data provided by local governments and tax appraiser records were coded into the FSUTMS socio-economic zonal data sets used in modeling. In addition, employment data that was purchased from private business sources were allocated to the zonal level and updated. This has taken place each year since FY 2000/2001.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for periodic updates of the socio-economic variables used in the transportation modeling process and which is based upon the land use data collected in the previous task. Maintaining a comprehensive socio-economic data base that addresses the planning needs of MetroPlan Orlando is a primary goal of this task. This enables MetroPlan Orlando to maintain a historical record that is useful in comparing land use growth data to new forecasts of zonal data for future years. Updates to the Info USA employment data will continue to be purchased by MetroPlan Orlando to ensure a current record of employment data. This task will also include the identification and collection of data needed for ETDM (Task 2.2.3)

MILESTONE/END PRODUCT FY 2012/2013

Continual updating of a socio-economic database needed for transportation modeling and maintained on a GIS system.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Database will be reviewed and updated throughout each fiscal year. Annual update completion by June 30 of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Long Range Planning

Task 3.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 7,713			\$ 7,713
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 2,389			\$ 2,389
TOTAL	\$ 10,102	\$ -	\$ -	\$ 10,102

Task 3.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 13,161			\$ 13,161
LOCAL ASSESSMENT	\$ 2,319			\$ 2,319
TOTAL	\$ 15,480	\$ -	\$ -	\$ 15,480

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.3
TASK TITLE: HIGHWAY SYSTEM MONITORING

OBJECTIVE

To collect the highway system information needed for the evaluation of an existing highway system and for the development of the Long Range Transportation Plan.

PREVIOUS WORK

Highway data provided by the FDOT, counties and cities was collected. Various cooperative efforts with UCF funded such projects as the I-4 Data Warehouse and the Emissions Inventory for Central Florida.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the collection of vehicle traffic counts and accident statistics that relate to the operation of the highway system. The traffic counts collected and reported by MetroPlan Orlando are bi-directional 24-hour traffic counts for approximately 325 different locations in Orange, Seminole and Osceola Counties. Counts on federal and state roads are collected by FDOT, counts on county roads are collected by the respective County Traffic Engineering Division, and counts within the City of Orlando are collected by the Orlando Transportation Engineering Division.

Methods vary with the type of data; they include visual inspection, direct measurement, and traffic counting and classification. The FDOT has developed standardized guides which provide requirements for traffic and roadway data collection activities mandated by federal legislation and regulations. The guides provide for consistent and meaningful collection, processing and reporting of traffic and roadway data that is compatible with existing and planned database systems in the FDOT Transportation Statistics Office.

Included within this task are accident statistics and facility inventories. Data for the accident statistics report originate with the Florida Highway Patrol, the respective County Sheriff's Departments and the individual City Police Departments. The data will be collected and collated by MetroPlan Orlando staff and published in an annual report identified in Task 3.7, "Tracking the Trends." A focus begun during FY 2004/2005 that has continued since that time within the Highway System Monitoring task was data that would support the Management and Operations (M&O) Program.

MILESTONE/END PRODUCT FY 2012/2013

Traffic counts, accident statistics, facility inventories and other highway data that describes the operation of the existing highway system and can be used to develop the Long Range Transportation Plan.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout each fiscal year. Data is published in January of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Manager of Planning Services

Task 3.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 14,894			\$ 14,894
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 5,261			\$ 5,261
TOTAL	\$ 20,155	\$ -	\$ -	\$ 20,155

Task 3.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 15,711			\$ 15,711
LOCAL ASSESSMENT	\$ 3,577			\$ 3,577
TOTAL	\$ 19,288	\$ -	\$ -	\$ 19,288

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.4
TASK TITLE: TRANSIT SYSTEM MONITORING

OBJECTIVE

In coordination with LYNX, to monitor existing transit systems and their performance, and utilize the data collected for transit planning purposes. The data will also be provided to the transportation committees and general public. The emphasis will be on improving the system's performance through use of this data and identifying where new or expanded services are needed.

PREVIOUS WORK

During this past fiscal year, as in other previous years, this data was gathered from LYNX.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the collection of transit system data that is used in the transportation model for the Long Range Transportation Plan. LYNX collects the specific data on each route including passengers carried, operating costs, travel time, vehicle miles, and headways by hour of the day, and any additional criteria established by FTA. This information is compared with past years to establish changes in system characteristics and to highlight any problems with the system's performance. Staff collects the data from LYNX and incorporates it into periodic reports, as well as uses it for calibration and validation of the transit module of the regional transportation computer model (FSUTMS). Staff also collects transit data specified in the Federal Transit Administration's Civil Rights Circular 4702.1, which has the purpose of identifying areas of high potential usage. To accomplish this data collection, MetroPlan Orlando contracts with LYNX, utilizing a portion of the FTA Section 5303 funds. The data collected is published in "Tracking the Trends."

MILESTONE/END PRODUCT FY 2012/2013

Data collected on the operational characteristics of the transit systems. The data will also be used for presentation in the "Tracking the Trends" report.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout each fiscal year. Data is published in January of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 3.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 1,384	\$ 16,000		\$ 17,384
STATE	\$ 6	\$ 2,000		\$ 2,006
LOCAL	\$ 6	\$ 2,000		\$ 2,006
FTA 5303 X021				\$ -
FEDERAL	\$ 383	\$ -		\$ 383
STATE	\$ 5			\$ 5
LOCAL	\$ 5			\$ 5
LOCAL ASSESSMENT	\$ 992			\$ 992
TOTAL	\$ 2,781	\$ 20,000	\$ -	\$ 22,781

Task 3.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL	\$ 1,048	\$ 16,000		\$ 17,048
STATE	\$ 131	\$ 2,000		\$ 2,131
LOCAL	\$ 131	\$ 2,000		\$ 2,131
FTA 5303 X021				\$ -
FEDERAL	\$ 914			\$ 914
STATE	\$ 115			\$ 115
LOCAL	\$ 114			\$ 114
TOTAL	\$ 2,453	\$ 20,000	\$ -	\$ 22,453

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.5
TASK TITLE: AVIATION SYSTEM MONITORING

OBJECTIVE

To monitor the existing aviation activity at the major airports in the Orlando Urbanized Area and collect data for planning purposes.

PREVIOUS WORK

Aviation activity data collected from the Greater Orlando Aviation Authority, the Sanford Airport Authority, and Kissimmee Gateway Airport.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the collection of aviation-related data used for special generators in the Long Range Transportation Plan transportation model. Data identifying the number of enplanements and deplanements, cargo activity and number of landings and take-offs by category of aircraft will be collected from Orlando International Airport, Orlando Executive Airport, Orlando Sanford Airport and Kissimmee Gateway Airport. The data will be used to depict trends in aviation activity in the Orlando Urbanized Area and will be made available to the public through "Tracking the Trends," to be published as part of Task 3.7.

MILESTONE/END PRODUCT FY 2012/2013

Data collected on the operational characteristics of the major airports serving the Orlando Urbanized Area. The data will be presented as part of the "Tracking the Trends" report.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout each fiscal year. Data is published in January of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 3.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 2,215			\$ 2,215
TOTAL	\$ 2,215	\$ -	\$ -	\$ 2,215

Task 3.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 1,966			\$ 1,966
LOCAL ASSESSMENT	\$ 1,137			\$ 1,137
TOTAL	\$ 3,103	\$ -	\$ -	\$ 3,103

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.6
TASK TITLE: AIR QUALITY MONITORING

OBJECTIVE

To monitor the compliance of the Orlando Urbanized Area with the National Ambient Air Quality Standards.

PREVIOUS WORK

Ozone and carbon monoxide levels within the Orlando Urbanized Area are monitored on a daily basis 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 area recorded one reading at each of the two Orange County monitoring stations equal to the 2008 standard of 75 parts per billion. However, there were no recorded exceedances of the 75 parts per billion in 2009 through 2011.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the collection of data related to the extent of air pollution in the Orlando Urbanized Area, specifically for ozone, and the degree to which the area is in compliance with the National Ambient Air Quality Standards. Staff will work with local governments and the Florida Department of Environmental Protection in reviewing the area's air quality status and will present status reports to the Transportation Technical Committee, the Citizens' Advisory Committee, the Bicycle and Pedestrian Advisory Committee, the Municipal Advisory Committee, and the MetroPlan Orlando Board. Although the Orlando Urbanized Area is currently in an attainment status, based on a three-year average, the federal air quality legislation entitled the Clean Air Act of 1990 requires a substantially more intensive effort by urban areas in defining their air pollution problems and in implementing solutions. The air quality standards developed by EPA apply to the entire air shed area of this metropolitan region, which includes Orange, Seminole, and Osceola Counties. This area continues to be proactive in anticipating and addressing air quality problems, as evidenced by such air quality tasks within this UPWP as Task 4.6.1, Contingency Plan for Air Quality Non-Attainment Mitigation Through Transportation Control Measures. This task is anticipated to become even more important as the Environmental Protection Agency (EPA), which made the ozone standards more stringent in March, 2008, is to consider the standards again in 2013.

MILESTONE/END PRODUCT FY 2012/2013

Data monitoring levels of air pollution in the Orlando Urbanized Area to ensure compliance with the federal air quality standards.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout each fiscal year. Data is reported monthly throughout the ozone season (March to October) and is published in January of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 3.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 3,624			\$ 3,624
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 984			\$ 984
TOTAL	\$ 4,608	\$ -	\$ -	\$ 4,608

Task 3.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 4,924			\$ 4,924
LOCAL ASSESSMENT	\$ 1,587			\$ 1,587
TOTAL	\$ 6,511	\$ -	\$ -	\$ 6,511

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 3.7

TASK TITLE: TRACKING THE TRENDS (TRANSPORTATION SYSTEMS INDICATORS REPORT)

OBJECTIVE

To publish a report describing market conditions and the activity levels among the various modes of transportation in the Orlando Urbanized Area: highway, transit, aviation, bicycle and pedestrian; and identify trends among these modes based upon collected data.

PREVIOUS WORK

This task combines many of the previous transportation activity reports generally published separately for each mode, such as traffic counts, traffic accidents and transit ridership reports, into a single report and adds aviation, bicycle and pedestrian activity. Since FY 2001/2002, the report has been entitled "Tracking the Trends." A draft of the FY 2010/2011 version of "Tracking the Trends" was distributed to the various transportation committees for review. The report was published in April 2012.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for the collation of all the data collected under the previous tasks for publishing in a single report which is made available to the community. The report will be published annually and will depict such measures of activity as vehicle registrations, rental car activity, gasoline consumed, traffic counts, traffic accidents, transit ridership, enplanements and deplanements, landings and takeoffs, and cargo movement.

MetroPlan Orlando also utilizes the data collected for this report to prepare a regional report for the Central Florida MPO Alliance, which goes beyond the Orlando Urbanized Area to include data from Brevard, Lake, Sumter, Polk and Volusia counties. Local assessment funds are used for this effort.

MILESTONE/END PRODUCT FY 2012/2013

A report presenting the levels of activity among the various modes of transportation in the Orlando Urban Area which is made available to the various MetroPlan Orlando committees, through the MetroPlan Orlando office or through the MetroPlan Orlando web site.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

The "Tracking the Trends" report is published in February of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 3.7	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 450			\$ 450
FTA 5303 X022				\$ -
FEDERAL	\$ 15,174			\$ 15,174
STATE	\$ 1,913			\$ 1,913
LOCAL	\$ 1,912			\$ 1,912
FTA 5303 X021				
FEDERAL	\$ 5,687			\$ 5,687
STATE	\$ 11			
LOCAL	\$ 11			
LOCAL ASSESSMENT	\$ 4,249			\$ 4,249
TOTAL	\$ 29,407	\$ -	\$ -	\$ 29,407

Task 3.7	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 450			\$ 450
FTA 5303 X023				
FEDERAL	\$ 12,591			\$ 12,591
STATE	\$ 1,574			\$ 1,574
LOCAL	\$ 1,574			\$ 1,574
FTA 5303 X021				
FEDERAL	\$ 3,478			\$ 3,478
STATE	\$ 435			\$ 435
LOCAL	\$ 434			\$ 434
TOTAL	\$ 20,536	\$ -	\$ -	\$ 20,536

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

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SECTION IV

SYSTEMS PLANNING

This section of the Unified Planning Work Program contains descriptions of the major transportation planning projects that address critical issues concerning the surface transportation system as a whole.

This section is comprised of the following major subsections:

- 4.1 Orlando Urbanized Area Transportation Study
- 4.2 Management and Operations Planning
- 4.3 Intermodal Planning
- 4.4 Transit System Planning
- 4.5 Para-Transit Planning
- 4.6 Air Quality Planning
- 4.7 Regional Bicycle/Pedestrian Planning

UPWP TASK NUMBER: 4.1
TASK TITLE: ORLANDO URBANIZED AREA TRANSPORTATION STUDY

OBJECTIVE

To prepare and maintain a 20-year Long Range Transportation Plan for the Orlando Urbanized Area which is regional, multi-modal and comprehensive in scope, and which complies with the requirements of MAP-21.

PREVIOUS WORK

An Orlando Urbanized Area Year 2030 Long Range Transportation Plan in conjunction with a Sustainable Alternative Land Use Plan based on the regional "How Shall We Grow" planning effort adopted by the MetroPlan Orlando Board August 12, 2009.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Developing a Long Range Transportation Plan is never totally completed, but is a continuing process. The Plan is subject to amendments over time as transportation improvements are added, removed or modified in response to changes in development patterns. Developments that are of such a magnitude that they substantially alter the assumptions and projections upon which the adopted Long Range Transportation Plan is based will generate the need for a Plan Update. Historically, this occurs in the Orlando Urbanized Area every five years. Plan Updates are also generated by the completion of the decennial census. The requirements for a Long Range Transportation Plan have been continued by the Federal transportation act, the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA - LU) and MAP-21.

A recent federal focus has been on the planning and project development processes which, as commonly agreed, require too much time before solutions to serious transportation problems are ready for implementation. MetroPlan Orlando has incorporated the tenets of "streamlining" the processes into the UPWP, specifically through ETDM (Efficient Transportation Decision Making), the process established by the State of Florida to meet the requirements of Federal "streamlining." The process consists of a "planning screen" applied to identify environmental, social and economic impacts to proposed transportation projects early during the planning phase. A "programming screen" is later applied during the project prioritization phase to identify the supportability of the project.

Task 4.1.5, Year 2040 Long Range Transportation Plan, will address the Planning Screen Phase of ETDM, where participating agencies are given the opportunity to review and comment on those projects proposed for the Long Range Transportation Plan, thereby addressing potential problems as early as possible.

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 4.1.1 through 4.1.7

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE
See following Subtasks 4.1.1 through 4.1.7.

RESPONSIBLE AGENCY
See following Subtasks 4.1.1 through 4.1.7.

UPWP TASK NUMBER: 4.1.1
TASK TITLE: MAINTENANCE OF FSUTMS MODEL WITH CUBE VOYAGER

OBJECTIVE

To annually maintain the FSUTMS (Florida Standard Urban Transportation Model Structure) model utilized by MetroPlan Orlando for the development of the Long Range Transportation Plan. To provide training in the use of the model and its output to local government staffs.

PREVIOUS WORK

The Florida Standard Urban Transportation Model Structure (FSUTMS) modeling platform was converted from TranPlan to Cube Voyager and was used in the validation and calibration phase of the Year 2030 Long Range Transportation Plan. Not only did the development of the Orlando Urbanized Area Year 2030 Long Range Transportation Plan result in a new plan for the area, but the establishment of new models for the planning process, as well. The Florida Standard Urban Transportation Model Structure (FSUTMS) has been further refined and developed with a new modeling platform, Cube Voyager. Also, new trip rates and mathematical formula values that were developed in the Model Trip Characteristics Update study have been integrated into the new modeling platform. This now more accurately reflects the trip-making characteristics of the Orlando Urbanized Area.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for continued updating and maintenance of the newest versions of the model. MetroPlan Orlando staff continues to participate in a leadership role in the Statewide Task Force which has the responsibility for developing new and improved versions of the model.

The FSUTMS model will be maintained by staff for regional use with versions of the model either being provided to local governments, assuming compatible hardware, or network runs being accomplished by MetroPlan Orlando staff for those governments who do not have in-house modeling capabilities. Through this annual update, the adopted Long Range Transportation Plan will be maintained in a current base year version. The FSUTMS model will be maintained with the Cube Voyager modeling platform.

MILESTONE/END PRODUCT FY 2012/2013

Updated and maintained FSUTMS model for the Long Range Transportation Plan.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Long Range Planning

Task 4.1.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 11,742			\$ 11,742
FTA 5303 X022				\$ -
FEDERAL	\$ 3,285			\$ 3,285
STATE	\$ 35			\$ 35
LOCAL	\$ 35			\$ 35
LOCAL ASSESSMENT	\$ 3,696			\$ 3,696
TOTAL	\$ 18,793	\$ -	\$ -	\$ 18,793

Task 4.1.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 6,511			\$ 6,511
FTA 5303 X023				\$ -
FEDERAL	\$ 2,605			\$ 2,605
STATE	\$ 326			\$ 326
LOCAL	\$ 326			\$ 326
FTA 5303 X021				
FEDERAL	\$ 1,280			\$ 1,280
STATE	\$ 159			\$ 159
LOCAL	\$ 160			\$ 160
LOCAL ASSESSMENT	\$ 3,877			\$ 3,877
TOTAL	\$ 15,244	\$ -	\$ -	\$ 15,244

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.2
TASK TITLE: GOODS MOVEMENT PLANNING

OBJECTIVE

To identify the scope of data needs, public and private agency coordination, modeling parameters and other factors affecting the conduct of goods movement planning within both a short range (TIP) and a long range plan context.

PREVIOUS WORK

The Freight, Goods and Services Mobility Strategy Plan, completed in FY 2001/2002, analyzed existing data relating to rail, truck and air transportation of goods, described the goods movement system, forecasted its growth, and incorporated goods movement into the planning process. A total of 21 highway improvement projects for the movement of freight were identified in that Strategy Plan. Many of the projects have since been implemented by FDOT or local governments in their respective work programs, and one project has been fully funded through the state's TOPS program. Later, follow-on work was completed that identified additional projects through driver surveys and infrastructure inventories of principal locations where commercial vehicles pose operating issues. Such projects included swept path width, off-tracking and conflicts with automobiles, bicycles and pedestrians. Preliminary cost estimates for each project were developed with emphasis being given to those projects that are congestion management type improvements (Management and Operations) which can be implemented on a short-term basis to remove bottlenecks to freight traffic flow and improve delivery of goods and services. The projects identified were presented in a Freight Movement Improvement List which was evaluated through the Management and Operations Subcommittee and presented as candidates for programming of funds in the MetroPlan Orlando Prioritized Project List.

An update of the Freight, Goods and Services Mobility Strategy Plan was initiated in FY 2008/2009 with the preparation of a Scope of Services and the advertising of a Request for Proposals for consultant services. No responses were received to the RFP. The MetroPlan Board directed staff to include an economic analysis of the impact of freight and goods movement to, through and within the study area. The preparation of the updated Strategy Plan was therefore postponed to FY 2011/2012. MetroPlan advertised and selected a consultant team in December 2011.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

An update of the Freight, Goods and Services Mobility Strategy Plan will be initiated in FY 2011/2012 and continue into the 2013/2014 fiscal year. It will update the database that was developed in the initial Strategy Plan that described the operations and capabilities of each major freight, goods and services sector in the Orlando Urbanized Area. These sectors included seaports, airports, rail, highway system, freight handling facilities and services. The database will reflect the changed dynamics of the freight movement system in this area that will occur because of the expected relocation of CSX freight trains from the mainline through Orlando to the alternate line west of the area. The information will again be collected through personal and telephone interviews, agency reports and surveys. The Strategy Plan will use this information and database to provide a set of specific actions to improve Central Florida's transportation infrastructure to support the safe and efficient shipment of freight, goods and services. An additional consideration in the update will be security, which will be examined both within the context of security within the facilities dealing with freight and goods, as well as the transportation movement of the freight and goods.

MILESTONE/END PRODUCT FY 2012/2013

The updated Strategy Plan is anticipated to extend into FY 2013/2014 and will include an updated list of projects that focuses on freight and highway operational improvements to be considered for prioritizing in the Prioritized Project List and possible programming in the Transportation Improvement Program (TIP) and which can be implemented on a short term basis. It will also include the economic analysis of the impact of freight movement in the study area.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013 with the work extended into FY 2013/2014.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013 with the work extended into FY 2013/2014.

TARGET DATE

An updated Freight Movement Improvement List completed in 2014 with the updated Freight, Goods and Services Mobility Strategy Plan to be completed in 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Long Range Planning

Task 4.1.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 65,437	\$ 240,000		\$ 305,437
FTA 5303 X022				\$ -
FEDERAL	\$ 3,135			\$ 3,135
STATE	\$ 660			\$ 660
LOCAL	\$ 659			\$ 659
FREIGHT JPA FM# 431195-1-14-01		\$ 146,037		\$ 146,037
LOCAL ASSESSMENT	\$ 17,830	\$ 1,061		\$ 18,891
TOTAL	\$ 87,721	\$ 387,098	\$ -	\$ 474,819

Task 4.1.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 75,911	\$ 112,140		\$ 188,051
FHWA FY '13 Carryfwd		\$ -		
LOCAL ASSESSMENT	\$ 6,734			\$ 6,734
TOTAL	\$ 82,645	\$ 112,140	\$ -	\$ 194,785

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.3

TASK TITLE: IMPACTS OF SMART GROWTH PRINCIPLES ON TRAVEL BEHAVIOR

OBJECTIVE

To measure potential impacts of smart growth on travel behavior and identify development opportunities that may benefit from a smart growth approach.

PREVIOUS WORK

During the past year staff continued the process of creating an inventory of developments that use smart growth tools and that provide an opportunity for evaluating or monitoring the impact of smart growth on travel behavior and "lessons learned." Based on the lessons learned during the development of the Year 2030 Long Range Transportation Plan, our Land Use Subcommittee examined land use and transportation relationships, finding that adopting various smart growth principles can result in savings in annual congestion costs, reducing the number of deficient regional roadways, supporting transit and creating positive environmental benefits.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task will continue the work of the Land Use Subcommittee begun under the long range plan update process and will further the process of fostering the implementation of smart growth. The Land Use Subcommittee will be the major forum for examining the land use/transportation mode/financial aspects for the new Year 2040 Long Range Transportation Plan during its development and through this process, will review land use planning strategies and how available financial resources over the next 20-25 years should be programmed. Land use policies that improve the performance of the transportation network will be recommended through the Subcommittee. The Subcommittee will also continue to work with the consultant to identify and adopt performance measures for the Alternative Land Use and suggest appropriate supporting infrastructure and design strategies. A Best Practices Guide will be developed for local governments to assist those who have not previously revised their land use policies in fulfilling the metropolitan and regional land use goals. Best practices for land use policies affecting freight and goods movement and access will be included and pulled from the Freight, Goods and Services Mobility Strategy Plan. Since the Subcommittee is comprised of land use planners from the major local governments, both city and county, the recommendations developed by the Subcommittee should be incorporated into local government comprehensive plans to the maximum extent feasible.

To support planning for sustainable communities, LYNX intends to develop plans and projects that promote livability, utilizing best practices and guidance. Projects that support alternative transportation choices and mobility will be planned, together with the necessary funding programs and management requirements by the US Department of Transportation (DOT), US Housing and Urban Development (HUD) and the US Environmental Protection Agency (EPA). LYNX's efforts will also be coordinated through MetroPlan Orlando and its Land Use Subcommittee.

MILESTONE/END PRODUCT FY 2012/2013

The encouragement of Smart Growth principles and the monitoring of the impacts of Smart Growth on transportation through the Land Use Subcommittee.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

The Land Use Subcommittee conducts meetings monthly with their recommendations presented to the

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Manager of Long Range Planning
 Smart Growth Planner
 Policy Analyst

Task 4.1.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 22,579			\$ 22,579
FTA 5303 X022				\$ -
FEDERAL	\$ 2,595	\$ 77,134		\$ 79,729
STATE	\$ 675	\$ 9,541		\$ 10,216
LOCAL	\$ 675	\$ 9,539		\$ 10,214
FTA 5303 X021				
FEDERAL		\$ 45,061		\$ 45,061
STATE		\$ 5,633		\$ 5,633
LOCAL		\$ 5,633		\$ 5,633
LOCAL ASSESSMENT	\$ 7,334			\$ 7,334
TOTAL	\$ 33,858	\$ 152,541	\$ -	\$ 186,399
Task 4.1.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 12,745			\$ 12,745
FTA 5303 X023				
FEDERAL	\$ 4,929	\$ 16,080		\$ 21,009
STATE	\$ 616	\$ 2,010		\$ 2,626
LOCAL	\$ 616	\$ 2,010		\$ 2,626
FTA 5303 X022				
FEDERAL		\$ 17,482		\$ 17,482
STATE		\$ 2,185		\$ 2,185
LOCAL		\$ 2,185		\$ 2,185
FTA 5303 X021				
FEDERAL	\$ 465	\$ 9,061		\$ 9,526
STATE	\$ 58	\$ 1,133		\$ 1,191
LOCAL	\$ 59	\$ 1,133		\$ 1,192
LOCAL ASSESSMENT	\$ 5,122			\$ 5,122
TOTAL	\$ 24,610	\$ 53,279	\$ -	\$ 77,889

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.4
TASK TITLE: REGIONAL GEOGRAPHIC INFORMATION SYSTEM

OBJECTIVE

To acquire and maintain the parcel level data from the county Property Appraisers' offices for Orange, Seminole and Osceola Counties. Using ESRI Geographic Information System (GIS) software, run the MetroPlan Orlando Land Use Allocation Model to develop ZDATA sets for the Orlando Urbanized Area Transportation Study. Use GIS software to assist MetroPlan Orlando staff in developing maps and relational databases for analysis and reports.

PREVIOUS WORK

Housing and population data sets were developed based on previous Property Appraisers' parcel level records for use in the Year 2030 Long Range Transportation Plan. With the assistance of the Land Use Subcommittee, the data sets for each of the counties and cities in the MetroPlan Orlando planning area were reviewed and revised as appropriate. Staff also assisted local staffs in updating their databases.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

The work involved in this task consists of acquiring and using parcel level data from each of the counties to develop data sets for housing, population and school enrollment for each of the counties and cities in the MetroPlan Orlando planning area. The updated data for each new year is reviewed with the Land Use Subcommittee and is then adopted, and the data sets are converted into the format usable by the transportation planning models (FSUTMS). Training assistance will also continue each year, as in past years, through the MetroPlan Orlando staff.

The following types or modules of information have been developed on a traffic zone basis:

- land use and socio-economic data, such as population, housing, employment and Title VI related data;
- transit routes;
- traffic engineering and management data;
- accident record system;
- acreage of developable land, developed land, and vacant land.

The milestone events associated with this task are the review and approval of the data sets by the Land Use Subcommittee with adoption by the Board for use in the Long Range Transportation Plan.

MILESTONE/END PRODUCT FY 2012/2013

A regional GIS database producing the maps and various data sets to support MetroPlan Orlando.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year for review and updating of the data with the Land Use Subcommittee meeting on a monthly schedule. Completion of updated data sets by June of each year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner
Manager of Long Range Planning

Task 4.1.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 10,282	\$ 30,000		\$ 40,282
FTA 5303 X022				\$ -
FEDERAL	\$ 2,389	\$ 24,000		\$ 26,389
STATE	\$ 219	\$ 3,000		\$ 3,219
LOCAL	\$ 221	\$ 3,000		\$ 3,221
LOCAL ASSESSMENT	\$ 1,685			\$ 1,685
TOTAL	\$ 14,796	\$ 60,000	\$ -	\$ 74,796

Task 4.1.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 11,727	\$ 30,000		\$ 41,727
FTA 5303 X023				\$ -
FEDERAL	\$ 2,115	\$ 40,000		\$ 42,115
STATE	\$ 265	\$ 5,000		\$ 5,265
LOCAL	\$ 265	\$ 5,000		\$ 5,265
LOCAL ASSESSMENT	\$ 4,178			\$ 4,178
TOTAL	\$ 18,550	\$ 80,000	\$ -	\$ 98,550

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.5
TASK TITLE: YEAR 2040 LONG RANGE TRANSPORTATION PLAN

OBJECTIVE

To develop a Year 2040 Long Range Transportation Plan for the Orlando Urbanized Area.

PREVIOUS WORK

The Orlando Urbanized Area Year 2030 Long Range Transportation Plan was adopted by the MetroPlan Orlando Board on August 12, 2009.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

When the Year 2030 Long Range Transportation Plan was approved in August, 2009, major policy decisions were made regarding the role that light rail, commuter rail and transit would play in the future transportation system of the Orlando Urbanized Area and, specifically, how they were to be funded. These policy decisions are dependent in large part upon Federal reauthorization of the surface transportation act known as SAFETEA-LU. This UPWP programs funds for a multi-year effort to update the Year 2030 Long Range Transportation Plan to the Year 2040. The year 2040 was chosen to coordinate this plan with those of the other MPO's in FDOT's District 5, who have completed their Year 2035 Long Range Transportation Plans.

The task effort will begin in FY 2010/2011 with the development of a Study Design and a Scope of Services for consultant assistance. A multi-year contract for conducting all phases of the long range plan process will begin with a Phase I that consists of the development of the base year socio-economic data and validation and calibration of the model network to that base year. Phase II is predicated upon satisfactory conclusion of Phase I and consists of development of the socio-economic data base into five year increments to the Year 2040. The Existing Plus Committed highway and transit networks that are based upon the five-year Transportation Improvement Program and those projects that are funded therein (plus any other major transportation projects privately funded) for construction are also a task for development. To be analyzed will be a multi-modal transportation network that is controlled by the land use that was adopted as part of the Year 2030 Plan. The financial scenarios that were also adopted as part of the Year 2030 Plan will be reviewed and updated to identify the most beneficial investment of limited financial resources. As was done in the Year 2030 Plan, non-construction considerations such as goods and freight movement, bicycle and pedestrian facilities, operations and management, safety, security and a public involvement plan will be included. The updated information will then lead to adoption of the Year 2040 Plan on or before the federally-mandated date of August 2014. This task also provides for staff participation in ETDM (Efficient Transportation Decision-Making) Planning.

The schedule for development of the Year 2040 Long Range Transportation Plan has been predicated upon the continuation of the normal five-year cycle required by Federal guidelines for Long Range Plan updates (for air quality attainment areas). Should the Orlando Urbanized Area be declared non-attainment under new EPA requirements, the Plan update cycle changes to every four years.

MILESTONE/END PRODUCT FY 2012/2013

Completion of the Phase I scope and progress on Phase II of the Scope.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Plan adoption in 2014.

TARGET DATE

Year 2040 Long Range Transportation Plan adoption by August 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando

Manager of Long Range Planning

Task 4.1.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 67,028	\$ 520,000		\$ 587,028
FTA 5303 X022				\$ -
FEDERAL	\$ 10,962	\$ 240,000		\$ 250,962
STATE	\$ 900	\$ 30,000		\$ 30,900
LOCAL	\$ 900	\$ 30,000		\$ 30,900
LOCAL ASSESSMENT	\$ 9,800			\$ 9,800
TOTAL	\$ 89,590	\$ 820,000	\$ -	\$ 909,590

Task 4.1.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 69,874	\$ 6,513		\$ 76,387
FHWA FY '13 Carryfwd		\$ 272,912		\$ 272,912
FTA 5303 X023				
FEDERAL	\$ 15,350	\$ 60,000		\$ 75,350
STATE	\$ 1,919	\$ 7,500		\$ 9,419
LOCAL	\$ 1,919	\$ 7,500		\$ 9,419
FTA 5303 X022				
FEDERAL		\$ 45,212		\$ 45,212
STATE		\$ 5,652		\$ 5,652
LOCAL		\$ 5,652		\$ 5,652
FTA 5303 X021				
FEDERAL	\$ 5,178			\$ 5,178
STATE	\$ 647			\$ 647
LOCAL	\$ 646			\$ 646
LOCAL ASSESSMENT	\$ 6,747			\$ 6,747
TOTAL	\$ 102,280	\$ 410,941	\$ -	\$ 513,221

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.6
TASK TITLE: REVIEW OF LOCAL GOVERNMENT COMPREHENSIVE PLANS & DEVELOPMENTS OF REGIONAL IMPACT

OBJECTIVE

For MetroPlan Orlando staff to maintain currency with local government comprehensive plans to ensure consistency between MetroPlan Orlando plans and programs and local government comprehensive plans.

PREVIOUS WORK

The following Developments of Regional Impacts (DRIs), submitted to MetroPlan Orlando, either had their reviews continued from FY 2008/2009 into FY 2009/2010, or were initiated in FY 2009/2010.

Innovation Way East
Camino Real
Rybolt Park
Landmark Sun Resort
International Corporate Park
Orlando Premium Outlet Mall Expansion
Grand Palisades Resort

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando staff will monitor local land use plans through the work of the Land Use Committee. Task 4.1.6 will remain in the UPWP in anticipation of a more intense effort in the near future.

MILESTONE/END PRODUCT FY 2012/2013

Regular meetings of the Land Use Committee.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted on daily basis as Comprehensive Plan updates and DRIs are received.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Planning Services
Smart Growth Planner
Transportation Planner

Task 4.1.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 1,102			\$ 1,102
TOTAL	\$ 1,102	\$ -	\$ -	\$ 1,102

Task 4.1.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.1.7
TASK TITLE: BLANK PLACEHOLDER

OBJECTIVE

PREVIOUS WORK

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MILESTONE/END PRODUCT FY 2012/2013

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

MILESTONE/END PRODUCT FY 2013/2014

TARGET DATE

RESPONSIBLE AGENCY/STAFF

Task 4.1.7	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.1.7	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2
TASK TITLE: MANAGEMENT AND OPERATIONS PLANNING

OBJECTIVE

Integrate transportation systems management and operations activities in the metropolitan transportation planning process to promote an effective regional transportation system.

PREVIOUS WORK

MetroPlan Orlando has placed a greater emphasis on the planning and implementation of Management and Operations (M&O) strategies as a cost-effective method to relieve traffic congestion in the area. Several years ago, MetroPlan Orlando, through its M&O Subcommittee, developed a Strategic Plan for M&O. The Plan fosters a multi-jurisdictional approach to managing and operating the transportation system so that its performance meets or exceeds customer expectations. The Plan identifies and recommends activities that are relatively low in cost and improve mobility in the short term; policy guidance on specific operation programs and implementation procedures; funding sources and allocation; an evaluation process; projects for inclusion with the Long Range Transportation Plan and Transportation Improvement Plan; and establishes strategies that contribute to the reduction of congestion, increase system efficiency and reliability, improve safety and enhance air quality within the area. The M&O Subcommittee meets monthly to implement these policies and strategies.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task will enhance, expand and sustain efforts for continuing investments in M&O activities. The focus will be on managing and operating the transportation system to maximize safety, efficiency, and utility; recommending and coordinating the regional M&O priorities and funding levels; playing an active role in the development and implementation of M&O strategies and pursuing joint activities with local, state and federal jurisdictions through appropriate investment and facilitation of institutional cooperation. An important component of this task will be to ensure that M&O strategies are integrated into the 2040 Long Range Transportation Plan. This task will provide administration of activities in tasks 4.2.1 through 4.2.4; 4.4.3; and 4.4.5. Staff efforts and resources will be coordinated closely with the M&O Subcommittee.

This task is consistent with federal policies on managing congestion through non-capacity programs. It is anticipated that this task will present operations in a way that is meaningful to the public, elected officials and professionals, foster greater awareness of the value of transportation operations and sustain transportation operations programs.

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 4.2.1 through 4.2.4

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE
See following Subtasks 4.2.1 through 4.2.4

RESPONSIBLE AGENCY
See following Subtasks 4.2.1 through 4.2.4

UPWP TASK NUMBER: 4.2.1
TASK TITLE: INTELLIGENT TRANSPORTATION SYSTEMS PLANNING

OBJECTIVE

To support implementation of Intelligent Transportation Systems (ITS) in the Orlando Urbanized Area.

PREVIOUS WORK

Through the M&O Subcommittee, staff has supported continued deployment and implementation of ITS products and services. The 2030 Long Range Transportation Plan included ITS as a M&O strategy under the Congestion Management Process for congestion mitigation or an alternative to capacity improvement. 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 was presented to Committees and the Board when appropriate. Technology investments in traffic signal retiming has proven successful through a benefit-cost analysis.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will continue its efforts to implement the use of emerging technologies to address pressing problems in traffic congestion, incident management and system safety and security. Building on the success of the traffic signal retiming program, and the use of technology to evaluate this investment, staff will consider alternative techniques for capturing and reporting on travel time in the region. This could include Bluetooth data collected from devices or purchasing data from a vendor. The results from this type of data collection can be used for performance measurements in the Congestion Management Process. In keeping with our previous efforts, staff will provide appropriate updates on the use of technology in the industry; and educational and training opportunities through conferences, meetings, webinars and reports. Lastly, this task will be used to facilitate discussions among M&O Subcommittee members to determine further investments and opportunities for ITS in the MetroPlan Orlando area.

MILESTONE/END PRODUCT FY 2012/2013

Continued efforts to implement the use of ITS to address pressing problems in traffic congestion, incident management and system safety and security. Potential research project on evaluating capacity investments using travel time data.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Transportation Engineer

Task 4.2.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 22,438			\$ 22,438
FTA 5303 X022				\$ -
FEDERAL	\$ 1,509			\$ 1,509
STATE	\$ 483			\$ 483
LOCAL	\$ 483			\$ 483
LOCAL ASSESSMENT	\$ 4,453			\$ 4,453
TOTAL	\$ 29,366	\$ -	\$ -	\$ 29,366

Task 4.2.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 17,905			\$ 17,905
FTA 5303 X023				
FEDERAL	\$ 8,434			\$ 8,434
STATE	\$ 1,055			\$ 1,055
LOCAL	\$ 1,055			\$ 1,055
FTA 5303 X021				
FEDERAL	\$ 1,313			\$ 1,313
STATE	\$ 165			\$ 165
LOCAL	\$ 163			\$ 163
LOCAL ASSESSMENT	\$ 3,829			\$ 3,829
TOTAL	\$ 33,919	\$ -	\$ -	\$ 33,919

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2.2
TASK TITLE: TRANSPORTATION DEMAND MANAGEMENT

OBJECTIVE

This task will support the implementation of transportation demand management activities and complements other work planned within Task 4.2 Management and Operations.

PREVIOUS WORK

reThink, is the commuter assistance program for FDOT D5, including the MetroPlan Orlando area. The program is managed under a contract between FDOT D5 and TranSystems. The service provides commuter assistance programs to employers and employees in the region through the Lynx Vanpool program and Ez-Ride (matching for ridesharing) programs as alternative transportation for commuters. MetroPlan Orlando has served in a supportive role to reThink and participates in their quarterly meetings. Staff investigated opportunities for recreating TMAs in the area, including informal and formal discussions with the organizations that may be willing to support this effort. This has been one of the components discussed under the Connection 2013 project, which is an assessment of the investments needed in Central Florida to support a successful rail enterprise. Staff has also proposed a pilot study through the FHWA Value Pricing Pilot Program on a parking cash-out program sufficient to bring about substantial and measurable reductions in congestion in the Orlando area.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will continue its role of supporting the reThink in advocating TDM; researching the state of practice of implementing commute alternatives. MetroPlan Orlando will continue to promote TDM strategies as a complement to other M&O activities to mitigate traffic congestion, improve air quality and conserve resources. Staff will work with the reThink team and provide technical assistance such as review of technical memorandums, participation at quarterly RCAP meetings and with public outreach efforts.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Transportation Engineer
Transportation Planner

Task 4.2.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 24,629			\$ 24,629
FTA 5303 X022				\$ -
FEDERAL	\$ 3,490			\$ 3,490
STATE	\$ 11			\$ 11
LOCAL	\$ 11			\$ 11
LOCAL ASSESSMENT	\$ 9,111			\$ 9,111
TOTAL	\$ 37,252	\$ -	\$ -	\$ 37,252

Task 4.2.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 35,397			\$ 35,397
FTA 5303 X023				
FEDERAL	\$ 8,903			\$ 8,903
STATE	\$ 1,113			\$ 1,113
LOCAL	\$ 1,113			\$ 1,113
FTA 5303 X021				
FEDERAL	\$ 2,167			\$ 2,167
STATE	\$ 269			\$ 269
LOCAL	\$ 270			\$ 270
LOCAL ASSESSMENT	\$ 3,099			\$ 3,099
TOTAL	\$ 52,331	\$ -	\$ -	\$ 52,331

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2.3
TASK TITLE: CONGESTION MANAGEMENT PLANNING

OBJECTIVE

Part I: To implement Congestion Management Strategies in the Orlando Urbanized Area.

Part II: Conduct Information Technology systems planning to address more complex, mission critical demands for maximizing the benefits of technology investments and minimizing risks from technology deployments identified by multi-year strategic plans.

PREVIOUS WORK

Part I: This task will facilitate the implementation of the Congestion Management Plan (CMP) as described in the Year 2030 Long Range Transportation Plan. The CMP has been developed to meet the requirements stated in the federal planning rule, Sec. 450.320. The CMP was built upon the Congestion Management System (CMS) that was previously used by MetroPlan Orlando. The primary difference is summarized in the distinction of a "process" rather than a "plan" or "system." Many aspects of the CMP were shaped by plans and programs that were already being used by MetroPlan Orlando, such as the Safety Conscious Plan.

Part II: In FY 2011, LYNX completed an ITS Strategic Plan which focused on ways through which LYNX can continue to innovate through tighter integration of operational and administrative systems and streamlining work flow processes.

For FY 2012, a GIS Strategic Plan is planned for development. This plan will focus on better leveraging GIS investments and ensure future LYNX priorities for GIS and related business processes are aligned with LYNX-wide objectives.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Part I: The CMP will address congestion with a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities. The following steps represent the primary framework of the CMP: selection of performance measures; data collection and system monitoring; evaluation of alternatives; selection of projects; and monitor improvements and revise process.

As work to develop the Year 2040 LRTP advances, staff will begin to identify other performance measures that relate to the goals and objectives in the Plan. These measures will be specific, measurable, agreed upon, realistic and time specific. Staff will consider the goals and objectives from the Year 2030 LRTP as an exercise to track trends toward progress.

Staff will continue the work already started with consultants on travel time and delay on regional roadways and maintain its role in the following monthly activities:

- MetroPlan Orlando M&O Subcommittee;
- Community Traffic Safety Team (CTST) meetings in Orange, Osceola and Seminole Counties (individual and coalition); and
- Regional Statewide Traffic Incident Management (TIM).

The Strategic Plan will also be used by staff to identify opportunities to use M&O strategies to mitigate non-recurring congestion.

Part II: To effectively support the planning, implementation and operation of services, LYNX is relying more on the use of technologies to improve safety, security, reliability, efficiency, performance and

customer service. IT-based data needs to be accurate and consistent across the organization and in a user-friendly format without intervening data manipulations outside of the proprietary systems. LYNX will initiate the following planning activities:

1. Standard operating procedures will be developed to align with timely and reliable access to operating information across the organization. This will help facilitate the development and maintenance of systems.
2. The planning task will focus on the adoption and consistent use of IT principles to ensure application deployments are established using systems engineering approach and infrastructure will facilitate data/systems integration.
3. Coordination and oversight to address life cycle, capital investment planning and appropriate selection of technologies.
4. Collaborative planning for the efficient and coordinated multi-year deployment of ITS and GIS infrastructure

MILESTONE/END PRODUCT FY 2012/2013

Part I: Implementation of Congestion Management Plan (CMP) from the Year 2030 Long Range Transportation Plan and initial steps leading to development of a new CMP element within the Year 2040 Long Range Transportation Plan. The Year 2040 Plan is scheduled for adoption in August, 2014.

Part II: Standard Operating Procedures and protocols for prioritization of IT and IT-related projects.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Master IT Strategic Plan.

TARGET DATE

Part I: June of each fiscal year.

Part II: Year 1 - Oct. 2013; Year 2 - Oct. 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Director, Systems Management & Operations
 Transportation Engineer
 Transportation Planner
 LYNX IT Department

Task 4.2.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 35,304	\$ 75,000		\$ 110,304
FTA 5303 X020				
FEDERAL		\$ 3,199		\$ 3,199
STATE		\$ 400		\$ 400
LOCAL		\$ 400		\$ 400
FTA 5303 X022				
FEDERAL	\$ 1,493			\$ 1,493
STATE	\$ 246			\$ 246
LOCAL	\$ 246			\$ 246
LOCAL ASSESSMENT	\$ 2,316			\$ 2,316
TOTAL	\$ 39,605	\$ 78,999	\$ -	\$ 118,604

Task 4.2.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 30,634	\$ 75,000		\$ 105,634
FTA 5303 X023				\$ -
FEDERAL	\$ 10,491	\$ 49,920		\$ 60,411
STATE	\$ 1,311	\$ 6,240		\$ 7,551
LOCAL	\$ 1,311	\$ 6,240		\$ 7,551
FTA 5303 X021				
FEDERAL	\$ 619			\$ 619
STATE	\$ 79			\$ 79
LOCAL	\$ 78			\$ 78
LOCAL ASSESSMENT	\$ 1,809			\$ 1,809
TOTAL	\$ 46,332	\$ 137,400	\$ -	\$ 183,732

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2.4**TASK TITLE: LOCAL VEHICLE CRASH DATABASE****OBJECTIVE**

To develop and maintain an automated vehicle crash database.

PREVIOUS WORK

This task was brought forward from FY 2009/2010 to provide web-based access to crash data and analytical tools to MetroPlan Orlando staff and partners. It is currently hosted at the University of Florida GeoPlan Center. Improvement in access to crash data and analysis contributes to the fulfillment of the requirement to include safety as a planning factor that a Metropolitan Planning Organization (MPO) must address in its transportation planning process and will support MetroPlan Orlando's mission to make the roadways safer. Due to changes in the Florida crash form, it is necessary to convert the crash data prior to January 1, 2011 to the new format. This conversion is required in order to support multi-year crash safety analysis and will continue the implementation of a sustainable crash database that can be used to assess the impact of vehicle crashes on the transportation network. The task will set up and host a web-based crash data system for the MetroPlan Orlando urban area. This system will provide web-based access to data and analytical tools to staff and partners. The system will be hosted at the University of Florida and will be a process to acquire, process, geo-code and store crash data from state sources in GIS format. While these efforts have created the terrain to allow staff to manage the crash data retrieval and analysis in house, at present no system is in place to provide MetroPlan Orlando partners with data download and automated analysis tools from one easily-accessed location. The web-based crash data system will fill this void in the MetroPlan Orlando mission to make the roadways safer.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task will maintain the crash data system for MetroPlan Orlando. The University of Florida will continue to host the crash data system for use by the MetroPlan Orlando end-users via the internet. The web-based system will reside at the University of Florida GeoPlan Center which will be responsible for uninterrupted availability of the system for use by the MetroPlan Orlando end-users. The end-users will access the system via username and password. The user accounts will be managed by the METROPLAN ORLANDO staff in coordination with the agencies that will be using the system. System updates may include development time to support any new features or improvements requested by the end-users of MetroPlan Orlando. University of Florida will accommodate 100 hours of development time for such purposes. More emphasis will be put on using this data for potential research, internally by staff and externally by academicians.

MILESTONE/END PRODUCT FY 2012/2013

This task will establish and sustain a vehicle crash database on local roadways for staff analysis, reporting and sharing.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Director, Systems Management & Operations
 Transportation Engineer
 Smart Growth Planner

Task 4.2.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 33,277	\$ 55,000		\$ 88,277
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 4,659			\$ 4,659
TOTAL	\$ 37,936	\$ 55,000	\$ -	\$ 92,936

Task 4.2.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 37,818	\$ 30,000		\$ 67,818
LOCAL ASSESSMENT	\$ 1,809			\$ 1,809
TOTAL	\$ 39,627	\$ 30,000	\$ -	\$ 69,627

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2.5
TASK TITLE: REGIONAL TRANSPORTATION MANAGEMENT ASSOCIATION

OBJECTIVE

The objective of this task is to work with major employers and institutions throughout the region to engage them in discussions about alternative work schedules and alternative travel options for their employees and to explore their interest in participating in a Regional Transportation Management Association.

PREVIOUS WORK

This is a new task initiated as a result of our concern with Air Quality, our focus on alternative trip making options and maximizing the region's transit investment.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for MetroPlan Orlando working with state and local governments, educational institutions, hospitals, and other private employers to promote alternative work and transportation options. The intent of this new task is to draw attention to transportation issues related to congestion and air quality.

MILESTONE/END PRODUCT FY 2012/2013

A strengthened relationship between MetroPlan Orlando and our existing partners that addresses alternative trip making options and maximizes the region's transit investment. The beginnings of a relationship between MetroPlan Orlando and new regional partners.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same as for FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same as for FY 2012/2013.

TARGET DATE

June 2013.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Transportation Planner

Task 4.2.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 13,398			\$ 13,398
FTA 5303 X022				\$ -
FEDERAL	\$ 11,855			\$ 11,855
STATE	\$ 51			\$ 51
LOCAL	\$ 51			\$ 51
LOCAL ASSESSMENT	\$ 5,182			\$ 5,182
TOTAL	\$ 30,537	\$ -	\$ -	\$ 30,537

Task 4.2.5	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 18,893			\$ 18,893
FTA 5303 X023				\$ -
FEDERAL	\$ 4,299			\$ 4,299
STATE	\$ 537			\$ 537
LOCAL	\$ 537			\$ 537
FTA 5303 X021				
FEDERAL	\$ 2,298			\$ 2,298
STATE	\$ 286			\$ 286
LOCAL	\$ 288			\$ 288
LOCAL ASSESSMENT	\$ 1,569			\$ 1,569
TOTAL	\$ 28,707	\$ -	\$ -	\$ 28,707

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.2.6
TASK TITLE: CONGESTION MANAGEMENT PLANNING - VALUE PRICING STUDY

OBJECTIVE

To conduct feasibility study on implementing value pricing in the Orlando Urbanized Area.

PREVIOUS WORK

Value pricing is a management and operations strategy that can be implemented on existing, expanded or new roadways, applied to parking facilities, be used to control access to an area such as a Central Business District (CBD), or applied as variable pricing on an existing toll facility. Charging drivers a fee for the use of specific roadways, facility or for access to an area is a way to reduce demand for driving on the most congested roadways and at the same time make traffic flow efficiently for the remaining car traffic and for public transportation. The State of Florida, using the positive results from the 95 Express Lanes as evidence, has drafted a guide on implementing "pricing" strategies. The guide identifies I-4 in the Orlando area as meriting consideration for a feasibility study even though managed lanes are included in the I-4 Multi-Modal Improvement Plan.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

A feasibility study will consist of technical analyses to develop and evaluate possible pricing scenarios; planning to identify potential funding sources and outline legislative/regulatory requirements; and public involvement activities to engage stakeholders and solicit public input. The study will include a comprehensive assessment of congestion pricing programs, and an assessment of benefits and impacts on private vehicles, public transit, cyclists, and pedestrians. It is proposed that this feasibility study be conducted tangentially with the 2040 LRTP, thus taking advantage of the fiscal and staff resources already programmed for the update. To illustrate, the public involvement task in this effort can be combined with similar tasks in the LRTP update; data that is collected for modeling task can be used to measure the potential effects of value pricing. The Study will conclude with a final report describing potential benefits and impacts, recommendations, and a possible implementation plan or pilot program.

MILESTONE/END PRODUCT FY 2012/2013

Based on the findings in the study, and in consultation with the Steering Committee, the consultant will report on the feasibility of integrating a congestion pricing strategy as part of the 2040 LRTP. At a minimum, a report will provide the following elements: policy development; public communication and involvement; and technical analysis. A final version of this document will be presented to the MetroPlan Orlando Board and Committees.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

December 2014

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Transportation Engineer
Transportation Planner

Task 4.2.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY/ IN- KIND	TOTAL
FHWA FM#416356-1-14-91				\$ -
FEDERAL		\$ 350,000		\$ 350,000
FDOT			\$ 50,000	\$ 50,000
LOCAL		\$ 100,000		\$ 100,000
FHWA	\$ -			\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 15,369			\$ 15,369
TOTAL	\$ 15,369	\$ 450,000	\$ 50,000	\$ 515,369

Task 4.2.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY/ IN- KIND	TOTAL
FHWA FM#416356-1-14-91				\$ -
FEDERAL	\$ 19,453	\$ 305,905		\$ 325,358
FDOT				\$ -
LOCAL	\$ 5,547	\$ 87,247		\$ 92,794
TOTAL	\$ 25,000	\$ 393,152	\$ -	\$ 418,152

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.3
TASK TITLE: INTERMODAL PLANNING

OBJECTIVE

To coordinate regional and local intermodal project planning and analysis with FDOT and the Strategic Intermodal System Plan.

PREVIOUS WORK

During the previous fiscal year, the Strategic Intermodal System Plan and its consequences for the local area continued to be reviewed with the MetroPlan Orlando Board and its various committees.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task is intended to provide for intermodal planning and analysis as part of the transportation planning process. Although the development of an Intermodal Management System, originally mandated in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), has been made optional by FHWA, FDOT is continuing development of the system. While the original federal requirements were to apply to intermodal facilities statewide, a new direction is to focus on major intermodal facilities that are connected to the National Highway System. To this end, the Florida Department of Transportation prepares and maintains a Strategic Intermodal System (SIS) Plan.

MetroPlan Orlando has been and will continue to be involved in the implementation of the SIS as well as the coordination of planned regional and local intermodal facilities to ensure that they are or will become part of the Strategic Intermodal System Plan and are eligible for federal and state grant programs, as appropriate. This includes airport, port and transit facilities. Of particular interest is the necessity for coordination between SunRail and the future transit feeder systems intended to support it.

MILESTONE/END PRODUCT FY 2012/2013

Participation in the planning and analysis of intermodal facilities and the coordination of these projects with the FDOT Strategic Intermodal System Plan.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Planning Services
Transportation Planner
Smart Growth Planner

Task 4.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 3,095			\$ 3,095
STATE	\$ 645			\$ 645
LOCAL	\$ 646			\$ 646
LOCAL ASSESSMENT	\$ 3,935			\$ 3,935
TOTAL	\$ 8,321	\$ -	\$ -	\$ 8,321

Task 4.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL	\$ 5,982			\$ 5,982
STATE	\$ 748			\$ 748
LOCAL	\$ 748			\$ 748
FTA 5303 X021				
FEDERAL	\$ 1,889			\$ 1,889
STATE	\$ 237			\$ 237
LOCAL	\$ 235			\$ 235
TOTAL	\$ 9,839	\$ -	\$ -	\$ 9,839

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.4
TASK TITLE: TRANSIT SYSTEM PLANNING

OBJECTIVE

To conduct those transit planning tasks identified as Emphasis Areas by the Federal Transit Administration as well as transit planning tasks of concern to the local area.

PREVIOUS WORK

LYNX completed a minor update of their Short Range Transit Development Plan (TDP) in FY 2008/2009.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This section includes the following subtasks as support to the regional transit planning effort:

- (1) Short Range Transit Development Plan Update
- (2) Section 5307 Planning Studies
- (3) Safety in Transportation Planning Process
- (4) Transit Level of Service Assessment
- (5) Security in Transportation Planning Process

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 4.4.1 through 4.4.5

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

See following Subtasks 4.4.1 through 4.4.5.

RESPONSIBLE AGENCY

See following Subtasks 4.4.1 through 4.4.5.

UPWP TASK NUMBER: 4.4.1

TASK TITLE: SHORT RANGE TRANSIT DEVELOPMENT PLAN UPDATE

OBJECTIVE

To annually update the Short Range (10-year planning horizon) Transit Development Plan for the Orlando Urbanized Area.

PREVIOUS WORK

Annual Reports updating the TDP, completed in FY 2008/2009. Elements of the plan, such as route structure, capital and operating funding requirements, will be continually updated throughout each year to reflect current conditions.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

During FY 2011/2012, LYNX worked on its major update of the TDP. The TDP adoption should be in the spring of 2013. The planning horizon will be advanced to FY 2013/FY2022. LYNX staff will address each of the Plan's elements to ensure that they accurately reflect existing and future conditions. These updates will include the results of the 5-year Service Plan and the LYNX Vision 2030 Plan.

MILESTONE/END PRODUCT FY 2012/2013

A current, comprehensive, workable plan for the short-term development of transit in the Orlando Urbanized Area, including Orange, Osceola and Seminole Counties.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013 with the planning horizon again advanced one year (FY 2014 - 2023).

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each year.

RESPONSIBLE AGENCY

LYNX

Task 4.4.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL		\$ 12,000		\$ 12,000
STATE		\$ 1,500		\$ 1,500
LOCAL		\$ 1,500		\$ 1,500
FTA 5303 X021				\$ -
FEDERAL		\$ 5,544		\$ 5,544
STATE		\$ 693		\$ 693
LOCAL		\$ 693		\$ 693
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ 21,930	\$ -	\$ 21,930

Task 4.4.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL		\$ 12,000		\$ 12,000
STATE		\$ 1,500		\$ 1,500
LOCAL		\$ 1,500		\$ 1,500
FTA 5303 X022				
FEDERAL		\$ 5,371		\$ 5,371
STATE		\$ 672		\$ 672
LOCAL		\$ 672		\$ 672
TOTAL	\$ -	\$ 21,715	\$ -	\$ 21,715

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.4.2
 TASK TITLE: SECTION 5307/5309/5339 PLANNING STUDIES

OBJECTIVE

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

PREVIOUS WORK

Transit studies using Section 5307 and 5309 funds were conducted in FY 2009/2010 and FY 2010/2011. Studies completed were: completion of the east/west LYMMO expansion alternatives analysis including preparation of procurement documentation for design and construction of two BRT alignments, Parramore BRT, and the East/West Circulator BRT; development of more efficient application for the LYNX Geography network for regional planning applications and the public, completion of programming and implementation of the TBEST transit modeling application, completion of the Vision 2030 long range transit plan and street car study, completion of a regional telephone attitudinal survey, completion of the 5-year service plan, completion of the ITS Strategic Plan and completion of a study and implementation plan for a temporary satellite facility in Osceola County, and Bio-Diesel Planning/Public Outreach.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

The following planning studies are anticipated by LYNX;

1. Service Evaluation, Management and Operations (Implement Vision 2030)	\$ 80,000
2. Technology and Innovation (ITS & GIS Strategic Plans)	\$ 75,000
3. Financial Analysis and Planning	\$ 40,000
4. Fleet and Facility Expansion (Site search for permanent satellite facility)	\$100,000
5. Green Initiatives	\$ 50,000
6. Comprehensive Operations Analysis (COA) (CAD/AVL analysis)	\$ 75,000
7. Market Research (COA and Attitudinal Analysis)	\$ 75,000
8. Multi-modal Planning and Analysis (SunRail Feeder Service)	\$100,000
9. Facility Maintenance Plan	\$ 75,000
10. Coordinated Human Service Transportation Plans	\$100,000
11. System Wide Accessibility Study	\$150,000
12. MetroPlan Long Range Transportation Plan support (GIS interactive map, etc)	<u>\$ 80,000</u>
Total	\$1,000,000

Major Studies with alternate funding:

1. US 192 Alternatives Analysis (\$800,000 federal, \$200,000 local) from Lake County to St. Cloud.
 2. SR 50/UCF Connector Alternatives Analysis (\$1.2 M federal, \$300,000 local) from the University of Central Florida to West Oaks Mall.
 3. LYNX TRACS (Transportation Resources and Community Services) a One-Call One-Click Veterans Transportation and Community Living Initiative (VTCLI) federal grant (\$1,056,800 federal, \$264,200 local)
- Total \$3,821,000

MILESTONE/END PRODUCT FY 2012/2013

Studies supporting successful implementation of service and compliance with and implementation of federal and state initiatives that impact public transit.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

The following planning studies are anticipated by LYNX;

1. Service Evaluation, Management and Operations	\$ 80,000
2. Technology and Innovation (ITS & GIS Strategic Plans)	\$125,000
3. Financial Analysis and Planning	\$ 40,000
4. Fleet and Facility Expansion (Site search permanent satellite facility, NEPA)	\$125,000
5. Green Initiatives	\$ 50,000
6. Comprehensive Operations Analysis (COA) (CAD/AVL analysis)	\$125,000
7. Market Research (COA and Attitudinal Analysis)	\$ 50,000
8. Multi-modal Planning and Analysis	\$ 75,000
9. Coordinated Human Service Transportation Plans	\$200,000
10. System Wide Accessibility Study	\$ 50,000
11. MetroPlan Long Range Transportation Plan support (Update Vision 2030)	\$ 80,000
Total	\$1,000,000

Major Studies with alternate funding:

1. US 192 Alternatives Analysis (\$800,000 federal, \$200,000 local) from Lake County to St. Cloud.
 2. SR 50/UCF Connector Alternatives Analysis (\$1.2 M federal, \$300,000 local) from the University of Central Florida to West Oaks Mall.
 3. LYNX TRACS (Transportation Resources and Community Services) a One-Call One-Click Veterans Transportation and Community Living Initiative (VTCLI) federal grant (\$1,056,800 federal, \$264,200 local)
 4. Revenue generation study for BRT line of service including north-south Orlando route US 192 in Osceola County and SR 50 (\$100,000 federal)
 5. Transit Asset Management, Safety and other MAP-21 Plan updates (\$200,000 federal)
 6. SuperStops/Transfer Centers Location Feasibility and Environmental Analysis \$100,000
- Total \$4,221,000

MILESTONE/END PRODUCT FY 2013/2014

Studies supporting successful implementation of service and compliance with and implementation of federal and state initiatives that impact public transit.

TARGET DATE

June 2014.

RESPONSIBLE AGENCY

LYNX

Task 4.4.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5307/5309			\$ 1,000,000	\$ 1,000,000
FTA 5303 X022				\$ -
FEDERAL	\$ 758			\$ 758
STATE	\$ 95			\$ 95
LOCAL	\$ 95			\$ 95
LOCAL ASSESSMENT				\$ -
TOTAL	\$ 948	\$ -	\$ 1,000,000	\$ 1,000,948

Task 4.4.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5307/5309			\$ 1,000,000	\$ 1,000,000
FTA 5339				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				
TOTAL	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.4.3

TASK TITLE: SAFETY IN TRANSPORTATION PLANNING PROCESS

OBJECTIVE

The objective of this task is the development of strategies for considering safety conscious planning in all stages of the transportation planning process with an emphasis on pedestrian safety, both on the highway and transit system.

PREVIOUS WORK

Safety conscious planning implies a proactive approach aimed at preventing crashes and unsafe conditions and maintaining current operations. Previous work focused on integrating this concept into the transportation planning process. This was accomplished by making safety an element in the needs assessment component of the M&O Strategic Plan and a criterion in the M&O Subcommittee project selection process. Staff participates in the Community Traffic Safety Teams' (CTST) monthly meetings.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando will continue to use the Management & Operations Subcommittee to enhance communication and understanding among transportation planners and safety practitioners about the respective planning processes that exist and the opportunities for safety to be included in transportation planning. Staff will work with the Subcommittee to use existing data and information to identify potential low-cost, near-term safety projects to be implemented through the TIP. MetroPlan Orlando will continue to implement the goals and objectives of "Planning It Safe," such as working with the FDOT District Safety Office and CTSTs, implementation of the crash database and identifying technology that can mitigate crashes. The previous work that was completed in the "Planning It Safe" study will serve as a basis for developing safety strategies in the FY 2040 LRTP. Staff will make periodic presentations to the Board and Committees on safety activities.

MILESTONE/END PRODUCT FY 2012/2013

This task provides for a continuing review and update of safety measures within the region by MetroPlan Orlando.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Director, Systems Management & Operations
Transportation Engineer
Smart Growth Planner

Task 4.4.3	FY 2012/2013*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 6,438	\$ 12,000		\$ 18,438
STATE	\$ 1,747	\$ 1,500		\$ 3,247
LOCAL	\$ 1,747	\$ 1,500		\$ 3,247
FTA 5303 X021				\$ -
FEDERAL	\$ 1,399	\$ 12,966		\$ 14,365
STATE	\$ 15	\$ 933		\$ 948
LOCAL	\$ 15	\$ 933		\$ 948
LOCAL ASSESSMENT	\$ 1,279			\$ 1,279
TOTAL	\$ 12,640	\$ 29,832	\$ -	\$ 42,472

Task 4.4.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL	\$ 9,849	\$ 12,000		\$ 21,849
STATE	\$ 1,231	\$ 1,500		\$ 2,731
LOCAL	\$ 1,231	\$ 1,500		\$ 2,731
FTA 5303 X023				
FEDERAL		\$ 3,587		\$ 3,587
STATE		\$ 448		\$ 448
LOCAL		\$ 448		\$ 448
FTA 5303 X021				\$ -
FEDERAL	\$ 2,379			\$ 2,379
STATE	\$ 296			\$ 296
LOCAL	\$ 298			\$ 298
TOTAL	\$ 15,284	\$ 19,483		\$ 34,767

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.4.4

TASK TITLE: SECTION FIVE TRANSIT QUALITY LEVEL OF SERVICE ASSESSMENT

OBJECTIVE

Considerable work has been done on transit capacity and quality of service, nationally and within the State of Florida. This project primarily focuses on the assessment of transit quality of service for a Long Range Transportation Plan Update using Chapter 3 (of Part 3) of the Transit Capacity and Quality of Service Manual. As such, it complies with the State Planning Emphasis Area for FY 2007/2008; Transit Quality of Service. The Transit Quality Level of Service, originally developed by LYNX in FY 2001/2002, will be annually updated.

PREVIOUS WORK

LYNX developed the baseline data and analysis in FY 2001/2002 and continues to update the data. LYNX also developed a computer-based "dashboard" program that provides the data in a web based format that will soon be made available on the LYNX website.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Update the evaluation of the data collection and measurement as described in the TRB Transit Capacity and Quality of Service Manual and the FDOT Florida MPO Transit Quality of Service Evaluation Guide. Updates are to occur in conjunction with an MPO Long Range Transportation Plan Update. For MPO's with populations over 200,000, the evaluation applies to ten activity centers. The effort will include assessing Level-of-Service (LOS) for frequency, weekday span of service and weekday service coverage. This applies to fixed route bus service in the PM peak period. Service coverage for para-transit will also be assessed. The effort includes assessing auto/transit travel time in cooperation with MetroPlan Orlando.

MILESTONE/END PRODUCT FY 2012/2013

Report updating the assessment of the transit level of service and meeting the criteria established in the Florida State Planning Emphasis Area.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY

LYNX

Task 4.4.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL		\$ 5,600		\$ 5,600
STATE		\$ 700		\$ 700
LOCAL		\$ 700		\$ 700
FTA 5303 X021				\$ -
FEDERAL		\$ -		\$ -
STATE		\$ -		\$ -
LOCAL		\$ -		\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ 7,000	\$ -	\$ 7,000

Task 4.4.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL		\$ 5,600		\$ 5,600
STATE		\$ 700		\$ 700
LOCAL		\$ 700		\$ 700
TOTAL	\$ -	\$ 7,000	\$ -	\$ 7,000

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.4.5
TASK TITLE: SECURITY IN TRANSPORTATION PLANNING PROCESS

OBJECTIVE

The objective of this task is the development of strategies for considering security-conscious planning in all stages of the transportation planning process and to prepare and maintain a Continuity of Operations Plan (COOP). The COOP is designed to help maintain the continuity of essential operations/functions during various potential scenarios or events, including emergencies such as fire, storm, and natural disasters, terrorist activities, power outages, or other short- or long-term disruptions in the physical environment in which employees operate.

PREVIOUS WORK

MetroPlan Orlando updated its Continuity of Operations Plan (COOP) in September 2010. As a transportation planning agency, our ability to control intentional harm to the transportation system is limited. Instead, this is an operational subject that is more appropriately managed by the operating agencies. Security is an integral component of the 2030 Long Range Transportation Plan. MetroPlan Orlando is active with the Traffic Incident Management program in Central Florida. Our relationship with the TIM program was established through our "MOVE-IT: Yes You Can" Campaign with local law enforcement, fire and rescue and transportation agencies. Using technology to monitor security concerns on the transportation system and to respond to emergencies is often credited with restoring mobility after an incident. Staff co-sponsored a workshop with LYNX on implementing security practices for transit. Additionally, staff has been a part of the Post-Disaster Redevelopment Planning efforts that are being conducted in Orange, Osceola and Seminole Counties. Federal Transit Administration (FTA) funds have been programmed by MetroPlan Orlando and provided to LYNX to complete Security Emergency Program Plan (SEPP) and Threat & Vulnerability Assessment.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Different methods have been used by MetroPlan Orlando and LYNX in promoting security in the transportation process. MetroPlan Orlando staff will continue to work with federal and state planning requirements to incorporate security into the transportation planning process, the FY 2040 LRTP and will maintain its Continuity of Operations Plan (COOP). Security considerations include continuing office operations in the event of terrorist or other threats (such as bomb threats) or conducting office operations in an alternate location in the event of an actual incident. Staff will, through the M&O Subcommittee, identify any security issues in transportation planning studies for which MetroPlan Orlando will provide technical assistance. Emerging strategies and technologies that are being deployed to respond to natural and man-made disasters that affect transportation will be reported on and considered for project development.

MILESTONE/END PRODUCT FY 2012/2013

This task provides for a Continuity and Operations Plan Update, as needed, and a test, as appropriate, of the MetroPlan Orlando Continuity and Operations Plan. It will also identify any security issues in transportation planning studies for which MetroPlan Orlando will provide technical assistance.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Director, Systems Management & Operations
 Transportation Engineer

Task 4.4.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 4,651	\$ 1,028		\$ 5,679
STATE	\$ 581	\$ 129		\$ 710
LOCAL	\$ 582	\$ 129		\$ 711
FTA 5303 X021				\$ -
FEDERAL		\$ 9,791		\$ 9,791
STATE		\$ 849		\$ 849
LOCAL		\$ 849		\$ 849
LOCAL ASSESSMENT				\$ -
TOTAL	\$ 5,814	\$ 12,775	\$ -	\$ 18,589

Task 4.4.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				
FEDERAL	\$ 1,148	\$ 12,000		\$ 13,148
STATE	\$ 144	\$ 1,500		\$ 1,644
LOCAL	\$ 144	\$ 1,500		\$ 1,644
FTA 5303 X022				
FEDERAL		\$ -		\$ -
STATE		\$ -		\$ -
LOCAL		\$ -		\$ -
FTA 5303 X021				
FEDERAL	\$ 366			\$ 366
STATE	\$ 45			\$ 45
LOCAL	\$ 45			\$ 45
TOTAL	\$ 1,892	\$ 15,000	\$ -	\$ 16,892

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.5

TASK TITLE: PARA-TRANSIT PLANNING

OBJECTIVE

To administratively support the Transportation Disadvantaged system in the Orlando Urbanized Area and to conduct those studies needed to further the development of specialized transit services.

PREVIOUS WORK

Support of the Transportation Disadvantaged system and compliance with the Americans With Disabilities Act.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for MetroPlan Orlando staff support of the Transportation Disadvantaged program through planning assistance to the Community Transportation Coordinator (LYNX) and administration of the TD Local Coordinating Board. It also provides for pass-through of funds to LYNX for planning activities related to the Americans With Disabilities Act (ADA) program. MetroPlan Orlando has designated LYNX to serve as the Community Transportation Coordinator for the TD program.

MILESTONE/END PRODUCT FY 2012/2013

See Subtasks 4.5.1 and 4.5.2.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

See Subtasks 4.5.1 and 4.5.2.

RESPONSIBLE AGENCY

See Subtasks 4.5.1 and 4.5.2.

UPWP TASK NUMBER: 4.5.1
TASK TITLE: RULE 41 TRANSPORTATION DISADVANTAGED STAFF SERVICES

OBJECTIVE

To provide MetroPlan Orlando staff support and technical assistance to the Transportation Disadvantaged Local Coordinating Board that has been established for Orange, Seminole and Osceola Counties (which comprise the Orlando Urbanized Area) as required by Chapter 427, F.S. and Rule 41-02. This task also provides for the planning support needed to assist LYNX as the Community Transportation Coordinator (CTC).

PREVIOUS WORK

MetroPlan Orlando staff has provided administrative support to the Local Coordinating Board (LCB) since the establishment of the Transportation Disadvantaged Program in Orange, Osceola and Seminole Counties. Other tasks include:

- the preparation of the Transportation Disadvantaged element of the area's Transportation Improvement Program (TIP),
- the development and annual update (in cooperation with the CTC) of the Transportation Disadvantaged Service Plan,
- the Local Coordinating Board's annual performance evaluation of the CTC,
- the application for the annual Planning Grant,
- the annual budget estimates for federal and local transportation funds and the actual expenditures of those funds,
- the maintenance of LCB grievance procedures, bylaws and other tasks required by Chapter 427, F.S.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando staff, through the Coordinating Board Chairperson, will arrange for meeting scheduling, facility arrangement, meeting announcements, recording of minutes, and other administrative support for the Transportation Disadvantaged Local Coordinating Board. Staff will also collect and analyze data, prepare reports and presentations and other responsibilities as requested by the Local Coordinating Board and will assist LYNX staff in the Community Transportation Coordinator function. Specific responsibilities given the MetroPlan Orlando staff by Rule 41-02 in either its support of the Local Coordinating Board or as a MetroPlan Orlando task, include the following:

- the preparation of the Transportation Disadvantaged element of the area's TIP,
- the development and annual update (in cooperation with the CTC) of the Transportation Disadvantaged Service Plan,
- the Local Coordinating Board's annual performance evaluation of the CTC,
- the application for the annual Planning Grant,
- the annual budget estimates for federal and local transportation funds and the actual expenditures of those funds,
- the maintenance of LCB grievance procedures, bylaws and other tasks required by Chapter 427, F.S.

LYNX, designated by MetroPlan Orlando as the Community Transportation Coordinator, will be responsible for the preparation of the Annual Operating Report, the updating of the Memorandum(s) of Agreement and the Transportation Disadvantaged Service Plan, and the application for the Trip Equipment Grant.

MILESTONE/END PRODUCT FY 2012/2013

Planning support of the Transportation Disadvantaged Local Coordinating Board and the Community Transportation Coordinator.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Director, Systems Management & Operations
 Policy Analyst

Task 4.5.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 5,770			\$ 5,770
TRANSPORTATION DISADVANTAGED	\$ 22,042	\$ 66,246		\$ 88,288
TOTAL	\$ 27,812	\$ 66,246	\$ -	\$ 94,058

Task 4.5.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
LOCAL ASSESSMENT	\$ 6,620			\$ 6,620
TRANSPORTATION DISADVANTAGED	\$ 29,086	\$ 68,031		\$ 97,117
TOTAL	\$ 35,706	\$ 68,031	\$ -	\$ 103,737

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.5.2
TASK TITLE: SPECIALIZED TRANSIT SERVICES PLANNING

OBJECTIVE

To comply with the requirements of the Americans With Disabilities Act of 1990.

PREVIOUS WORK

LYNX was designated as the Community Transportation Coordinator for the three-county area on October 1, 1992. Since that time, LYNX has been contracting with the private sector to provide and operate paratransit service and has also provided scheduled route service for those riders with disabilities using their lift-equipped buses. LYNX's designation as the Community Transportation Coordinator continues until 2013. LYNX has contracted with MV Transportation and Transportation America to operate a restructured delivery system. MV will provide specialized transit services during the day, and Transportation America will provide the service at night and weekends.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Since 1992, LYNX has increased the amount of paratransit services to individuals in the service area who cannot access the fixed route system due to their disabilities. Current tasks include recertification of eligible individuals, community outreach and marketing, communication with eligible individuals and annual plan updates. In FY2013, a major update of the TDSP will be addressed by LYNX staff. LYNX also conducts a bus pass/travel training program and planning for paratransit feeder services as a means of directing paratransit customers to the fixed route system which will continue through this fiscal year. In addition to service, LYNX is examining other areas of the organization that have requirements under ADA, such as employment, facilities and communications. These tasks are ongoing. Finally, continued service monitoring for ADA clients is ongoing to ensure that LYNX will remain in compliance with the complementary paratransit provisions of the law. This includes inventorying public and private transportation providers for coordinated human services transportation planning.

Also, the TD Local Coordinating Board will review the re-designation process for the Community Transportation Coordinator and will develop a recommendation, through the MetroPlan Orlando Board, to the Florida Commission for the Transportation Disadvantaged for the designation.

MILESTONE/END PRODUCT FY 2012/2013

A current complementary paratransit and transportation disadvantaged service plan update and other activities that fulfill requirements of the Americans with Disabilities Act of 1990.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

The MetroPlan Orlando staff support activities for the TD program as well as the activities of the designated Community Transportation Coordinator described in the FY 2012/2013. Methodology will continue in FY 2013/2014.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY

LYNX

Task 4.5.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 10,912	\$ 32,000		\$ 42,912
STATE	\$ 19	\$ 4,000		\$ 4,019
LOCAL	\$ 19	\$ 4,000		\$ 4,019
FTA 5303 X021				\$ -
FEDERAL		\$ 3,932		\$ 3,932
STATE		\$ 491		\$ 491
LOCAL		\$ 492		\$ 492
LOCAL ASSESSMENT	\$ 2,000			\$ 2,000
TOTAL	\$ 12,950	\$ 44,915	\$ -	\$ 57,865

Task 4.5.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL	\$ 6,700	\$ 32,000		\$ 38,700
STATE	\$ 837	\$ 4,000		\$ 4,837
LOCAL	\$ 837	\$ 4,000		\$ 4,837
FTA 5303 X021				\$ -
FEDERAL	\$ 1,987			\$ 1,987
STATE	\$ 249			\$ 249
LOCAL	\$ 250			\$ 250
LOCAL ASSESSMENT	\$ 4,000			\$ 4,000
TOTAL	\$ 14,860	\$ 40,000	\$ -	\$ 54,860

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6
TASK TITLE: AIR QUALITY PLANNING

OBJECTIVE

To meet the requirements of the Clean Air Act Amendments of 1990 with regard to integration of the transportation and air quality planning process by updating and integrating the FSUTMS transportation network model and the air quality model, Mobile 6.0 and its successor, MOVES2010. This task and the associated subtasks include contingency work items that will be activated if the Orlando Urbanized Area fails to maintain its attainment status and is placed into nonattainment.

PREVIOUS WORK

An Air Quality Implementation Plan (Revised) for the Orlando Urbanized Area was developed during FY 1982/1983 in response to Orange County being declared as a nonattainment area in 1978. The Plan was adopted by the Orlando Urbanized Area MPO in January, 1983. Since that time, Orange County has once again been in attainment with the National Ambient Air Quality Standards. In 1998, numerous exceedances of the national standards occurred because of unique weather patterns. Since then, exceedances have occurred each year on a relatively sporadic basis. These have been only single exceedances each year which have not affected the area's compliance with the national air quality standards. MetroPlan staff continues to monitor the air quality readings especially between March and October.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando will utilize the area's transportation model, FSUTMS, and the latest air quality model, MOVES2010, to determine the impact of emissions control efforts. Projects proposed as part of the 2040 Long Range Transportation Plan, as well as from the Freight Goods and Services Plan and Evaluation study, will be analyzed for their emissions impact on the overall air quality in the region. For those cases where a project may contribute to further air pollution, mitigation measures will be analyzed. Of primary focus will be a benefit-cost analysis identifying the most practical mitigation measures to implement should air quality exceedances for ozone continue in the future.

As noted in Task 3.6, staff regularly reviews the results of air quality monitoring in the Orlando Urban Area and reports to the MetroPlan Orlando Board and Committees. Primary pollutants monitored are ozone and carbon monoxide. If the readings from a particular monitor exceed the ambient air standard over an extended period of time, staff notifies the MetroPlan Orlando Board and subsidiary committees, determines the cause of the high pollution level and develops strategies for dealing with the problem.

EPA is considering tightening the ozone standard again to a number below the 75 ppb, which could place this area in nonattainment. Any future announcement by EPA should happen in 2013.

MILESTONE/END PRODUCT FY 2012/2013

See following Subtasks 4.6.1, 4.6.2, 4.6.3, 4.6.4 and 4.6.5.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE
See following Subtasks 4.6.1, 4.6.2, 4.6.3, 4.6.4 and 4.6.5.

RESPONSIBLE AGENCY
See following Subtasks 4.6.1, 4.6.2, 4.6.3, 4.6.4 and 4.6.5.

UPWP TASK NUMBER: 4.6.1

TASK TITLE: CONTINGENCY PLAN FOR AIR QUALITY NON-ATTAINMENT MITIGATION THROUGH TRANSPORTATION CONTROL MEASURES

OBJECTIVE

To maintain the Contingency Plan that evaluates the benefits and costs of implementing various transportation control measures in the Orlando Urbanized Area to improve air quality and identify those control measures that are most viable for implementation in this area. The National Ambient Air Quality Standards for ozone were exceeded in the Orlando Urbanized Area. Should these ozone levels continue in future years, this area would be in danger of becoming placed in non-attainment status by EPA. The designations are based upon the average of three years of data. This task prepares a Contingency Plan for that eventuality.

PREVIOUS WORK

Orlando Urbanized Area Air Quality Implementation Plan and current air quality monitoring. The air quality emissions inventory, last prepared in 1998, was updated in 2003 to update the sources of the area's air quality problems. The MetroPlan Orlando Board and subsidiary committees were briefed on numerous occasions during FY 2006/2007 on the status of the air quality in this area. Also, the Air Quality Contingency Plan was prepared. Among the measures analyzed by UCF have been the use of bio-fuels, replacement of lawn equipment and vehicle inspection/maintenance programs.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando entered into a multi-year contract with the University of Central Florida to conduct emissions modeling and quantification of emissions reduction from implementation of various transportation control and other air quality mitigation measures. Each of the transportation control measures and other mitigation measures that are deemed feasible for this area (for example, cold weather starting measures are not applicable to this area) will be quantified by their costs for implementation as well as the specific air quality benefits that could be expected. Each of the measures selected will be researched as to those other US cities where they have been implemented and what results or experiences have occurred in those cities, especially the impact upon their own air quality readings.

The End Product of this task will be a Contingency Plan that identifies the total range of measures that are applicable for implementation in the Orlando Urbanized Area and which are prioritized according to their benefit-cost ratios. The Contingency Plan for any particular year contains only a limited number of evaluated transportation control and mitigation measures (possibly five or six), but each year the list has been growing as new measures are evaluated and the Contingency Plan is updated. The Contingency Plan currently contains evaluation of measures relating to lawn equipment exchange, school bus bio-fuels and vehicle inspection/maintenance programs.

MILESTONE/END PRODUCT FY 2012/2013

An evaluation of various transportation control measures that will identify which are the most feasible for implementation in the Orlando Urbanized Area and the development of a Contingency Plan that responds to the possibility of an EPA non-attainment designation.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Contingency Plan begun in FY 2006/2007 and continued each year under a five-year contract.

RESPONSIBLE AGENCY/STAFFMetroPlan Orlando
Policy Analyst

Task 4.6.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 2,208			\$ 2,208
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 1,504			\$ 1,504
TOTAL	\$ 3,712	\$ -	\$ -	\$ 3,712

4.6.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 1,791			\$ 1,791
LOCAL ASSESSMENT	\$ 1,080			\$ 1,080
TOTAL	\$ 2,871	\$ -	\$ -	\$ 2,871

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6.2
TASK TITLE: CONFORMITY DETERMINATION

OBJECTIVE

To update the Orlando Urban Area's ozone emission inventory for mobile and stationary sources and develop a new emission projection schedule, in order to assure that the area's transportation plans and transportation improvement programs will result in emissions levels consistent with the reduction schedule.

PREVIOUS WORK

Orlando Urbanized Area Air Quality Implementation Plan, Air Quality Emissions Inventory and current air quality modeling efforts being conducted by the University of Central Florida. This material has been utilized to explain to local policy-makers the source of the air quality problems and their impact. The importance of these air quality planning tasks has been substantially increased by the Environmental Protection Agency's announcement that their revision of the National Ambient Air Quality Standard for ozone from 85 parts per billion (PPB) to 75 PPB, may be further revised to a lower number. If this occurs, it is highly likely, therefore, that the Orlando Urbanized Area, as a result, would not be able to meet the new standards and would thus be placed into non-attainment status.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Although the Orlando Urbanized Area is currently in an attainment status under the 75 ppb standard, a tightening of the standard to something lower than the 75 PPB could result in a designation of non-attainment status for the area (EPA uses the average of three years of the fourth highest reading in each year to determine that designation) and could then require the development of a State Implementation Plan (SIP) and an emissions projection and reduction schedule for the area. Under these regulations, it would have to be demonstrated that the area's transportation plans and transportation improvement program would result in emissions levels consistent with the reduction schedule. If not, federal highway funding could be sanctioned, as has been done in other urban areas around the US. Since emissions originate with non-highway vehicles as well as highway vehicles, especially for non-highway vehicles such as off-road vehicles, aircraft, water craft and lawn and garden equipment, a study performed by the University of Central Florida (UCF) led to the development of an updated inventory of NOX and VOC emissions (the pollutants leading to the formation of ozone) for both stationary and mobile sources, including those non-highway vehicles listed above.

MILESTONE/END PRODUCT FY 2012/2013

Updated air quality data supporting MetroPlan Orlando's air quality planning activities.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Work conducted daily throughout the fiscal year in preparation for EPA's possible revision of the 2008 standard of 75 parts per billion.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
 Policy Analyst
 Manager of Long Range Planning

Task 4.6.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.6.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6.3
TASK TITLE: OZONE EMISSIONS INVENTORY UPDATE

OBJECTIVE

To update the Orlando Urban Area's ozone emission inventory for mobile and stationary sources and develop a new emission projection schedule, in order to assure that the area's transportation plans and transportation improvement programs will result in emissions levels consistent with the reduction schedule.

PREVIOUS WORK

Emissions Inventory for Central Florida published by the University of Central Florida in Spring, 2002 under contract to MetroPlan Orlando. This material has been utilized periodically since then to explain to local policy-makers the source of the air quality problems and their impact. The importance of having accurate air quality emissions data has been substantially increased by the Environmental Protection Agency's announcement in March, 2008 that the National Ambient Air Quality Standard for ozone was being revised from its previous 85 parts per billion (PPB) to 75 PPB and may be revised again.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Although the Orlando Urbanized Area was able to maintain its attainment status under the 75 PPB standard, it was at the maximum 3-year average allowed by the revised standard. If the area had exceeded the standard, EPA would then require the development of a State Implementation Plan (SIP) and an emissions projection and reduction schedule for the area. Under these regulations, it would have to be demonstrated that the area's transportation plans and transportation improvement program would result in emissions levels consistent with the reduction schedule. If not, federal highway funding could be sanctioned as has been done in other urban areas around the US. Since emissions originate with non-highway vehicles as well as highway vehicles, especially for non-highway vehicles such as off-road vehicles, aircraft, water craft and lawn and garden equipment, MetroPlan Orlando has previously contracted with the University of Central Florida (UCF) to develop an updated inventory of NOX and VOC emissions (the pollutants leading to the formation of ozone) for both stationary and mobile sources, including those non-highway vehicles listed above. The last update was done in 2002. The Emissions Inventory Update looks at both volatile organic compounds (VOC) and nitrogen oxides (NOx) as the precursor pollutants that combine in the presence of sunlight to form ozone.

MILESTONE/END PRODUCT FY 2012/2013

Updated ozone emissions inventory supporting MetroPlan Orlando's air quality planning activities.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013 with continuing work in FY 2013/2014 based on anticipated revised ozone standard.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013 with continuing work in FY 2013/2014 based on anticipated revised ozone standard.

TARGET DATE

June 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando

Policy Analyst

Manager of Long Range Planning

Task 4.6.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.6.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6.4
TASK TITLE: PROPOSED TASK: STATE IMPLEMENTATION PLAN (Placeholder)

OBJECTIVE

To comply with the requirements imposed by the Environmental Protection Agency as a result of a non-attainment designation for Ozone under the National Ambient Air Quality Standards.

PREVIOUS WORK

This is a new task.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

To be determined by the Florida Department of Environmental Protection after announcement of the a new Rule by EPA in 2013.

MILESTONE/END PRODUCT FY 2012/2013

To be determined.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

To be determined.

MILESTONE/END PRODUCT FY 2013/2014

To be determined.

TARGET DATE

To be determined.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 4.6.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.6.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6.5
TASK TITLE: PROPOSED TASK: CLIMATE CHANGE (Placeholder)

OBJECTIVE

To comply with the requirements imposed by the federal transportation act regarding climate change.

PREVIOUS WORK

This is a new task.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

To be determined by the successor federal transportation act to SAFETEA-LU that will be passed by the U.S. Congress at a future date.

MILESTONE/END PRODUCT FY 2012/2013

To be determined.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

To be determined.

MILESTONE/END PRODUCT FY 2013/2014

To be determined.

TARGET DATE

To be determined.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 4.6.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.6.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.6.6
TASK TITLE: ENVIRONMENTAL MANAGEMENT SYSTEMS PLAN

OBJECTIVE

To develop and implement an Environmental Management Systems (EMS) Plan. An EMS Plan is a business management tool that will foster smart growth and sustainable practices in transit operations. The ISO 14001 Standard will serve as the basis for the EMS.

PREVIOUS WORK

An EMS plan is a set of operational procedures to ensure compliance with federal, state and local environmental regulations, as well as to facilitate environmental stewardship. These procedures address energy conservation, efficient water use, material recycling and waste minimization, vehicle emissions reduction, improved fueling operations and hazardous material management and substitution, among other practices. Evidence suggests that adoption of environmental management systems results in better regulatory compliance and fine avoidance, as well as advantages in financing, insurance, marketing, regulatory compliance, and other areas of operations.

LYNX participated in a two-year effort with nine other transit agencies in a technical assistance program sponsored by the Federal Transit Administration and the Center for Organizational and Technological Advancement (COTA) at Virginia Polytechnic Institute and State University (Virginia Tech) to advance international environmental management standard ISO 14001 in public transit agencies. At the conclusion of the program, FTA published final agency reports which included LYNX ISO 14001 EMS Case Study.

The LYNX Board adopted, in July 2009, the LYNX Environmental Management System Policy, a demonstration of organizational commitment to environmental protection. From that policy, LYNX will address various operational and management issues recently evaluated to have the highest "sustainability/business significance of impacts."

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

LYNX is working to further develop an Environmental Management System (EMS) Plan based on ISO 14001 Standard. The EMS plan will provide a roadmap for supporting livability, responsible environmental practices and sustainability options. The multi-year approach will provide identifiable multi-year project priorities, funding requirements and allow predictability for organization-wide planning, resource allocations and seeking alternative funding mechanisms. This plan will closely align with the LYNX State of Good Repair program and air quality planning.

The EMS plan is a proven effective organizational tool that provides a framework for managing environmental responsibilities so they become more efficient and more integrated into the overall business operations. The EMS Plan will be a business management tool for any organization. It will help identify harmful environmental impacts of projects, services and activities and finds ways to resolve and prevent these impacts. The implementation of an EMS plan is not just a requirement—it supports LYNX's credentials for providing a good transportation value for a better quality of life.

The EMS Plan will allow standardization of assessments and protocols that are necessary to enable LYNX to develop and implement policy objectives on significant environmental operations and practices. The development of standard assessments and outcome measurements can contribute to LYNX adopting economically viable approaches aligned within resource constraints.

MILESTONE/END PRODUCT FY 2012/2013

The initial phase of EMS planning will focus on the following:

1. Establishment of objectives and measurable targets
2. Development and implementation of assessment tools

3. Development of criteria for on-going self-assessments, prioritization and resource allocations
4. Completion and review of a draft LYNX EMS Plan

The next phase will focus on the following:

1. Concept of Implementation
2. Demonstration/Operational Effectiveness
3. Evaluation Plan
4. Final Plan Adoption and Implementation

TARGET DATE

- 1) Complete draft EMS Plan by September 2012
- 2) Concept of Operations, Testing, Implementation and Adoption of a Multi-Year EMS Plan by September 2013

RESPONSIBLE AGENCY

LYNX

Task 4.6.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X021				\$ -
FEDERAL		\$ 6,939		\$ 6,939
STATE		\$ 867		\$ 867
LOCAL		\$ 867		\$ 867
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ 8,673	\$ -	\$ 8,673

Task 4.6.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7
TASK TITLE: REGIONAL BICYCLE / PEDESTRIAN FACILITY PLANNING

OBJECTIVE

To continue comprehensive regional bicycle and pedestrian facility planning for the Orlando Urbanized Area as a component of the overall transportation planning program.

PREVIOUS WORK

Priorities for pedestrian and bicycle improvements for the 1,600-mile study network of streets and shared-use paths have been identified through the Long Range Plan process and were adopted as part of the Year 2030 Long Range Transportation Plan. The BPAC has further distilled these priorities into a list of regionally important links, based on making key connections between existing and committed facilities and on serving currently underserved areas. The Orlando metropolitan area now has over 441 miles of bike lanes and paved shoulders, 74 miles of shared-use paths, 45 miles of sidewalk bikeways, and 20 grade-separated facilities. Over 51% of study network links have complete sidewalks on both sides of the street, and over 71% of links have a complete sidewalk on at least one side of the street.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

This task provides for MetroPlan Orlando staff support of the many activities involved in the regional bicycle and pedestrian facility program. MetroPlan Orlando staff will continue to promote the use of and improve the conditions for walking and bicycling through planning, education, and enforcement and encourage the programs outlined in Tasks 4.7.1 through 4.7.7.

MILESTONE/END PRODUCT FY 2012/2013

See Subtasks 4.7.1 through 4.7.7.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

See Subtasks 4.7.1 through 4.7.7.

RESPONSIBLE AGENCY

See Subtasks 4.7.1 through 4.7.7.

UPWP TASK NUMBER: 4.7.1
TASK TITLE: BICYCLE AND PEDESTRIAN SAFETY

OBJECTIVE

To reduce pedestrian and bicyclist crashes, injuries and fatalities through education, crash analysis, and law enforcement.

PREVIOUS WORK

During the past fiscal year, MetroPlan Orlando staff worked with the Florida Bicycle Association (FBA) and the Florida Safety Council to expand the Alternative Transportation Education program; this program address motorist responsibilities as well as pedestrian and bicyclist safety. The Orlando Area Bicyclist Crash Study was completed and distributed. MetroPlan coordinated with the Florida Bicycle Association to promote and support their CyclingSavvy adult traffic cycling course. Safety education for adults was provided through bicycle giveaway events through the Get Active Orlando program. A Pedestrian Safety Action Plan was developed in conjunction with the Community Traffic Safety Teams and MetroPlan committees.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Over the next fiscal year, staff will use data from the Local Vehicle Crash Database to assess the safety effectiveness of bicycle lanes and various pedestrian crash reduction strategies.

Staff will explore the potential of collaborating with the University of Central Florida to study the impacts of roadway design, demographics and other related factors on pedestrian crash rates and concentrations, with a special emphasis on low-income communities.

Staff will focus on implementing the Pedestrian Safety Action Plan by working with the Community Traffic Safety Teams and MetroPlan committees to program pedestrian safety features into the TIP and expand pedestrian-related enforcement and education efforts throughout the metropolitan area.

Staff will continue work with the Florida Bicycle Association to expand delivery of the CyclingSavvy adult traffic cycling course. Staff will also explore partnering with FBA and other organizations to develop a new family-oriented bicyclist traffic safety curriculum.

MILESTONE/END PRODUCT FY 2012/2013

The reduction of pedestrian and bicyclist crashes, injuries and fatalities through implementation of such strategies as education, crash analysis, and law enforcement.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner

Task 4.7.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 25,205			\$ 25,205
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 55,411			\$ 55,411
TOTAL	\$ 80,616	\$ -	\$ -	\$ 80,616

Task 4.7.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 36,945			\$ 36,945
LOCAL ASSESSMENT	\$ 76,855			\$ 76,855
TOTAL	\$ 113,800	\$ -	\$ -	\$ 113,800

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.2
TASK TITLE: BICYCLE & PEDESTRIAN FACILITIES

OBJECTIVE

To identify existing pedestrian and bicycle facilities, prioritize needed improvements, and recommend needed elements to local governments.

PREVIOUS WORK

An FHWA Pedestrian Design Course was sponsored by the City of Longwood. A Bicycle Facilities Design Course was hosted by MetroPlan Orlando. Through a grant from the Winter Park Health Foundation, a comprehensive plan for a wayfinding system for bicyclists and pedestrians was developed for the cities of Maitland and Winter Park, and the Town of Eatonville. The plan identifies key destinations, route selection, branding, and an implementation plan for directional and interpretive signs to promote non-motorized travel options. MetroPlan Orlando staff worked with FDOT and local governments to identify sidewalk gaps on and near the state highway system, and the Department has programmed numerous projects to fill those gaps.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will track bikeway and pedestrian facility improvements through the FDOT Work Program and local government capital improvement programs. Staff will continue to assist local governments and FDOT with facility design matters and will coordinate with FDOT and other government agencies to hold comprehensive bicycle, pedestrian and ADA facility design courses. The Florida Department of Transportation and MetroPlan Orlando will continue to coordinate with local government project sponsors to identify pedestrian and bicycle projects on the Prioritized Project List in need of Project Feasibility Reports. Staff will assist the cities involved in the wayfinding system plan in moving it into the implementation phase, to coordinate it with the City of Orlando's bicycle route system, and to pursue research opportunities to study the effectiveness of such a system.

Staff will work with the Department of Transportation's Safe Routes to School Program Coordinator to identify public schools with bicycle parking needs, develop design guidelines for campus bicycle parking, and assist schools with applications for Safe Routes to School funding.

Staff will explore the potential to work with UCF to study the passing behaviors of motorists overtaking bicyclists on roadways with designated bike lanes, undesignated bike lanes, wide curb lanes, and regular width lanes.

Bicycle & Pedestrian Count Program - Staff will initiate a bicycle and pedestrian data collection program which will include: research and evaluation of automated count methods, establish a baseline map for count locations, and participation in the National Bicycle and Pedestrian Documentation Project. In addition, staff will purchase and manage a mix of both permanent and portable counters whose data is transmitted through cellular network transmission.

MILESTONE/END PRODUCT FY 2012/2013

Ongoing updates of pedestrian and bicyclist accommodations on the arterial and collector street system. Cost feasibility studies will be completed or updated for those bicycle and pedestrian projects on the Prioritized Project List. Coordinated non-motorized traveler wayfinding routes will be implemented in Eatonville, Maitland, Orlando and Winter Park. Improved bicycle and pedestrian accommodation at public schools will also be an end product. Improved understanding of the effects of bicycle lanes on roadways.

Bicycle & Pedestrian Count Program - The database developed by the project will serve as a baseline for future data collection efforts and the evaluation of new investments as input for new safety

analysis tools used in the AASHTO Highway Safety Manual. Staff also foresees the database will be expanded through future MetroPlan Orlando-related projects and through efforts of local and regional jurisdictions.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task conducted daily throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner
Transportation Engineer

Task 4.7.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 21,444			\$ 21,444
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 5,411			\$ 5,411
TOTAL	\$ 26,855	\$ -	\$ -	\$ 26,855

Task 4.7.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 23,529			\$ 23,529
BIKE-PED COUNT JPA	\$ 25,000			
LOCAL ASSESSMENT	\$ 2,469			\$ 2,469
TOTAL	\$ 50,998	\$ -	\$ -	\$ 50,998

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.3
TASK TITLE: ADMINISTRATION OF THE BPAC

OBJECTIVE

To provide administrative support for the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee.

PREVIOUS WORK

Support of the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee during FY 2011/2012.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Support the Bicycle & Pedestrian Advisory Committee (BPAC) through coordination with the committee chairperson in establishing the agenda, publishing and distributing the agenda, contacting each committee member before the meeting to determine quorum counts, presenting agenda items, recording and transcribing the meeting minutes, scheduling of future meetings, maintaining the roster and bylaws, and other activities necessary for the BPAC to conduct its business and comply with federal and state requirements. The BPAC normally meets monthly.

MILESTONE/END PRODUCT FY 2012/2013

Support of the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee and the maintenance of records relating to their activities.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year with monthly Bicycle & Pedestrian Advisory Committee meetings.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner

Task 4.7.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 9,665			\$ 9,665
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 2,846			\$ 2,846
TOTAL	\$ 12,511	\$ -	\$ -	\$ 12,511

Task 4.7.3	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 14,732			\$ 14,732
LOCAL ASSESSMENT	\$ 3,444			\$ 3,444
TOTAL	\$ 18,176	\$ -	\$ -	\$ 18,176

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.4
TASK TITLE: BICYCLE & PEDESTRIAN PUBLICATIONS

OBJECTIVE

To distribute existing publications that record the efforts of the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee (BPAC) and the Bicycle & Pedestrian Program, and to reproduce and publish print and electronic documents for local governments that will assist them in implementing effective bicycle and pedestrian programs. To produce and publish other print and electronic documents for the general public that will promote safe, effective use of walking and bicycling as modes of transportation and to improve health.

PREVIOUS WORK

During the past fiscal year, a bicycle parking implementation guide, data on pedestrian and bicyclist crashes and facilities, a bibliography of the most current pedestrian, ADA and bicycle planning, design, operation, and education publications and web sites, and the Orlando Area Bicycling Guide continued to be distributed to interested individuals. A web-based version of the Orlando Area Bicycling Guide map was implemented.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Investigate the feasibility of an alternative modes information service which would provide customized information on bicycling, walking, transit, carpool and vanpool options and explore the potential for partnerships for marketing and distribution methods. Continue distribution of the Orlando Area Bicycling Guide through the Internet and update bicycle level of service and shared use path components of the Guide. Update the web-based Bicycle Mapping Application as new information becomes available, and explore the potential for integration of transit data on the site.

Work with local partners to develop and promote information on proper motorist and pedestrian behaviors that will improve pedestrian safety.

Continue to develop, publish and distribute other print and electronic materials promoting walking and bicycling for health, targeting locations such as schools, major employers, and doctors' offices. Promote bicycle and safety plans.

MILESTONE/END PRODUCT FY 2012/2013

Publishing and distribution of materials supporting walking and bicycling for health and transportation.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner

Task 4.7.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 1,788			\$ 1,788
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 1,073			\$ 1,073
TOTAL	\$ 2,861	\$ -	\$ -	\$ 2,861

Task 4.7.4	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 1,785			\$ 1,785
LOCAL ASSESSMENT	\$ 708			\$ 708
TOTAL	\$ 2,493	\$ -	\$ -	\$ 2,493

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.5

TASK TITLE: BICYCLE & PEDESTRIAN ELEMENTS OF THE LONG RANGE TRANSPORTATION PLAN

OBJECTIVE

Develop updated data on walking and bicycling conditions in the urban area and identify walkway and bikeway needs priorities for use in the bicycle and pedestrian elements of the long range transportation plan. Increase the number of local governments with adopted pedestrian and bicycle plans.

PREVIOUS WORK

Initial collection of Bicycle Level of Service and Pedestrian Level of Service data was accomplished during 2000 and 2001. An update of pedestrian and bicycle level of service data was completed in early 2008 for use in the bicycle and pedestrian elements of the Year 2030 Long Range Transportation Plan that was approved by the MetroPlan Orlando Board in August, 2009.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Staff will update pedestrian and bicycle level of service data for the 2040 Long Range Transportation Plan. The 2040 LRTP consultants will analyze the connectivity of the pedestrian and bicycle networks, with special focus on walk-sheds and bike-sheds for transit emphasis corridors, rail stops, intermodal centers, transition zones and barriers between differing land uses (e.g. residential and commercial), and areas designated by local governments for redevelopment or infill development consistent with the sustainable land use scenario. Socio-economic and TAZ data will be used to identify areas with relatively higher potential for non-recreational walk and bicycle trips.

Staff will coordinate with local governments and the Land Use Subcommittee consultant to develop strategies which fulfill the pedestrian and bicycle priorities of the Year 2030 Long Range Transportation Plan. Assist local governments in creating and adopting pedestrian and bicycle plans using the LRTP data and priorities. Work with the Land Use Subcommittee to identify funding strategies to support projects which support pedestrian-oriented development.

MILESTONE/END PRODUCT FY 2012/2013

Bicycle and pedestrian plans for each of the three area counties based on the bicycle and pedestrian elements of the Year 2030 Long Range Transportation Plan. A process to begin aligning the bicycle and pedestrian projects in the prioritized project list with the goals of the Year 2030 Long Range Transportation Plan. Partial completion of the data collection and analysis needs for the pedestrian and bicycle elements of the 2040 LRTP.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013. The completed Year 2040 Long Range Transportation Plan is scheduled for adoption by the MetroPlan Orlando Board in August, 2014.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

June of each fiscal year with the completed Year 2040 Long Range Transportation Plan in August, 2014 (or 2013 if air quality non-attainment).

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner

Task 4.7.5	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 2,762			\$ 2,762
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 817			\$ 817
TOTAL	\$ 3,579	\$ -	\$ -	\$ 3,579

Task 4.7.5	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 1,865			\$ 1,865
LOCAL ASSESSMENT	\$ 708			\$ 708
TOTAL	\$ 2,573	\$ -	\$ -	\$ 2,573

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.6
TASK TITLE: FUTURE TASK

OBJECTIVE

This task number is reserved for a currently unidentified future task.

PREVIOUS WORK

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MILESTONE/END PRODUCT FY 2012/2013

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

MILESTONE/END PRODUCT FY 2013/2014

TARGET DATE

RESPONSIBLE AGENCY

Task 4.7.6	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 4.7.6	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 4.7.7
TASK TITLE: LIVABLE URBAN STREETS

OBJECTIVE

To develop concepts for implementing context-sensitive solutions for the updating of urban core roadways that are state roads in order to make them more pedestrian friendly and more transit friendly.

PREVIOUS WORK

None, this is new task. It is, however, derived from the FDOT policy of considering bicycle lanes and sidewalks when highway facilities that are part of the Florida Intrastate Highway System (FIHS) are programmed for improvement.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

None, this is a new task for 2013/14

MILESTONE/END PRODUCT FY 2012/2013

None, this is a new task for FY 2013/14

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

As background for this task, many of the roadways in the urban core were developed decades ago with minimal consideration for pedestrian, transit and bicyclist use and, while they may function on a smaller scale than larger corridors in the more suburban areas, they are in need of updating also to better support and encourage infill development and usage of transit. An appropriate time to accomplish this task may be when the roadways are programmed for resurfacing. This task will identify and review potential corridors with the purpose of making these corridors more functional. Criteria could include: transit emphasis corridor, planned redevelopment, concurrency exception area, multi-modal transportation district, rail transit stop or corridor. The task will also outline a process for project design criteria, implementation and ranking. Generalized per-mile costs will be developed for the various improvement types (e.g. moving curbs, bulb-outs, street trees, lighting). This information will be used to develop concepts that could be used for consideration of such context-sensitive solutions. This task will be conducted through consultant services.

MILESTONE/END PRODUCT FY 2013/2014

Development of concepts identifying corridors, an implementation plan and cost estimates.

TARGET DATE

June 30, 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Smart Growth Planner
Transportation Planner

Task 4.7.7	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 10,409			\$ 10,409
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 5,041			
TOTAL	\$ 15,450	\$ -	\$ -	\$ 15,450

Task 4.7.7	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 5,965			\$ 5,965
LOCAL ASSESSMENT	\$ 3,758			\$ 3,758
TOTAL	\$ 9,723	\$ -	\$ -	\$ 9,723

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

SECTION V

PROJECT PLANNING

This section of the Unified Planning Work Program consists of those task items relating to in-depth studies of specific projects. Highway project planning activities, airport master planning and/or location studies, and other supporting studies are included in this section. Also included within this section are State studies of local interest or concern.

This section is comprised of the following major subsections:

- 5.1 Highway Planning
- 5.2 Airport Planning
- 5.3 Transit Planning
- 5.4 Special Studies
 - 5.4.1 Streetcar/Bus Rapid Transit (BRT) Feasibility Study
 - 5.4.2 Next Rail Alternatives Analysis

UPWP TASK NUMBER: 5.1
TASK TITLE: HIGHWAY PLANNING

OBJECTIVE

MetroPlan Orlando staff participation in highway planning activities being conducted in Central Florida.

PREVIOUS WORK

During FY 2008/2009 and FY 2009/2010, staff participated as members of several Technical Advisory Committees, notably the development planning studies conducted by Osceola County and their consultants for the South Lake Toho area and the Northeast Quadrant area. During FY 2010/2011 and FY 2011/2012, staff participated in the Wekiva Parkway development efforts. During 2012/2013 staff has worked with the Osceola County Expressway Authority.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Prior to preliminary engineering for major highway capacity improvements, in-depth studies are conducted to identify the following aspects of planning: (1) identify logical alternate corridors as related to professional engineering practices; (2) identify land use impacts and potential changes; (3) assess logical alternates on the environmental scale of socio-economic, natural, physical and general engineering feasibilities; (4) circulate findings for review and comment among agencies involved; (5) present all findings to the public via standard public hearings in order to receive comments, information and review prior to submittal to FHWA for final approval. MetroPlan Orlando staff will also participate in the review of these studies on an as-needed basis during FY 2012/2013 and FY 2013/2014.

Projects subject to this analysis are normally included in the adopted MetroPlan Orlando Long Range Transportation Plan and the current Transportation Improvement Program/Annual Element, as appropriate. Staff will continue to participate in the technical advisory committees and agency review normally associated with these corridor studies to ensure that they are correctly described in the MetroPlan Orlando plans and programs.

MILESTONE/END PRODUCT FY 2012/2013

Documented and approved reports on each proposed facility prior to the beginning of preliminary engineering.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

No specific date, accomplished on an as-needed basis.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Manager of Planning Services

Task 5.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 24,542			\$ 24,542
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ 24,542	\$ -	\$ -	\$ 24,542

Task 5.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA	\$ 20,632			\$ 20,632
LOCAL ASSESSMENT	\$ 1,190			\$ 1,190
TOTAL	\$ 21,822	\$ -	\$ -	\$ 21,822

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 5.2
TASK TITLE: AIRPORT PLANNING

OBJECTIVE

MetroPlan Orlando staff participation in airport planning activities currently being conducted in Central Florida.

PREVIOUS WORK

Central Florida Aviation Systems Plan Advisory Committee meetings throughout the fiscal years.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

The MetroPlan Orlando staff will stay abreast of Airport Activities in the region through strategic attendance at Airport Authority Board Meetings. Staff will participate in various aviation/airport studies affecting Central Florida, primarily from the standpoint of their impact upon this area's surface transportation system. This task provides for continued staff participation during the succeeding fiscal years.

MILESTONE/END PRODUCT FY 2012/2013

Maintenance of surface access to the airports of Central Florida.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal year. CFASP Committee meets quarterly.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Transportation Planner

Task 5.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT	\$ 7,449			\$ 7,449
TOTAL	\$ 7,449	\$ -	\$ -	\$ 7,449

Task 5.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
LOCAL ASSESSMENT	\$ 1,735			\$ 1,735
TOTAL	\$ 1,735	\$ -	\$ -	\$ 1,735

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 5.3
TASK TITLE: TRANSIT PLANNING

OBJECTIVE

To participate in the planning for any proposed special transit projects, either bus or rail, affecting the Orlando Urbanized Area.

PREVIOUS WORK

Planned light rail system between Sanford, Celebration, International Drive and the Orlando International Airport; high speed rail system between Miami, Orlando and Tampa; commuter rail between DeLand and Poinciana; flexible bus within Altamonte Springs/Maitland.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Central Florida has an extensive history of proposed rail systems. These have included both inter-city systems, primarily between Miami, Orlando and Tampa, and intra-city systems, primarily connecting the Orlando International Airport with Downtown Orlando, Sanford and the tourist attractions. Technologies have ranged from express bus and flexible bus rapid transit to light rail and commuter rail to high speed rail and mag-lev. MetroPlan Orlando has participated in the review of these projects, identifying their impacts upon this urban area and its transportation system.

The current rail project involving the Orlando Urbanized Area is the commuter rail operating in the FDOT railroad corridor. This task provides for MetroPlan Orlando's continued participation in the development of this system during the coming fiscal years, recognizing that Phase I of the system is scheduled to be open in 2014 from Fort Florida Road in Volusia County to Sand Lake Road in Orange County. Phase II of the system will extend it to Deland and to Poinciana. In addition, the adopted Year 2030 Long Range Transportation Plan includes a rail project between the International Drive area and Orlando International Airport and extending to Medical City/Innovation Way and a second project along the Florida Central rail corridor between downtown Orlando and Eustis in Lake County. Staff will participate with FDOT and other partners in the Alternatives Analyses.

MILESTONE/END PRODUCT FY 2012/2013

Staff participation in transit system studies and development.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

TARGET DATE

Ongoing task throughout the fiscal years.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 5.3	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL	\$ 21,651			\$ 21,651
STATE	\$ 1,370			\$ 1,370
LOCAL	\$ 1,202			\$ 1,202
LOCAL ASSESSMENT				\$ -
TOTAL	\$ 24,223	\$ -	\$ -	\$ 24,223

Task 5.3	FY 2013/2014			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				\$ -
FEDERAL	\$ 9,716			\$ 9,716
STATE	\$ 1,214			\$ 1,214
LOCAL	\$ 1,214			\$ 1,214
FTA 5303 X021				
FEDERAL	\$ 2,634			\$ 2,634
STATE	\$ 328			\$ 328
LOCAL	\$ 328			\$ 328
TOTAL	\$ 15,434	\$ -	\$ -	\$ 15,434

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 5.4
TASK TITLE: SPECIAL STUDIES

OBJECTIVE

To conduct special studies as may be requested by the MetroPlan Orlando Board.

PREVIOUS WORK

During FY 2008/2009 and FY 2009/2010, staff conducted a special study pertaining to the identification of potential streetcar corridors in Central Florida.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

The methodology for this task will depend upon the objectives of the special studies requested. For example, special studies related to the commuter rail system could be conducted either under this task or Task 5.3, Transit Planning. Long range systems studies also can be conducted as a supplemental effort to the Year 2040 Long Range Transportation Plan task. MetroPlan Orlando is discussing the role we could play in the current FDOT Transit Oriented Development Project underway with the SunRail Commuter Rail System Development. This is work that may be occurring in 2014.

MILESTONE/END PRODUCT FY 2012/2013

Special studies requested on an as-needed basis from the MetroPlan Orlando Board.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

Same description as FY 2012/2013.

Northeast Corridor Study - This project will evaluate land uses and transportation demand in an area along the Aloma rail spur from downtown Sanford through Seminole County into the City of Winter Springs, the City of Oviedo and extending to the UCF Campus. This project is a joint planning study by MetroPlan Orlando and local jurisdictions and agencies within the corridor.

MILESTONE/END PRODUCT FY 2013/2014

Same description as FY 2012/2013.

Northeast Corridor Study - This project will identify land uses along and adjacent to the corridor, a range of multi-modal solutions to address transportation needs and advance the long term vision for the study corridor. The intent of the study is to provide decision-makers in the corridor with helpful information that would lead to the next step. Possibilities for next steps include FDOT exercising their option to purchase the right-of-way, beginning an analysis leading to federal environmental approval, and making land use changes in the corridor.

TARGET DATE

No specific date, accomplished on an as-needed basis.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 5.4	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL		\$ 3,342		\$ 3,342
STATE		\$ 418		\$ 418
LOCAL		\$ 418		\$ 418
FTA 5303 X021				\$ -
FEDERAL		\$ 132,815		\$ 132,815
STATE		\$ 20,416		\$ 20,416
LOCAL		\$ 20,415		\$ 20,415
FTA 5303 X020				
FEDERAL	\$ 20,000	\$ 83,942		\$ 103,942
STATE	\$ 2,500	\$ 10,493		\$ 12,993
LOCAL	\$ 2,500	\$ 10,493		\$ 12,993
LOCAL ASSESSMENT	\$ 45,693			\$ 45,693
TOTAL	\$ 70,693	\$ 282,752	\$ -	\$ 353,445

Task 5.4	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FTA 5303 X023				
FEDERAL		\$ 243,838		\$ 243,838
STATE		\$ 30,479		\$ 30,479
LOCAL		\$ 30,479		\$ 30,479
FTA 5303 X022				
FEDERAL	\$ 46,800	\$ 52,821		\$ 99,621
STATE	\$ 5,850	\$ 6,602		\$ 12,452
LOCAL	\$ 5,850	\$ 6,602		\$ 12,452
FTA 5303 X021				
FEDERAL	\$ 1,795	\$ -		\$ 1,795
STATE	\$ 225	\$ -		\$ 225
LOCAL	\$ 223	\$ -		\$ 223
FTA 5303 X020				
FEDERAL	\$ 5,954	\$ 20,354		\$ 26,308
STATE	\$ 745	\$ 2,544		\$ 3,289
LOCAL	\$ 745	\$ 2,544		\$ 3,289
LOCAL ASSESSMENT	\$ 19,474			\$ 19,474
TOTAL	\$ 87,661	\$ 396,263	\$ -	\$ 483,924

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 5.4.1
TASK TITLE: STREETCAR/BUS RAPID TRANSIT (BRT) STUDY

OBJECTIVE

To evaluate the streetcar/bus rapid transit potential opportunities approved by the MetroPlan Orlando Board at their January 2009 meeting and identify the most feasible potential opportunity (s) as well as the most appropriate technology for each opportunity. These were merged with the 18 BRT corridors studied under a LYNX contract. A total of 22 corridors were analyzed in the Lynx Vision 2030 Plan.

PREVIOUS WORK

The LYNX Vision 2030 Plan was adopted by the LYNX Board in November 2011 and came before the MetroPlan Board in December 2011.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

Continue to monitor local governments' Comprehensive Plans and provide assistance as needed as questions arise on land use and transit relationships.

MILESTONE/END PRODUCT FY 2012/2013

A more refined list of transit projects and their potential for complementing SunRail and regional development goals.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

See the description above.

MILESTONE/END PRODUCT FY 2013/2014

See description for 2012/2013.

TARGET DATE

June 2014.

RESPONSIBLE AGENCY

LYNX

Task 5.4.1	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 5.4.1	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

UPWP TASK NUMBER: 5.4.2

TASK TITLE: PROPOSED TASK: ALTERNATIVES ANALYSIS (Placeholder)

OBJECTIVE

To qualify the Orlando Urbanized Area for federal funding of the next rail system after SunRail through Alternatives Analysis studies.

PREVIOUS WORK

This is a new study.

METHODOLOGY WORK PROPOSED FOR FY 2012/2013

MetroPlan Orlando's adopted Year 2030 Long Range Transportation Plan and the Transit Vision Concept Plan, which were approved by the Board in August 2009, include two cost-feasible rail transit projects in addition to SunRail: (1) service in a corridor extending from the Orange County Convention Center east to Orlando International Airport (OIA) and Medical City/Innovation Way, interfacing with SunRail at the Sand Lake Road Station, and (2) service on the Florida Central Railroad Line between downtown Orlando, northwest Orange County and Lake County, interfacing with SunRail at the LYNX Central Station. A light rail system operating generally alongside I-4 from Altamonte Springs to International Drive/Sea World has also been included in both earlier and the current adopted versions of the Long Range Transportation Plan and the Transit Vision Concept Plan.

With the action of the Florida Legislature that made the SunRail project a reality, the MetroPlan Orlando Board directed planning activities to begin on the additional components of the region's rail transit system. MetroPlan Orlando will participate in the Alternatives Analysis studies (the next phase of studies required to qualify for federal funding) on the Orange County Convention Center to OIA Refresh and Medical City/Innovation Way corridor, as well as the US 441 Corridor Alternatives Analysis. In future years, MetroPlan Orlando will also seek funding to update the studies done for the I-4 light rail system, which had advanced through the Supplemental Draft Environmental Impact Statement (DEIS) phase.

MILESTONE/END PRODUCT FY 2012/2013

Funded Alternatives Analysis studies on the identified corridors will be underway.

METHODOLOGY WORK PROPOSED FOR FY 2013/2014

See the description above.

MILESTONE/END PRODUCT FY 2013/2014

See the description above.

TARGET DATE

June 2014.

RESPONSIBLE AGENCY/STAFF

MetroPlan Orlando
Deputy Executive Director

Task 5.4.2	FY 2012/2013			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X022				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.

Task 5.4.2	FY 2013/2014*			
FUNDING SOURCES	MPO	PASS THRU / CONSULTANT	OTHER AGENCY	TOTAL
FHWA				\$ -
FTA 5303 X023				\$ -
FEDERAL				\$ -
STATE				\$ -
LOCAL				\$ -
LOCAL ASSESSMENT				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

* All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies.

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UNIFIED PLANNING WORK PROGRAM					
TABLE 1: AGENCY PARTICIPATION					
FY 2012/2013					
	Central Florida Regional Transportation Authority	FDOT	MetroPlan Orlando	Grand Total	
I. ADMINISTRATION					
1.1 Program Management			264,385	264,385	
1.1.1 Program Management & Technical Assistance (FHWA)			-	-	
1.1.2 Program Management & Technical Assistance (FTA)			42,657	42,657	
1.1.3 Certification			8,211	8,211	
1.1.4 Strategic Business Plan			7,615	7,615	
1.2 Program Administration					
1.2.1 Grants/Contract Administration			183,039	183,039	
1.2.2 Personnel Administration			53,773	53,773	
1.2.3 Office Operations			214,601	214,601	
1.2.4 Training			85,691	85,691	
1.2.5 Legal/Legislative Services			112,966	112,966	
1.2.6 Audit			39,790	39,790	
1.3 Program Development					
1.3.1 Unified Planning Work Program			37,198	37,198	
1.3.2 Transportation Improvement Program			61,633	61,633	
1.3.3 Intergovernmental/Interagency Studies			82,065	82,065	
1.3.4 Interregional Transportation Planning & Coordination			131,344	131,344	
1.3.5 Local Match for Prog Admin FTA			227,476	227,476	
II. PUBLIC INVOLVEMENT					
2.1 Annual Report			30,731	30,731	
2.2 Community Outreach			183,783	183,783	
2.2.2 Air Quality Public Awareness			27,455	27,455	
2.2.3 Efficient Transportation Decision Making (ETDM)			5,138	5,138	
2.3 Miscellaneous Publications			11,821	11,821	
2.4 Board/Staff Development & Workshop			17,802	17,802	
2.5 Board and Committee Support			246,053	246,053	
2.6 Market Research & Communications			40,511	40,511	
				-	
III. SURVEILLANCE					
3.1 Land Use Monitoring			14,870	14,870	
3.2 Socio-Economic Data			10,102	10,102	
3.3 Highway System Monitoring			20,155	20,155	
3.4 Transit System Monitoring			22,781	22,781	
3.5 Aviation System Monitoring			2,215	2,215	
3.6 Air Quality Monitoring			4,608	4,608	
3.7 Transportation Systems Indicators Report			29,407	29,407	
IV. SYSTEMS PLANNING					
4.1 Orlando Urban Area Transportation Study					
4.1.1 Update of FSUTMS Model/Development of Cube Voyager			18,793	18,793	
4.1.2 Goods Movement Planning			474,819	474,819	
4.1.3 Impact of Smart Growth on Travel Behavior			186,399	186,399	
4.1.4 Regional Geographic Information System			74,796	74,796	
4.1.5 Yr 2030 Long Range Transp. Plan Update			909,590	909,590	
4.1.6 Review of Local Government Comprehensive Plans and Developments of Reg. Impact			1,102	1,102	
4.1.7 BLANK PLACEHOLDER			-	-	
4.2 Management & Operations Planning					
4.2.1 Intelligent Transportation Systems Planning			29,366	29,366	
4.2.2 Transportation Demand Management			37,252	37,252	
4.2.3 Congestion Management Planning			118,604	118,604	
4.2.4 Local Vehicle Crash Database			92,936	92,936	
4.2.5 Regional Transportation Management Association			30,537	30,537	
4.2.6 Cong. Mgmt. Plan - Value Pricing Study		50,000	465,369	515,369	
4.3 Intermodal Planning			8,321	8,321	
4.4 Transit Systems Planning					
4.4.1 Short Range TDP Update			21,930	21,930	
4.4.2 Section 5307/5309 Planning Studies	1,000,000		948	1,000,948	
4.4.3 Safety in Transp Planning Process			42,472	42,472	
4.4.4 Sec 5 Transit Level of Service Asmt			7,000	7,000	
4.4.5 Security in Transp Planning Process			18,589	18,589	
4.5 Para-Transit Planning					
4.5.1 Rule 41 TD Staff Services			94,058	94,058	
4.5.2 Specialized Transit Services Plan			57,865	57,865	
4.6 Air Quality Planning					
4.6.1 Contingency for AQ Non-Attainment Mitigation Through Transp. Control Measures			3,712	3,712	
4.6.2 Conformity Determination			-	-	
4.6.3 Ozone Emissions Inventory Update			-	-	
4.6.4 State Implementation Plan			-	-	
4.6.5 Climate Change (Placeholder)			-	-	
4.6.6 Environmental Management Systems Plan (Placeholder)			8,673	8,673	
4.7 Regional Bicycle/Pedestrian Facility Planning					
4.7.1 Bicycle & Pedestrian Safety			80,616	80,616	

[illegible]

**FY 2012/2013 UNIFIED PLANNING WORK PROGRAM
CALCULATION OF FRINGE AND INDIRECT COST RATES**

FRINGE RATE CALCULATION:

2012/13 Fringe Cost Estimate

Employer FICA	\$	108,658.00
Unemployment Insurance	\$	12,000.00
Health Insurance	\$	206,011.00
Dental Insurance	\$	6,000.00
Life Insurance & AD&D	\$	1,654.00
Long-Term Disability Insurance	\$	2,761.00
Short-Term Disability Insurance	\$	2,262.00
VisionCare Plan Insurance	\$	1,093.00
Worker Compensation Insurance	\$	3,098.00
Pension - based on 10% of Medicare wages	\$	140,536.00
TOTAL FRINGE BENEFITS POOL	\$	484,073.00
Estimated Fringe Benefits Pool Cost	\$	484,073.00
Eligible Salary & Leave Cost*	\$	1,388,861.00
Fringe Rate (\$484,073/\$1,388,861)		34.8539%

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

FY 2012/2013 Indirect Cost Estimate

Computer Operations	\$	18,308.00
General Liability, Property Insurances	\$	25,089.00
Rent	\$	185,945.00
Equipment Rent/Maint.	\$	17,680.00
Telephone	\$	5,992.00
TOTAL INDIRECT COST POOL	\$	253,014.00
Estimated Indirect Cost Pool	\$	253,014.00
Estimated Fringe Benefits Pool Cost	\$	484,073.00
Estimated Salary & Leave Cost #	\$	1,388,861.00

$\$253,014 / (\$484,073 + \$1,388,861) = 13.5090\%$

Indirect Cost Pool / (Fringe Benefits Pool plus Salary & Leave Cost)

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

Federal revenues comprise 81.93% of Federal PL funds (\$1,646,926). The Soft Match for Federal PL funds is comprised of toll revenues and equated to 18.07% (\$297,600). Fringe benefit rate for FY 2014 is 32.1889%, based on total salary cost. Indirect cost rate for FY 2014 is 13.7971%, based on salary + fringe.

										UNIFIED PLANNING WORK PROGRAM TABLE 2: FUNDING SOURCES															
								FY 2013/2014																	
				FHWA		X023 FTA NEW FY 2014			FY 13 X022 FTA Carryover			FY12 X021 FTA Carryover													
		FHWA*		FHWA*		VALUE		FEDERAL		FDOT		LOCAL		FEDERAL		FDOT		LOCAL							
		FY'14		FY'13		PRICING		SEC5303		MATCH		MATCH		SEC5303		MATCH		MATCH							
1.1 Program Management		92,149						26,014		3,251		3,251				3,413		427		427					
1.1.1 Program Management & Technical Assistance (FHWA)																									
1.1.2 Program Management & Technical Assistance (FTA)																									
1.1.3 Certification		3,263						31,631		3,954		3,954				11,569		1,447		1,447					
1.1.4 Strategic Business Plan		3,648						1,517		190		190													
1.2 Program Administration																									
1.2.1 Grants/Contract Administration		27,976						21,583		2,698		2,698				7,257		906		908					
1.2.2 Personnel Administration		12,492						7,725		966		966				3,852		481		481					
1.2.3 Office Operations		32,098						17,883		2,234		2,234				6,529		816		817					
1.2.4 Training		7,490																							
1.2.5 Legal/Legislative Services																									
1.2.6 Audit		18,616						4,462		558		558		3,200		400		400		1,592		199		200	
1.3 Program Development																									
1.3.1 Unified Planning Work Program		9,623						3,861		482		482						1,770		221		221			
1.3.2 Transportation Improvement Program		25,172						5,432		679		679						17,662		2,209		2,209			
1.3.3 Intergovernmental/ Interagency Studies		24,024						12,590		1,574		1,574													
1.3.4 Interregional Transportation Planning & Coordination		77,661						3,855		482		482						20,682		2,586		2,586			
1.3.5 Local Match for Prog Admin FTA																									
2.1 Annual Report		24,768						3,566		446		446						1,034		130		129			
2.2 Community Outreach		94,951						15,740		1,968		1,968						18,770		2,346		2,346			
2.2.1 Blank Place Holder																									
2.2.2 Air Quality Public Awareness		16,019						3,918		490		490						308		39		38			
2.2.3 Efficient Transp. Decision Making (ETDM)		3,861																							
2.3 Miscellaneous Publications		8,965																							
2.4 Board/Staff Development & Workshop																									
2.5 Board and Committee Support		125,936						40,882		5,110		5,110						6,335		792		792			
2.6 Market Research & Communications		12,293																11,169		1,396		1,396			
3.1 Land Use Monitoring		13,798																							
3.2 Socio-Economic Data		13,161																							
3.3 Highway System Monitoring		15,711																							
3.4 Transit System Monitoring								17,048		2,131		2,131						914		115		114			
3.5 Aviation System Monitoring		1,966																							
3.6 Air Quality Monitoring		4,924																							
3.7 Transportation Systems Indicators Report		450						12,591		1,574		1,574						3,478		435		434			
4.1 Orlando Urban Area Transportation Study																									
4.1.1 Update FSUTMS/Dev. Cube Voyager		6,511						2,605		326		326						1,280		159		160			
4.1.2 Goods Movement Planning		188,051																							
4.1.3 Impact of Smart Growth on Travel Behavior		12,745						21,009		2,626		2,626		17,482		2,185		2,185		9,526		1,191		1,192	
4.1.4 Regional Geographic Info. System		41,727						42,115		5,265		5,265													
4.1.5 Yr 2030 Long Range Transp. Plan Update		76,387		272,912				75,350		9,419		9,419		45,212		5,652		5,652		5,178		647		646	
4.1.6 Review of Local Gov't Comp. Plans and Developments of Reg. Impact																									
4.1.7 BLANK PLACEHOLDER																									
4.2 Management & Operations Planning																									
4.2.1 Intelligent Transp. Systems Planning		17,905						8,434		1,055		1,055						1,313		165		163			
4.2.2 Transportation Demand Mangement		35,397						8,903		1,113		1,113						2,167		269		270			
4.2.3 Congestion Management Planning		105,634						60,411		7,551		7,551						619		79		78			
4.2.4 Local Vehicle Crash Database		67,818																							
4.2.5 Regional Transportation Management Association		18,893						4,299		537		537						2,298		286		288			
4.2.6 Congestion Mgmt Plng - Value Pricing Study						418,152																			
4.3 Intermodal Planning								5,982		748		748						1,889		237		235			
4.4 Transit Systems Planning																									
4.4.1 Short Range TDP Update								12,000		1,500		1,500		5,371		672		672							
4.4.2 Section 5307/5309 Planning Studies																									
4.4.3 Safety in Transp Planning								21,849		2,731		2,731		3,587		448		448		2,379		296		298	
4.4.4 Sec 5 Transit Level of Service Asmt								5,600		700		700													
4.4.5 Security in Transp Planning								13,148		1,644		1,644						366		45		45			
4.5 Para-Transit Planning																									
4.5.1 Rule 41 TD Staff Services																									
4.5.2 Specialized Transit Services Plng								38,700		4,837		4,837						1,987		249		250			
4.6 Air Quality Planning																									
4.6.1 Conting. for AQ Non-Attainment Mitig. Through Transp. Control Measures		1,791																							
4.6.2 Conformity Determination																									
4.6.3 Ozone Emissions Inventory Update																									
4.6.4 State Implementation Plan																									
4.6.5 Climate Change																									
4.6.6 Environmental Mgmt Sys Plan																									
4.7 Regional Bicycle/Pedestrian Facility Planning																									
4.7.1 Bicycle & Pedestrian Safety		36,945																							
4.7.2 Bicycle & Pedestrian Facilities		23,529																							
4.7.3 Administration of the BPAC		14,732																							
4.7.4 Bicycle & Pedestrian Publications		1,785																							
4.7.5 Bike/Ped Elements of L-R Plan		1,865																							
4.7.6 School Transportation Study																									
4.7.7 Liveable Urban Streets		5,965																							
5.1 Highway Planning		20,632																							
5.2 Airport Planning																									
5.3 Transit Planning																									
5.4 Special Studies								9,716		1,214		1,214						2,634		328		328			
5.4.1 Street Car/BRT Study								243,838		30,479		30,479		99,621		12,452		12,452		1,795		225		223	
5.4.2 Next Rail Alternative Analysis																									

Fringe benefit rate for FY 2014 is 32.1889%, based on total salary cost. Indirect cost rate for FY 2014 is 13.7971%, based on salary + fringe.

FY 2013/2014 UNIFIED PLANNING WORK PROGRAM	
TABLE 3: ESTIMATE OF TOTAL EXPENDITURES FOR PRIOR YEAR 2012/2013 UPWP	

		TABLE 9. ESTIMATE OF TOTAL EXPENDITURES FOR FISCAL YEAR 2012/2013 OF U.S.											
		FHWA*	X022 FTA NEW FY 2013			FY '12 X021 FTA Carryover			FY '11 X020 FTA Carryover			TOTAL FHWA & FTA	TOTAL FDOT MATCH
			FEDERAL SECS303	FDOT MATCH	LOCAL MATCH	FEDERAL SECS303	FDOT MATCH	LOCAL MATCH	FEDERAL SECS303	FDOT MATCH	LOCAL MATCH		
1.1 Program Management		103,123	12,552	585	585	8,183						123,858	585
1.1.1 Program Management & Technical Assistance (FHWA)													
1.1.2 Program Management & Technical Assistance (FTA)			7,215	3,066	3,234	5,193	1,847	1,847				12,408	4,913
1.1.3 Certification		5,356	687	239	125							6,043	239
1.1.4 Strategic Business Plan		4,912	492	171	90							5,404	171
1.2 Program Administration													
1.2.1 Grants/Contract Administration		114,075	12,500	1,857	1,857	6,758						133,333	1,857
1.2.2 Personnel Administration		36,170	3,475	1,032	1,032							39,645	1,032
1.2.3 Office Operations		79,272	11,327	2,624	2,624							90,599	2,624
1.2.4 Training		7,490										7,490	
1.2.5 Legal/Legislative Services													
1.2.6 Audit		19,090	1,032				800	800				20,122	800
1.3 Program Development													
1.3.1 Unified Planning Work Program		18,995	1,995	1,496	1,496							20,990	1,496
1.3.2 Transportation Improvement Program		21,896	4,725	393	393	12,441						39,062	393
1.3.3 Intergovernmental/Interagency Studies		50,434	4,845	788	788							55,279	788
1.3.4 Interregional Transportation Planning & Coordination		69,557	7,061	271	271	1,448	1,602	1,602				78,066	1,873
1.3.5 Local Match for Prog Admin FTA													
2.1 Annual Report		18,315	4,482	435	435							22,797	435
2.2 Community Outreach		103,730	10,726	1,023	1,023							114,456	1,023
2.2.1 Blank Place Holder													
2.2.2 Air Quality Public Awareness		16,774	818	161	161							17,592	161
2.2.3 Efficient Transportation Decision Making (ETDM)		3,209										3,209	
2.3 Miscellaneous Publications		6,002	321	161	161							6,323	161
2.4 Board/Staff Development & Workshop		9,103										9,103	
2.5 Board and Committee Support		109,035	11,783	1,732	1,732	14,752						135,570	1,732
2.6 Market Research & Communications		27,862	8,000	1,000	1,000							35,862	1,000
3.1 Land Use Monitoring		10,286										10,286	
3.2 Socio-Economic Data		7,563										7,563	
3.3 Highway System Monitoring		14,704										14,704	
3.4 Transit System Monitoring			17,336	2,000	2,000	343						17,679	2,000
3.5 Aviation System Monitoring													
3.6 Air Quality Monitoring		3,624										3,624	
3.7 Transportation Systems Indicators Report		450	15,030	1,895	1,894	5,599						21,079	1,895
4.1 Orlando Urban Area Transportation Study													
4.1.1 Update of FSUTMS Model/Development of Cube Voyager		10,712	3,005									13,717	
4.1.2 Goods Movement Planning		305,437	2,223	546	545							307,660	546
4.1.3 Impact of Smart Growth on Travel Behavior		22,349	68,693	8,837	8,835	36,000	4,500	4,500				127,042	13,337
4.1.4 Regional Geographic Information System		40,282	26,157	3,190	3,192							66,439	3,190
4.1.5 Yr 2030 Long Range Transp. Plan Update		583,978	250,938	30,897	30,897							834,916	30,897
4.1.6 Review of Local Government Comprehensive Plans and Developments of Reg. Impact													
4.1.7 Coordination of Transportation Improvement and Planned Growth													
4.2 Management & Operations Planning													
4.2.1 Intelligent Transportation Systems Planning		21,958	1,413	471	471							23,371	471
4.2.2 Transportation Demand Mangement		24,179	3,402									27,581	
4.2.3 Congestion Management Planning		106,604	1,413	236	236				3,199	400	400	111,216	636
4.2.4 Local Vehicle Crash Database		87,537										87,537	
4.2.5 Regional Trans Mgmt Association		12,218	11,447									23,665	
4.2.6 Congestion Mgmt Planning - Value Pricing		21,847										21,847	
4.3 Intermodal Planning			2,735	600	601							2,735	600
4.4 Transit Systems Planning			12,000	1,500	1,500	5,544	693	693				17,544	2,193
4.4.1 Short Range TDP Update													
4.4.2 Section 5307/5309 Planning Studies			734	92	92							734	92
4.4.3 Safety in Transp Planning			17,870	3,176	3,176	14,245	933	933				32,115	4,109
4.4.4 Sec 5 Transit Level of Service Asmt			5,600	700	700							5,600	700
4.4.5 Security in Transp Planning			16,531	2,066	2,067	9,791	849	849				26,322	2,915
4.5 Para-Transit Planning													
4.5.1 Rule 41 TD Staff Services													
4.5.2 Specialized Transit Services Ping			42,760	4,000	4,000	3,932	491	492				46,692	4,491
4.6 Air Quality Planning													
4.6.1 Contingency for AQ Non-Attainment Mitigation Through Transp. Control Measures		2,208										2,208	
4.6.2 Conformity Determination													
4.6.3 Ozone Emissions Inventory Update													
4.6.4 State Implementation Plan													
4.6.5 Climate Change													
4.6.6 Environmental Mgmt Sys Plan						16,000	2,000	2,000				16,000	2,000
4.7 Regional Bicycle/Pedestrian Facility Planning													
4.7.1 Bicycle & Pedestrian Safety		32,205										32,205	
4.7.2 Bicycle & Pedestrian Facilities		20,724										20,724	
4.7.3 Administration of the BPAC		9,375										9,375	
4.7.4 Bicycle & Pedestrian Publications		1,738										1,738	
4.7.5 Bike/Ped Elements of L-R Plan		2,762										2,762	
4.7.6 School Transportation Study													
4.7.7 Liveable Urban Streets		10,409										10,409	
5.1 Highway Planning		24,522										24,522	
5.2 Airport Planning													
5.3 Transit Planning			21,523	1,354	1,186							21,523	1,354
5.4 Special Studies			12,086	1,511	1,511	134,879	20,674	20,673	103,942	12,993	12,993	250,907	35,178
5.4.1 Street Car/BRT Study													
5.4.2 Next Rail Alternative Analysis													
FHWA SOFT MATCH TOLL REVENUE EXP*		2,202,071	636,932	80,105	79,910	275,108	34,389	34,389	107,141	13,393	13,393	3,114,111	114,494
		485,676											
		*Federal revenues comprise 81.93 of Federal PL funds (\$2,687,746).											
		The Soft Match for Fedral PL funds is comprised of toll revenue expenditures and equated to 18.07% (\$485,676)											

	FY 2013/2014 UNIFIED PLANNING WORK PROGRAM							
	TABLE 3: ESTIMATE OF TOTAL EXPENDITURES FOR PRIOR YEAR 2012/2013 UPWP							
TOTAL LOCAL MATCH	OTHER FHWA/FTA 5307 & 5309	JPA - FDOT FREIGHT STUDY	FHWA Value Pricing	LOCAL New	12 TRANS DISADV COMM	GRAND TOTAL as of B/E #8		
585				126,277		251,305	1.1 Program Management	
							1.1.1 Program Management & Technical Assistance (FHWA)	
5,081				19,845		42,247	1.1.2 Program Management & Technical Assistance (FTA)	
125				1,804		8,211	1.1.3 Certification	
90				1,900		7,565	1.1.4 Strategic Business Plan	
							1.2 Program Administration	
1,857				65,192		202,239	1.2.1 Grants/Contract Administration	
1,032				14,864		56,573	1.2.2 Personnel Administration	
2,624				144,784		240,631	1.2.3 Office Operations	
				68,651		76,141	1.2.4 Training	
				112,966		112,966	1.2.5 Legal/Legislative Services	
800				20,648		42,370	1.2.6 Audit	
							1.3 Program Development	
1,496				12,966		36,948	1.3.1 Unified Planning Work Program	
393				19,935		59,783	1.3.2 Transportation Improvement Program	
788				24,660		81,515	1.3.3 Intergovernmental/ Interagency Studies	
							1.3.4 Interregional Transportation Planning & Coordination	
1,873				43,827		125,639	1.3.5 Local Match for Prog Admin FTA	
				227,476		227,476		
435				11,994		35,661	2.1 Annual Report	
1,023				45,052		161,554	2.2 Community Outreach	
							2.2.1 Blank Place Holder	
161				8,591		26,505	2.2.2 Air Quality Public Awareness	
				1,929		5,138	2.2.3 Efficient Transportation Decision Making (ETDM)	
161				5,036		11,681	2.3 Miscellaneous Publications	
				8,699		17,802	2.4 Board/Staff Development & Workshop	
1,732				80,077		219,111	2.5 Board and Committee Support	
1,000				2,649		40,511	2.6 Market Research & Communications	
				4,304		14,590	3.1 Land Use Monitoring	
				2,389		9,952	3.2 Socio-Economic Data	
				5,261		19,965	3.3 Highway System Monitoring	
2,000				992		22,671	3.4 Transit System Monitoring	
				2,215		2,215	3.5 Aviation System Monitoring	
				984		4,608	3.6 Air Quality Monitoring	
1,894				4,249		29,117	3.7 Transportation Systems Indicators Report	
							4.1 Orlando Urban Area Transportation Study	
				5,746		19,463	4.1.1 Update of FSUTMS Model/Development of Cube Voyager	
545		146,037		17,830		472,618	4.1.2 Goods Movement Planning	
13,335				7,334		161,048	4.1.3 Impact of Smart Growth on Travel Behavior	
3,192				2,185		75,006	4.1.4 Regional Geographic Information System	
30,897				9,800		906,510	4.1.5 Yr 2030 Long Range Transp. Plan Update	
				1,102		1,102	4.1.6 Review of Local Government Comprehensive Plans and Developments of Reg. Impact	
							4.1.7 Coordination of Transportation Improvement and Planned Growth	
							4.2 Management & Operations Planning	
471				4,453		28,766	4.2.1 Intelligent Transportation Systems Planning	
				9,111		36,692	4.2.2 Transportation Demand Mangement	
636				2,316		114,804	4.2.3 Congestion Management Planning	
				4,659		92,196	4.2.4 Local Vehicle Crash Database	
				5,182		28,847	4.2.5 Regional Trans Mgmt Association	
			450,000	15,369		487,216	4.2.6 Congestion Mgmt Planning - Value Pricing	
601				3,935		7,871	4.3 Intermodal Planning	
2,193						21,930	4.4 Transit Systems Planning	
							4.4.1 Short Range TDP Update	
92						918	4.4.2 Section 5307/5309 Planning Studies	
4,109				1,279		41,612	4.4.3 Safety in Transp Planning	
700						7,000	4.4.4 Sec 5 Transit Level of Service Asmt	
2,916						32,153	4.4.5 Security in Transp Planning	
							4.5 Para-Transit Planning	
				2,620	88,288	90,908	4.5.1 Rule 41 TD Staff Services	
4,492				5,000		60,675	4.5.2 Specialized Transit Services Ping	
							4.6 Air Quality Planning	
				1,504		3,712	4.6.1 Contingency for AQ Non-Attainment Mitigation Through Transp. Control Measures	
							4.6.2 Conformity Determination	
							4.6.3 Ozone Emissions Inventory Update	
							4.6.4 State Implementation Plan	
							4.6.5 Climate Change	
2,000						20,000	4.6.6 Environmental Mgmt Sys Plan	
							4.7 Regional Bicycle/Pedestrian Facility Planning	
				55,411		87,616	4.7.1 Bicycle & Pedestrian Safety	
				5,411		26,135	4.7.2 Bicycle & Pedestrian Facilities	
				2,846		12,221	4.7.3 Administration of the BPAC	
				1,073		2,811	4.7.4 Bicycle & Pedestrian Publications	
				817		3,579	4.7.5 Bike/Ped Elements of L-R Plan	
							4.7.6 School Transportation Study	
				5,041		15,450	4.7.7 Liveable Urban Streets	
						24,522	5.1 Highway Planning	
				7,449		7,449	5.2 Airport Planning	
1,186						24,063	5.3 Transit Planning	
35,177				45,693		366,955	5.4 Special Studies	
							5.4.1 Street Car/BRT Study	
							5.4.2 Next Rail Alternative Analysis	
114,299		146,037	450,000	1,313,382	88,288	5,474,538		
	Fringe benefit rate for FY 2013 is 34.8539%, based on total salary cost.							
	Indirect cost rate for FY 2013 is 13.5090%, based on salary + fringe.							

TABLE 4
FY 2013/2014 UNIFIED PLANNING WORK PROGRAM
CALCULATION OF FRINGE AND INDIRECT COST RATES

FRINGE RATE CALCULATION:

2013/14 Fringe Cost Estimate

Employer FICA	\$ 113,391.00
Unemployment Insurance	\$ 10,000.00
Health Insurance	\$ 180,000.00
Dental Insurance	\$ 5,970.00
Life Insurance & AD&D	\$ 1,320.00
Long-Term Disability Insurance	\$ 2,360.00
Short-Term Disability Insurance	\$ 2,360.00
VisionCare Plan Insurance	\$ 1,130.00
Worker Compensation Insurance	\$ 3,400.00
Pension - based on 10% of Medicare wages	\$ 146,723.00
TOTAL FRINGE BENEFITS POOL	\$ 466,654.00
Estimated Fringe Benefits Pool Cost	\$ 466,654.00
Eligible Salary & Leave Cost*	\$ 1,449,734.00
Fringe Rate (\$466,654/\$1,492,234)	32.1889%

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

FY 2013/2014 Indirect Cost Estimate

Computer Operations	\$ 22,685.00
General Liability, Property Insurances	\$ 25,899.00
Rent	\$ 190,410.00
Equipment Rent/Maint.	\$ 18,880.00
Telephone	\$ 6,532.00
TOTAL INDIRECT COST POOL	\$ 264,406.00
Estimated Indirect Cost Pool	\$ 264,406.00
Estimated Fringe Benefits Pool Cost	\$ 466,654.00
Estimated Salary & Leave Cost	\$ 1,449,734.00 **
Indirect Cost Rate:	13.7971%
(\$264,406/(\$466,654+\$1,449,734))	
Indirect Cost Pool / (Fringe Benefits + 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. RESOLUTION
- E. FDOT DISTRICT 5 GENERAL PLANNING ACTIVITIES
- F. LOCAL GOVERNMENT PLANNING ACTIVITIES
- G. FDOT CERTIFICATION REVIEW
- H. DRAFT UPWP COMMENTS & RESPONSES
 - FDOT
 - FHWA
 - FTA

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APPENDIX A

ABBREVIATIONS & ACRONYMS

ABBREVIATIONS AND ACRONYMS

Below is a brief list of acronyms and abbreviations used by MetroPlan Orlando. For a more complete list of abbreviations and acronyms, click on the link below or visit the MetroPlan Orlando website.

<http://www.metroplanorlando.com/files/view/acronym-glossary-2013.pdf>

AA - Alternatives Analysis

ADA - Americans with Disabilities Act

AQ - air quality

BPAC - Bicycle and Pedestrian Advisory Committee

BRT - bus rapid transit

CAC - Citizens' Advisory Committee

CMS - Congestion Management System

CTC - Community Transportation Coordinator

DRI - Development of Regional Impact

EPA - Environmental Protection Agency

ELUC - Experimental Land Use Concept

ETDM - Efficient Transportation Decision Making

FDOT - Florida Department of Transportation

FHWA - Federal Highway Administration

FSUTMS - Florida Standard Urban Transportation Modeling Structure

FTA - Federal Transit Administration

GIS - Geographic Information System

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991

LOS - level of service

LRTP - Long Range Transportation Plan

MAC - Municipal Advisory Committee

MPO - Metropolitan Planning Organization; the MPO for the Orlando Urbanized Area is MetroPlan Orlando

NOX - nitrogen oxides

PEA - Planning Emphasis Area(s)

PL 112 - Category of Federal Highway Administration funds that comes to the MPO for planning uses

RFP - Request for Proposals

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users; the reauthorized Federal transportation act replacing TEA-21

Section 5303 - Category of Federal Transit Administration funds that comes to the MPO for planning uses

Section 5307/5309 - Two categories of Federal Transit Administration funds that comes to Lynx to be used for capital equipment purchase, operating and maintenance uses or for planning studies

SIS - Strategic Intermodal System

TD - Transportation Disadvantaged

TDLCB - Transportation Disadvantaged Local Coordinating Board

TDP - Transit Development Plan

TEA 21 - Transportation Equity Act for the 21st Century

TIP - Transportation Improvement Program; programs transportation improvements over a period of 5 years

TOP - Transportation Outreach Program

TRIP - Transportation Regional Incentive Program

TTC - Transportation Technical Committee

UCF - University of Central Florida

UPWP - Unified Planning Work Program

VOC - volatile organic compounds

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APPENDIX B

COST ALLOCATION PLAN

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COST ALLOCATION PLAN

February, 2012

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 course of a 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 have to 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.

OMB Circular A-133 defines the cost circulars that prescribe 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. The Code of Federal Regulations, (23 CFR 420.113 *Eligibility of Costs* and 49 CFR Section 18) 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 OMB Circular A-87, "Cost Principles for State,

Local and Indian Tribal Governments.” 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 OMB Circular A-133.

OBJECTIVE

The objective of OMB Circular A-87 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. OMB Circular A-87 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 easily. Our organization's indirect cost rate is a ratio between total indirect costs and the direct personnel costs (salary, leave and fringe benefits). We have chosen personnel costs as our basis for proration because almost every one of the cost items considered indirect will increase with the addition of personnel. Our organization has only one major function, transportation planning, with all functions and products grant- eligible and personnel-intensive. We feel 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

Basically, the policy for determining which costs are direct and which are indirect is dependent on the definition contained in OMB Circular A-87. 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 they work on, the same as the permanent position staff would.

At some future time, some of the work in the administrative category such as a portion of the work performed by the Executive Director; most of the time of the Board Services Manager (who handles workflow in the secretarial pool, general administrative duties for the Executive Director and Board Services); most duties of the Finance Department members; some secretarial and community relations (graphics) 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, 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 salaries and leave.

Pension costs -- Pension costs are 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 termination 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 increase 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 all grants and 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 server is 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 -- These 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 -- Purchase of computer software is charged to local general operating funds as a direct cost.

Pass-Thru 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.

Consultants -- These are direct costs 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 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 -- Used for expenditures which do not fit any of the above categories. Charge 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. Those which can be tracked and calculated, such as the copiers and mail machine (which are direct charged based on the number of copies made for a task or the postage charged and tracked by machine code,) are charged as direct costs.

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 these 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 this 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. Also includes 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 general benefit of the organization and are indirect expenses. Worker compensation expense is charged through the fringe benefit cost pool.

Interest Expense -- This would be a direct charge to local operating general funds for any late fees on vendor accounts.

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 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 March 14, 2012, to establish cost allocations or billings for Fiscal Year 2012-2013 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments," 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.

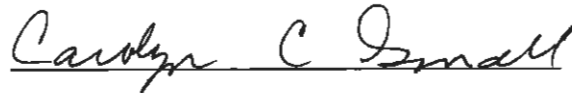
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect 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:

Carolyn C. Small, CPA

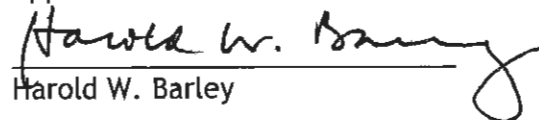
Title:

Director of Finance and Administration

Date of Execution:

3-12, 2012

Approved:



Harold W. Barley

Executive Director



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

COST ALLOCATION PLAN

February, 2013

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 course of a 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 have to 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.

OMB Circular A-133 defines the cost circulars that prescribe 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. The Code of Federal Regulations, (23 CFR 420.113 *Eligibility of Costs* and 49 CFR Section 18) 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 OMB Circular A-87, "Cost Principles for State,

Local and Indian Tribal Governments.” 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 OMB Circular A-133.

OBJECTIVE

The objective of OMB Circular A-87 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. OMB Circular A-87 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 easily. Our organization's indirect cost rate is a ratio between total indirect costs and the direct personnel costs (salary, leave and fringe benefits). We have chosen personnel costs as our basis for proration because almost every one of the cost items considered indirect will increase with the addition of personnel. Our organization has only one major function, transportation planning, with all functions and products grant-eligible and personnel-intensive. We feel 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

Basically, the policy for determining which costs are direct and which are indirect is dependent on the definition contained in OMB Circular A-87. 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 they work on, the same as the permanent position staff would.

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 all grants and 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 server is 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 -- 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 -- These are direct costs 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 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. Those which can be tracked and calculated, such as the copiers and mail machine, are direct charged based on the number of copies made for a task or the postage tracked by machine code.

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 these 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 this 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 -- This would be a direct charge to local operating general funds for any late fees on vendor accounts.

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 March 13, 2013, to establish cost allocations or billings for Fiscal Year 2013-2014 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments," 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.

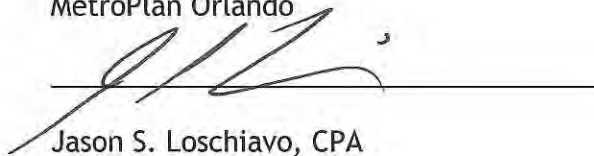
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect 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

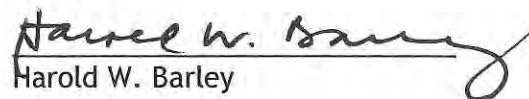
Title:

Director of Finance and Administration

Date of Execution:

3/13, 2013

Approved:



Harold W. Barley

Executive Director

APPENDIX C

FTA GRANT APPLICATION & CERTIFICATIONS

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1. TYPE OF SUBMISSION		
Application - place an x in the box <input type="checkbox"/> construction <input checked="" type="checkbox"/> non-construction		Pre-application - place an x in the box <input type="checkbox"/> construction <input type="checkbox"/> non-construction
2. DATE SUBMITTED 5/9/2012		Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION		
Legal Name: Orlando Urban Area Metropolitan Planning Organization d/b/a/ MetroPlan Orlando		Organizational Unit: Metropolitan Planning Organization Department
Organizational DUNS: 831962266		Division:
Address: 315 E Robinson St, Ste 355		Name and telephone numbers of person to be contacted on matters involving this application (give area code)
Street:		Prefix: Mr. First Name: Harold
City: Orlando		Middle Name: W.
County: Orange		Last Name: Barley
State: FL	Zip Code 32801-1949	Suffix:
Country: USA		Email: hbarley@metroplanorlando.com
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) 5 9 - 3 3 6 3 6 6 7		Phone Number (give area code) (407) 481-5672
		Fax Number (give area code) (407) 481-5680
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in the box (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Other Other (specify) Metropolitan Planning Organization
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) 2 0 - 5 0 5 TITLE (Name of Program) Federal Transit Metropolitan Planning Grant		9. NAME OF FEDERAL AGENCY: Federal Transit Administration
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.) Orange, Osceola, and Seminole Counties		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Technical Studies in support of FY2012-13 Unified Planning Work Program (UPWP) for the Orlando Urban Area
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:
Start Date: 10/1/2012	Ending Date: 9/30/2013	a. Applicant FL-007 Rep. John Mica b. Project FL-007, FL-008, FL-003, FL-024
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal	\$ 637,557 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
b. Applicant	\$ 0 .00	DATE:
c. State	\$ 79,695 .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
d. Local	\$ 79,695 .00	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$ 0 .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
f. Program Income	\$ 0 .00	<input type="checkbox"/> Yes. If "Yes" attach an explanation. <input checked="" type="checkbox"/> No
g. TOTAL	\$ 796,947 .00	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. Authorized Representative		
Prefix Mr.	First Name: Harold	Middle Name: W.
Last Name: Barley		Suffix:
b. Title: Executive Director		c. Telephone Number (give area code) (407) 481-5672
d. Signature of Authorized Representative Harold W. Barley		e. Date Signed: 8/8/2012

Section 5303
Approved Project Budget for FY 2013
(total dollars)

Technical Classifications

44.21.00	Program Support and Administration	\$ <u>92,083.00</u>
44.22.00	General Development and Comprehensive Planning	<u>81,470.00</u>
44.23.01	Long Range Transportation Planning: System Level	<u>318,958.00</u>
44.23.02	Long Range Transportation Planning: Project Level	<u>113,433.00</u>
44.24.00	Short Range Transportation Planning	<u>15,753.00</u>
44.25.00	Transportation Improvement Program	<u>5,511.00</u>
44.26.00	Planning Emphasis Areas	<u> </u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>51,569.00</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>28,336.00</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u> </u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u> </u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>41,650.00</u>
44.27.00	Other Activities	<u>48,184.00</u>
Total Net Project Cost		\$ <u>796,947.00</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>151,918.00</u>
44.30.02	Fringe Benefits	<u>52,940.00</u>
44.30.03	Travel	<u> </u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u>5,950.00</u>
44.30.06	Contractual	<u>549,608.00</u>
44.30.07	Other	<u>8,858.00</u>
44.30.08	Indirect Charges	<u>27,673.00</u>
Total Net Project Cost		\$ <u>796,947.00</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>602,447.00</u>
44.40.02	Transit Operator Activities	<u>194,500.00</u>
44.40.03	State and/or Local Agency Activities	<u> </u>
Total Net Project Cost		\$ <u>796,947.00</u>

Federal Share (80%) \$ 637,557.00

Local Share (20%) \$ 159,389.00

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ <u>796,947.00</u>

Section 5303
GMIS Planning Line Item Codes - FY 2013
 (FTA Funds Only)

Technical Classifications

44.21.00	Program Support and Administration	\$ <u>70,193.00</u>
44.22.00	General Development and Comprehensive Planning	<u>61,144.00</u>
44.23.01	Long Range Transportation Planning: System Level	<u>254,748.00</u>
44.23.02	Long Range Transportation Planning: Project Level	<u>95,447.00</u>
44.24.00	Short Range Transportation Planning	<u>12,753.00</u>
44.25.00	Transportation Improvement Program	<u>4,725.00</u>
44.26.00	Planning Emphasis Areas	<u></u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>43,569.00</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>22,936.00</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u></u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u></u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>31,812.00</u>
44.27.00	Other Activities	<u>40,230.00</u>
Total Net Project Cost		\$ <u>637,557.00</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>121,526.00</u>
44.30.02	Fringe Benefits	<u>42,356.00</u>
44.30.03	Travel	<u></u>
44.30.04	Equipment	<u></u>
44.30.05	Supplies	<u>4,760.00</u>
44.30.06	Contractual	<u>439,686.00</u>
44.30.07	Other	<u>7,088.00</u>
44.30.08	Indirect Charges	<u>22,141.00</u>
Total Net Project Cost		\$ <u>637,557.00</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>481,957.00</u>
44.40.02	Transit Operator Activities	<u>155,600.00</u>
44.40.03	State and/or Local Agency Activities	<u></u>
Total Net Project Cost		\$ <u>637,557.00</u>



LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

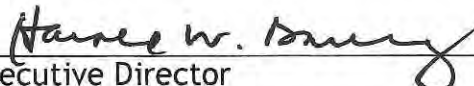
In accordance with Section 1352 of Title 31, United States Code, it is the policy of MetroPlan Orlando that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of 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) 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.

 Executive Director Harold W. Barley	MetroPlan Orlando Name of MPO	3-14-12 Date
---	----------------------------------	-----------------

Revised: July 2011



DEBARMENT and SUSPENSION CERTIFICATION

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

(1) 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) 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.


Executive Director
Harold W. Barley

MetroPlan Orlando
Name of MPO

3-14-12
Date

Revised: July 2011



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.

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 MetroPlan Orlando in a non-discriminatory environment.

MetroPlan Orlando shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status 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.

Harold W. Barley
 Executive Director
 Harold W. Barley

MetroPlan Orlando
 Name of MPO

3-14-12
 Date

Revised: July 2011

APPENDIX A

**FEDERAL FISCAL YEAR 2012 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

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

The Applicant agrees to comply with applicable provisions of Groups 01 – 24 _____

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

Category	Description	
01.	Assurances Required For Each Applicant.	<u>X</u>
02.	Lobbying.	<u>X</u>
03.	Procurement Compliance.	<u>X</u>
04.	Protections for Private Providers of Public Transportation.	_____
05.	Public Hearing.	<u>X</u>
06.	Acquisition of Rolling Stock for Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	<u>X</u>
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	<u>X</u>
15.	Urbanized Area Formula Program.	<u>X</u>
16.	Clean Fuels Grant Program.	_____
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	<u>X</u>
18.	Nonurbanized Area Formula Program for States.	_____
19.	Job Access and Reverse Commute (JARC)Program.	_____
20.	New Freedom Program.	_____
21.	Paul S. Sarbanes Transit in Parks Program.	_____
22.	Tribal Transit Program.	_____
23.	TIFIA Projects	_____
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	_____

APPENDIX A

FEDERAL FISCAL YEAR 2013 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE*(Required of all Applicants for FTA funding and all FTA Grantees with an active capital or formula project)*

AFFIRMATION OF APPLICANT

Name of Applicant: Orlando Urban Area Metropolitan Planning Organization, d/b/a MetroPlan OrlandoName and Relationship of Authorized Representative: Harold W. Barley, Executive Director

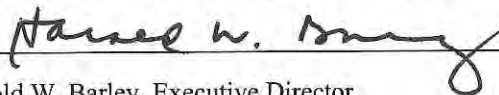
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2013.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances, should apply, as provided, to each project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2013.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made 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 in 49 U.S.C. chapter 53 or any other statute

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

Signature



Date:

3-14-12Name Harold W. Barley, 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 the Applicant.

I further affirm to the Applicant 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 the project.

Signature



Date:

3/14/12Name Steven R. Bechtel, Mateer & Harbert, P.A. Fla Bar # 122336
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.



TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

MetroPlan Orlando assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

MetroPlan Orlando further agrees to the following responsibilities 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 *Appendix A* 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.

Dated 3-14-12

by Harold W. Barley, Executive Director
Harold W. Barley

Revised: July 2011

APPENDIX A

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.

Revised: July 2011

- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) 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 sub-contractor 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.

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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, d/b/a MetroPlan Orlando

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

59-3363667

*** c. Organizational DUNS:**

831962266

d. Address:

*** Street1:** 315 East Robinson Street, Suite 355

Street2:

*** City:** Orlando

County: Orange

*** State:** Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 32801-1949

e. Organizational Unit:

Department Name:

Metropolitan Planning Organization

Division Name:

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

Prefix: Mr.

*** First Name:** Harold

Middle Name: W.

*** Last Name:** Barley

Suffix:

Title: Executive Director

Organizational Affiliation:

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

Fax Number: (407) 481-5680

*** Email:** hbarley@metroplanorlando.com

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

X

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

Metropolitan Planning Organization

*** 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:**

5303

* Title:

Metropolitan Planning Program

13. Competition Identification Number:

Title:

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

Orange, Osceola, and Seminole Counties, Florida

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

Technical studies in support of FY2013-14 Unified Planning Work Program (UPWP) for the Orlando Urban Area

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant FL-007 Rep. John Mica

* b. Program/Project

FL-007, FL-008, FL-003, FL-024

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

FL-007, FL-008, FL-003, FL-024

17. Proposed Project:

* a. Start Date: 10/01/2013

* b. End Date: 09/30/2014

18. Estimated Funding (\$):

* a. Federal \$804,257.00

* b. Applicant

* c. State \$100,532.00

* d. Local \$100,532.00

* e. Other

* f. Program Income

* g. TOTAL \$1,005,321.00

*** 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.) Applicant Federal Debt Delinquency Explanation**☐ Yes☒ No

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:

Mr.

* First Name:

Harold

Middle Name:

W.

* Last Name:

Barley

Suffix:

* Title:

Executive Director

* Telephone Number:

(407) 481-5672

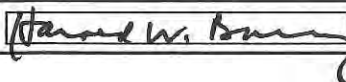
Fax Number:

(407) 481-5680

* Email:

hbarley@metroplanorlando.com

* Signature of Authorized Representative:



* Date Signed:

7-11-13

Section 5303
Approved Project Budget for FY 2013-2014
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	170,522	1.1/1.2.1/1.2.2./1.2.3/1.2.6/1.3.1/2.1/2.2/2.5
44.22.00	General Development and Comprehensive Planning	118,445	1.1.2/4.1.3/4.1.4
44.23.01	Long Range Transportation Planning: System Level	107,579	4.1.1/4.1.5/4.2.1
44.23.02	Long Range Transportation Planning: Project Level	110,787	4.2.2/4.2.3/4.2.5/4.3/5.3
44.24.00	Short Range Transportation Planning	15,000	4.4.1
44.25.00	Transportation Improvement Program	6,720	1.3.2
44.26.00	Planning Emphasis Areas		
44.26.12	Coordination of Non-Emergency Human Service Transportation	48,184	4.5.2
44.26.13	Participation of Transit Operators in Metropolitan Planning	28,080	3.4/4.4.4
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	42,817	4.4.3/4.4.5
44.26.16	Incorporating Safety & Security in Transportation Planning	357,187	1.1.3/1.3.3/1.3.4/2.2.2/3.7/5.4
44.27.00	Other Activities	-	-
	Total Net Project Cost	<u>\$ 1,005,321</u>	

Accounting Classifications

44.30.01	Personnel	239,871
44.30.02	Fringe Benefits	77,210
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	5,950
44.30.06	Contractual	627,486
44.30.07	Other	11,058
44.30.08	Indirect Charges	43,746
	Total Net Project Cost	<u>\$ 1,005,321</u>

Fund Allocations

44.40.01	MPO Activities	810,821
44.40.02	Transit Operator Activities	194,500
44.40.03	State and/or Local Agency Activities	
	Total Net Project Cost	<u>\$ 1,005,321</u>

Federal Share (80%)
Local Share (20%)

804,257
201,064

Accounting

Classification

91.37.08.8P-2

FPC

02

Description

Technical Studies -Planning

Amount

\$ 1,005,321

Section 5303
GMIS Planning Line Item Codes - FY 2013-2014
(FTA Funds Only)

Technical Classifications:			
44.21.00	Program Support and Administration	136,420	1.1/1.2.1/1.2.2/1.2.3/1.2.6/1.3.1/2.1/2.2/2.5
44.22.00	General Development and Comprehensive Planning	94,755	1.1.2/4.1.3/4.1.4
44.23.01	Long Range Transportation Planning: System Level	86,061	4.1.1/4.1.5/4.2.1
44.23.02	Long Range Transportation Planning: Project Level	88,631	4.2.2/4.2.3/4.2.5/4.3/5.3
44.24.00	Short Range Transportation Planning	12,000	4.4.1
44.25.00	Transportation Improvement Program	5,376	1.3.2
44.26.00	Planning Emphasis Areas		
44.26.12	Coordination of Non-Emergency Human Service Transportation	38,548	4.5.2
44.26.13	Participation of Transit Operators in Metropolitan Planning	22,464	3.4/4.4.4
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	34,253	4.4.3/4.4.5
44.26.16	Incorporating Safety & Security in Transportation Planning	285,749	1.1.3/1.3.3/1.3.4/2.2.2/3.7/5.4
44.27.00	Other Activities	<u>804,257</u>	
	Total Net Project Cost		
Accounting Classifications			
44.30.01	Personnel	191,894	
44.30.02	Fringe Benefits	61,768	
44.30.03	Travel		
44.30.04	Equipment	4,760	
44.30.05	Supplies	501,990	
44.30.06	Contractual	8,846	
44.30.07	Other	34,999	
44.30.08	Indirect Charges	<u>804,257</u>	
	Total Net Project Cost		
Fund Allocations			
44.40.01	MPO Activities	648,657	
44.40.02	Transit Operator Activities	155,600	
44.40.03	State and/or Local Agency Activities	<u>804,257</u>	
	Total Net Project Cost		

SECTION A - BUDGET SUMMARY						
Grant Program Function of Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1)	20-505			804,257	201,064	\$ 1,005,321
2)						
3)						
4)						
5) TOTALS				\$ 804,257	\$ 201,064	\$ 1,005,321
SECTION B - BUDGET CATEGORIES						
6) Object Class Categories		Grant Program Function or Activity				Total (5)
		1)	2)	3)	4)	
a) Personnel			191,894 \$	47,977		\$ 239,871
b) Fringe Benefits		\$	61,768 \$	15,442		\$ 77,210
c) Travel						\$ -
d) Equipment						\$ -
e) Supplies		\$	4,760 \$	1,190		\$ 5,950
f) Contractual (Consultant & Pass-Through)		\$	501,990 \$	125,496		\$ 627,486
g) Construction						\$ -
h) Other		\$	8,846 \$	2,212		\$ 11,058
i) Total Direct Charges						\$ -
j) Indirect Charges		\$	34,999 \$	8,747		\$ 43,746
k) TOTALS		\$	804,257 \$	201,064		\$ 1,005,321
7) Program Income						

SECTION C - NON-FEDERAL RESOURCES

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Totals (e)
8)		\$ 100,532	\$ 100,532	\$ 201,064
9)				
10)				
11)				
12) TOTALS		\$ 100,532	\$ 100,532	\$ 201,064

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13) Federal	\$ 804,257.00	\$ 201,064.25	\$ 201,064.25	\$ 201,064.25	\$ 201,064.25
14) Non-Federal	\$ 201,064.00	\$ 50,266.00	\$ 50,266.00	\$ 50,266.00	\$ 50,266.00
15) TOTAL (Sum of lines 13 and 14)	\$ 1,005,321.00	\$ 251,330.25	\$ 251,330.25	\$ 251,330.25	\$ 251,330.25

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:			
	Rates:		
	Fringe 0.321889		
	Indirect: 0.137971		
23) Remarks: Cost Allocation Plan is used for indirect & fringe charges - Rates in item 22 are estimates of what the plan should spread.			

APPENDIX A

FEDERAL FISCAL YEAR 2013 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

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

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. _____
OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Assurances Required For Each Applicant.	<u>X</u>
02.	Lobbying.	<u>X</u>
X X X 03. X	Procurement Compliance. X X X X	<u>X</u>
04.	Protections for Private Providers of Public Transportation.	_____
05.	Public Hearing.	<u>X</u>
06.	Acquisition of Rolling Stock for Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	<u>X</u>
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	<u>X</u>
15.	Urbanized Area Formula Program.	<u>X</u>
16.	Clean Fuels Grant Program.	_____
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	<u>X</u>
18.	Nonurbanized Area Formula Program for States.	_____
19.	Job Access and Reverse Commute (JARC) Program.	_____
20.	New Freedom Program.	_____
21.	Paul S. Sarbanes Transit in Parks Program.	_____
22.	Tribal Transit Program.	_____
23.	TIFIA Projects	_____
24.	Deposits of Federal Financial Funding to a State Infrastructure Banks.	_____

APPENDIX A

FEDERAL FISCAL YEAR 2013 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA funding and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

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

Name and Relationship of Authorized Representative: Harold W. Barley, Executive Director

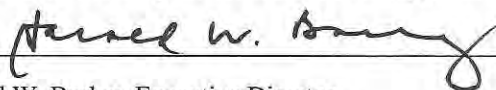
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2013.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances, should apply, as provided, to each project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2013.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made 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 in 49 U.S.C. chapter 53 or any other statute

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

Signature



Date: 3-13-13

Name Harold W. Barley, Executive Director

Authorized Representative of Applicant

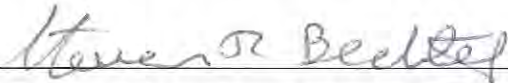
AFFIRMATION OF APPLICANT'S ATTORNEY

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 the Applicant.

I further affirm to the Applicant 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 the project.

Signature



Date: 3/13/13

Name Steven R. Bechtel, Mateer & Harbert, P.A.

Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.



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A REGIONAL TRANSPORTATION PARTNERSHIP

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) MetroPlan Orlando hereby certifies to the best of its knowledge and belief, that it and its principals:

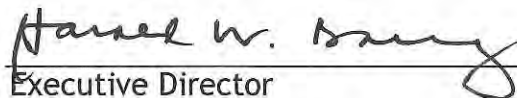
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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) 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.


Executive Director
Harold W. Barley

MetroPlan Orlando
Name of MPO

3-13-13

Date



LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of 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) 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.


Executive Director
Harold W. Barley

MetroPlan Orlando
Name of MPO

3-13-12

Date



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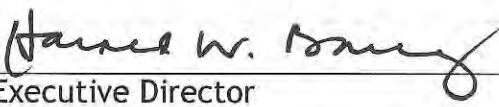
A REGIONAL TRANSPORTATION PARTNERSHIP

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.

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 MetroPlan Orlando in a non-discriminatory environment.

MetroPlan Orlando shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status 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.


Executive Director
Harold W. Barley

MetroPlan Orlando
Name of MPO

3-13-13

Date



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

MetroPlan Orlando assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

MetroPlan Orlando further agrees to the following responsibilities 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 *Appendix A* 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.

Dated 3-13-13

by Harold W. Barley Executive Director
Harold W. Barley

Revised: July 2011

APPENDIX A

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

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

(5.)**Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

(6.)**Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) 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 sub-contractor 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.

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APPENDIX D

RESOLUTION

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A REGIONAL TRANSPORTATION PARTNERSHIP

CERTIFICATION

STATE OF FLORIDA

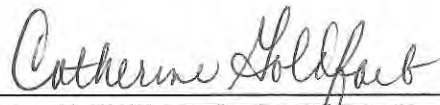
§

COUNTY OF ORANGE

I HEREBY CERTIFY that the foregoing is a true and correct copy of **Resolution No.12-10** approved in a regular meeting of the MetroPlan Orlando Board on **May 9, 2012**. The original copy of this document is on file in the Administrative Offices of MetroPlan Orlando, 315 East Robinson Street, Suite 355, Orlando, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of the MetroPlan Orlando Board, this 9th day of May, 2012.

By:


for

Lena E. Tolliver, Sr. Board Services
Coordinator Board Services and Recording Secretary



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

APPROVED BY
METROPLAN ORLANDO

5-9-2012 *CH*

RESOLUTION NO. 12-10

SUBJECT:

APPROVAL OF THE FINAL FY 2012/2013 and FY 2013/2014 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 CONTRACT AWARDS AND EXECUTE THE GRANT CONTRACTS 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 Urbanized 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 Urbanized Area; and

WHEREAS, Florida Statutes 339.175 (8), and 23 CFR 450.314 require MPO's 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 the MPO's 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 2012/2013 and 2013/2014, said fiscal years being from July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014; and

WHEREAS, the Fiscal Years 2012/2013 and 2013/2014 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, 2012; 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 2012/2013 and 2013/2014 Orlando Urbanized Area 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 and contract awards and execute the grant contracts 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 9th day of May, 2012.

CERTIFICATE

The undersigned duly qualified and acting 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 Brandon Arrington, Chairman

Attest:


for Lena Tolliver
Senior Board Services Coordinator/
Recording Secretary



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

**APPROVED BY
METROPLAN ORLANDO**

Excerpt from March 13, 2013 Board meeting minutes.

3-13-13 *L. Hallum*

IX. OTHER ACTION ITEMS

B. Approval of Proposed Revisions to the FY 2012/2013 and FY 2013/2014 Unified Planning Work Program and Budget with Resolution No. 13-05.

MOTION: Mayor Swan moved approval of the Proposed Revisions to the FY 2012/2013 and FY 2013/2014 Unified Planning Work Program and Budget with Resolution No. 13-05. Commissioner Boyd seconded the motion, which passed unanimously.



RESOLUTION NO. 13-05

SUBJECT:

APPROVAL OF PROPOSED REVISIONS TO THE FY 2012/2013 and FY 2013/2014 UNIFIED PLANNING WORK PROGRAM AND BUDGET. 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. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE APPROPRIATE FEDERAL AUTHORIZATIONS AND ASSURANCES AND SUBMIT AND EXECUTE GRANT APPLICATIONS FOR TRANSIT PLANNING FUNDS, FEDERAL HIGHWAY ADMINISTRATION, LOCAL AGENCY PROGRAM AGREEMENTS AND CONTRACT AWARDS AND EXECUTE THE GRANT CONTRACTS WHEN AWARDED; AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED;

WHEREAS, the Orlando Urbanized 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 Urbanized Area; and

WHEREAS, Florida Statutes 339.175 (8), and 23 CFR 450.314 require MPOs to 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 MPOs 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 2012/2013 and 2013/2014, said fiscal years being from July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014; and

WHEREAS, the Fiscal Years 2012/2013 and 2013/2014 Unified Planning Work Program and proposed revisions thereto are submitted to the Florida Department of Transportation and the various federal agencies by March 15, 2013, and their review comments are to be addressed by the MPO and submitted by May 15, 2013; and

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

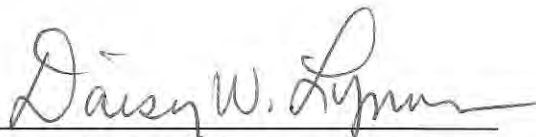
WHEREAS, MetroPlan Orlando is eligible to receive a Transportation Disadvantaged Trust Fund Planning Grant and is authorized to enter into a Grant Agreement and to undertake a Transportation Disadvantaged service project as authorized by Rule 41-2, Florida Administrative Code, and Section 427.0159, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the proposed revisions to the Fiscal Years 2012/2013 and 2013/2014 Orlando Urbanized Area 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 and contract awards and 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 13th day of March, 2013.

CERTIFICATE

The undersigned duly qualified and acting 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 Daisy W. Lynum, Chairman

Attest:


Lena E. Tolliver
Senior Board Services Coordinator/
Recording Secretary

APPENDIX E

FDOT DISTRICT 5 GENERAL PLANNING ACTIVITIES

FDOT District Five General Planning Activities & Specific Tasks

FY 2012/2013 & FY 2013/2014 Unified Planning Work Program

February 2012

GENERAL PLANNING ACTIVITIES

The Florida Department of Transportation (FDOT) is a contributor to transportation planning and policy development in District Five. Generally, the specific recurring transportation planning activities accomplished by FDOT's District Five Planning Office can be placed in one of the following categories: Transportation Planning Activities, Data Collection Activities and Systems Planning Activities.

Transportation Planning Activities:

➤ MPO/TPO Support

Provide a MPO/TPO Liaison between the Department and each MPO/TPO; Provide supporting information and documentation to support MPO/TPO planning; Review and take appropriate action on Transportation Improvement Program(TIP) and TIP Amendments; Review and take appropriate action on Unified Planning Work Program (UPWP) and UPWP Amendments; Review and take appropriate action on Long Range Transportation Plan; Review and take appropriate action on Public Involvement Plan; Prepare and conduct Federal and State Certification reviews; Assist MPOs/TPOs in attending various committee meetings and Community Awareness Planning Meetings; Assist MPOs/TPOs with Work Program System issues and reports; Assist MPOs/TPOs in State and Federal Grant Programs; and Support and assist with Transit issues and initiatives. Review and update MPO/TPO contract agreements (Interlocal Agreement for the Creation of Metropolitan Planning Organization, Intergovernmental Coordination and Review (ICAR), and Transportation Planning Funds Joint Participation Agreement.

Assist with providing revenue forecasts to the MPOs/TPOs to develop their Long Range Transportation Plans; Provide support and assistance to assure that the MPOs/TPOs comply with the state and federal policies, procedures and federal code of regulation; comply with Title VI in the planning process (UPWP, TIP, Model Validation, etc.) and comply with other certification requirements; Provide supporting information and documentation to support MPO/TPO planning; Assist MPO/TPO with boundary and membership issues for merging and emerging MPOs/TPOs.

➤ Transit Support

Provide a Transit Analyst between the Department and each MPO/TPO; Assist MPOs/TPOs with transit related issues and initiatives; Review and recommend appropriate action on TIP and TIP Amendments and UPWP and UPWP Amendments for transit projects. Assist MPOs/TPOs in attending the Transportation Disadvantaged Local

Coordinating Board (TDLCB) Meetings; Provides technical assistance to the TDLCB; Review and update MPO/TPO transit grant agreements for Section 5303 grants and transit programs; Assist MPOs/TPOs with Work Program and execution of all related system issues and reports.

➤ Intergovernmental Support and Review

Review amendments, both proposed and adopted, and Evaluation and Appraisal Reports for the Local Government Comprehensive Plans (LGCP). Assist MPOs/TPOs with feasibility studies and implementation planning.

➤ Strategic Intermodal System Plan (SIS Strategic Plan)

Process requests for designation changes; coordinate regional and local facilities with the SIS; coordinate the Department's transit initiative with the SIS; manage policy level public and partner involvement efforts related to the SIS; Assist in technical level public and partner involvement efforts related to the SIS; Assist in providing revenue forecasts.

➤ Public Involvement

Conduct Public Involvement activities related to Efficient Transportation Decision Making (ETDM), Project Development and Environmental (PD&E) studies, and Work Program Public Hearings; Provide tools for developing and reviewing projects at the Planning Screen Phase (used in the development of MPO/TPO long range transportation plans and FIHS cost-feasible plan.

Data Collection Activities:

➤ Systems Inventory

Provide for the efficient transfer of road jurisdiction by the Department and local governments based on mutual agreement; functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.

➤ Mapping

Maintain and provide mapping information related to the SIS; Maintain and update functional classification maps.

Systems Planning Activities:

➤ Development of Regional Impact (DRI) Review

Conduct large scale development review through the DRI process or as requested by local government. These reviews offer technical comments and may result in the

development and coordination of transportation projects and funding partnerships, including agreements with private parties or local governments. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming.

➤ Systems Management

Provide assistance for determining the need for, and feasibility of, new access points (IJRs) and modifications (IMRs) to existing access points on the FIHS and other SIS facilities; Conduct Level-of-Service analysis that will determine current and future conditions of the State Highway System; Project Design Traffic and 18 KIP Equivalent Single Axle Loadings (ESALs) preparations.

➤ Modeling

The District will continue to support regional transportation modeling activities and gather information on how to make improvements through improved policies, procedures and guidelines for transportation demand forecasting for the Florida Standard Model; Assist in validation of models and conduct planning studies requested by local governments and MPOs/TPOs.

➤ FIHS/SIS

Conduct Traffic/Travel Demand Assignment Studies; Develop traffic projections; Develop and maintain a SIS Needs Plan and SIS Cost Feasible Plan; Provide input for FIHS modifications and refinements; Develop, coordinate and distribute FIHS corridor plans.

FDOT DISTRICT FIVE SPECIFIC ACTIVITIES

This section provides a listing, with a short description of some of the more prominent FDOT District Five activities and projects anticipated during Fiscal Year 2012/2013 and Fiscal Year 2013/2014.

➤ ETDM/SCE

To assist and collaborate with Space Coast TPO, Lake-Sumter MPO, Ocala/Marion County TPO, METROPLAN ORLANDO and Volusia County TPO with the implementation of the Efficient Transportation Decision Making (ETDM) Process. District Five is coordinating with each of the MPOs/TPOs to determine which projects should be sent out for an ETDM review.

The District will continue assisting the MPOs/TPOs with their ETDM/SCE (Sociocultural Effects) tasks by helping to coordinate schedules, provide guidance, and assist in sending projects for Planning Screen reviews, including providing guidance with

summary reports for those projects. The District will continue to run Programming Screens on projects prior to PD&E, as required by FHWA, FDOT will provide ETDM technical assistance and training to MPO/TPO staff as needed or requested.

➤ Modeling

The Department will continue to support the District Five MPOs/TPOs (Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO, METROPLAN ORLANDO, and Volusia TPO) with ongoing modeling activities applications, enhancements and technical support. The Central Florida Regional Planning Model (CFRPM) v5.0 is the currently adopted model and will support regional planning efforts through the year 2015. It was validated for the base year 2005 and was utilized as the primary technical tool in support of the development of 2035 Long Range Transportation Plans (LRTP) for the Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO and Volusia TPO. The Department coordinated extensively with MetroPlan Orlando in the development of this model ensuring consistency with key model attributes including land use and network data for the three county areas. The Department released the CFRPM 5.0 model in March 2011.

During Fiscal Years 2012/2013 and 2013/2014, the Department will continue to investigate ways to update the CFRPM model with the latest available data and tools. The Department is working with Central Office to secure research funds to develop a demonstration project for an Activity Based Model for District Five. This effort will be concurrent with our current effort of developing the CFRPM 6.0. The base year of the CFRPM 6.0 will be 2010 and will use the latest Census Data available. This model will be used to assist the MPOs/TPOs in developing their 2040 Long Range Transportation Plans (LRTP). Significant updates to this model will include a Lifestyles Trip Generation and Income component. Based on the status of the Air Quality Standards, the Department will continue to monitor the need for the integration of the MOVES model and the FSUTMS Air-Quality Post-Processor to facilitate the evaluation of land use and transportation initiatives that are proposed to improve air quality at a regional scale. Other model enhancements will continue to be discussed with the MPOs/TPOs in the coming year.

The Department has developed the initial version of the CFRPM 5.5 time-of-day travel demand model to be used for transit studies. The purpose of this model is to integrate several key forecasting best practices from the Federal Transit Administration (FTA). These enhancements are critical for upcoming regional transit projects including the OIA I-Drive Connector Alternatives Analysis (AA) and the US 441 AA. These model tasks involved extensive research and coordination on model framework, data collection, and a model validation that was data driven based on accurate traveler flow and speed data. Over the next two years, as these project develop, the Department will continue to improve and update the Time-of-Day model.

➤ FDOT District Five Tentative Five-Year Work Program Public Hearings

To develop and conduct the Department's Tentative Five Year Work Program and consider making any changes to the Program that is necessary to balance the Five Year Work Program. The Work Program Public Hearing(s) is being developed and conducted pursuant to Section 339.135(4)(C), Florida Statutes, as amended. The Public Hearing(s) will include information for Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter and Volusia Counties. The Public Hearing(s) will include consideration of proposed projects for the Florida's Turnpike Enterprise. The Public Hearing(s) and Public Information Meetings are conducted annually. The Department continuously coordinates with the MPOs/TPOs in their project priority development and project selection in the Department's Tentative Five Year Work Program. The Department will hold a Public Hearing(s) for the tentative work program in November and December of the 2013 and 2014 Calendar year. The Department will continuously coordinate with the MPOs/TPOs to provide video tapings of each Public Hearing to be broadcasted on public television. The Department will continue to provide a website for the Work Program Public Hearing. The website will include a link to a webinar option for the MPOs/TPOs and citizen's to access to join into the District's Work Program Public Hearing. The website will continue to have information and maps on the Department's Tentative Five Year Work Program.

➤ District Five GIS Initiative/CFGIS

The Department is continuing to develop the Enterprise GIS framework. District Five is finalizing their Geographic Information System (GIS) Strategic Plan to provide guidance and a framework for GIS policy and implementation. Based on the conclusion and assessment of the Districtwide data Needs Assessment, a plan for how the district will begin development upon the Enterprise GIS framework will be implemented. District Five has established and continues to work with their GIS Steering Committee to help coordinate and facilitate GIS activities across the different work units.

District Five continues to utilize the resources of the Central Florida GIS (CFGIS) initiative. The availability of the Data Clearinghouse allows members of the general public, while providing a Users Group forum for GIS users within the Central Florida region, to facilitate data sharing and information exchange. District Five has been a major funding contributor to the CFGIS initiative. Discussions have occurred with the East Central Florida Regional Planning Council (ECFRPC) to further identify the regional data needs, funding partnerships, and the roles and responsibilities of the agencies involved.

The Department is continuing to upkeep their GIS interactive tools up-to-date developing and available utilizing the CFGIS information portal. Some tools currently available on this portal include: TransMap, which serves transit data; the Strategic Intermodal System Implemental & Management (SISIM) tool which allows partners throughout the district to share information concerning the implementation of operational improvements for SIS facilities; etc. Additionally District Five maintains a non-GIS specific information Traffic Data web page on this website. This would make transportation data currently begin

maintained by the Department more publicly available as an interactive tool to be housed on the CFGIS server.

FUNDING SOURCES

		FY 2012/2013	FY 2013/2014
FDOT General Planning Activities and Specific Task	Consultant Funding	\$5,250,000	\$5,560,000
	Grant Funding	\$242,537	\$159,838
	TOTAL	\$5,492,537	\$5,719,838

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APPENDIX F

LOCAL GOVERNMENT PLANNING ACTIVITIES

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Orange County Local Projects

SunRail

Orange County has completed a station area master plan for the Sand Lake Road SunRail station with the help of a consultant and extensive meetings and a charrette with the public. To promote implementation of the plan, Orange County has formed staff teams to work on financing of multimodal transportation improvements and a master stormwater system.

For the Meadow Woods SunRail Station, Orange County is meeting with FDOT on future station area planning and submitted a TCSP grant application, currently under review, that would provide funding for this station area planning effort.

Multi-modal corridors

Orange County is working with FDOT on two consultant-led projects to promote the transition of Alafaya Trail (McCulloch Road to East Colonial Drive) and Orange Avenue (Hoffner Avenue to Sand Lake Road) into multi-modal corridors. Orange County has developed a context-sensitive scope template for the projects that is under review by FDOT, and Orange County also recently participated in FDOT's project to develop Multi-Modal Corridor Planning Guidance for the agency.

TDLC

Orange County has been awarded \$130,000 in HUD Sustainable Communities funding as part of a regional grant, which will be used to complete a Transportation Design for Livable Communities project for Orange Avenue in the vicinity of the Sand Lake Road station.

Funding

In addition to the successful HUD Sustainable Communities grant, Orange County worked with other regional partners, including seven cities and counties and METROPLAN Orlando, to submit a recent TIGER III grant application for a regional pedestrian safety initiative to construct 348 projects throughout the region. Orange County is working with many of these partners to resubmit an updated grant as part of the current TIGER IV cycle.

Osceola County local projects, we offer the following:

- Osceola County Transportation Element Update
- Osceola County Transportation Funding Study
- Osceola County Transit Oriented Development @ SunRail Stations

SEMINOLE COUNTY ACTIVITIES IN SUPPORT OF SUNRAIL:

A. Participating in \$2.4M dollar HUD Sustainable Communities Regional Planning Grant

Lead Agency: East Central Florida Regional Planning Council (ECFRPC) applying on behalf of the East Central Florida Consortium. The ECFRPC is a non-profit agency that is comprised of the six (6) counties of Brevard, Lake, Orange, Osceola, Seminole and Volusia and their 68 cities.

Project Geography: East Central Florida Economic Development District (EDD) and state designated Regional Planning District 6.

Geographic Category: Large Metropolitan Region – Population of 3,172,389 (2010 Census).

Grant Category: The East Central Florida Consortium is applying for \$2,400,000 for a Category 2 HUD Sustainable Communities Regional Planning Grant.

East Central Florida Core Consortium: City of DeBary, Seminole County, City of Sanford, City of Longwood, Orange County, City of Orlando, Creative Village Development LLC, and the Shimberg Center for Housing Studies at the University of Florida.

East Central Florida Supporting Partners: Volusia County, Lake County, Osceola County, Brevard County, Volusia Transportation Planning Organization, MetroPlan Orlando (3 County MPO), FDOT, LYNX (regional transit authority) and Orlando Health.

The Consortium will capitalize on the economic opportunity created by the committed commuter rail service. The opportunity exists to revitalize neighborhoods surrounding the SunRail stations with Transit Oriented Development that is sustainable by creating jobs in proximity to housing. The ECF 2060 plan (RPSD) includes design guidelines and an emphasis on economic clusters connected by rail transportation. This grant and the resulting plans and policies will establish a planning process for the region that is inclusive and serves to rebuild a strong and globally competitive region.

The project focus area will be the 12 committed commuter rail station areas on the 31-mile, federally approved, first phase of Central Florida's Commuter Rail, SunRail, linking the City of DeBary to Orlando. Service is expected to begin in 2013. The ECFRPC completed a spatial analysis of the 12 Phase I SunRail stations to identify which station stops had minority and low income populations within 1-mile of the station stop.

The East Central Florida (ECF) Consortium is pursuing this grant opportunity as a means to:

- Capitalize on the momentum created by the large-scale regional visioning effort of "How Shall We Grow?" for Central Florida;
- Implement the Region's Sustainable Development Plan (ECF 2060 Plan).
- Use the initiation of commuter rail service to plan for and incentivize Transit Oriented Development in order to revitalize and support existing communities adjacent to the commuter rail station stops.
- Improve pedestrian safety and reduce deaths in the most dangerous metropolitan area in America for pedestrians (see "Dangerous by Design" 2011)
- Advance inclusion and access to opportunity, improving accessibility for people living adjacent to the SunRail stations to jobs and services.

Within Seminole County, the awarded grant funds will be used to fund the following Consortium partner projects:

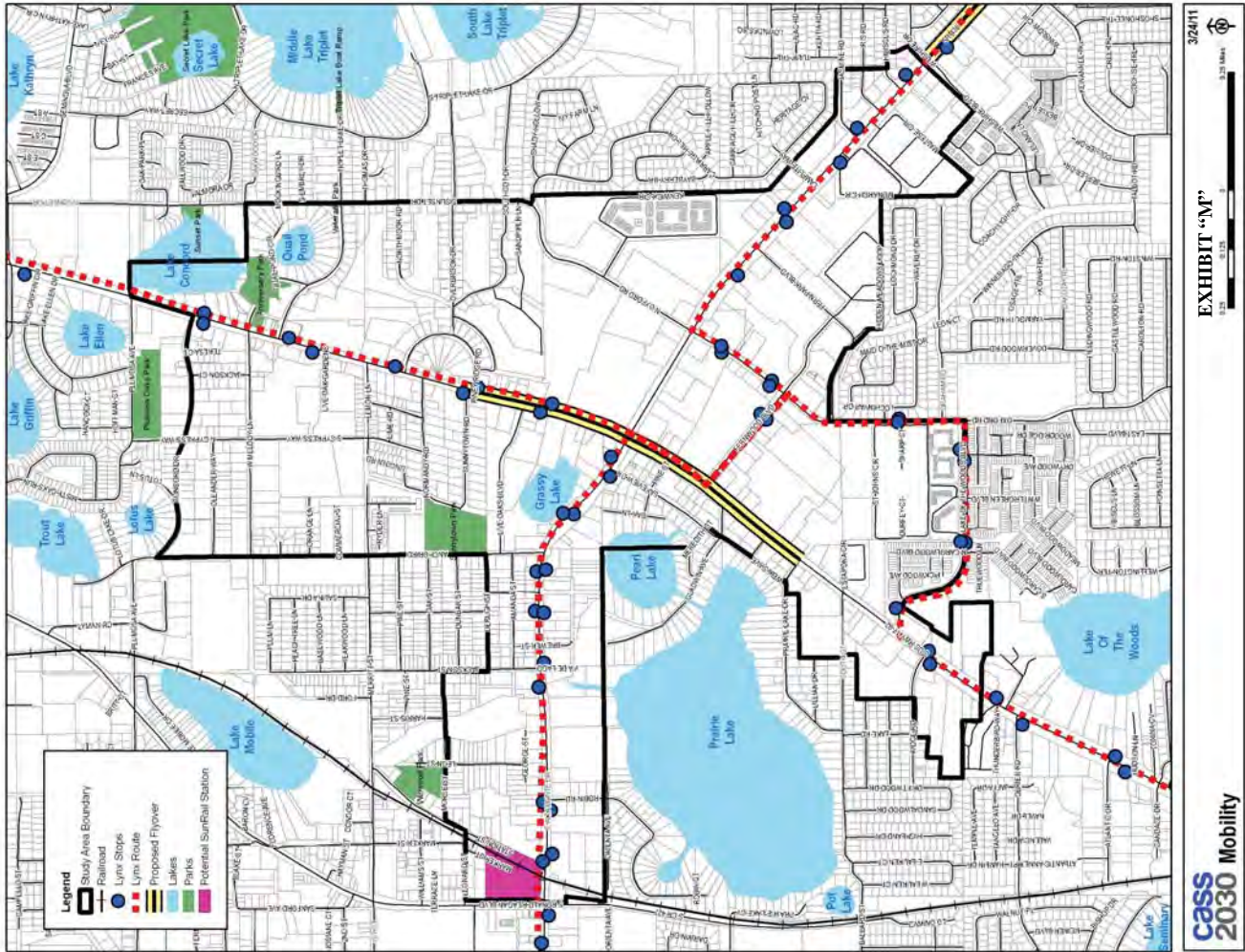
- Seminole County - Develop a commuter rail station area plan with the City of Sanford that would facilitate the development of a core of commerce and sustainable compact urban development to increase economic competitiveness and reduce environmental impacts. The plan would evaluate the development opportunities of the station and surrounding area and incorporate Transit Oriented Development (TOD) criteria including a mix of jobs and housing types in an area with an existing low income and minority population.
- Seminole County - Develop a station area plan in the East Altamonte unincorporated neighborhood area similar to the Sanford proposed Sanford project above. Additionally, to design a bicycle/pedestrian connection between the Altamonte Springs SunRail station and the surrounding low income and minority neighborhood.
- City of Longwood - Design pedestrian and bicycle friendly facilities and acquire right-of-way to complete and connect the SunRail station to jobs and neighborhoods within the ½ mile walk or three mile bike shed of the station. Develop a commuter rail station area plan that would identify market/redevelopment opportunities, create a strategy for niche development, and expand existing industrial and service industry to create new living-wage jobs in the walk/bike shed of the city's new transit station and the City's designated Brownfield areas.

In addition, the station plans would identify the attributes of the local workforce to determine training needs in support of a job creation program, identify sources of needed training and partner with public and private entities to identify/establish educational programs to better prepare the workforce. The goal is to plan for greater accessibility to jobs, increase economic competitiveness and promote sustainable and compact development and reduce environmental impacts.

B. Seminole County SunRail Working Group

The County has created a Group composed of all the Seminole County cities to discuss and share information about station development plans and the best ways to maximize county-wide the economic opportunity offered by SunRail. The Group held its first meeting in January 2012 and plans to meet monthly.

- C. Seminole County is evaluating the need for new or revised planning policies and land development regulations supportive of station development.
- D. Altamonte Springs/Casselberry/Longwood/Maitland – Submitted for a TIGER III grant to do a FlexBus demonstration project that will establish connections between SunRail stations and activity centers, job centers, and population centers.



Transportation

US Highway 17-92 Flyover

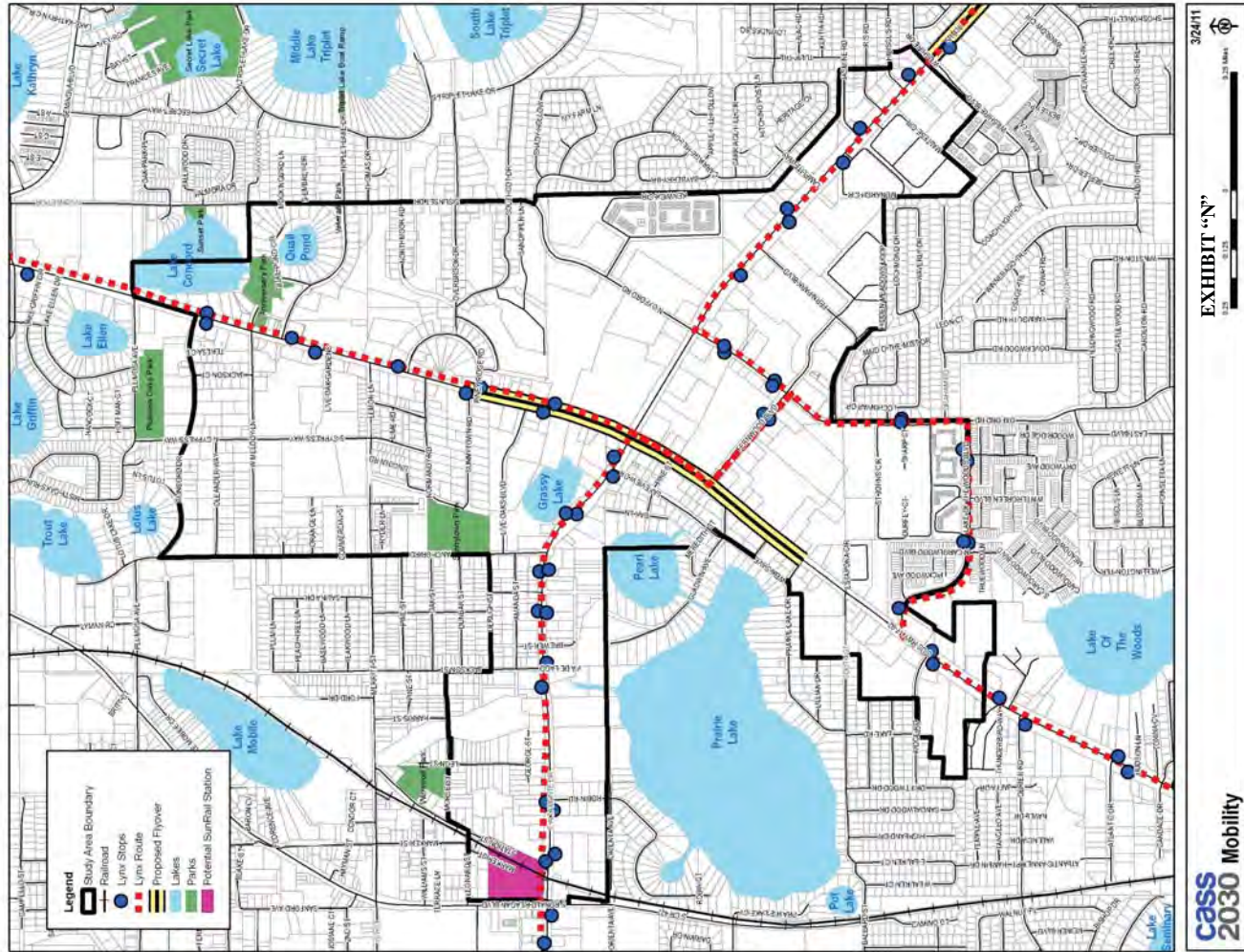
The proposed US 17-92 flyover project will bisect the Study Area. This project is the top priority listed on the MetroPlan Orlando surface transportation project list. The project is fully funded for right-of-way acquisition through 2013, with construction anticipated to start in 2014 and completion scheduled in 2016. The adopted alternative includes an elevated traffic flyover, which will begin at Wells Avenue in the southern portion of the Study Area, and conclude at Piney Ridge Road to the north. This major transportation improvement is expected to have significant impacts on the surrounding retail properties, as many access points are scheduled to be closed or relocated. East-west access between Wells Avenue and Piney Ridge Road will be limited to SR 436. Additionally, many of the existing retail properties on the west side of US Highway 17/92 will be acquired by FDOT for demolition, due to their close proximity to the path of the project.

SunRail Commuter Rail

The Central Florida Commuter Rail project, "SunRail," has been approved by the Florida legislature and is awaiting final approval from Governor Rick Scott. If approved, SunRail will operate along a 61-mile stretch of Amtrak railroad line with commuter rail-type transit service. The first phase will serve 12 stations along 31 miles from DeBary to Orlando, with service expected to begin in 2013.

A SunRail station is proposed to be built at the corner of SR 436 and CR 427, in the western portion of the Study Area. Development of the station is being coordinated with LYNX, and will include a park and ride lot and LYNX bus service connections. If constructed, this station may encourage transit-oriented development (TOD) in the adjacent neighborhoods and supporting development along SR 436. SunRail will serve as the "backbone" for Central Florida's transportation system, and will allow for feeder transit to connect communities to the main line through bus rapid transit, light rail, streetcars or additional fixed bus service.





Fixed Route

The Study Area is currently served by the Central Florida Regional Transportation Authority, through its LYNX bus service. Each route is known as a Link, and most Links have fixed stops every 2 blocks. The Study Area is served by Link 41, Link 102 and Link 103. Please see Exh. "N" for map of the transit routes throughout the Study Area.

- Link 41 serves SR 436 from Orlando International Airport to Apopka.
- Link 102 serves US Hwy 17-92 from downtown Orlando/Colonial Drive to SR 436.
- Link 103 serves US Hwy 17-92 from SR 436 to Sanford/SR 46.

Bus Rapid Transit (BRT)

In addition to the SunRail station, located at the corner of SR 436 and CR 427, the City of Altamonte Springs has proposed a "FlexBus" Bus Rapid Transit (BRT) system. Bus Rapid Transit is similar to the existing fixed route LYNX service; with which they can operate at a higher speed and efficiency. The BRT, proposed to operate through LYNX, would run along SR 436 from east to west Altamonte Springs, and have enhanced stops, designated stations, vehicle tracking information, and dynamic trip reservation kiosks. Extensions of this BRT system along SR 436 through Casselberry are possible and would connect residents to a UCF transfer station and the Orlando International Airport. Ridership estimates calculated by Metroplan Orlando indicate that almost 13,000 riders would use the SR 436 BRT service daily.

Traffic Counts and Capacity

Data from Tracking the Trends – 2009, published by Metroplan Orlando, indicates that the US Highway 17/92 – SR 436 intersection is one of the most heavily travelled in the region. The report, which was the most recent data available at the time of this study, shows that SR 436 had 70,500 average daily trips on the segment east of US Highway 17/92 in 2008. The report also indicates that US Highway 17/92 had 62,000 average daily trips on the segment south to the Orange County line, and 61,500 average daily trips on the segment north of SR 436. US Highway 17/92 runs at a level of service C through the Study Area, while SR 436 runs at a level of service E. Planned improvements including the US Highway 17/92 flyover, the Red Bug Lake Drive, and SR 436 milling and resurfacing are planned to increase the level of service in the area.

Table 13: 2010 LYNX Fixed Route Schedule through Study Area

Link	Day of Week	Service Hours		Headway (minutes)			Total Daily Trips	Avg Daily Riders
		From	To	Peak	Mid-day	Evening		
41	Wk	4:15 AM	12:26 AM	30	30	30	75	5,122
	Sat	4:15 AM	12:26 AM	30	30	30	75	3,783
	Sun	4:58 AM	11:21 AM	60	60	60	34	2,245
102	Wk	4:30 AM	12:35 AM	15	15	60	120	2,342
	Sat	5:00 AM	11:50 PM	30	30	30	70	1,345
	Sun	5:00 AM	10:50 PM	30	30	60	67	866
103	Wk	5:00 AM	8:58 PM	15	15	30	112	1,560
	Sat	5:10 AM	9:04 PM	30	30	30	61	840
	Sun	5:05 AM	8:13 PM	60	60	60	29	445

Source: 2010 City of Casselberry Mobility Study



CITY OF LONGWOOD

Fostering citizen trust and cultivating a prosperous community

The City of Longwood Bicycle-Pedestrian Master Plan

The City of Longwood is nearing the completion of a Bicycle and Pedestrian Master Plan to identify projects and strategies necessary to improve mobility options throughout the City. In particular, the plan is intended to provide cyclists and pedestrians with a system of safe and effective sidewalks, trails, street crossings, bike lanes, while also identifying ways to promote development and redevelopment that is conscientiously planned for pedestrians and cyclists. Additionally, the plan will identify connections to regional transportation networks including the Cross-Seminole Trail and the Seminole-Wekiva Trail and also provide transportation choice from the City's residential subdivisions to the SunRail station, South Seminole Hospital, the Historic District, along with and commercial and civic centers. The projects necessary to make these connections and address gaps in the City's transportation network will be listed with potential funding sources to address these needs in an efficient, cost-effective manner. To implement the recommendations of the program the City is a partner in the regional consortium that was recently awarded funding through the HUD Sustainable Communities Regional Planning Grant program. The City will be receiving funds for the preparation of design and construction drawings along with acquisition of additional rights of way to bring sorely needed bicycle and pedestrian facilities one step closer to reality.

FlexBus

LYNX, the City of Altamonte Springs, the City of Casselberry, the City of Longwood, and the City of Maitland are in the process of hiring a Consultant to develop, oversee deployment, study, and evaluate the concept of a real-time demand response public transportation system. The demonstration will focus on the customization or creation of software to automate the reservations and dispatch of demand-response public transit trips in real-time; provide the Intelligent Transportation Systems (ITS) components to allow customers to interact with the reservations system; provide the ITS components to allow the reservations system to interact with the transit vehicles and drivers; and to deploy demand-response public transit service to demonstrate the functionality of the system.

The demonstration will be deployed in the Cities of Altamonte Springs, Casselberry, Longwood, and Maitland with access to key trip origins and destinations identified in the design and to be determined by the Consultant and to include the SunRail stations in the demonstration area. Long distance trips will be provided through coordinated transfers with LYNX fixed route buses and SunRail services. The FLEXBUS program is funded for one year. Once the demonstration project is completed new funding sources will need to be secured to continue this valuable service.

Heritage Village Redevelopment Strategy (HVRs)

The Heritage Village Redevelopment Strategy is a comprehensive strategy aimed at providing the City with the planning tools necessary to maximizing the opportunities associated with the City's new SunRail station and commuter rail, including providing for a more vibrant and walkable community, the promotion of alternative transportation modes, economic growth and redevelopment. The HVRs includes a number of elements including a market study to identify development potential around the station and its walk shed, a master plan, a form based code to implement the master plan, the identification of public and private funding mechanisms and partnering opportunities to support transit oriented development.

LYNX

SR 50/UCF Connector Alternatives Analysis

The SR 50/UCF Connector Alternatives Analysis is for a Premium Corridor Planning Study along SR 50 from the West Oaks Mall east to Alafaya Trail and north to the University of Central Florida (UCF). The corridor is one of the Primary Corridors identified in the *LYNX Vision 2030 Master Plan* as ready to advance to a premium transit mode by 2020. Completion of this study will position the corridor to secure Federal funds targeted for construction. Funding is \$1.2M federal and \$300,000 local.

LYNX TRACS (Transportation Resources and Community Services)

LYNX, in partnership with the Department of Veterans Affairs, AMVETS and United Way, received the Veterans Transportation and Community Living Initiative (VTCLI) grant funding a region-wide One-Call One-Click Service, to be called LYNX TRACS (Transportation Resources and Community Services). The VTCLI funding will allow LYNX and its regional partners a unique opportunity to lay the groundwork and facilitate the creation of a transportation resource center that will facilitate access to transportation options for veterans, military families, veterans service organization and other human services agencies. Funding is \$1,056,800 federal and \$264,200 local.

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APPENDIX G

FDOT CERTIFICATION REVIEW

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3-14-12 *L. Gallen***2012 MODIFIED JOINT CERTIFICATION REVIEW****Florida Department of Transportation, District Five
And
MetroPlan Orlando Metropolitan Planning Organization**

Attendees: Harold Barley (MetroPlan Orlando), Gary Hutmman (MetroPlan Orlando), Carolyn Small (MetroPlan Orlando), Keith Caskey (MetroPlan Orlando), Eric Hill (MetroPlan Orlando), Virginia Whittington (MetroPlan Orlando), Jason Loschiavo (MetroPlan Orlando), Tony Walter (LYNX), Gene Ferguson (FDOT), Jo Santiago (FDOT)

The MetroPlan Orlando Metropolitan Planning Organization (MPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs/TPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and on a new implemented four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs/TPOs in TMA areas. The only exception is “conditional certification” issued for a MPO/TPO by FHWA. The next federal certification review for the MetroPlan Orlando Metropolitan Planning Organization will be conducted in year 2015.

The 2012 State Modified Joint Certification Review process for the MetroPlan Orlando MPO commenced with a conference between FDOT District Five Staff and the MetroPlan Orlando MPO Staff on February 6, 2012. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by law. The MetroPlan Orlando MPO staff provided responses to the questions that led to additional dialogue. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions. They also reflect the emerging importance of regionalism, the increasing emphasis being placed on development of interconnected multi-modal transportation systems, and the need to improve linkages between transportation planning and land use planning.

FINDINGS**General**

The MetroPlan Orlando MPO continues to work with the Florida Department of Transportation, Local Governmental Agencies, Regional Planning Agencies, and other Transportation Agencies to support the initiatives needed for the Transportation demands within Orange, Osceola and Seminole Counties. The MPO Staff have worked very hard in the past year to plan and prioritize projects of significant importance within their MPO boundary. They continue to move forward with working, planning and developing

regional projects. These projects include pedestrian sidewalk/trails and bicycle transportation facilities. The MPO successfully completed and submitted their annual Transportation Improvement Program (TIP), and their annual Prioritized List of Projects. In addition the MPO continued to realign and update their existing two year Unified Planning Work Program (UPWP), and make necessary amendments required in their 2030 Long Range Transportation Plan. They continue to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The MPO Staff continues to support their MPO Board Members, Transportation Technical Committee Members, Municipal Advisory Committee Members, Bicycle and Pedestrian Advisory Committee Members and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation. The Department appreciates the support that the MPO and Local Agencies provide to move projects forward to complete the transportation needs in the Orlando Metropolitan Area.

Summary of Noteworthy Achievements

The MetroPlan Orlando MPO coordinated and worked cooperatively over the past year with the Local Governmental Agencies and the Department to come up with projects to take advantage of previously unidentified and unobligated XU funding. Essential project information was delivered by the MPO and local governments in an expeditious manner that allowed them to take complete advantage of this influx of funding.

The MetroPlan Orlando MPO undertook several new initiatives in 2011, one of which was the PD&E and Design Priority List. This new list aims to identify and prioritize the various types of Department projects needed within the urbanized area to allow for additional data studies, which in result should recognize specific projects for advancement to future Prioritized Project Lists and for consideration in the 2040 LRTP.

During the duration of January 10-12, 2011 the MetroPlan Orlando MPO underwent its Federal Certification review where the FHWA and FDOT assessed the practices, procedures and policies implemented within the organization for compliance with federal and state standards. The TPO is commended for an excellent federal and state review and for perpetuating the image of a first class planning organization that truly cares about the citizens of the community it serves and the safety within.

Accountability

The content of the monthly reports submitted by the MetroPlan Orlando MPO with invoices have been adequate in detail and capacity. These reports are intended to document progress made and difficulties encountered in implementing a MPO's/TPO's mission and vision through the UPWP. They also are used to help assess the eligibility and justification of MPO's/TPO's expenses to be reimbursed with federal funds.

Planning Fund Balances

The MetroPlan Orlando MPO is to be commended for their continued work in utilizing their Planning Funds. These funds are intended to be used for planning activities within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

Priority List/Long Range Transportation Plan

The MetroPlan Orlando MPO continues to improve their process for prioritizing projects. The MPO is beginning to develop an objectives-driven project assessment approach which is intended to identify new projects consistent with regional transportation planning values. These values are consistent with the MPO's 2030 Long Range Transportation Plan (LRTP). MetroPlan is to be commended for their effort to develop project lists which implement the visions and values of their LRTP.

Public Transportation

The MetroPlan Orlando MPO continues to have a solid working relationship with their Public Transportation partners on a regular basis. They have partnered with the regional transit agency, Lynx, in the development of the Lynx Vision 2030 Plan adopted in November; the LYMMO Expansion Plans; and the Parramore BRT. In addition, MetroPlan Orlando has worked extensively with its Board and Committees to advance the Sunrail project and address the readiness of Lynx and other modes of travel to connect with Sunrail.

Safety Element

The MetroPlan Orlando MPO has the University of Florida under contract to develop a Web Based Crash Database. The MPO reports traffic crash and fatality data in the Tracking the Trends document annually. Performance measures include reductions in crash rate, fatality rate and pedestrian fatalities. The MPO Board receives safety presentations quarterly.

RECOMMENDATIONS/ACTIONS

1. The MetroPlan Orlando MPO should continue to work diligently with the Department in obligating their SU funding which effectively helps them reduce their obligating authority constraint placed on future allocations.
2. The MetroPlan Orlando MPO has done an excellent job and should continue to keep the Transportation Technical Committee, the Citizen's Advisory Committee, the Bicycle and Pedestrian Advisory Committee, the Municipal Advisory

Committee and the TPO Board Members informed of the status of their transportation initiatives as well as the initiatives of the Department.

3. In the coming year, the Department will continue to coordinate with each MPO/TPO to identify a process to integrate local funding opportunities that result from transportation concurrency and Developments of Regional Impact (DRIs) in their project identification and prioritization efforts.
4. When the MetroPlan Orlando MPO updates their Public Involvement Plan the Department recommends that language is added that identifies and outlines the detailed method for processing TIP amendments. In addition the Public Participation Plan is recommended to include verbiage documenting the process of advertising and conducting special or emergency meetings if necessary.

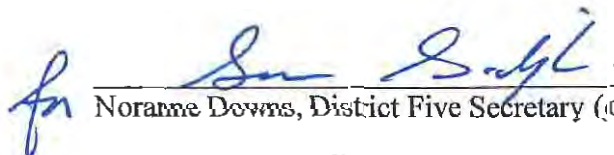
JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN
TRANSPORTATION PLANNING PROCESS

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
4. Section 1101 (b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37 and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 6, 2012.

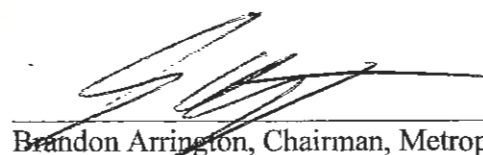
Based on a joint review and evaluation, the Florida Department of Transportation and the Metroplan Orlando MPO recommend that the Metropolitan Transportation Planning Process for the Metroplan Orlando Metropolitan Planning Organization be certified.



Noranne Downs, District Five Secretary (or designee)

3-5-12

Date



Brandon Arrington, Chairman, Metroplan Orlando MPO (or designee)

3-14-12

Date

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metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

**ACCEPTANCE BY
METROPLAN ORLANDO**

3/13/13 *L. Lollini*

Excerpt from March 13, 2013 Board meeting minutes.

VIII. CONSENT AGENDA (ITEMS A-G)

E. Acceptance of the 2013 Certification Review

An annual certification review was conducted of MetroPlan Orlando to ensure that all federal and state policies and procedures are being followed, along with calling attention to best practices. Maintaining our federal and state certifications is one of the organization's annual goals. Representatives of the U.S. Department of Transportation conduct this certification every four years, and the last one done by our federal partners was in 2010. The review in intervening years is conducted with representatives from the Florida Department of Transportation. This year's certification review was conducted on February 14, 2013. MetroPlan Orlando was found to be in full compliance. Documentation from this review was provided. An action by the Board documenting acceptance of this report was requested.

MOTION: Commissioner Dallari moved approval of Consent Agenda Items: A-G. Commissioner Thompson seconded the motion, which passed unanimously.

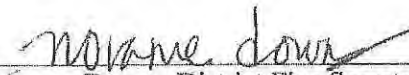
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Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 14, 2013.

Based on a joint review and evaluation, the Florida Department of Transportation and the Metroplan Orlando MPO recommend that the Metropolitan Transportation Planning Process for the Metroplan Orlando Metropolitan Planning Organization be certified.


Noranne Downs, District Five Secretary (or designee)


Date


Daisy Lynum, Chairman, Metroplan Orlando MPO (or designee)


Date

2013 MODIFIED JOINT CERTIFICATION REVIEW

Florida Department of Transportation, District Five And MetroPlan Orlando Metropolitan Planning Organization

Attendees: Harold Barley (MetroPlan Orlando), Gary Huttman (MetroPlan Orlando), Keith Caskey (MetroPlan Orlando), Cynthia Lambert (MetroPlan Orlando), Virginia Whittington (MetroPlan Orlando), Jason Loschiavo (MetroPlan Orlando), Gene Ferguson (FDOT), Jo Santiago (FDOT), Mary Schoelzel (FDOT)

The MetroPlan Orlando Metropolitan Planning Organization (MPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs/TPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and on a new implemented four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs/TPOs in TMA areas. The only exception is "conditional certification" issued for a MPO/TPO by FHWA. The next federal certification review for the MetroPlan Orlando Metropolitan Planning Organization will be conducted in year 2015.

The 2013 State Modified Joint Certification Review process for the MetroPlan Orlando MPO commenced with a conference between FDOT District Five Staff and the MetroPlan Orlando MPO Staff on February 14, 2013. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by law. The MetroPlan Orlando MPO staff provided responses to the questions that led to additional dialogue. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions. They also reflect the emerging importance of regionalism, the increasing emphasis being placed on development of interconnected multi-modal transportation systems, and the need to improve linkages between transportation planning and land use planning.

FINDINGS

General

The MetroPlan Orlando MPO continues to work with the Florida Department of Transportation, Local Governmental Agencies, Regional Planning Agencies, and other Transportation Agencies to support the initiatives needed for the Transportation demands within Orange, Osceola and Seminole Counties. The MPO Staff have worked very hard in the past year to plan and prioritize projects of significant importance within their MPO boundary. They continue to move forward with working, planning and developing regional projects. These projects include pedestrian sidewalk/trails and bicycle

transportation facilities. The MPO successfully completed and submitted their annual Transportation Improvement Program (TIP), and their annual Prioritized List of Projects. In addition the MPO adopted their new two year Unified Planning Work Program (UPWP), and made necessary amendments required in their 2030 Long Range Transportation Plan. They continue to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The MPO Staff continues to support their MPO Board Members, Transportation Technical Committee Members, Municipal Advisory Committee Members, Bicycle and Pedestrian Advisory Committee Members and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation. The Department appreciates the support that the MPO and Local Agencies provide to move projects forward to complete the transportation needs in the Orlando Metropolitan Area.

Summary of Noteworthy Achievements

The MetroPlan Orlando MPO coordinated and worked cooperatively over the past year with the Local Governmental Agencies and the Department to come up with projects to take advantage of previously unidentified and unobligated XU funding. Essential project information was delivered by the MPO and local governments in an expeditious manner that allowed them to take complete advantage of this influx of funding.

The MetroPlan Orlando MPO undertook several new initiatives in 2012, one of which was the establishment of a Freight Advisory Council. This new group is comprised of local government representatives, private freight providers and users of freight services. The MetroPlan Orlando MPO is working on a Freight, Goods and Services Plan which will become an integral part of their new LRTP.

The MetroPlan Orlando MPO has updated their Public Involvement Plan to include the MPO's formal social media policy, objectives and strategies. Also, procedures for emergency Transportation Improvement Program amendments were added to the PIP to comply with last year's FDOT certification report recommendation.

During the duration of January 10-12, 2011 the MetroPlan Orlando MPO underwent its Federal Certification review where the FHWA and FDOT assessed the practices, procedures and policies implemented within the organization for compliance with federal and state standards. The MPO is commended for an excellent federal and state review and for perpetuating the image of a first class planning organization that truly cares about the citizens of the community it serves and the safety within.

Accountability

The content of the monthly reports submitted by the MetroPlan Orlando MPO with invoices have been adequate in detail and capacity. These reports are intended to document progress made and difficulties encountered in implementing a MPO's/TPO's

mission and vision through the UPWP. They also are used to help assess the eligibility and justification of MPO's/TPO's expenses to be reimbursed with federal funds.

Planning Fund Balances

The MetroPlan Orlando MPO is to be commended for their continued work in utilizing their Planning Funds. These funds are intended to be used for planning activities within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

Priority List/Long Range Transportation Plan

The MetroPlan Orlando MPO continues to improve their process for prioritizing projects. The MPO is working with FDOT to develop an objectives-driven project assessment approach which is intended to identify new projects consistent with regional transportation planning values. These values are consistent with the MPO's 2030 Long Range Transportation Plan (LRTP). MetroPlan is to be commended for their effort to develop project lists which implement the visions and values of their LRTP.

Public Transportation

The MetroPlan Orlando MPO continues to have a solid working relationship with their Public Transportation partners on a regular basis. They serve on the Project Advisory Working Group for the Lynx US 192 Alternatives Analysis as well as the Lynx Regional Working Group. In addition, MetroPlan Orlando has worked extensively with its Board and Committees to advance the Sunrail project and address the readiness of Lynx and other modes of travel to connect with Sunrail.

Safety Element

The MetroPlan Orlando MPO has the University of Florida under contract to develop a Web Based Crash Database. The MPO reports traffic crash and fatality data in the Tracking the Trends document annually. Performance measures include reductions in crash rate, fatality rate and pedestrian fatalities. The MPO Board receives safety presentations quarterly. In addition, MetroPlan Orlando staff have initiated the Best Foot Forward Campaign to reduce the number of crashes involving pedestrians.

RECOMMENDATIONS/ACTIONS

1. The MetroPlan Orlando MPO should continue to work diligently with the Department in obligating their SU funding which effectively helps them reduce their obligating authority constraint placed on future allocations.

2. The MetroPlan Orlando MPO has done an excellent job and should continue to keep the Transportation Technical Committee, the Citizen's Advisory Committee, the Bicycle and Pedestrian Advisory Committee, the Municipal Advisory Committee and the MPO Board Members informed of the status of their transportation initiatives as well as the initiatives of the Department.
3. The MetroPlan Orlando MPO is working with the Florida Department of Transportation staff on the 2010 Census Boundary Smoothing. The MetroPlan Orlando MPO has submitted their proposed smoothing to FDOT staff and once all FDOT and FHWA comments and issues are addressed, the MPO will bring the result to their Board for approval. Once Board approval is received for Boundary Smoothing, MPO staff will assess the need for Functional Classification updates.
4. The MetroPlan Orlando staff needs to ensure that their Fiscal Year 2013 and Fiscal Year 2014 Unified Planning Work Program tasks and schedules are fully achieved.
5. The MetroPlan Orlando MPO has begun conversations and strategizing on incorporating the new MAP-21 (Moving Ahead for Progress in the 21st Century Act) performance measures into their planning documents.
6. The MetroPlan Orlando MPO submitted a successful application for the FHWA Value Pricing Pilot Program. Congratulations are in order and the Department looks forward to working with MetroPlan Orlando in the conduct of this study.

APPENDIX H

DRAFT UPWP COMMENTS & RESPONSES

FDOT

FHWA

FTA

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Florida Department of Transportation

RICK SCOTT
GOVERNOR

133 S. Semoran Blvd.
Orlando, Florida 32807

ANANTH PRASAD, P.E.
SECRETARY

April 16, 2012

Mr. Harry Barley, Executive Director
METROPLAN ORLANDO
315 East Robinson Ave., Suite 355
Orlando, FL 32801

RE: Draft comments on the Fiscal Year 2012/2013 and Fiscal Year 2013/2014 Unified Planning Work Program (UPWP) for the MetroPlan Orlando Metropolitan Planning Organization

Dear Mr. Barley:

The U.S. Department of Transportation through the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) has copied MetroPlan Orlando their comments concerning the MPO's Draft UPWP for FY 2012/13 and FY 2013/14. The Florida Department of Transportation (FDOT) will review your response to those comments upon receipt of the MetroPlan Orlando Final UPWP for FY 2012/13 and FY 2013/14.

In order to meet the schedule contained in the MPO Administrative Handbook, and to be certain of receiving authorization to expend Fiscal Year 2012/2013 and Fiscal Year 2013/2014 Planning Funds, beginning on July 1, 2012, the MetroPlan Orlando MPO needs to revise and adopt the Final UPWP and submit it to my office, 133 South Semoran Boulevard, Orlando Florida 32807, and other appropriate agencies by May 15, 2012. I will be contacting your staff to review with them the corrections that need to be made.

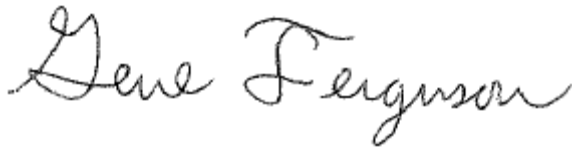
The FDOT has reviewed the MetroPlan Orlando Draft UPWP for FY 2012/13 & 2013/14 and offers the following comments:

1. The Final UPWP must include an approved signature or MPO resolution and the date of MPO action.
2. The Final UPWP must include Appendix H.
3. UPWP Task Number 4.2.2 does not have state or local match shown for the Section 5303 funds listed to be used.
4. UPWP Task Number 4.4.1 in Methodology for FY 2012/13 the past tense is used. Use future tense instead.

5. UPWP Task Number 4.6.1 states that additional dollars will be passed through to LYNX for continuation of work but the funds are not shown on the task funds table.
6. UPWP Task Number 5.4.2 has an extra space in the word 'had' in the last sentence of the Methodology section.

Please call me at (407)482-7853 if you have any questions regarding these comments.

Sincerely,

A handwritten signature in cursive script that reads "Gene Ferguson".

Gene Ferguson
MPO Liaison

cc: Carl Mikyska, FHWA
Yvonne Arens, Policy Planning
Diane Quigley, Transit Planning
Jo Santiago, District 5 Transit Office
Elizabeth Martin, FTA
Susan Sadighi, District 5 Planning Office
Mary Schoelzel, District 5 Government Operations Manager



April 17, 2012

Mr. Gene Ferguson
MPO Liaison
Florida Department of Transportation
133 S. Semoran Blvd.
Orlando, Florida 32807

Subject: Responses to MetroPlan Orlando FY 2012/2013 and FY 2013/2014
Unified Planning Work Program Comments

Dear Mr. Ferguson:

Thank you for the comments on the Draft FY 2012/2013 and FY 2013/2014 UPWP for the Orlando Urbanized Area. We are submitting the following responses to the comments:

GENERAL COMMENTS

The Final UPWP must include an approved signature or MPO resolution and the date of MPO action.

Response: The MPO Resolution with the adoption date will be provided.

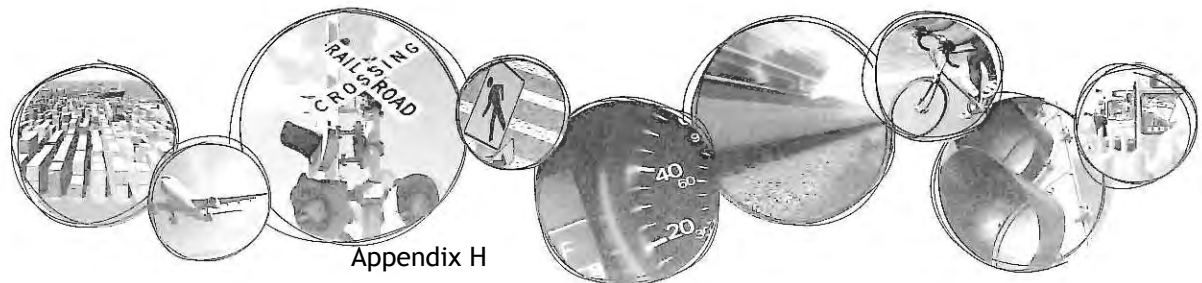
The Final UPWP must include Appendix H.

Response: Appendix H will be included in the Final UPWP Document.

UPWP Task Number 4.2.2 does not have state or local match shown for the Section 5303 funds listed to be used.

Response: The FTA funds for the entire budget reflect the required 10% State and 10% Local match. For individual tasks, it would difficult to show each one with an exact match for State and Local. When we invoice for reimbursement of FTA funds, the total sum for reimbursement is used to calculate the State and Local match. Therefore, the task's tables should be viewed as informational only as it pertains to the amount of total FTA funds budgeted.

UPWP Task Number 4.4.1 in Methodology for FY 2012/13 the past tense is used. Use future tense instead.



Mr. Gene Ferguson
April 17, 2012
Page 2 of 2

Response: The language has been changed to reflect an adoption of the TDP in 2013.

UPWP Task Number 4.6.1 states that additional dollars will be passed through to LYNX for continuation of work but the funds are not shown on the task funds table.

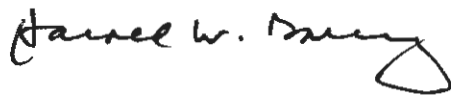
Response: The language you reference was carried forward from the current UPWP; it has been deleted from the proposed UPWP.

UPWP Task Number 5.4.2 has an extra space in the word 'had' in the last sentence of the Methodology section.

Response: This has been corrected.

With this letter, we are pleased to submit our responses. We have chosen to submit this letter at this time pending our printing of the Final UPWP, which will be submitted to you separately. The review and approval of the final UPWP will be an agenda item for the May 9, 2012 Board meeting and the document will be submitted immediately thereafter.

Sincerely,

A handwritten signature in black ink, appearing to read "Harold W. Barley". The signature is fluid and cursive, with a large loop at the end.

Harold W. Barley
Executive Director

cc: Mr. Gary Huttman, MetroPlan Orlando
Mr. Jason Loschiavo, MetroPlan Orlando
Mr. Carl Mykyska, FHWA
Ms. Yvonne Arens, FDOT Policy Planning
Ms. Diane Quigley, FDOT Transit Planning
Ms. Jo Santiago, District 5 Transit Office
Ms. Susan Sadighi, District 5 Planning
Ms. Mary Schoelzel, District 5 Government Operations



U.S. Department
of Transportation

**Federal Highway
Administration**

Florida Division

April 4, 2012

545 John Knox Road, Suite 200
Tallahassee, Florida 32303

Phone: (850) 553-2200
Fax: (850) 942-9691 / 942-8308

www.fhwa.dot.gov/fldiv

In Reply Refer To:
HPR-FL

Mr. Gene Ferguson
MPO Liaison
Florida Department of Transportation, MS 530
133 S. Semoran Boulevard
Orlando, Florida 32807

Dear Mr. Ferguson:

The following is in response to your letter which we received on March 20, 2012. Your letter transmitted the MetroPlan Orlando Metropolitan Planning Organization's (MPO's) FY 2012/13 – 2013/14 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the MPO's consideration in developing the Final UPWP:

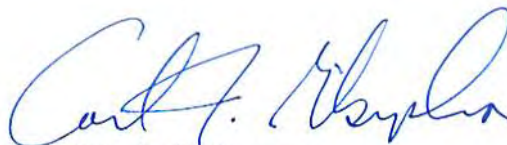
- **Cover Page** – Please change the federal aid number from 47 to 49.
- **Cover Page** – FHWA and FTA recognize that the draft UPWP contains a cover page and an inner cover page. Our checklist indicates that the MPO's website address should be shown on the cover page and it is shown on the inner cover page. We are obligated to comment on this, however the inclusion of this information on the inner cover page suits the purpose intended.
- **Finance Tables** – The information provided in the UPWP showing available federal funds is not consistent with what FDOT has indicated is available. The PL funds shown in the UPWP are above what FDOT shows being available in both the first and second years of the UPWP. Please review these numbers and change if necessary, confer with FDOT staff to correct their information if necessary or provide an explanation as to why these higher levels of funding will be available as shown in the draft UPWP.
- **FTA comment** - We concur that the transit component of the UPWP is satisfactory to FTA as described in the DRAFT and supporting documentation, although some tables do not yet appear to be complete. We especially appreciate the references to transit corridor studies, funding options, bike & pedestrian analyses and LOS, Context Sensitive Solutions (CSS), coordinating land use, parcel tools, RTP update, etc. We are also aware that Congress may not have passed a FY budget – at the time of UPWP development -- making designation of the actual amount of funding in several tables difficult to ascertain.

- **Transit Planning Funds** - When 5307 or 5339 funds will be used for transit planning by the transit agency, the UPWP must reference and contain the 5307 and 5339 funds and the related planning tasks in the approved UPWP. The UPWP approval date must be entered in TEAM by the transit grantee for any 5307 or 5339 transit application as applicable. We appreciate the fact that the MetroPlan Orlando is doing this especially as Orlando has won two AA study awards recently. Also, you may wish to define AA and 5339 in the acronym glossary as you all have several awards.
- **Flexing Transit Funds** - Please note that when using STP flex funds for transit uses, transit grantees are urged to apply to FTA for DRAFT application numbers in TEAM in anticipation of such flexes early in the process. An early request for a draft STP grant number, for example, can help keep track of the funds for the requisite transit grantee as FTA must identify flex funds in TEAM based on UZA code after the funds are shifted from a FHWA account to a FTA account.
- **General comment-** Overall, this UPWP was done very well.

Thank you for the opportunity to properly review and comment on the draft UPWP for the MetroPlan Orlando Metropolitan Planning Organization. We request that the final UPWP be available to us by **May 31, 2012**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2012**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Mr. Carl Mikyska, at (850) 553-2221 or email carl.mikyska@dot.gov.

Sincerely,



For: Martin C. Knopp
Division Administrator

cc: Mr. Bob Kamm, Space Coast TPO Director
Mr. Keith Melton, FTA (Region 4)
Ms. Yvonne Arens, FDOT (MS-28)



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

April 16, 2012

Mr. Martin C. Knopp
Division Administrator
Federal Highway Administration, Florida Division
U.S. Department of Transportation
545 John Knox Road, Suite 200
Tallahassee, Florida 32303

Attn: Mr. Carl Mikyska

Subject: Responses to MetroPlan Orlando FY 2012/2013 and FY 2013/2014
Unified Planning Work Program Comments

Dear Mr. Knopp:

Thank you for the Federal Highway Administration comments on the Draft FY 2012/2013 and FY 2013/2014 UPWP for the Orlando Urbanized Area. We are submitting the following responses to the comments:

GENERAL COMMENTS

Cover Page- Please change the federal aid number from 47 to 49.

Response: The cover page has been changed and the correct federal aid number can be seen in the final UPWP document.

Cover Page -FHWA and FTA recognize that the draft UPWP contains a cover page and an inner cover page. Our checklist indicates that the MPO's website address should be shown on the cover page and it is shown on the inner cover page. We are obligated to comment on this, however the inclusion of this information on the inner cover page suits the purpose intended.

Response: We have added the MetroPlan Orlando website address to the front cover page.

315 East Robinson Street

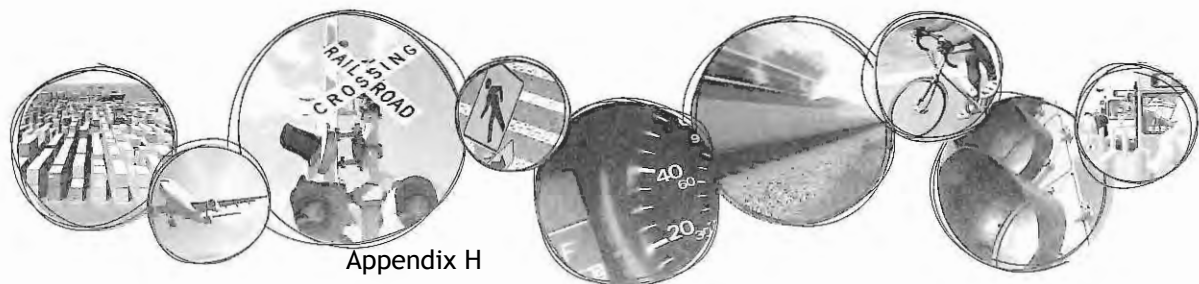
Suite 205

Orlando, Florida 32801

PLU 607 and 5-11

1-800-368-5800

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Appendix H

Finance Tables - The information provided in the UPWP showing available federal funds is not consistent with what FDOT has indicated is available. The PL funds shown in the UPWP are above what FDOT shows being available in both the first and second years of the UPWP. Please review these numbers and change if necessary, confer with FDOT staff to correct their information if necessary or provide an explanation as to why these higher levels of funding will be available as shown in the draft UPWP.

Response: For FY 2013, MetroPlan Orlando budgeted the “available funds” amount given to us by FDOT (\$1,676,608). Additionally, we are adding our closeout balance from FY 2011 of \$285,463 and recently deobligated FY 2012 funds (March 2012) in the amount of \$240,000. The total PL budgeted funds for FY 2013 totals \$2,202,071.

For FY 2014, MetroPlan Orlando budgeted the “estimated allocation” of funds amount given to us by FDOT (\$1,639,310). Additionally, we are anticipating a balance of FY 2013 funds in the amount of \$240,000 that will remain open and we will continue to spend through the second year of the two-year UPWP as allowed by the MPO Program Management Handbook.

MetroPlan Orlando staff understands that PL funds cannot be spent until they have been authorized by FDOT, however, we must budget for the full amount of anticipated funds to have a working and effective budget document. As in the past, we continue to add the language “All budgets for year 2 are illustrative until approved by the Florida Legislature and local agencies” to all tasks because these are estimated funds provided by FDOT. This highlights one of the main problems of requiring a two-year UPWP. Because the budget for year two is created over a year in advance and uses estimates of allocated funds, the second year of the two-year UPWP does not serve a useful purpose. While the intention was to reduce the efforts of MPO and FDOT staff, the result has the opposite effect. The time spent in year one on the second year budget and the amendments done prior to the beginning of year two far exceed the time that would be required to create a one-year UPWP each year.

FTA comment- We concur that the transit component of the UPWP is satisfactory to FTA as described in the DRAFT and supporting documentation, although some tables do not yet appear to be complete. WE especially appreciate the references to transit corridor studies, funding options, bike & pedestrian analyses and LOS, Context Sensitive Solutions (CSS), coordinating land use, parcel tools, RTP update, etc. We are also aware that Congress may not have passed a FY budget- at the time of UPWP development—making designation of the actual amount of funding in several tables difficult to ascertain.

Response: All tables are complete. Some tasks do not have budgeted funds for either of the two fiscal years in the UPWP. For continuity, those tasks remain in the UPWP document for future use. To help alleviate any confusion, we have grayed out the tables with no funds budgeted and added the sentence “No MetroPlan Orlando funds are budgeted for this task for the fiscal years shown.”

Transit Planning Funds - When 5307 or 5339 funds will be used for transit planning by the transit agency, the UPWP must reference and contain the 5307 and 5339 funds and the related planning tasks in the approved UPWP. The UPWP approval date must be entered in TEAM by the transit grantee for any 5307 or 5339 transit application as applicable. We appreciate the fact that the MetroPlan Orlando is doing this especially as Orlando has won two AA study awards recently. Also, you may wish to define AA and 5339 in the acronym glossary as you all have several awards.

Response: We have contacted Lynx and advised them to enter the UPWP approval date in TEAM. They will be following through on your request to do so. We have defined Alternatives Analysis in the Glossary as suggested.

Flexing Transit Funds - Please note that when using STP flex funds for transit uses, transit grantees are urged to apply to FTA for DRAFT application numbers in TEAM in anticipation if such flexes early in the process. An early request for a draft STP grant number for example can help keep track of the funds for the requisite transit grantee as FTA must identify flex funds in TEAM based on UZA code after the funds are shifted from a FHWA account to a FTA account.

Response: We have contacted Lynx and advised them to apply to FTA for Draft application numbers. They will be following through on your request to do so.

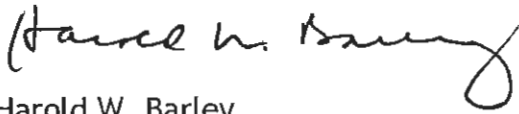
Mr. Martin C. Knopp
April 16, 2012
Page 4 of 4

General comment - Overall, this UPWP was done very well.

Response: We appreciate your comment.

With this letter, we are pleased to submit our responses. We have chosen to submit this letter at this time pending our printing of the Final UPWP, which will be submitted to you separately. The review and approval of the final UPWP will be an agenda item for the May 9, 2012 Board meeting and the document will be submitted immediately thereafter.

Sincerely,

A handwritten signature in black ink, appearing to read "Harold W. Barley". The signature is fluid and cursive, with a large loop at the end.

Harold W. Barley
Executive Director

cc: Mr. Gene Ferguson, FDOT
Mr. Gary Huttman, MetroPlan Orlando
Mr. Jason Loschiavo, MetroPlan Orlando

From: Keith.Melton@dot.gov
To: [Harry Barley](#)
Cc: Carl.Mikyska@dot.gov; TWalter@golynx.com; BBalleras@golynx.com; LMinns@golynx.com; Elizabeth.Orr@dot.gov
Subject: UPWP -- MetroPlan Orlando -- 2013 & 2014 -- Comments
Date: Tuesday, March 20, 2012 10:29:18 AM
Attachments: [Flex Fund Flow Chart_FINAL_3-31-11.docx](#)

Dear Harry:

We have received and reviewed your *DRAFT UPWP* (dated March 14, 2012). We concur that the transit component of the UPWP is satisfactory to FTA as described in the DRAFT and supporting documentation (although some tables do not yet appear to be complete). We especially appreciate the references to transit corridor studies, funding options, bike & ped. analyses and LOS, Context Sensitive Solutions (CSS), coordinating land use, parcel tools, RTP update, etc. We are also aware that Congress may not have passed a FFY budget – at the time of UPWP development -- making designation of the actual amount of funding in several tables difficult to ascertain. Here are a few specifics that may continue to be of interest.

First, as you know, when 5307 or 5339 funds will be used for transit planning by the transit agency, the UPWP must reference and contain the 5307 and 5339 funds and the related planning tasks in the approved UPWP -- and the UPWP approval date must be entered in TEAM by the transit grantee for any 5307 or 5339 transit application (as applicable). We appreciate the fact that MetroPlan Orlando is doing this – especially as Orlando has won two AA study awards recently. Please note, you may wish to define AA and 5339 in the acronym glossary as you all have several awards.

Second, please note that when using STP flex funds for transit uses, transit grantees are urged to apply to FTA for DRAFT application numbers in TEAM in anticipation of such flexes – early in the process. An early request for a DRAFT STP grant # for example can help keep track of the funds for the requisite transit grantee -- as FTA must identify flex funds in TEAM based on UZA code – after the funds are shifted from a FHWA account to an FTA account.

NOTE: FTA has attached a Flex Funds Flow Chart showing the steps in flexing

funds from an FHWA account to an FTA account.

Third, as you may be aware, FTA is convening quarterly meetings on SunRail, Parramore BRT (Tiger 2) and East West BRT (exempt New Starts) implementation with FDOT and LYNX respectively. We are presently working with Orlando LYNX on an amendment to add \$ 3.0 m in Tiger funds to the Parramore BRT project – which will require a TIP and STIP amendment.

Fourth, FTA is encouraging Livability principles and is adjusting and expanding the catchment area for bike and pedestrian improvements along transit routes -- potentially allowing transit funding to be used for greater bike & ped. access to transit stops. ***Please note FTA has now authorized bike and ped. improvements to a transit station or stop as an eligible capital cost in FTA capital programs – including 5307, 5309 and JARC and New Freedom.***

Please see the link below for more on livability and funding:

<http://edocket.access.gpo.gov/2009/pdf/E9-27240.pdf>

Fifth, as you know and appear to be doing many MPO's are convening the human service transportation providers and stakeholders and doing important locally coordinated planning work resulting in an MPO approved locally coordinated plan for human service transportation (as part of the JARC and NFP process).

Thanks for the level of detail and support for transit, studies and related work. Please continue to coordinate with your area transit and transportation agencies as you are doing – the level of interaction is impressive. I hope to see you in late April at MPOAC.

Keith Melton
FTA Region IV
230 Peachtree St., NW, Ste. 800
Atlanta, GA 30303-1512
404.865.5614/404.865.5605 FAX
[*keith.melton@dot.gov*](mailto:keith.melton@dot.gov)



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