



metroplan orlando

*A REGIONAL TRANSPORTATION PARTNERSHIP*

# UPWP

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## Unified Planning Work Program

July 1, 2014 - June 30, 2015

and

July 1, 2015 - June 30, 2016

Revised as of July 13, 2016

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

**July 1, 2014 - June 30, 2015  
and  
July 1, 2015 - June 30, 2016**

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**METROPLAN ORLANDO**  
**FY 2014/2015 & FY 2015/2016 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, 2014 - June 30, 2016.

The Unified Planning Work Program (UPWP) is the instrument for coordinating transportation and comprehensive planning in 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: Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). Although this act technically expires on October 1, 2014 we anticipate that Congress will extend it under a continuing resolution or pass a new federal authorization. The planning requirements of MAP-21 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.

### MOVING AHEAD FOR PROGRESS IN THE 21<sup>ST</sup> CENTURY (MAP-21)

The planning factors identified in previous federal legislation are carried forward in MAP-21. The planning factors that we consider as part of the transportation planning process are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and freight and goods movement
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- 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 slowed considerably during the recession years the economy is now growing and the level of activity within the Orlando Urbanized Area 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.

Historically the Orlando Urbanized Area has experienced significant population growth. Only over the last 5-6 years has that growth flattened in response to the national economic slump. However, economic growth has picked up and the transportation infrastructure that serves the area is still inadequate to meet the need. The transportation system will continue to be over-burdened as the areas' economy 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 the infrastructure necessary to support 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. However, more long-term solutions to the transportation problems are necessary in order to adequately meet the needs of the community, especially in the form of the alternative modes.

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 strengthened multi-modal considerations in the planning process, identified alternative modes of transportation to the personal automobile, such as commuter rail (SunRail) and light rail, high speed rail, bus rapid transit and premium transit, carpools, vanpools and bicycling. The MetroPlan Orlando Board is required to adopt the 2040 Long Range Transportation Plan by August 2014. The 2040 Plan furthers the advances made by the 2030 in promoting more efficient land use and focusing on alternative modes of transportation.

Efforts are also continuing toward implementation of short-term transportation strategies designed to maximize existing resources through such techniques as park-and-ride, active arterial management and commuter assistance programs. This has occurred through an increase in dedicated funding for Transportation Systems Management and Operations projects (TSM&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 2014/2015 and FY 2015/2016 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 SunRail. Operation of the system is expected to begin May 1, 2014.

#### **OTHER LOCAL GOVERNMENT PLANNING ACTIVITIES**

A description of other local government planning activities for FY 2014/2015 and FY 2015/2016 is included in the Appendix F 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 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, MAP-21. 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. Annual 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' 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. Begin implementation of the Year 2040 Long Range Transportation Plan

MetroPlan Orlando must adopt its Year 2040 Long Range Transportation Plan by August, 2014. However, the Federal reauthorization act that will replace MAP-21 in October 2014 as well as future State and local initiatives may substantially alter requirements and assumptions regarding future funding and priorities. MetroPlan staff will monitor this closely to account for the impact of future funding levels on plan implementation.

### 4. Begin implementation of the Freight and Goods Movement Plan

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 include the MetroPlan Orlando Area as well as Brevard, Volusia, Lake and Sumter Counties.

Incorporate recommendations from the Freight and Goods Movement Plan into the 2040 Long Range Transportation Plan as appropriate.

**5. Continue focus on regional transportation management and operations function**

MetroPlan Orlando will continue to pursue strategies to integrate transportation systems management and operations (TSM&O) 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 focus public attention on safety issues.

**6. Promote System Wide Safety**

MetroPlan Orlando will continue to emphasize the safety of the transportation system and make investments that enhance the safety of the region's residents and visitors. System wide safety includes an emphasis on all modes of transportation.

**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 MAP-21. 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 through the Central Florida MPO Alliance. MetroPlan Orlando relationships have been strengthened among the MPO representatives from Lake/Sumter, Brevard, Marion, Polk and Volusia Counties. Current examples of the interregional planning efforts extended by MetroPlan Orlando are 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 and the CFMPOA prioritized project list.

#### 10. Maximize regional transportation funding

MetroPlan Orlando will aggressively seek opportunities for increased funds from Federal, State and local sources, including the private sector. In the past MetroPlan Orlando has taken a lead role in seeking legislative approval for a local additional rental car surcharge of up to \$2.00 per day. MetroPlan Orlando will continue to take a lead role in the development of any other additional revenue sources that have been identified in the Year 2040 Long Range Transportation Plan or that may be identified by the Transportation Funding Task Force. 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 2014/15 and FY 2015/16 UPWP was developed by MetroPlan Orlando staff in cooperation with FDOT and presented to the MetroPlan Orlando Committees. The UPWP serves as the mechanism where transportation professionals, citizens at large, and elected officials can study and analyze area-wide transportation issues and implement solutions in an organized and meaningful manner. The UPWP is a flexible program, subject to change as the needs of the participating governments may change. The UPWP fulfills the requirements of the original Federal Aid Highway Act of 1962 (as amended) and its successors, for the establishment of a comprehensive, cooperative, and continuing transportation planning process.

Previous Unified Planning Work Programs included 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 were included within each major section. Over the years this resulted in a relatively large UPWP with many individual tasks. The draft 2014/2015 and 2015/2016 UPWP has been simplified by combining many of the tasks, going from 63 individual tasks down to a total of 24. This results in a much more efficient management system for staff. Funding is also identified for tasks within each of the eight sections as appropriate.

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

- I. **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.
- II. **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.

- III. **Transportation Improvement Program:** This section includes tasks that implement the Long Range Transportation Plan (LRTP). This includes both the five year TIP and the prioritized project list which includes projects from the LRTP that are more than five years out.
- IV. **Long Range Transportation Plan:** 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.
- V. **Special 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.
- VI. **Regional Planning:** This section includes work throughout the region for Intergovernmental and Interagency Studies as well as regional transportation planning and coordination.
- VII. **Public Participation:** This section addresses a proactive public process that provides complete information, timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans and Transportation Improvement Programs. The individual tasks include the Annual Report, community outreach activities, preparation of miscellaneous publications, committee support and development and market research.
- VIII. **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 and bicycle and pedestrian facilities planning.

#### METROPLAN ORLANDO PLANNING EMPHASIS AREAS

Florida has been ranked in the top five states in regards to pedestrian and bicyclist deaths over the past decade. A concerted effort from all partners involved is needed to reduce both pedestrian and bicycle crashes. The Florida Highway Safety Plan contains a vulnerable road users emphasis area. A major strategy within this area is to develop and use a systematic approach to identify locations and behaviors prone to pedestrian and bicycle crashes and implement multidisciplinary countermeasures. The FDOT Safety Office now has the ability to identify clusters of bicycle and pedestrian safety crashes on a statewide basis. The system they have developed can also access accident reports associated with the crashes to provide specific information in addition to the locational data. Initial “hot spot “maps have been distributed to the Districts during the first quarter of 2014.

A *Pedestrian Safety Action Plan (PSAP)* is intended to provide a guide to help state and local officials know where to begin to address pedestrian safety issues. It is intended to assist agencies in further enhancing their existing pedestrian safety program and activities, including identifying safety problems and selecting optimal solutions. Several Florida MPOs including MetroPlan Orlando have developed and adopted along with their partners pedestrian safety action plans. FHWA provides extensive resources and guidance regarding the development of *PSAPs*. Training will be available within the State in the upcoming year.

A major planning emphasis area for this year is to implement the Pedestrian Safety Action Plan. The objective is to specifically adopt and implement a process to identify locations and behaviors prone to historical pedestrian bicycle crashes and develop with their applicable partners countermeasures designed to eliminate them.

The planning factors of MAP-21 discussed earlier relate closely to the previous Planning Emphasis Areas, and for that reason, MetroPlan Orlando will continue to focus on:

#### 1) Safety in the Transportation Planning Process

MetroPlan Orlando collects accident data through its highway system monitoring 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 and Bicycle and Pedestrian Safety 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 in the Long Range Transportation Plan, thereby addressing potential problems as early as possible.

#### 4) Transportation System Management and Operations within the Planning Processes

Tasks related to Transportation Systems Management and Operations have been a major part of previous UPWP's and will continue so for the FY 2014/2015 and FY 2015/2016 UPWP. The various system monitoring efforts described in Section II, 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 and Interregional Transportation Planning and Coordination 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 820 Transportation System Management and Operations, will continue to focus on this emphasis area 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 Municipal Advisory Committee which is comprised of local mayors from those jurisdictions not having direct voting representation on the MetroPlan Orlando Board and meets regularly on the first Thursday of each month. 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. 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).

#### 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 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.

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 MetroPlan Advisory Committees. Once an “initial draft UPWP” was prepared (December, 2013), 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 in March to FDOT and the Federal reviewing agencies.

#### 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 5305(d) 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 by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted January, 2011. Some corrective actions were noted and have been addressed. 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, 2013.

## OPERATIONAL PROCEDURES AND BYLAWS

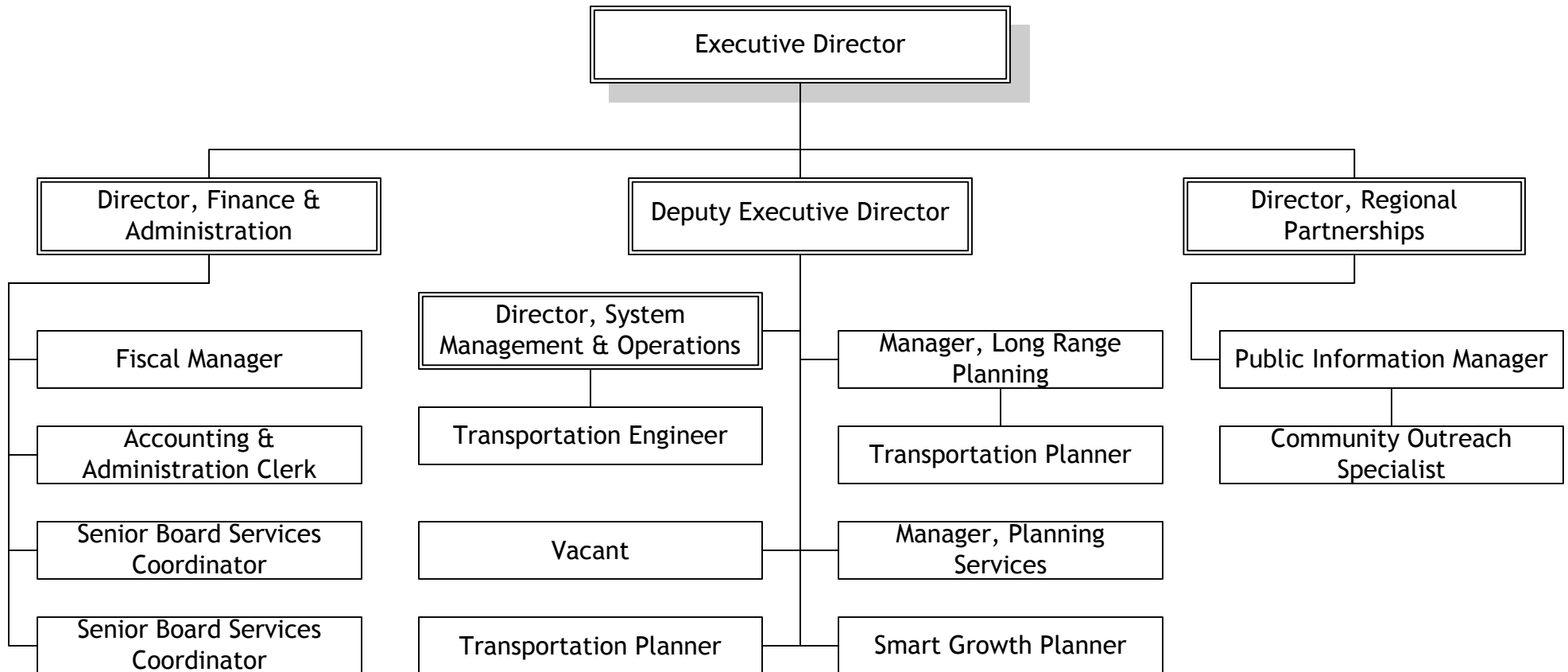
MetroPlan Orlando's role and responsibilities were established by Title 23, United States Code and Chapter 339, Florida Statutes. MetroPlan Orlando conducts its operations through an adopted set of Rules, established as Chapter 35 I-1, Florida Administrative Code. Operational procedures followed are 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 2014-2015



Authorized Positions  
Full Time 18

**PLANNING EMPHASIS AREAS  
UPWP TASK MATRIX**

Task#	100	110	120	130	140	150	160	170	200	210	220	300	400	500	600	610	620	700	710	720	730	800	810	820	830	840	850	860	870	880
Emphasis Area																														
Consideration of safety in the transportation planning process	•	•		•			•		•	•		•	•		•	•							•	•	•				•	•
Consideration of 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 with non-metropolitan local officials					•		•								•	•														
Enhancement of the technical capacity of the planning process	•	•		•					•	•	•		•	•	•					•		•		•	•	•		•	•	
Coordination of human service transportation	•	•		•					•			•						•	•				•	•			•			
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											•			•	•	•										•		•		

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## Section I - Administration



The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit

This section is comprised of the following tasks:

- 100 - General Office Management
- 110 - UPWP & Financial Management
- 120 - Certification
- 130 - Board & Committee Support
- 140 - Legal & Legislative Services
- 150 - Local Match for Program Administration

## Task 100 - General Office Management

---

### Purpose

- 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.
  - To improve organizational efficiency and effectiveness
  - 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
  - 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
  - To remain current with the latest planning tools, techniques and procedures through review of literature, attendance at workshops, seminars and conferences and/or the completion of college courses
- 

### Previous Work

- In FY 2013/2014, MetroPlan Orlando updated its Strategic Business Plan and began implementation of identified strategies. The Strategic Business Plan was adopted by the MetroPlan Board on December 11, 2013
  - Prior years' administration of MetroPlan Orlando staff
  - 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
  - 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 2013/2014, staff attended conferences sponsored by AMPO, the National Association of Regional Councils and ITE
- 

### Methodology

This task includes management of the MetroPlan Orlando staff by the management team and administration by the Department of Finance & Administration. Management tasks include program scheduling, budget reviews and personnel recruitment to ensure that the work products meet the highest professional standards and are accomplished according to established schedules and budgets.

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Finance & Administration provides for accounting of staff charges, administering personnel benefits programs, staff payroll and administration of the retirement program.

MetroPlan staff will evaluate the strategies outlined in the Strategic Business Plan and begin to implement them as determined appropriate. Staff has already made some changes in personnel and in the annual meeting calendars consistent with strategies in the plan.

This task also 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. 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. Service and maintenance of the equipment, especially the computer network server is a necessary function of this task and is handled by both in-house staff and outside service providers.

General office assistance, copying, filing, faxing, mailing, reception duties and restocking of office supplies as needed are also handled within this task. Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service.

This task also 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 to stay current with the 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 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 who need to maintain or upgrade their skills through additional college courses.

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Milestone/End Product/Target Date

- Good management and recordkeeping
- Strategic Business Plan
- Continuity of Operations Plan
- Administration of MetroPlan Orlando personnel affairs
- Professionally produced products
- Trained staff knowledgeable of current transportation planning tools, techniques and procedures
- Annual staff workshops that produce:
  - more effective teamwork on the part of the MetroPlan Orlando staff and improved delivery of services and products
  - continued understanding of the Board's expectations and preserving their commitment to regional cooperation and achieving our organizational objectives
  - ensuring that all federal and state requirements are fully satisfied

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 100 is on-going

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Responsible Agency/Staff

MetroPlan Orlando  
Executive Director  
Deputy Executive Director  
Director of Finance and Administration  
Director of Regional Partnerships

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 100 - General Office Management

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 387,644			\$ 387,644
FHWA - PL	\$ 144,429			\$ 144,429
FTA 5305(d)				
X022 - Federal	\$ 11,049			\$ 11,049
X022 - State Match	\$ 1,381			\$ 1,381
X022 - Local Match	\$ 1,381			\$ 1,381
FTA 5305(d)				
X023 - Federal	\$ 89,610			\$ 89,610
X023 - State Match	\$ 11,198			\$ 11,198
X023 - Local Match	\$ 11,198			\$ 11,198
FTA 5305(d)				
X024 - Federal	\$ 118,012			\$ 118,012
X024 - State Match	\$ 14,748			\$ 14,748
X024 - Local Match	\$ 14,748			\$ 14,748
<b>Total</b>	<b>\$ 805,398</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 805,398</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 778,917			\$ 778,917
FHWA - PL	\$ 75,258			\$ 75,258
FTA 5305(d)				
X023 - Federal	\$ 20,447			\$ 20,447
X023 - State Match	\$ 2,556			\$ 2,556
X023 - Local Match	\$ 2,556			\$ 2,556
FTA 5305(d)				
X024 - Federal	\$ 56,257			\$ 56,257
X024 - State Match	\$ 7,031			\$ 7,031
X024 - Local Match	\$ 7,031			\$ 7,031
FTA 5305(d)				
X025 - Federal	\$ 119,465			\$ 119,465
X025 - State Match	\$ 14,934			\$ 14,934
X025 - Local Match	\$ 14,934			\$ 14,934
<b>Total</b>	<b>\$ 1,099,386</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,099,386</b>

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

## Task 110 - UPWP & Financial Management

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### Purpose

- To develop the Unified Planning Work Program (UPWP)
  - To apply for, monitor, and maintain grants and agreements
  - To compile and submit grant reports and invoices
  - To monitor and maintain contract agreements
  - 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 and FDOT funds, as applicable
- 

### Previous Work

- Fiscal Year 2012/2013 & 2013/2014 Unified Planning Work Program
  - UPWP amendments and updates
  - Maintenance of prior years' grants, contracts, and agreements
  - Invoicing and disbursement of funds
  - Annual audits of previous Unified Planning Work Programs
- 

### Methodology

The UPWP is a two-year budget document that identifies all planning work to be performed by MetroPlan Orlando, broken down by task number, the funding sources assigned to each task, and a general methodology to accomplish the work for each task. It requires annual updating and mid-year amendments as funding sources or emphasis areas change. Staff coordinates with local agencies to determine local projects involving state or federal funds.

Grants and contracts associated with the UPWP are maintained and monitored by MetroPlan Orlando's Department of Finance and Administration. The Department provides for invoicing and disbursement of funds and preparation of monthly and quarterly reports as required by the funding agencies.

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 requirements 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.

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

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Milestone/End Product/Target Date

- The draft UPWP document is 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 state and federal agencies. The draft UPWP must be submitted to state and federal agencies by March 15, 2014
- The final UPWP follows the same process as the draft document and must be submitted to state and federal agencies by May 15, 2014
- Amendments to the UPWP during the year are approved by the Board
- Invoicing and disbursement of MetroPlan Orlando funds received through grants and contracts are ongoing and conducted throughout the Fiscal Year
- Audit for the previous fiscal year ending June 30 of each year
- Timely completion of UPWP projects within budget

Task 110 is on-going

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Responsible Agency/Staff

MetroPlan Orlando  
Deputy Executive Director  
Director of Finance and Administration

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 110 - UPWP & Financial Management

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 43,539			\$ 43,539
FHWA - PL	\$ 72,020			\$ 72,020
FTA 5305(d)				
X023 - Federal	\$ 44,874			\$ 44,874
X023 - State Match	\$ 5,609			\$ 5,609
X023 - Local Match	\$ 5,609			\$ 5,609
FTA 5305(d)				
X024 - Federal	\$ 75,245			\$ 75,245
X024 - State Match	\$ 9,406			\$ 9,406
X024 - Local Match	\$ 9,406			\$ 9,406
Total	\$ 265,708	\$ -	\$ -	\$ 265,708

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 62,383			\$ 62,383
FHWA - PL	\$ 55,055			\$ 55,055
FTA 5305(d)				
X024 - Federal	\$ 53,487			\$ 53,487
X024 - State Match	\$ 6,687			\$ 6,687
X024 - Local Match	\$ 6,687			\$ 6,687
FTA 5305(d)				
X025 - Federal	\$ 78,373			\$ 78,373
X025 - State Match	\$ 9,797			\$ 9,797
X025 - Local Match	\$ 9,797			\$ 9,797
Total	\$ 282,266	\$ -	\$ -	\$ 282,266

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

## Task 120 - Certification

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### Purpose

To establish annual 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.

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### Previous Work

FHWA/FTA certification review in FY 2010/2011, FDOT certification review in FY 2012/2013.

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### Methodology

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 on-site review is conducted by either FDOT or, at least every fourth year, by 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.

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### Milestone/End Product/Target Date

Certification of the Orlando Urbanized Area transportation planning process.

Task 120 Federal Certification: February 2015

Task 120 State Certification: February 2015 and February 2016

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### Responsible Agency/Staff

MetroPlan Orlando  
Executive Director  
Deputy Executive Director  
Director of Finance and Administration

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 120 - Certification

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment				\$ -
FHWA - PL	\$ 6,125			\$ 6,125
FTA 5305(d)				
X024 - Federal	\$ 22,487			\$ 22,487
X024 - State Match	\$ 2,811			\$ 2,811
X024 - Local Match	\$ 2,811			\$ 2,811
Total	\$ 34,234	\$ -	\$ -	\$ 34,234

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment				\$ -
FHWA - PL	\$ 1,598			\$ 1,598
FTA 5305(d)				
X025 - Federal	\$ 4,789			\$ 4,789
X025 - State Match	\$ 599			\$ 599
X025 - Local Match	\$ 599			\$ 599
Total	\$ 7,585	\$ -	\$ -	\$ 7,585

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

## Task 130 - Board & Committee Support

---

### Purpose

- To provide administrative support of the MetroPlan Orlando Board and its committees
  - To develop an ongoing process of Board and committee member development that recognizes the addition of new members, new federal and state regulations, and changes in market conditions that must be addressed to ensure the effectiveness of the organization
- 

### Previous Work

- Board workshop for the 2040 Long Range Transportation Plan - March 2012
  - Board workshop for the Freight Goods and Services - November 2012
  - Air Quality workshop - September 2011
  - Support of:
    - MetroPlan Orlando Board
    - Municipal Advisory Committee
    - Transportation Technical Committee
    - Citizens' Advisory Committee
    - Bicycle and Pedestrian Advisory Committee
- 

### Methodology

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

Staff will administratively support the MetroPlan Orlando Board and 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, schedule future meetings, maintain rosters and bylaws, and such other activities necessary for MetroPlan Orlando and its committees to conduct their business and comply with federal and state requirements. Subcommittees will continue to be convened, as necessary, to accomplish the work. 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.

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

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Milestone/End Product/Target Date

- Annual Board workshops to maintain an understanding of the Board's expectations and preserve their commitment to regional cooperation, achieving organizational objectives, and ensuring that all federal and state requirements are fully satisfied
- Support of MetroPlan Orlando Board and committees:
  - MetroPlan Orlando Board
  - Municipal Advisory Committee
  - Transportation Technical Committee
  - Citizens' Advisory Committee
  - Bicycle and Pedestrian Advisory Committee
- Maintenance of records relating to Board and committee activities

Task 130 is on-going

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Responsible Agency/Staff

MetroPlan Orlando  
Executive Director  
Deputy Executive Director  
Director of Regional Partnerships

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 130 - Board & Committee Support

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 49,058			\$ 49,058
FHWA - PL	\$ 105,800			\$ 105,800
FTA 5305(d)				
X023 - Federal	\$ 46,578			\$ 46,578
X023 - State Match	\$ 5,822			\$ 5,822
X023 - Local Match	\$ 5,822			\$ 5,822
FTA 5305(d)				
X024 - Federal	\$ 83,147			\$ 83,147
X024 - State Match	\$ 10,394			\$ 10,394
X024 - Local Match	\$ 10,394			\$ 10,394
Total	\$ 317,015	\$ -	\$ -	\$ 317,015

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 11,604			\$ 11,604
FHWA - PL	\$ 103,907			\$ 103,907
FTA 5305(d)				
X024 - Federal	\$ 64,909			\$ 64,909
X024 - State Match	\$ 8,114			\$ 8,114
X024 - Local Match	\$ 8,114			\$ 8,114
FTA 5305(d)				
X025 - Federal	\$ 92,269			\$ 92,269
X025 - State Match	\$ 11,534			\$ 11,534
X025 - Local Match	\$ 11,534			\$ 11,534
Total	\$ 311,985	\$ -	\$ -	\$ 311,985

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

## Task 140 - Legal & Legislative Services

---

### Purpose

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

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### 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

Legal assistance provided by the attorney includes:

- legal advice and counsel to the MetroPlan Orlando Board and staff to ensure compliance with federal, state and local statutes
- preparing, periodically reviewing, revising and updating contracts and agreements
- preparing and revising Board procedures in accordance with Florida Administrative Procedures

Legislative assistance includes:

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

### Milestone/End Product/Target Date

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.

Task 140 is on-going

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### Responsible Agency/Staff

MetroPlan Orlando  
Executive Director  
Deputy Executive Director

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 140 - Legal & Legislative Services

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 66,796	\$ 62,000		\$ 128,796
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 66,796	\$ 62,000	\$ -	\$ 128,796

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 59,302	\$ 62,000		\$ 121,302
FHWA - PL				\$ -
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 59,302	\$ 62,000	\$ -	\$ 121,302

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

## Task 150 - Local Match for Program Administration

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### Purpose

To provide the local match required for those tasks of the Unified Planning Work Program that are funded with grants requiring a local match.

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### Previous Work

Prior Fiscal Year UPWP local match. The local match is distributed throughout the various tasks using grant funds requiring a local match.

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### Methodology

This task provides for work that will be credited as local match for the FTA Section 5305(d) planning funds and any other grants received by the MPO which require a local match. The local match requirement for FTA Section 5305(d) funds is 10%.

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### Milestone/End Product/Target Date

Necessary local match for federal FTA Section 5305(d) funds and other grants.

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### Responsible Agency/Staff

MetroPlan Orlando  
Deputy Executive Director

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 150 - Local Match for Program Administration

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 194,555			\$ 194,555
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 194,555	\$ -	\$ -	\$ 194,555

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 155,388			\$ 155,388
FHWA - PL				\$ -
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 155,388	\$ -	\$ -	\$ 155,388

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

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## Section II - Transportation System Monitoring/Data Collection



This section includes work tasks needed to monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data, transportation system data, natural, physical, and human environmental concerns and issues

This section is comprised of the following tasks:

- 200 - System Monitoring
- 210 - Transit System Monitoring
- 220 - Land Use Monitoring

## Task 200 - System Monitoring

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### Purpose

- To collect information necessary for evaluation of the existing transportation system and for the development and regular updates of the Long-Range Transportation Plan
  - To monitor and collect data on the following systems and activities for planning purposes in the Orlando Urbanized Area
    - existing highway system
    - existing freight system existing aviation activity
    - compliance of the Orlando Urbanized Area with the National Ambient Air Quality Standards
  - To publish a report describing market conditions and the activity levels among the various modes of transportation in the Orlando Urbanized Area: highway, transit, freight, aviation, bicycle and pedestrian; and identify trends among these modes
- 

### Previous Work

- Highway system data provided by the FDOT and our partnering counties and cities was collected and maintained
  - Aviation activity data is routinely collected from the Greater Orlando Aviation Authority, the Sanford Airport Authority, and Kissimmee Gateway Airport
  - 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 reporting period is generally during the months of March through October
  - An annual “Tracking the Trends” report is prepared, presented and published each year
- 

### Methodology

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 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 of data collection vary with the type of data. They include visual inspection, direct measurement, and traffic counting and classification. 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

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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 is collected and collated by MetroPlan Orlando staff and published in "Tracking the Trends." This data collection effort supports the Transportation Systems Management and Operations (TSM&O) section of long-range transportation planning.

The 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 is collected from Orlando International Airport, Orlando Executive Airport, Orlando Sanford International 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 the "Tracking the Trends" report.

The 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 works with local governments and the Florida Department of Environmental Protection reviewing the area's air quality status and presents monthly 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. The reporting period is typically March through October. The air quality standards developed by EPA apply to the entire air shed of this metropolitan region, which includes Orange, Seminole, Osceola, and Lake Counties. If the Environmental Protection Agency (EPA) makes the ozone standards more stringent in 2014 or 2015, MetroPlan will respond appropriately.

MetroPlan Orlando also utilizes the data collected for our "Tracking the Trends" to prepare a regional report for the Central Florida MPO Alliance. The report prepared for the Central Florida MPO Alliance 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.

Consultant services may include data collection relating to travel demand, origin-destination, and tourist/visitor trip behavior.

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**Milestone/End Product/Target Date**

- Traffic counts, accident statistics, facility inventories and other data that describes the operation of the existing transportation system and can be used to develop the Long-Range Transportation Plan
- Data collected on the operational characteristics of the major airports serving the Orlando Urbanized Area. The data is presented as part of the "Tracking the Trends" report.
- Data on monitored levels of air pollution in the Orlando Urbanized Area to ensure compliance with the federal air quality standards

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- A report presenting the levels of activity among the various modes of transportation in the Orlando Urban Area is made available to the various MetroPlan Orlando committees, through the MetroPlan Orlando office or through the MetroPlan Orlando web site
- Improved MetroPlan Orlando transit planning and tracking

Task 200 Target: June 2015 & June 2016

**Responsible Agency/Staff**

MetroPlan Orlando  
Director of System Management & Operations  
Manager of Planning Services  
Manager of Long-Range Planning

**Task 200 - System Monitoring**

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 29,719			\$ 29,719
FHWA - PL	\$ 53,181	\$ 110,442		\$ 163,623
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
<b>Total</b>	<b>\$ 82,900</b>	<b>\$ 110,442</b>	<b>\$ -</b>	<b>\$ 193,342</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 1,400			\$ 1,400
FHWA - PL	\$ 42,695	\$ 30,000		\$ 72,695
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
<b>Total</b>	<b>\$ 44,095</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 74,095</b>

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

## Task 210 - Transit System Monitoring

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### Purpose

- To monitor existing transit systems and performance
  - To collect and use data for transit planning purposes
  - To improve system performance by identifying transit expansion projects
- 

### Previous Work

- Transit data was gathered from LYNX
- 

### Methodology

MetroPlan staff will be taking a closer look at transit in our three-county region. The first strategy implemented from the Strategic Business Plan was to revise an existing staff position that will allow a more focused approach to transit planning and coordination with LYNX. This staff position will be involved in all transit-related issues.

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 use. To accomplish this data collection, MetroPlan Orlando contracts with LYNX, utilizing a portion of the FTA Section 5305(d) funds. The data collected is published in "Tracking the Trends."

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### Milestone/End Product/Target Date

- Data collected on the operational characteristics of the transit systems. The data will also be used for presentation in the "Tracking the Trends" report
- Improved MetroPlan Orlando transit planning and tracking

Task 210 Target: June 2015 & June 2016

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Responsible Agency/Staff

LYNX  
MetroPlan Orlando  
Transportation Planner

Task 210 - Transit System Monitoring

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 4,008			\$ 4,008
FHWA - PL				\$ -
FTA 5305(d)				
X023 - Federal		\$ 11,066		\$ 11,066
X023 - State Match		\$ 1,383		\$ 1,383
X023 - Local Match		\$ 1,383		\$ 1,383
FTA 5305(d)				
X024 - Federal	\$ 7,529	\$ 24,000		\$ 31,529
X024 - State Match	\$ 941	\$ 3,000		\$ 3,941
X024 - Local Match	\$ 941	\$ 3,000		\$ 3,941
Total	\$ 13,419	\$ 43,832	\$ -	\$ 57,251

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 4,100			\$ 4,100
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal		\$ 10,759		\$ 10,759
X024 - State Match		\$ 1,345		\$ 1,345
X024 - Local Match		\$ 1,345		\$ 1,345
FTA 5305(d)				
X025 - Federal	\$ 5,468	\$ 24,000		\$ 29,468
X025 - State Match	\$ 683	\$ 3,000		\$ 3,683
X025 - Local Match	\$ 683	\$ 3,000		\$ 3,683
Total	\$ 10,934	\$ 43,449	\$ -	\$ 54,383

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

## Task 220 - Land Use Monitoring

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### Purpose

- 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 2040 Long-Range Transportation Plan
  - 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

- MetroPlan Orlando has developed a land use analysis sketch planning tool based on traffic analysis zone (TAZ) level data
  - MetroPlan developed the first Alternative Land Use Plan adopted by the MetroPlan Orlando Board based on the Regional “How Shall We Grow” planning effort
  - The Alternative Land Use Plan has been carried forward into the 2040 Long-Range Transportation Plan as the Sustainable Land Use Plan
  - During previous fiscal years, data provided by local governments and tax appraiser records were coded into the FSUTMS socio-economic zonal data sets. In addition, employment data that was purchased from private business sources were allocated to the zonal level and updated
- 

### Methodology

This task provides for the 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 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 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 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 base year 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, forecasting future land use and its transportation impacts become much more accurate. Staff continues to work on an interactive land use evaluation tool for use in regional and local planning.

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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.

Consultant services may include the update and maintenance of the Land Use Analysis Tool and other related land use monitoring activities requested by the MPO.

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Milestone/End Product/Target Date

- Continual updating of a socio-economic database needed for transportation modeling and maintained on a GIS system
- A current GIS land use database file

Task 220 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando  
Manager of Long-Range Planning

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MetroPlan Orlando Unified Planning Work Program  
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Task 220 - Land Use Monitoring

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 1,832			\$ 1,832
FHWA - PL	\$ 1,329			\$ 1,329
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 3,161	\$ -	\$ -	\$ 3,161

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 2,640			\$ 2,640
FHWA - PL				\$ -
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 2,640	\$ -	\$ -	\$ 2,640

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

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## Section III - Transportation Improvement Program (TIP)



This section is required for the development and management of the TIP

This section contains the following task:

300 - Transportation Improvement Program

## Task 300 - Transportation Improvement Program

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### Purpose

- To develop the Transportation Improvement Program (TIP) that programs the staged implementation of transportation improvement projects for the current fiscal year and each of the remaining four years of the five-year program
  - To implement a process for Efficient Transportation Decision Making (ETDM), including the collection of environmental and socio-cultural data, to determine the viability of major transportation projects
- 

### Previous Work

- FY 2013/2014 - FY 2017/2018 TIP
- FY 2018/19-2029/30 Prioritized Project List (PPL)
- Annual list of projects for which federal funds were obligated in the preceding fiscal year

During FY 2012/13, staff discussed with FDOT staff the need to do ETDM review of projects in the 2030 LRTP that had been moved from the Needs Plan to the Cost Feasible Plan and added to the PPL. FDOT staff suggested waiting until the 2040 LRTP is adopted to determine if these projects are still cost feasible. During FY 2013/14, staff worked with FDOT staff to compile environmental and socio-cultural data from the ETDM Environmental Screening Tool for an area contiguous to the Aloma Spur Corridor in Seminole County.

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### Methodology

The TIP consists of projects drawn from the adopted LRTP. It presents a staged five-year program of transportation improvement projects, including highway, transit, aviation and bicycle and pedestrian facilities. In addition, the PPL, a list of projects beyond the five years, is developed each year as the initial part of the TIP development process. The PPL identifies future projects, listed in priority order, as candidates for anticipated federal and state funding. This list, which is adopted by the Board in September of each year, extends from beyond the last year of the adopted TIP to the target year of the adopted LRTP. The PPL includes lists of highway, Management & Operations, bicycle & pedestrian and transit projects. In previous years, the process consisted of a separate evaluation of highway projects as distinguished from transit and bicycle and pedestrian facility projects. Since the early 1990's there has been a shift in the focus of the TIP from primarily building highway capacity to one of multimodal priorities. MetroPlan Orlando takes this shift seriously, which is evidenced in the Board policy to split the STP Urban dollars among the transportation modes. Particularly noteworthy is how this split has progressively favored alternative transportation modes over the years. Also, as part of the TIP process, a listing of projects for which federal funds have been obligated in the preceding fiscal year is published after the close of the federal fiscal year (October through September) in order to meet federal requirements. The entire TIP process begins in May of each year with milestone events being the review and approval by the committees and Board and the TIP public hearing

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scheduled in June. Staff also continues to work with a consultant to maintain a web-based Interactive TIP and project assessment tool on the MetroPlan Orlando web site.

Once the 2040 LRTP is adopted, staff will coordinate with FDOT to identify cost feasible federal and state funded major capacity highway projects in the LRTP that are candidates for ETDM review. MetroPlan Orlando will act as the lead agency in analyzing these projects through the ETDM Planning Screen process, which will include preparing the Project Description Reports and Purpose and Need Statements. This information will be submitted to the Environmental Technical Advisory Team (ETAT), which reviews projects statewide. As part of this process, each of the MetroPlan Orlando advisory committees will be provided an opportunity to comment on the projects. FDOT will be responsible for conducting the ETDM Programming Screen review of projects, and will provide technical assistance and training on the ETDM process to MetroPlan Orlando staff as needed.

Consultant services may include the research, development, and documentation of multimodal performance measures, project assessment criteria, and evaluation guidelines as requested by the MPO.

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Milestone/End Product/Target Date

- Adoption of the TIP in July of each year
- Adoption of the PPL in September of each year
- Implementation of the ETDM Planning and Programming Screen process whereby transportation improvement projects consider environmental and socio-cultural impacts early in the decision-making process

Task 300 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando/FDOT  
Manager of Planning Services

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MetroPlan Orlando Unified Planning Work Program  
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Task 300 - Transportation Improvement Program

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 2,141			\$ 2,141
FHWA - PL	\$ 40,300	\$ 14,200		\$ 54,500
FTA 5305(d)				
X022 - Federal	\$ 8,158			\$ 8,158
X022 - State Match	\$ 1,020			\$ 1,020
X022 - Local Match	\$ 1,020			\$ 1,020
FTA 5305(d)				
X023 - Federal	\$ 35,169	\$ 161		\$ 35,330
X023 - State Match	\$ 4,397	\$ 20		\$ 4,417
X023 - Local Match	\$ 4,397	\$ 20		\$ 4,417
FTA 5305(d)				
X024 - Federal	\$ 59,694			\$ 59,694
X024 - State Match	\$ 7,462			\$ 7,462
X024 - Local Match	\$ 7,462			\$ 7,462
<b>Total</b>	<b>\$ 171,220</b>	<b>\$ 14,401</b>	<b>\$ -</b>	<b>\$ 185,621</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 3,231			\$ 3,231
FHWA - PL	\$ 23,074			\$ 23,074
FTA 5305(d)				
X024 - Federal	\$ 49,818			\$ 49,818
X024 - State Match	\$ 6,227			\$ 6,227
X024 - Local Match	\$ 6,227			\$ 6,227
FTA 5305(d)				
X025 - Federal	\$ 69,114			\$ 69,114
X025 - State Match	\$ 8,640			\$ 8,640
X025 - Local Match	\$ 8,640			\$ 8,640
<b>Total</b>	<b>\$ 174,971</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 174,971</b>

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

## Section IV - Long-Range Transportation Plan



This section addresses the planned actions to be taken in this UPWP for developing the LRTP

This section contains the following task:

400 - Long-Range Transportation Plan

## Task 400 - Long-Range Transportation Plan

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### Purpose

- To prepare and maintain a 20-year Long-Range Transportation Plan for the Orlando Urbanized Area that is regional, multimodal and comprehensive in scope, and that complies with the requirements of MAP-21 and subsequent federal transportation funding bills
  - To maintain the FSUTMS (Florida Standard Urban Transportation Model Structure) model utilized by MetroPlan Orlando for the development of the Long-Range Transportation Plan
  - To respond to questions from the local government staff in our region or consultants who may be using the OUATS model
- 

### Previous Work

A multi-year effort to update the 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 2040 Long-Range Transportation Plan began 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 started with Phase I that consisted of the development of the base year socio-economic data and validation and calibration of the model network to that base year. Phase II was predicated upon satisfactory conclusion of Phase I and consisted of development of the socio-economic data base into five-year increments to the Year 2040. The Socio-economic data for the 2040 was based on a Sustainable Land Use Plan that was a continuation of the Alternative Land Use Plan contained in the previous LRTP. The Existing Plus Committed highway and transit networks were based upon the five-year Transportation Improvement Program and those projects that were funded therein (plus any other major transportation projects privately funded) for construction. 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, management and operations, 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.

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

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## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2014/2015 & 2015/2016

### Methodology

The Year 2030 Long-Range Transportation Plan, approved in August, 2009, provided major policy decisions regarding the role that light rail, commuter rail and bus transit would play in the future transportation system of the Orlando Urbanized Area and, specifically, how they were to be funded. These policy decisions were dependent in large part upon the federal authorization of the surface transportation act, currently referred to as MAP-21.

The schedule for development of the Year 2040 Long-Range Transportation Plan was 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 EPA requirements, the Plan update cycle changes to every four years.

This task provides for regular updates and maintenance of the model. The model is made available to local government partners, assuming compatible hardware, or network model runs can be made by MetroPlan Orlando staff for those government partners who do not have in-house modeling capabilities.

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.

This task also provides for staff participation in ETDM (Efficient Transportation Decision-Making) Planning.

Consultant services may include miscellaneous travel demand modeling support relating to the OUATS and CFRPM models as requested by the MPO.

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### Milestone/End Product/Target Date

- Update and maintain FSUTMS model for the Long-Range Transportation Plan
- A new and more contemporary long-range plan

Task 400 Target: June 2015 & June 2016

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### Responsible Agency/Staff

MetroPlan Orlando  
Manager of Long-Range Planning

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 400 - Long-Range Transportation Plan

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 18,528			\$ 18,528
FHWA - PL	\$ 35,856	\$ 61,068		\$ 96,924
FTA 5305(d)				
X023 - Federal	\$ 24,800			\$ 24,800
X023 - State Match	\$ 3,100			\$ 3,100
X023 - Local Match	\$ 3,100			\$ 3,100
FTA 5305(d)				
X024 - Federal	\$ 28,137			\$ 28,137
X024 - State Match	\$ 3,517			\$ 3,517
X024 - Local Match	\$ 3,517			\$ 3,517
<b>Total</b>	<b>\$ 120,555</b>	<b>\$ 61,068</b>	<b>\$ -</b>	<b>\$ 181,623</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 3,149			\$ 3,149
FHWA - PL	\$ 120,349	\$ 23,500		\$ 143,849
FTA 5305(d)				
X024 - Federal	\$ 48,100			\$ 48,100
X024 - State Match	\$ 6,014			\$ 6,014
X024 - Local Match	\$ 6,014			\$ 6,014
FTA 5305(d)				
X025 - Federal	\$ 22,088			\$ 22,088
X025 - State Match	\$ 2,760			\$ 2,760
X025 - Local Match	\$ 2,760			\$ 2,760
<b>Total</b>	<b>\$ 211,234</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>\$ 234,734</b>

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

## Section V - Special Project Planning



This section is intended for non-recurring planning projects and/or projects that do not fit easily into other categories. If there is a need to address a federal TMA or FDOT certification finding as a task, this could be addressed here.

This section contains the following task:

500 - Special Project Planning

## Task 500 - Special Project Planning

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### Purpose

- To conduct special studies as requested and authorized by MetroPlan Orlando Executive Director
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### Previous Work

- During FY2013/2014 staff conducted a corridor study, documenting existing conditions in an area that straddles the rail corridor known as the Aloma Spur extending from the Sanford SunRail Station to the main UCF Campus
- 

### Methodology

The Regional Northeast Corridor Study - This project evaluated 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 was a joint planning study by MetroPlan Orlando and local jurisdictions and agencies within the corridor. A project study team was formed and held monthly progress meetings throughout the project.

- The methodology for individual tasks will depend upon the scope and objectives of the special studies requested
- MetroPlan Orlando is discussing the role it could play in the current FDOT Transit-Oriented Development Project underway with the SunRail Commuter Rail System
- Consultant services may include the identification of policies and physical improvements that effectively support multimodal transportation systems within major corridors and sub-areas, and analyzing problems and opportunities that relate to creating a balanced and efficient transportation system. Issues include planning for major improvements, policy development, multimodal transportation systems, congestion relief, safety, access management, adverse impacts, land use and urban design that supports the efficient provision and maintenance of the transportation system and other related issues as requested by the MPO

State Road 50 Health Impact Assessment - A Health Impact Assessment (HIA) is a process that helps evaluate the potential health effects of a plan, project or policy before it is built or implemented. The S.R. 50 HIA will analyze the potential health, social, economic, and environmental impacts associated with the proposed S.R. 50 Bus Rapid Transit service. The HIA will include analysis of the potential changes in the community's physical activity levels, job access, housing and transportation costs, traffic safety, education access, and access to healthy foods.

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Orange Avenue Study - This project will provide the Florida Department of Transportation - District Five with a Corridor Planning Study to evaluate SR 527 (Orange Avenue) between Hoffner Avenue and Pineloch. This project has been requested to complete the entire Orange Avenue Corridor from Sand Lake Road to Anderson Street, to establish livable and walkable multi-modal urban thoroughfares utilizing a context-sensitive approach. Multimodal corridor projects are seen as essential to network efficiency, safety, and livability within the context of future transportation needs. This will be done in an environment that encourages input and buy-in from stakeholders and internal FDOT staff such as project development, traffic operations, design, and maintenance.

Concept Design Plans for Implementation of Quiet Zones in Osceola County - This study will examine the grade crossing improvements needed to meet federal safety standards for implementation of a quiet zone in Osceola County. SunRail Phase II South, in Osceola County, is part of the entire 61-mile commuter rail system. In 2014, a similar study was conducted along the Phase I corridor, which ultimately led to the communities to the north being eligible to apply for state matching grant funds for quiet zones. A full funding grant agreement for SunRail Phase II South is expected in summer 2015, therefore the study is needed to bring consistency in both phases. This work will be done in cooperation with FDOT, Osceola County, and the City of Kissimmee. Anticipated completion February 2016.

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Milestone/End Product/Target Date

- Special studies requested on an as-needed basis and authorized by MetroPlan Orlando Executive Director
- The Regional Northeast Corridor Study - This project will identify land uses along and adjacent to the corridor, a range of multimodal 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 a more detailed analysis of transportation options and eventually leading to federal environmental approval, and possibly recommending potential land use changes in the corridor.
- The SR50 HIA study includes a final report that includes the HIA's purpose, findings, and recommendations. The final report will offer stakeholders and decision-makers the opportunity to review evidence, methods, findings, conclusions, and recommendations on the recommended SR50 BRT service. After the release of the report, MetroPlan Orlando will track the impacts of the HIA on the decision-making process, the impletion of the project, and the impacts of the project on the health indicators described in the HIA.
- Orange Avenue Study - The purpose of this Corridor Planning Study is to develop a Corridor Management Plan that identifies a series of goals and objectives for the future Orange Avenue. This project will also seek to identify a range of multi-modal solutions to address the mobility needs and advance the long term vision for the study corridor. The implementation plan developed as part of this project will include long-term strategies that guide future development within the corridor, as well as specific improvements that can be advanced near term though local agency participation and/or by FDOT as 3-R (Resurfacing, Restoration, Rehabilitation) projects, safety enhancements or push-button projects.
- Concept Design Plans for Implementation of Quiet Zones in Osceola County - Concept design plans for up to 24 crossings in Osceola County.

Task 500 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando  
Deputy Executive Director  
Manager of Long-Range Planning  
Transportation Planner  
Smart Growth Planner

Task 500 - Special Project Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 39,199			\$ 39,199
FHWA - PL				\$ -
FTA 5305(d)				
X023 - Federal		\$ 74,149		\$ 74,149
X023 - State Match		\$ 9,269		\$ 9,269
X023 - Local Match		\$ 9,269		\$ 9,269
Total	\$ 39,199	\$ 92,687	\$ -	\$ 131,886

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 14,018			\$ 14,018
FHWA - PL		\$ 258,995		\$ 258,995
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 14,018	\$ 258,995	\$ -	\$ 273,013

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

## Section VI - Regional Planning



The Planning Funds (PL) formula includes a provision that each MPO set aside a specified amount for regional planning. This section includes a description of the planning activities the MPO plans to conduct with other MPOs and/or counties. Since MetroPlan Orlando is a multi-county MPO, it is acknowledged that much of the work done within its planning boundaries is already regional by nature. Nevertheless, MetroPlan Orlando looks for opportunities to partner with other MPOs and/or counties.

This section is comprised of the following tasks:

- 600 - Intergovernmental & Interagency Studies
- 610 - Interregional Transportation Planning & Coordination
- 620 - Intermodal Planning

## Task 600 - Intergovernmental & Interagency Studies

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### Purpose

- To coordinate with and assist those local agencies conducting studies of interest to MetroPlan Orlando and the area-wide transportation planning process through participation on their technical advisory committees
  - For MetroPlan Orlando staff to stay current with local government comprehensive plans to ensure consistency between MetroPlan Orlando plans and programs and local government comprehensive plans
- 

### Previous Work

Staff has participated in technical advisory committees for such agencies as FDOT, the Central Florida Regional Transportation Authority (LYNX), the Central Florida Expressway Authority and local governments. Topics have included the I-4 Master Plan, SunRail, The OIA Alternatives Analysis (AA) Refresh, the US 441 Corridor AA, the US 192 AA, the SR 50 AA, the LYMMO Expansion AA, the Osceola County South Lake Toho and Northeast Area studies, and the Wekiva Parkway studies. Since the establishment of the Osceola County Expressway Authority (OCX), staff has taken an active role in their work and regularly attends their meetings. Staff also serves an advisory role on consultant selection committees for FDOT.

Staff regularly participates on issues at the East Central Florida Regional Planning Council. Staff participates as a member of the Core Consortium for their HUD Sustainability Grant for the SunRail Phase I Station Area Planning, and staff prepared the Public Involvement Plan and provided additional guidance on the public involvement for that grant. Staff has also been included in the review of the East Airfield DRI and the Summer Bay DRI.

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### Methodology

Staff will participate, when requested, on technical advisory committees or other ad hoc groups who conduct studies or initiate 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.

MetroPlan Orlando staff will monitor local land use plans through the work of the Land Use Committee.

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Milestone/End Product/Target Date

- Participation in local agency studies and coordination of the regional transportation planning process
- Attendance at meetings of the OOCEA and OCX Boards
- Attendance at meetings of the GOAA Board
- Regular meetings of the Land Use Subcommittee

Task 600 Target: on-going

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Responsible Agency/Staff

MetroPlan Orlando  
Deputy Executive Director  
Director of Regional Partnerships  
Manager of Planning Services  
Smart Growth Planner  
Transportation Planner

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MetroPlan Orlando Unified Planning Work Program  
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Task 600 - Intergovernmental & Interagency Studies

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 14,602			\$ 14,602
FHWA - PL	\$ 37,850			\$ 37,850
FTA 5305(d)				
X023 - Federal	\$ 9,285			\$ 9,285
X023 - State Match	\$ 1,162			\$ 1,162
X023 - Local Match	\$ 1,162			\$ 1,162
FTA 5305(d)				
X024 - Federal	\$ 32,677			\$ 32,677
X024 - State Match	\$ 4,085			\$ 4,085
X024 - Local Match	\$ 4,085			\$ 4,085
<b>Total</b>	<b>\$ 104,908</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,908</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 7,022			\$ 7,022
FHWA - PL	\$ 59,180			\$ 59,180
FTA 5305(d)				
X024 - Federal	\$ 19,045			\$ 19,045
X024 - State Match	\$ 2,381			\$ 2,381
X024 - Local Match	\$ 2,381			\$ 2,381
FTA 5305(d)				
X025 - Federal	\$ 25,391			\$ 25,391
X025 - State Match	\$ 3,174			\$ 3,174
X025 - Local Match	\$ 3,174			\$ 3,174
<b>Total</b>	<b>\$ 121,748</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,748</b>

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

## Task 610 - Interregional Transportation Planning & Coordination

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### Purpose

- To promote and enhance interregional transportation planning and coordination with neighboring MPO's by supporting common interests
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### 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 Volusia County. Membership was subsequently expanded to form the Central Florida MPO Alliance (CFMPOA) that added membership from the Space Coast TPO, the Lake-Sumter MPO, the Ocala/Marion County TPO and the Polk TPO. During 2013 the CFMPOA developed a single priority list of projects. MetroPlan Orlando handles the administrative functions for Alliance meetings and created a web page for the Alliance in order to further the combined transportation agenda.

Once a year the Central Florida MPO Alliance meets with a similar organization from the Tampa Area, the Chairs Coordinating Council (CCC). This brings the two regions together on a regular basis in order to stay current on common issues of concern.

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### Methodology

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 Orlando has agreed to host all meetings and perform all administrative services for the Alliance. Staff will produce a "Regional Tracking the Trends" report, compile and examine regionally significant transportation facilities that connect the 10 counties covered by the Alliance. Staff will continue to participate in efforts related to the MYREGION.ORG program as the vision that came from these efforts is sought to be implemented throughout the region.

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### Milestone/End Product/Target Date

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.

- 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
- Attendance at meetings of other MPO/TPO Boards in the region

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Task 610 Target: On-going

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**Responsible Agency/Staff**

MetroPlan Orlando  
Deputy Executive Director  
Director of Regional Partnerships

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**Task 610 - Interregional Transportation Planning & Coordination**

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 65,044			\$ 65,044
FHWA - PL	\$ 71,021			\$ 71,021
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
<b>Total</b>	<b>\$ 136,065</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,065</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 59,505			\$ 59,505
FHWA - PL	\$ 90,377			\$ 90,377
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
<b>Total</b>	<b>\$ 149,882</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 149,882</b>

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

## Task 620 - Intermodal Planning

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### Purpose

- To coordinate regional and local intermodal project planning and analysis with FDOT and the Strategic Intermodal System Plan
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### Previous Work

The Strategic Intermodal System (SIS) Plan and its significance to the local area continue to be reviewed with the MetroPlan Orlando Board and its various committees. The MetroPlan Board and Committees reviewed and endorsed the I-4 Finance Plan. MetroPlan Orlando amended the 2030 LRTP to accommodate the I-4 Ultimate improvements to enable the FDOT to move forward with plans for that project.

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### Methodology

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, freight, port and transit facilities. Of particular interest is the necessity for coordination between SunRail and the future transit feeder systems intended to support it.

Consultant services may include assistance in an ongoing process for coordinating the development of plans and programs consistent with federal and state requirements. This may include work related to the Central Florida MPO Alliance; Regional Congestion Management Process; Regional Multi-Use Trails; Regional Freight, Goods, and Services Analysis; Regional Corridor Studies and Action Plans as requested by MetroPlan Orlando.

MetroPlan Orlando Unified Planning Work Program  
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Milestone/End Product/Target Date

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

Task 620 Target: On-going

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Responsible Agency/Staff

MetroPlan Orlando  
 Manager of Planning Services  
 Manager of Long-Range Planning  
 Transportation Planner  
 Smart Growth Planner

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Task 620 - Intermodal Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 5,225			\$ 5,225
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
<b>Total</b>	<b>\$ 5,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,225</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 4,490			\$ 4,490
FHWA - PL				\$ -
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
<b>Total</b>	<b>\$ 4,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,490</b>

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

## Section VII - Public Participation



This section describes the tasks necessary to implement the MPO's outreach program, which involves providing information to the community and creating opportunities for public participation in the transportation planning process

This section contains the following task:

700 - Community Outreach

## Task 700 - Community Outreach

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### Purpose

Public involvement is a critical element of the planning process and a requirement in federal and state law. MetroPlan Orlando's comprehensive community outreach program ensures that a diverse public has access to a variety of transportation planning information. Another key element of the outreach program is to create as many opportunities as possible for the community to provide input during the planning process, whether in person or electronically. In addition to standard public outreach approaches, the organization strives to use the latest communication tools and practices.

The community outreach program is shaped by the goals, objectives, strategies and performance measures included in the MetroPlan Orlando Public Involvement Plan. Outreach in the three-county area is broad and inclusive, with an emphasis on citizens considered traditionally underserved in the planning process (also referred to as "environmental justice"). MetroPlan Orlando is committed to outreach that incorporates visualization techniques, ensuring that transportation content is clear, concise and easy to understand. Electronic publication is also used to the maximum extent possible.

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### Previous Work

Previous public outreach work includes: public hearings, speakers bureau presentations, special events, market research, newsletter distribution, responses to public inquiries, production of annual reports, partnerships with area organizations, media relations activities, production of collateral materials, multicultural outreach, social media outreach, electronic publication through the organization's web site and programs for students. Topics covered in previous work show the whole spectrum of transportation planning issues, including required MPO plans and programs, freight, bicycle and pedestrian issues, safety, management and operations, use of technology in transportation, transportation disadvantaged issues, air quality, policy considerations, funding, transit, highways, etc. MetroPlan Orlando also works hard to support our partners' outreach efforts, incorporating their messaging into our activities whenever possible.

The process used to measure the effectiveness of the organization's community outreach is included in the Public Involvement Plan and reviewed regularly. Comments received during the FHWA/FTA Certification Review and the FDOT District 5 Certification Review were also used to measure the program's effectiveness.

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### Methodology

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 outreach activities, with the goal of fostering diverse community involvement and support for transportation priorities identified through the planning process. Outreach objectives in the Public Involvement Plan include:

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- Increase public involvement through targeted outreach activities, executing at least two activities each month
- Increase web site activity on [www.metroplanorlando.com](http://www.metroplanorlando.com) by five percent each year, encouraging broader outreach and involvement
- Increase awareness of the transportation planning process and other MetroPlan Orlando activities by gaining an additional 50 people who “like” the organization’s Facebook page and an additional 75 Twitter followers annually
- Integrate the adopted Long-Range Transportation Plan in public outreach, focusing on key concepts central to the plan, such as smart growth, transit, and air quality
- Increase press coverage about the transportation planning process and principles central to the process, generating at least eight print articles and six broadcast stories each year
- Meet all federal and state requirements for public involvement

Specific strategies for achieving these objectives are outlined in the Public Involvement Plan.

Market research is used to assess public opinion on transportation issues in Central Florida and to track trends in public sentiment over time. Results of research help shape transportation policies and assist MetroPlan Orlando in identifying topic areas to emphasize in community outreach activities.

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### Milestone/End Product/Target Date

Several milestones will be reached in FY 2014/15 and FY 2015/16 to maintain MetroPlan Orlando’s continuous, comprehensive and coordinated public involvement process:

- Produce an annual report to distribute at the beginning of each calendar year, which highlights the organization’s accomplishments and previews what to expect in the transportation industry in the year ahead. The annual report serves as an outreach tool targeting business and civic leaders. Explore additional electronic elements for the annual report
- Conduct a market research survey in FY 2014/15, continuing identification of trends in public opinion on transportation issues (note: statistically-valid phone surveys are completed every other year). Focus groups will be considered in intervening years if necessary
- Continue all activities necessary to achieve the objectives in the Public Involvement Plan, including, but not limited to: public hearings; participation in community events; partnering with transportation agencies, local governments, and interested parties to broaden outreach, particularly in communities traditionally underserved in the planning process; positioning MetroPlan Orlando as an expert in transportation planning by posting relevant content on the web site and social media channels; integrating key concepts from the 2040 Long-Range Transportation Plan into outreach activities; exploring opportunities for proactive media relations activities with local outlets and industry publications; meeting all requirements for public notification of meetings
- Develop interactive tools for outreach activities to encourage conversation and input
- Explore and implement improvements to the organization’s web site, including a more streamlined navigation system, conversion to a WordPress content management system, improved visual content (such as video, interactive planning tools, embedding social media, options to provide electronic feedback)
- Develop speakers bureau presentations that can be used by staff and partner organizations, including one with a focus on transportation funding. This will potentially require development of engaging graphics and video

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- Create and distribute issue-specific publications, as needed (possible topics could include: funding, pedestrian safety, bicycle commuting and safety tips, results of studies, air quality, transportation disadvantaged program overview, transportation statistics, impacts of transportation on health, importance of connectivity between modes, etc.)

Task 700 Target: On-going

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**Responsible Agency/Staff**

MetroPlan Orlando  
Director of Regional Partnerships  
Public Information Manager  
Manager of Long-Range Planning  
Transportation Planner  
Smart Growth Planner

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**Task 700 - Community Outreach**

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 89,654			\$ 89,654
FHWA - PL	\$ 41,260	\$ 30,000		\$ 71,260
FTA 5305(d)				
X022 - Federal	\$ 41,440			\$ 41,440
X022 - State Match	\$ 5,181			\$ 5,181
X022 - Local Match	\$ 5,181			\$ 5,181
FTA 5305(d)				
X024 - Federal	\$ 73,164			\$ 73,164
X024 - State Match	\$ 9,145			\$ 9,145
X024 - Local Match	\$ 9,145			\$ 9,145
<b>Total</b>	<b>\$ 274,170</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 304,170</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 142,796			\$ 142,796
FHWA - PL	\$ 100,854	\$ 15,000		\$ 115,854
FTA 5305(d)				
X025 - Federal	\$ 59,748			\$ 59,748
X025 - State Match	\$ 7,468			\$ 7,468
X025 - Local Match	\$ 7,468			\$ 7,468
<b>Total</b>	<b>\$ 318,334</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 333,334</b>

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

## Section VIII - Systems Planning



Recurring planning studies/projects, whether transit, bike/ped, Transportation Demand Management, or transportation disadvantaged planning, should be included in this section.

This section is comprised of the following tasks:

- 800 - Land Use Planning
- 810 - Transit Planning
- 820 - Management & Operation
- 830 - Goods Movement Planning
- 840 - Smart Growth Planning
- 850 - Transportation Disadvantaged Planning
- 860 - Air Quality Planning
- 870 - Bicycle & Pedestrian Planning
- 880 - Highway Planning

## Task 800 - Land Use Planning

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### Purpose

- To acquire and maintain the parcel level data from the county Property Appraisers' offices for Orange, Seminole, and Osceola Counties
  - Run the MetroPlan Orlando Land Use Allocation Model to develop ZDATA sets for the Orlando Urbanized Area Transportation Study
  - Use GIS software to develop maps and relational databases for analysis and reports
- 

### Previous Work

- Housing and population data sets were developed based on Property Appraisers' parcel level records for use in the Year 2040 Long-Range Transportation Plan
  - With the assistance of the Land Use Subcommittee, the data sets for each county and city in the MetroPlan Orlando planning area were reviewed and revised as appropriate
  - Staff also assisted local staff members in updating their databases
- 

### Methodology

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

Consultant services may include the development of socio-economic databases, other related land use planning activities, miscellaneous GIS support, including but not limited to mapping, analysis, and the development of demographic and geographic databases as requested by the MPO.

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**Milestone/End Product/Target Date**

- A regional GIS database for map production and various other data sets to support MetroPlan Orlando planning efforts
- 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

Task 800 Target: On-going

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**Responsible Agency/Staff**

MetroPlan Orlando  
Smart Growth Planner  
Manager of Long-Range Planning

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**Task 800 - Land Use Planning**

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 9,340			\$ 9,340
FHWA - PL	\$ 11,400			\$ 11,400
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
<b>Total</b>	<b>\$ 20,740</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,740</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 3,215			\$ 3,215
FHWA - PL	\$ 6,109	\$ 67,954		\$ 74,063
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
<b>Total</b>	<b>\$ 9,324</b>	<b>\$ 67,954</b>	<b>\$ -</b>	<b>\$ 77,278</b>

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

## Task 810 - Transit Planning

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### Purpose

- To work with LYNX and the MetroPlan committees on a thorough revision of the transit priority list of projects
  - 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
  - To work with LYNX to update the Short-Range (10-year planning horizon) Transit Development Plan for the Orlando Urbanized Area
  - To work with LYNX in planning for any proposed special transit projects, bus or rail, in the Orlando Urbanized Area.
- 

### Previous Work

Transit studies using Section 5305(d) funds.

Major Studies include:

- US 192 Alternatives Analysis - the LPA (Locally Preferred Alternative) was approved by the MetroPlan Board in October
- SR 50/UCF Connector Alternatives Analysis-the LPA should be presented to the MetroPlan Board early in 2015
- OIA Refresh Alternatives Analysis- the LPA should be presented to the MetroPlan Board in mid 2014
- US 441 Corridor Alternatives Analysis - the LPA should be presented to the MetroPlan Board in late 2014

The TDP was adopted in 2013. The planning horizon was advanced to FY 2013/FY2022.

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### Methodology

There is a new emphasis on transit planning throughout the MetroPlan Orlando region. During 2013, our Board members determined that more emphasis should be placed on transit planning and implementation. The first strategy implemented after Board approval of the Strategic Business Plan was the modification of an existing staff position to focus on transit and other related issues that support transit throughout the region.

Staff has started regular meetings with the LYNX Planning Director as well as monthly coordinating meetings with FDOT and LYNX focused on advancing transit projects throughout the region.

MetroPlan Orlando will assist and monitor LYNX's transit planning efforts. This task includes ridership and passenger boarding analysis for localized areas, corridors, or sub-regions, and review of LYNX

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performance reports. Staff will work with LYNX on improving their performance measurements listed in their Transit Development Plan and assist their planning efforts on transit modal improvements on the 22 corridors listed in LYNX's Vision 2030. Staff will also assist and monitor all anticipated planning studies by LYNX including technology and innovation, fleet and facility expansion, and comprehensive operations analysis. Staff will also assist in the coordination and development of additional transit and multimodal transportation efforts such as FlexBus and SunRail.

This task provides for MetroPlan Orlando's continued participation in the development of SunRail. Phase I of the system is scheduled to be open in May 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, staff will assist in the research and deployment of transit ITS tools that will enhance transit services in the area. Transit ITS services may include improvements to LYNX's automated vehicle location (AVL) systems and computer-aided dispatch (CAD) systems, assistance of transit signal priority implementation strategy, and development of a region-wide multimodal trip information dissemination planning system.

Consultant services may include:

- the evaluation of transit need in Orange, Osceola, and Seminole Counties
- Analyses of:
  - transit level of service
  - transit supportive areas
  - access to jobs and activity centers
  - supportive pedestrian and disabled-accessible infrastructure
  - long-term fixed guideway and/or bus rapid transit concept analysis
  - cost and air quality estimation
  - other related analysis as needed.

LYNX -- Section 5307/5309 Planning Studies	State FY 2014/15	State FY 2015/16
1 Operations, Systems Management Planning	\$100,000	\$100,000
2 Technology and Innovation (ITS/GIS Plan Upgrades)	\$100,000	\$50,000
3 Multi-moda planning, Express Bus, BRT Next Steps Operations Facility Site/Search Selection, Environmental and	\$200,000	\$200,000
4 Conceptual Planning	\$75,000	\$125,000
5 Origins/Destinations Survey	\$400,000	
6 Title VI Equity Analysis	\$60,000	\$60,000
7 Metroplan LRTP support	\$80,000	\$40,000
8 Financial Planning and Analysis	\$40,000	\$40,000
9 SR 436 AA/MAP 21 requirements		\$1,000,000
10 TDSP Update	\$20,000	\$10,000
11 Superstop feasibility study, site/search selection/environmental	\$150,000	\$200,000
12 Security Management Plan Updates	\$50,000	
13 Safety Management Plan Updates	\$50,000	
Total	\$1,325,000	\$1,825,000

Milestone/End Product/Target Date

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- Studies supporting successful implementation of service and compliance with and implementation of federal and state initiatives that impact public transit
- A current, comprehensive, workable plan for the short-term development of transit in the Orlando Urbanized Area, including Orange, Osceola and Seminole Counties
- Consultant analysis reports and supporting materials

Task 810 Target: On-going

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Responsible Agency/Staff

LYNX

FDOT

MetroPlan Orlando

Deputy Executive Director  
Transportation Planner

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MetroPlan Orlando Unified Planning Work Program  
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Task 810 - Transit Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	LYNX	Total
Local Assessment	\$ 27,772			\$ 27,772
FHWA - PL				\$ -
FTA 5305(d)				
X023 - Federal		\$ 12,000		\$ 12,000
X023 - State Match		\$ 1,500		\$ 1,500
X023 - Local Match		\$ 1,500		\$ 1,500
FTA 5305(d)				
X024 - Federal	\$ 41,157	\$ 96,000		\$ 137,157
X024 - State Match	\$ 5,145	\$ 12,000		\$ 17,145
X024 - Local Match	\$ 5,145	\$ 12,000		\$ 17,145
FTA 5307/5309			\$ 1,325,000	\$ 1,325,000
Total	\$ 79,219	\$ 135,000	\$ 1,325,000	\$ 1,539,219

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	LYNX	Total
Local Assessment	\$ 10,934	\$ 42,000		\$ 52,934
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal		\$ 80,000		\$ 80,000
X024 - State Match		\$ 10,000		\$ 10,000
X024 - Local Match		\$ 10,000		\$ 10,000
FTA 5305(d)				
X025 - Federal	\$ 43,247	\$ 80,000		\$ 123,247
X025 - State Match	\$ 5,405	\$ 10,000		\$ 15,405
X025 - Local Match	\$ 5,405	\$ 10,000		\$ 15,405
FTA 5307/5309			\$ 1,825,000	\$ 1,825,000
Total	\$ 64,991	\$ 242,000	\$ 1,825,000	\$ 2,131,991

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

## Task 820 - Transportation Systems Management & Operations

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### Purpose

- To promote, advocate and implement Transportation Systems Management & Operations projects, programs, research and studies
  - To support implementation of Intelligent Transportation Systems (ITS) in the Orlando Urbanized Area
  - To support the implementation of transportation demand management activities
  - To implement Congestion Management Strategies in the Orlando Urbanized Area
  - 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
  - To study value pricing in the Orlando Urbanized Area
  - Development of strategies for safety conscious planning in all stages of the transportation planning process with an emphasis on pedestrian safety, for both the highway and transit system
  - 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)
- 

### 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 M&O strategies under the Congestion Management Process for congestion mitigation or an alternative to capacity improvements. 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 cost-benefit analysis; this investment has evolved from using GPS to using Bluetooth technology and reporting travel times.

This task facilitated the implementation of the Congestion Management Plan (CMP) as described in the Year 2030 Long Range Transportation Plan. The CMP was 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. 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.

MetroPlan Orlando has served in a supportive role to FDOT's reThink program 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. Staff

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has also proposed a pilot study through the FHWA Value Pricing Pilot Program to bring about substantial and measurable reductions in congestion in the Orlando area.

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.

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.

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### Methodology

Staff will seek to integrate emerging technologies and "Big Data" into transportation planning. Traffic control technologies similar to adaptive signals that can assist in managing the network will be identified and developed as appropriate. Several advancements in communications and software are occurring that enable real-time data collection from individuals, vehicles and transportation facilities. Technologies such as traffic sensors, Bluetooth devices, smart phones, and navigational systems provide a tremendous amount of useful information for transportation planning. Data compiled from these and other technologies provide the key ingredients for measuring the performance of the transportation network, an important feature of the CMP.

Staff will investigate the possible value in unstructured data sources such as photos, videos, text messages, emails, maps, audio, tweets, and other social media posts, blog articles and real-time data feeds, sensors from roadside devices (signs and traffic signals) and mobile apps.

Staff will identify needs and challenges for transportation data management and sharing; evaluate existing platforms for data management and assess the pros and cons of each; stay informed of emerging technologies that can be applied in the future; and determine future directions and resources.

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

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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 will utilize 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.

Staff will continue its role of supporting the reThink program in advocating TDM; researching the 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.

As the Year 2040 LRTP advances, staff will 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 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)
- Regional Statewide Traffic Incident Management (TIM)

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. On-going activities include:

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

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 concurrently with the 2040 LRTP, thus taking advantage of the fiscal and staff resources already programmed for the update. The Study will conclude with a final report describing potential benefits and impacts, recommendations, and a possible implementation plan or pilot program.

MetroPlan Orlando will continue to use the Management & Operations Subcommittee to enhance communication and understanding among transportation planners and safety practitioners about the

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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.

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.

A demonstration study of the Work Zone Impact and Strategy Estimator (WISE) will be completed. The WISE is a software that has the ability to optimize project scheduling and its planned construction stages, focusing on work zone management and traffic management during construction. The study will evaluate WISE's ability to optimize the regional freeway construction schedule to minimize the road user's delay. The study is being funded by a grant the MetroPlan Orlando received through the Strategic Highway Research Program (SHRP2) Implementation Assistance Program.

Consultant services may include data acquisition, compilation, processing, analysis, and reporting. Other services may include assistance in the development and implementation of TSMO strategies and programs.

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### Milestone/End Product/Target Date

- Continued efforts to implement the use of ITS to address pressing problems in traffic congestion, incident management, and system safety and security
- Staff will continue its role of supporting the reThink program in advocating TDM and researching the 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.
- Implementation of the 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
- A strengthened relationship between MetroPlan Orlando and our existing partners that addresses alternative trip-making options and maximizes the region's transit investment
- Based on the findings in the Value Pricing Study, and in consultation with the Steering Committee, the consultant will report on the feasibility of integrating a congestion pricing

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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.

- A comprehensive final report will be produced at the end of the study of the WISE software illustrating the application of the planning and traffic tools to improve decision-making and traffic management in the Orlando metropolitan area during the horizon period. The report will include recommendations for further research and application of these tools as well as guidance to other programming agencies for future implementation.

Task 820 Target: June 2015 & June 2016

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Responsible Agency/Staff

LYNX

MetroPlan Orlando

Director, System Management & Operations

Manager of Long-Range Planning

Transportation Engineer

Transportation Planner

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Task 820 - Transportation Systems Management & Operations

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 16,052			\$ 16,052
FHWA - PL	\$ 137,112	\$ 116,829		\$ 253,941
FHWA - VPPP	\$ 6,047	\$ 135,191		\$ 141,238
FTA 5305(d)				
X023 - Federal		\$ 68,848		\$ 68,848
X023 - State Match		\$ 8,606		\$ 8,606
X023 - Local Match		\$ 8,606		\$ 8,606
FTA 5305(d)				
X024 - Federal	\$ 46,088	\$ 24,000		\$ 70,088
X024 - State Match	\$ 5,761	\$ 3,000		\$ 8,761
X024 - Local Match	\$ 5,761	\$ 3,000		\$ 8,761
<b>Total</b>	<b>\$ 216,821</b>	<b>\$ 368,080</b>	<b>\$ -</b>	<b>\$ 584,901</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 6,604			\$ 6,604
FHWA - PL	\$ 87,361	\$ 118,500		\$ 205,861
FHWA - ITS Master Plan - XU		\$ 300,000		\$ 300,000
FHWA - WISE Grant	\$ 9,990	\$ 70,000		\$ 79,990
FTA 5305(d)				
X023 - Federal		\$ 14,110		\$ 14,110
X023 - State Match		\$ 1,764		\$ 1,764
X023 - Local Match		\$ 1,764		\$ 1,764
FTA 5305(d)				
X024 - Federal		\$ 24,000		\$ 24,000
X024 - State Match		\$ 3,000		\$ 3,000
X024 - Local Match		\$ 3,000		\$ 3,000
FTA 5305(d)				
X025 - Federal	\$ 56,108	\$ 24,000		\$ 80,108
X025 - State Match	\$ 7,013	\$ 3,000		\$ 10,013
X025 - Local Match	\$ 7,013	\$ 3,000		\$ 10,013
<b>Total</b>	<b>\$ 174,089</b>	<b>\$ 566,138</b>	<b>\$ -</b>	<b>\$ 740,227</b>

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

## Task 830 - Goods Movement Planning

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### Purpose

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

MetroPlan's initial 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 been implemented by FDOT or local governments in their respective work programs. Later, follow-up 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 2011/2012. MetroPlan advertised and selected a consultant team in December, 2011, and executed the contract in January, 2012. The final report was presented to the MetroPlan Committees and Board in 2013.

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### Methodology

An update of the Freight, Goods and Services Mobility Strategy Plan was initiated in FY 2011/2012 and continued into the 2013/2014 fiscal year. The plan included an update to the database that was developed in the initial Strategy Plan; it 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 reflected 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 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,

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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.

Consultant services may include the continued intergration of goods movement planning into the long-range planning process including, but not limited to, the evaluation of freight system needs and recommendation of cost feasible solutions as requested by the MPO.

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Milestone/End Product/Target Date

- The updated Strategy Plan will be completed in FY 2013/2014
- The Plan will include an updated list of projects that focus on freight and highway operational improvements. These improvements will be considered for the Prioritized Project List and possible programming in the Transportation Improvement Program (TIP)
- The Plan will also include the economic analysis of the impact of freight movement in the study area

Task 830 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando  
Manager of Long-Range Planning

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Task 830 - Goods Movement Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 14,413			\$ 14,413
FHWA - PL	\$ 17,727	\$ 6,000		\$ 23,727
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 32,140	\$ 6,000	\$ -	\$ 38,140

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 6,497			\$ 6,497
FHWA - PL	\$ 2,039	\$ 90,000		\$ 92,039
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 8,536	\$ 90,000	\$ -	\$ 98,536

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

## Task 840 - Smart Growth Planning

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### Purpose

- To use the Pedestrian Safety and Mobility Assessment Tool to measure improvements in walkability for multimodal/context-sensitive projects
  - To measure potential impacts of smart growth on travel behavior and identify development opportunities that may benefit from a smart growth approach
  - To develop concepts for implementing context-sensitive solutions for the urban core state roadways in order to make them more pedestrian and transit friendly
- 

### Previous Work

Staff created 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.

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### Methodology

Smart Growth Planning will continue the work of the Land Use Subcommittee that started under the long-range plan update process. 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 and suggest appropriate supporting infrastructure and design strategies. 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 U.S. Department of Transportation (DOT), U.S. Housing and Urban Development (HUD) and the U.S. Environmental Protection Agency (EPA). LYNX’s efforts will also be coordinated through MetroPlan Orlando and its Land Use Subcommittee.

Many of the roadways in the urban core were developed decades ago with minimal consideration for pedestrian, transit and bicycle use and, while they may function on a smaller scale than larger corridors in the more suburban areas, they may still require upgrades to support and encourage infill development and transit. An appropriate time to accomplish this may be when the roadways are

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programmed for resurfacing. This task will include the development of a regional complete streets policy and program which will include the identification and review viable corridors with the purpose of making these corridors more functional and livable. Criteria will be developed under the complete streets process but may include: transit emphasis corridor, planned redevelopment, concurrency exception area, multimodal 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. This information will be used to develop concepts that could be used for consideration of such context-sensitive solutions. This task will be conducted with the support of our general planning consultant.

Prospective Expansion of the Downtown Orlando Intermodal Center - This study will examine the long-term need for expanding the downtown Orlando intermodal center (also known as LYNX Central Station) along with challenges and opportunities for bringing together other forms of transit service in one location to benefit the general public. This work will be done in cooperation with LYNX staff.

Incorporating Public Health Concerns into the Regional Transportation Planning Process - This project will identify best practices around the county for effectively addressing public health issues in our regional transportation planning process. Some issues are considered already such as traffic safety and air quality concerns but there may be additional benefits to taking a more holistic approach.

Trail Crossing Traffic Control Assessment - MetroPlan Orlando will assess the traffic control at 53 trail/roadway crossings throughout Central Florida. The trail crossings exist along four segments of the West Orange Trail, Cady Way Trail, Cross Seminole Trail, and the Seminole Wekiva Trail. The trail segments range from one to three miles in length and include segments having independent rights-of-way and other segments adjacent to roadways. The crossings to be evaluated are at local roads or driveways where the trail approaches are controlled by "YIELD" or "STOP" signs. Trail crossings at signalized intersections will not be evaluated as part of this assessment.

This task may be conducted through consultant services.

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Milestone/End Product/Target Date

- The encouragement of Smart Growth principles and the monitoring of the impacts of Smart Growth on transportation through the Land Use Subcommittee
- Development of concepts identifying corridors, an implementation plan and cost estimates
- Development of regional complete streets goals and structure, definition and policies, development of identification and comparable analysis criteria, and the associated summary documentation.
- Completion of a study of a prospective expansion of the Downtown Orlando Intermodal Center
- Completion of a study identifying options for incorporating public health concerns into the Regional Transportation Planning Process
- Assessment of Trail Traffic Control Options

Task 840 Target: On-going

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Responsible Agency/Staff

LYNX

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

MetroPlan Orlando  
Smart Growth Planner  
Transportation Planner  
Manager of Long Range Planning

Task 840 - Smart Growth Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 6,358	\$ 11,000		\$ 17,358
FHWA - PL	\$ 923			\$ 923
FHWA-Complete Streets (XU)	\$ -	\$ 200,000		\$ 200,000
FTA 5305(d)				
X023 - Federal		\$ 4,080		\$ 4,080
X023 - State Match		\$ 510		\$ 510
X023 - Local Match		\$ 510		\$ 510
FTA 5305(d)				
X024 - Federal	\$ 1,219	\$ 16,000		\$ 17,219
X024 - State Match	\$ 153	\$ 2,000		\$ 2,153
X024 - Local Match	\$ 153	\$ 2,000		\$ 2,153
<b>Total</b>	<b>\$ 8,806</b>	<b>\$ 236,100</b>	<b>\$ -</b>	<b>\$ 244,906</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 3,811			\$ 3,811
FHWA - PL	\$ 5,211	\$ 6,400		\$ 11,611
FHWA-Complete Streets (XU)	\$ -	\$ 175,000		\$ 175,000
FTA 5305(d)				
X024 - Federal		\$ 16,000		\$ 16,000
X024 - State Match		\$ 2,000		\$ 2,000
X024 - Local Match		\$ 2,000		\$ 2,000
FTA 5305(d)				
X025 - Federal	\$ 10,109	\$ 16,000		\$ 26,109
X025 - State Match	\$ 1,264	\$ 2,000		\$ 3,264
X025 - Local Match	\$ 1,264	\$ 2,000		\$ 3,264
<b>Total</b>	<b>\$ 21,659</b>	<b>\$ 221,400</b>	<b>\$ -</b>	<b>\$ 243,059</b>

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

## Task 850 - Transportation Disadvantaged Planning

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### Purpose

- To provide MetroPlan Orlando staff support and technical assistance to the Transportation Disadvantaged Local Coordinating Board established for Orange, Seminole and Osceola Counties (which comprise the Orlando Urbanized Area) as required by Chapter 427, F.S. and Rule 41-02
  - Provide for the planning support needed to assist LYNX as the Community Transportation Coordinator (CTC)
  - To comply with the requirements of the Americans With Disabilities Act of 1990
- 

### 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.

In FY 2013, a major update of the TDSP was completed by LYNX staff.

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 was redesignated as the Community Transportation Coordinator in 2013. LYNX has contracted with MV Transportation to operate a restructured delivery system.

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### Methodology

MetroPlan Orlando staff, through the Coordinating Board Chairperson, will arrange for meeting schedules and announcements, facility arrangement, 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.

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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.
- Participate in the competitive selection process for Sections 5310, 5316, 5317 and other funding mechanisms

Research/develop/review/monitor grant opportunities and application efforts for expanded technology standards for transportation service delivery to the elderly, economically disadvantaged and disabled.

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

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. 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.

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.

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### Milestone/End Product/Target Date

- Planning support of the Transportation Disadvantaged Local Coordinating Board and the Community Transportation Coordinator
- 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 2014/2015. Methodology will continue in FY 2015/2016
- Complete Transportation Disadvantaged Service Plan
- Conduct at least one TD public hearing within the Fiscal Year

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- Annual Evaluation of the CTC
- Updated Local Coordinating Board grievance procedures

Task 850 Target: June 2015 & June 2016

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Responsible Agency/Staff

LYNX  
MetroPlan Orlando  
Transportation Planner

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MetroPlan Orlando Unified Planning Work Program  
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Task 850 - Transportation Disadvantaged Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 10,507			\$ 10,507
TD Grant	\$ 60,662	\$ 37,162		\$ 97,824
FHWA - PL				\$ -
FTA 5305(d)				
X023 - Federal		\$ 4,718		\$ 4,718
X023 - State Match		\$ 590		\$ 590
X023 - Local Match		\$ 590		\$ 590
FTA 5305(d)				
X024 - Federal		\$ 56,000		\$ 56,000
X024 - State Match		\$ 7,000		\$ 7,000
X024 - Local Match		\$ 7,000		\$ 7,000
<b>Total</b>	<b>\$ 71,169</b>	<b>\$ 113,060</b>	<b>\$ -</b>	<b>\$ 184,229</b>

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 4,479			\$ 4,479
TD Grant	\$ 58,358	\$ 39,466		\$ 97,824
FHWA - PL				\$ -
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
FTA 5305(d)				
X025 - Federal		\$ 56,000		\$ 56,000
X025 - State Match		\$ 7,000		\$ 7,000
X025 - Local Match		\$ 7,000		\$ 7,000
<b>Total</b>	<b>\$ 62,837</b>	<b>\$ 109,466</b>	<b>\$ -</b>	<b>\$ 172,303</b>

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

## Task 860 - Air Quality Planning

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### Purpose

- 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 have been 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 and maintains a Contingency Plan for that eventuality.
  - 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

The MetroPlan Orlando Board and committees were briefed on numerous occasions 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.

Orlando Urbanized Area Air Quality Implementation Plan, Air Quality Emissions Inventory and current air quality modeling efforts 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 revision of the National Ambient Air Quality Standard for ozone from 85 parts per billion (PPB) to 75 PPB. If the standard is lowered even further it is likely that the Orlando Urbanized Area would not meet the new standards and would thus be placed into non-attainment status.

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### Methodology

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 U.S. 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.

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

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 cost-benefit 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.

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 U.S. 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.

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.

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Milestone/End Product/Target Date

- 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
- Updated air quality data supporting MetroPlan Orlando's air quality planning activities
- Work conducted daily throughout the fiscal year in preparation for EPA's possible revision of the 2008 standard of 75 parts per billion
- Updated ozone emissions inventory supporting MetroPlan Orlando's air quality planning activities

Task 860 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando  
Manager of Long-Range Planning  
Transportation Planner

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 860 - Air Quality Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 3,421			\$ 3,421
FHWA - PL	\$ 8,683			\$ 8,683
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 12,104	\$ -	\$ -	\$ 12,104

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 1,278			\$ 1,278
FHWA - PL	\$ 3,938			\$ 3,938
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 5,216	\$ -	\$ -	\$ 5,216

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

## Task 870 - Bicycle & Pedestrian Planning

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### Purpose

- To prepare a pedestrian and bicyclist crash typing and analysis report
  - To reduce pedestrian and bicyclist crashes, injuries and fatalities through education, crash analysis, and law enforcement
  - To identify existing pedestrian and bicycle facilities, prioritize needed improvements, and recommend needed elements to local governments
  - 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

MetroPlan worked with the Best Foot Forward program to educate users on road safety issues.

MetroPlan Orlando staff worked with the Florida Bicycle Association (FBA) and the Florida Safety Council to expand the Alternative Transportation Education program. This program addressed motorist responsibilities as well as pedestrian and bicyclist safety. The Orlando Area Bicyclist Crash Study was completed and distributed. MetroPlan Orlando 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 Orlando committees.

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.

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### Methodology

Staff will crash type all pedestrian and bicyclist reports for 2012/2013 and will prepare a written report that documents the findings.

Staff will continue to use data from the Local Vehicle Crash Database to assess the safety and effectiveness of bicycle lanes and various pedestrian crash reduction strategies.

## MetroPlan Orlando Unified Planning Work Program Fiscal Years 2014/2015 & 2015/2016

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

Staff will continue to 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.

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.

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 participate 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.

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.

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.

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

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Milestone/End Product/Target Date

- The reduction of pedestrian and bicyclist crashes, injuries and fatalities through implementation of such strategies as education, crash analysis, and law enforcement
- 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
- Support of the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee and the maintenance of records relating to their activities
- Publishing and distribution of materials supporting walking and bicycling for health and transportation
- 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

Task 870 Target: June 2015 & June 2016

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Responsible Agency/Staff

MetroPlan Orlando  
Smart Growth Planner  
Transportation Engineer

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MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Task 870 - Bicycle & Pedestrian Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 116,304			\$ 116,304
FHWA - PL	\$ 68,305			\$ 68,305
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 184,609	\$ -	\$ -	\$ 184,609

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 114,686			\$ 114,686
FHWA - PL	\$ 88,897	\$ 76,484		\$ 165,381
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 203,583	\$ 76,484	\$ -	\$ 280,067

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

## Task 880 - Highway Planning

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### Purpose

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

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### Methodology

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 2014/2015 and FY 2015/2016.

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.

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### Milestone/End Product/Target Date

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

Task 880 Target: On-going

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2014/2015 & 2015/2016

Responsible Agency/Staff

MetroPlan Orlando  
Manager of Planning Services

Task 880 - Highway Planning

Funding Sources FY 2014-2015	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 11,413			\$ 11,413
FHWA - PL	\$ 10,298			\$ 10,298
FTA 5305(d)				
X024 - Federal				\$ -
X024 - State Match				\$ -
X024 - Local Match				\$ -
Total	\$ 21,711	\$ -	\$ -	\$ 21,711

Funding Sources FY 2015-2016*	MetroPlan	Pass Thru/ Consultant	FDOT	Total
Local Assessment	\$ 1,726			\$ 1,726
FHWA - PL	\$ 16,586			\$ 16,586
FTA 5305(d)				
X025 - Federal				\$ -
X025 - State Match				\$ -
X025 - Local Match				\$ -
Total	\$ 18,312	\$ -	\$ -	\$ 18,312

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

**UNIFIED PLANNING WORK PROGRAM**  
**TABLE 1: AGENCY PARTICIPATION**  
**FY 2014/2015**

	MetroPlan Orlando	Consultant and Pass- Through Expenses	Total MetroPlan Orlando Budget	Central Florida Regional Transportation Authority	FDOT	Grand Total - BE #8
<b>I. ADMINISTRATION</b>						
100 General Office Management	\$ 805,398	\$ -	\$ 805,398			\$ 805,398
110 UPWP & Financial Management	265,708	-	265,708			\$ 265,708
120 Certification	34,234	-	34,234			\$ 34,234
130 Board & Committee Support	317,015	-	317,015			\$ 317,015
140 Legal & Legislative Services	66,796	62,000	128,796			\$ 128,796
150 Local Match for Program Administration	194,555	-	194,555			\$ 194,555
<b>II. Data Collection</b>						
200 System Monitoring	82,900	110,442	193,342			\$ 193,342
210 Transit System Monitoring	13,419	43,832	57,251			\$ 57,251
220 Land Use Monitoring	3,161	-	3,161			\$ 3,161
<b>III. Transportation Improvement Program (TIP)</b>						
300 Transportation Improvement Program	171,220	14,401	185,621			\$ 185,621
<b>IV. Long-Range Transportation Plan</b>						
400 Long-Range Transportation Plan	120,555	61,068	181,623			\$ 181,623
<b>V. Special Project Planning</b>						
500 Special Project Planning	39,199	92,687	131,886			\$ 131,886
<b>VI. Regional Planning</b>						
600 Intergovernmental & Interagency Studies	104,908	-	104,908			\$ 104,908
610 Interregional Transportation Planning & Coordination	136,065	-	136,065			\$ 136,065
620 Intermodal Planning	5,225	-	5,225			\$ 5,225
<b>VII. Public Participaton</b>						
700 Community Outreach	274,170	30,000	304,170			\$ 304,170
<b>VIII. Systems Planning</b>						
800 Land Use Planning	20,740	-	20,740			\$ 20,740
810 Transit Planning	79,219	135,000	214,219	1,325,000		\$ 1,539,219
820 Management & Operations	216,821	368,080	584,901			\$ 584,901
830 Goods Movement Planning	32,140	6,000	38,140			\$ 38,140
840 Smart Growth Planning	8,806	236,100	244,906			\$ 244,906
850 Transportation Disadvantaged Planning	71,169	113,060	184,229			\$ 184,229
860 Air Quality Planning	12,104	-	12,104			\$ 12,104
870 Bicycle & Pedestrian Planning	21,711	-	184,609			\$ 184,609
880 Highway Planning	21,711	-	21,711			\$ 21,711
<b>TOTAL</b>	<b>\$ 3,118,949</b>	<b>\$ 1,272,670</b>	<b>\$ 4,554,517</b>	<b>\$ 1,325,000</b>	<b>\$ -</b>	<b>\$ 5,879,517</b>

UNIFIED PLANNING WORK PROGRAM  
TABLE 2: FUNDING SOURCES  
FY 2014/2015

Tasks	FHWA* FY'15	FHWA VPPP	FHWA Complete Streets	X024 FTA NEW FY 2015			FY '14 X023 FTA Carryover			FY'13 X022 FTA Carryover			TOTAL FHWA & FTA	TOTAL FDOT MATCH	TOTAL LOCAL MATCH	OTHER FHWA/FTA 5307 & 5309	LOCAL New	'14 TRANS DISADV COMM	GRAND TOTAL @ BE #8
				FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH							
I. ADMINISTRATION																			
100 General Office Management	\$ 144,429	\$ -	\$ -	\$ 118,012	\$ 14,748	\$ 14,748	\$ 89,610	\$ 11,198	\$ 11,198	\$ 11,049	\$ 1,381	\$ 1,381	\$ 363,100	\$ 27,327	\$ 27,327		\$ 387,644	\$ -	\$ 805,398
110 UPWP & Financial Management	72,020	-	-	75,245	9,406	9,406	44,874	5,609	5,609	-	-	-	192,139	15,015	15,015		43,539	-	265,708
120 Certification	6,125	-	-	22,487	2,811	2,811	-	-	-	-	-	-	28,612	2,811	2,811		-	-	34,234
130 Board & Committee Support	105,800	-	-	83,147	10,394	10,394	46,578	5,822	5,822	-	-	-	235,525	16,216	16,216		49,058	-	317,015
140 Legal & Legislative Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		128,796	-	128,796
150 Local Match for Program Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		194,555	-	194,555
II. Data Collection																			
200 System Monitoring	163,623	-	-	-	-	-	-	-	-	-	-	-	163,623	-	-		29,719	-	193,342
210 Transit System Monitoring	-	-	-	31,529	3,941	3,941	11,066	1,383	1,383	-	-	-	42,595	5,324	5,324		4,008	-	57,251
220 Land Use Monitoring	1,329	-	-	-	-	-	-	-	-	-	-	-	1,329	-	-		1,832	-	3,161
III. Transportation Improvement Program (TIP)																			
300 Transportation Improvement Program	54,500	-	-	59,694	7,462	7,462	35,330	4,417	4,417	8,160	1,019	1,019	157,684	12,898	12,898		2,141	-	185,621
IV. Long-Range Transportation Plan																			
400 Long-Range Transportation Plan	96,924	-	-	28,137	3,517	3,517	24,800	3,100	3,100	-	-	-	149,861	6,617	6,617		18,528	-	181,623
V. Special Project Planning																			
500 Special Project Planning	-	-	-	-	-	-	74,149	9,269	9,269	-	-	-	74,149	9,269	9,269		39,199	-	131,886
VI. Regional Planning																			
600 Intergovernmental & Interagency Studies	37,850	-	-	32,677	4,085	4,085	9,285	1,162	1,162	-	-	-	79,812	5,247	5,247		14,602	-	104,908
610 Interregional Transportation Planning & Coordination	71,021	-	-	-	-	-	-	-	-	-	-	-	71,021	-	-		65,044	-	136,065
620 Intermodal Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		5,225	-	5,225
VII. Public Participaton																			
700 Community Outreach	71,260	-	-	73,164	9,145	9,145	-	-	-	41,440	5,181	5,181	185,864	14,326	14,326		89,654	-	304,170
VIII. Systems Planning																			
800 Land Use Planning	11,400	-	-	-	-	-	-	-	-	-	-	-	11,400	-	-		9,340	-	20,740
810 Transit Planning	-	-	-	137,157	17,145	17,145	12,000	1,500	1,500	-	-	-	149,157	18,645	18,645	1,325,000	27,772	-	1,539,219
820 Management & Operations	253,941	141,238	-	70,088	8,761	8,761	68,848	8,606	8,606	-	-	-	534,115	17,367	17,367		16,052	-	584,901
830 Goods Movement Planning	23,727	-	-	-	-	-	-	-	-	-	-	-	23,727	-	-		14,413	-	38,140
840 Smart Growth Planning	923	-	\$ 200,000	17,219	2,153	2,153	4,080	510	510	-	-	-	222,222	2,663	2,663		17,358	-	244,906
850 Transportation Disadvantaged Planning	-	-	-	56,000	7,000	7,000	4,718	590	590	-	-	-	60,718	7,590	7,590		10,507	97,824	184,229
860 Air Quality Planning	8,683	-	-	-	-	-	-	-	-	-	-	-	8,683	-	-		3,421	-	12,104
870 Bicycle & Pedestrian Planning	68,305	-	\$ -	-	-	-	-	-	-	-	-	-	68,305	-	-		116,304	-	184,609
880 Highway Planning	10,298	-	\$ -	-	-	-	-	-	-	-	-	-	10,298	-	-		11,413	-	21,711
TOTAL	\$ 1,202,158	\$ 141,238	\$ 200,000	\$ 804,556	\$ 100,568	\$ 100,568	\$ 425,338	\$ 53,166	\$ 53,166	\$ 60,649	\$ 7,581	\$ 7,581	\$ 2,833,939	\$ 161,315	\$ 161,315	\$ 1,325,000	\$ 1,300,124	\$ 97,824	\$ 5,879,517

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

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

\$ 1,467,299

\$ 265,141

Fringe benefit rate is based on total salary cost.

Indirect cost rate is based on salary & fringe.

32.0848%

15.2281%

UNIFIED PLANNING WORK PROGRAM  
TABLE 3: FTA X024 DELIVERABLES  
FY2014/2015

<u>Task</u>	<u>Amount</u>	<u>Deliverable/End Product</u>	<u>Page Number</u>
100 General Office Management	\$ 147,508	Management of the MPO and record keeping	I-1
110 UPWP & Financial Management	94,057	UPWP and amendments; Grant invoicing; Audit/Financial Report	I-4
120 Certification	28,109	Certification of the Orlando Urban Area Transportation Process	I-7
130 Board & Committee Support	103,935	Support of MPO Board & Committees	I-9
140 Legal & Legislative Services	-	-NA-	I-12
150 Local Match for Program Administration	-	-NA-	I-14
200 System Monitoring	-	-NA-	II-1
210 Transit System Monitoring	39,411	Transit System data collection; Improved MPO transit planning & tracking	II-4
220 Land Use Monitoring	-	-NA-	II-6
300 Transportation Improvement Program	74,618	Annual TIP & PPL adoption	III-1
400 Long-Range Transportation Plan	35,171	L RTP; L RTP amendments; Update of area models	IV-1
500 Special Project Planning	-	-NA-	V-1
600 Intergovernmental & Interagency Studies	40,847	Local agency coordination and studies	VI-1
610 Interregional Transportation Planning & Coordination	-	-NA-	VI-3
620 Intermodal Planning	-	-NA-	VI-5
700 Community Outreach	91,454	Annual Report; Achievement of objectives of the Public Involvement Plan; Interactive tools for outreach	VII-7
800 Land Use Planning	-	-NA-	VIII-1
810 Transit Planning	171,447	Studies supporting successful implementation of service and compliance with and implementation of Federal and State initiatives that impact public transit; A current, comprehensive, workable plan for the short-term development of transit in the Orlando Urbanized Area	VIII-3
820 Management & Operations	87,610	Continued support of reThink in advocating TDM and researching the 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	VIII-6
830 Goods Movement Planning	-	-NA-	VIII-11
840 Smart Growth Planning	21,525	Encouragement of Smart Growth principles and the monitoring of the impacts of Smart Growth on transportation	VIII-13
850 Transportation Disadvantaged Planning	70,000	Complete Transportation Disadvantaged Service Plan	VIII-15
860 Air Quality Planning	-	-NA-	VIII-18
870 Bicycle & Pedestrian Planning	-	-NA-	VIII-21
880 Highway Planning	-	-NA-	VIII-21
	\$ 1,005,692		

UNIFIED PLANNING WORK PROGRAM  
TABLE 4: CALCULATION OF FRINGE & INDIRECT COST RATES  
FY 2014/2015

FRINGE RATE CALCULATION:

Employer FICA	\$	114,166.00
Unemployment Insurance	\$	10,000.00
Health Insurance	\$	180,000.00
Dental Insurance	\$	6,042.00
Life Insurance & AD&D	\$	1,300.00
Long-Term Disability Insurance	\$	2,300.00
Short-Term Disability Insurance	\$	2,300.00
VisionCare Plan Insurance	\$	1,150.00
Worker Compensation Insurance	\$	3,400.00
Pension - based on 10% of Medicare wages	\$	147,736.00
<b>TOTAL FRINGE BENEFITS POOL</b>	<b>\$</b>	<b>468,394.00</b>
Estimated Fringe Benefits Pool Cost	\$	468,394.00
Eligible Salary & Leave Cost*	\$	1,459,861.00
<b>Fringe Rate</b> (Fringe Benefits Pool/Salary & Leave Cost)		<b>32.0848%</b>

Fringe rate is based on salary and leave cost.

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

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

INDIRECT COST RATE CALCULATION

Computer Operations	\$	28,345.00
General Liability, Property Insurances	\$	25,899.00
Rent	\$	212,342.00
Equipment Rent/Maint.	\$	19,700.00
Telephone	\$	7,350.00
<b>TOTAL INDIRECT COST POOL</b>	<b>\$</b>	<b>293,636.00</b>
Estimated Indirect Cost Pool	\$	293,636.00
Estimated Fringe Benefits Pool Cost	\$	468,394.00
Estimated Salary & Leave Cost #	\$	1,459,861.00
<b>Indirect Rate</b>		<b>15.2281%</b>
(Indirect Cost Pool / (Fringe Benefits Pool + Salary & Leave Cost))		

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

Salary, fringe, and indirect costs shown above do not include budgeted amounts for FTA X024 that will be expended in the next Fiscal Year due to the grant cycle ending September 30, not the Fiscal Year end of June 30.

UNIFIED PLANNING WORK PROGRAM  
TABLE 1: AGENCY PARTICIPATION  
FY 2015/2016

	MetroPlan Orlando	Consultant and Pass- Through Expenses	Total MetroPlan Orlando Budget	Central Florida Regional Transportation Authority	FDOT	Grand Total
<b>I. ADMINISTRATION</b>						
100 General Office Management	\$ 1,099,386	\$ -	\$ 1,099,386			\$ 1,099,386
110 UPWP & Financial Management	282,266	-	282,266			\$ 282,266
120 Certification	7,585	-	7,585			\$ 7,585
130 Board & Committee Support	311,985	-	311,985			\$ 311,985
140 Legal & Legislative Services	59,302	62,000	121,302			\$ 121,302
150 Local Match for Program Administration	155,388	-	155,388			\$ 155,388
<b>II. Data Collection</b>						
200 System Monitoring	44,095	30,000	74,095			\$ 74,095
210 Transit System Monitoring	10,934	43,449	54,383			\$ 54,383
220 Land Use Monitoring	2,640	-	2,640			\$ 2,640
<b>III. Transportation Improvement Program (TIP)</b>						
300 Transportation Improvement Program	174,971	-	174,971			\$ 174,971
<b>IV. Long-Range Transportation Plan</b>						
400 Long-Range Transportation Plan	211,234	23,500	234,734			\$ 234,734
<b>V. Special Project Planning</b>						
500 Special Project Planning	14,018	258,995	273,013			\$ 273,013
<b>VI. Regional Planning</b>						
600 Intergovernmental & Interagency Studies	121,748	-	121,748			\$ 121,748
610 Interregional Transportation Planning & Coordination	149,882	-	149,882			\$ 149,882
620 Intermodal Planning	4,490	-	4,490			\$ 4,490
<b>VII. Public Participaton</b>						
700 Community Outreach	318,334	15,000	333,334			\$ 333,334
<b>VIII. Systems Planning</b>						
800 Land Use Planning	9,324	67,954	77,278			\$ 77,278
810 Transit Planning	64,991	242,000	306,991	1,825,000		\$ 2,131,991
820 Transportation Systems Management & Operations	174,089	566,138	740,227			\$ 740,227
830 Goods Movement Planning	8,536	90,000	98,536			\$ 98,536
840 Smart Growth Planning	21,659	221,400	243,059			\$ 243,059
850 Transportation Disadvantaged Planning	62,837	109,466	172,303			\$ 172,303
860 Air Quality Planning	5,216	-	5,216			\$ 5,216
870 Bicycle & Pedestrian Planning	203,583	76,484	280,067			\$ 280,067
880 Highway Planning	18,312	-	18,312			\$ 18,312
<b>TOTAL</b>	<b>\$ 3,536,805</b>	<b>\$ 1,806,386</b>	<b>\$ 5,343,191</b>	<b>\$ 1,825,000</b>	<b>\$ -</b>	<b>\$ 7,168,191</b>

UNIFIED PLANNING WORK PROGRAM

TABLE 2: FUNDING SOURCES

FY 2015/2016

Tasks	FHWA*	FHWA	FHWA	FHWA	X025 FTA NEW FY 2016			FY '15 X024 FTA Carryover			FY'14 X023 FTA Carryover			TOTAL	TOTAL	TOTAL	OTHER	LOCAL	'16 TRANS	GRAND
	FY'16	Complete Streets	ITS Mstr Pln	Grant	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FEDERAL SEC5305(d)	FDOT MATCH	LOCAL MATCH	FHWA & FTA	FDOT MATCH	LOCAL MATCH	FHWA/FTA 5307 & 5309	New	DISADV COMM	TOTAL @ BE #8
<b>I. ADMINISTRATION</b>																				
100 General Office Management	\$ 75,258	\$ -	\$ -	\$ -	\$ 119,465	\$ 14,934	\$ 14,934	\$ 56,257	\$ 7,031	\$ 7,031	\$ 20,447	\$ 2,556	\$ 2,556	\$ 271,427	\$ 24,521	\$ 24,521		\$ 778,917	\$ -	\$ 1,099,386
110 UPWP & Financial Management	55,055	-	-	-	78,373	9,797	9,797	53,487	6,687	6,687	-	-	-	186,915	16,484	16,484		62,383	-	282,266
120 Certification	1,598	-	-	-	4,789	599	599	-	-	-	-	-	-	6,387	599	599		-	-	7,585
130 Board & Committee Support	103,907	-	-	-	92,269	11,534	11,534	64,909	8,114	8,114	-	-	-	261,085	19,648	19,648		11,604	-	311,985
140 Legal & Legislative Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		121,302	-	121,302
150 Local Match for Program Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		155,388	-	155,388
<b>II. Data Collection</b>																				
200 System Monitoring	72,695	-	-	-	-	-	-	-	-	-	-	-	-	72,695	-	-		1,400	-	74,095
210 Transit System Monitoring	-	-	-	-	29,468	3,683	3,683	10,759	1,345	1,345	-	-	-	40,227	5,028	5,028		4,100	-	54,383
220 Land Use Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		2,640	-	2,640
<b>III. Transportation Improvement Program (TIP)</b>																				
300 Transportation Improvement Program	23,074	-	-	-	69,114	8,640	8,640	49,818	6,227	6,227	-	-	-	142,006	14,867	14,867		3,231	-	174,971
<b>IV. Long-Range Transportation Plan</b>																				
400 Long-Range Transportation Plan	143,849	-	-	-	22,088	2,760	2,760	48,100	6,014	6,014	-	-	-	214,037	8,774	8,774		3,149	-	234,734
<b>V. Special Project Planning</b>																				
500 Special Project Planning	258,995	-	-	-	-	-	-	-	-	-	-	-	-	258,995	-	-		14,018	-	273,013
<b>VI. Regional Planning</b>																				
600 Intergovernmental & Interagency Studies	59,180	-	-	-	25,391	3,174	3,174	19,045	2,381	2,381	-	-	-	103,616	5,555	5,555		7,022	-	121,748
610 Interregional Transportation Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
& Coordination	90,377	-	-	-	-	-	-	-	-	-	-	-	-	90,377	-	-		59,505	-	149,882
620 Intermodal Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		4,490	-	4,490
<b>VII. Public Participation</b>																				
700 Community Outreach	115,854	-	-	-	59,748	7,468	7,468	-	-	-	-	-	-	175,602	7,468	7,468		142,796	-	333,334
<b>VIII. Systems Planning</b>																				
800 Land Use Planning	74,063	-	-	-	-	-	-	-	-	-	-	-	-	74,063	-	-		3,215	-	77,278
810 Transit Planning	-	-	-	-	123,247	15,405	15,405	80,000	10,000	10,000	-	-	-	203,247	25,405	25,405	1,825,000	52,934	-	2,131,991
820 Transportation Systems Management & Operation	205,861	-	300,000	79,990	80,108	10,013	10,013	24,000	3,000	3,000	14,110	1,764	1,764	704,069	14,777	14,777		6,604	-	740,227
830 Goods Movement Planning	92,039	-	-	-	-	-	-	-	-	-	-	-	-	92,039	-	-		6,497	-	98,536
840 Smart Growth Planning	11,611	175,000	-	-	26,109	3,264	3,264	16,000	2,000	2,000	-	-	-	228,720	5,264	5,264		3,811	-	243,059
850 Transportation Disadvantaged Planning	-	-	-	-	56,000	7,000	7,000	-	-	-	-	-	-	56,000	7,000	7,000		4,479	97,824	172,303
860 Air Quality Planning	3,938	-	-	-	-	-	-	-	-	-	-	-	-	3,938	-	-		1,278	-	5,216
870 Bicycle & Pedestrian Planning	165,381	-	-	-	-	-	-	-	-	-	-	-	-	165,381	-	-		114,686	-	280,067
880 Highway Planning	16,586	-	-	-	-	-	-	-	-	-	-	-	-	16,586	-	-		1,726	-	18,312
<b>TOTAL</b>	<b>\$ 1,569,321</b>	<b>\$ 175,000</b>	<b>\$ 300,000</b>	<b>\$ 79,990</b>	<b>\$ 786,169</b>	<b>\$ 98,271</b>	<b>\$ 98,271</b>	<b>\$ 422,375</b>	<b>\$ 52,799</b>	<b>\$ 52,799</b>	<b>\$ 34,557</b>	<b>\$ 4,320</b>	<b>\$ 4,320</b>	<b>\$ 3,367,412</b>	<b>\$ 155,390</b>	<b>\$ 155,390</b>	<b>\$ 1,825,000</b>	<b>\$ 1,567,175</b>	<b>\$ 97,824</b>	<b>\$ 7,168,191</b>

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

\$ 1,915,441

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

\$ 346,120

Fringe benefit rate is based on total salary cost.

29.8336%

Indirect cost rate is based on salary & fringe.

15.9663%

UNIFIED PLANNING WORK PROGRAM  
TABLE 3: FTA X025 DELIVERABLES  
FY2015/2016

<u>Task</u>	<u>Amount</u>	<u>Deliverable/End Product</u>	<u>Page Number</u>
100 General Office Management	\$ 149,333	Management of the MPO and record keeping	I-1
110 UPWP & Financial Management	97,967	UPWP and amendments; Grant invoicing; Audit/Financial Report	I-5
120 Certification	5,987	Certification of the Orlando Urban Area Transportation Process	I-8
130 Board & Committee Support	115,337	Support of MPO Board & Committees	I-10
140 Legal & Legislative Services	-	-NA-	I-13
150 Local Match for Program Administration	-	-NA-	I-15
200 System Monitoring	-	-NA-	II-1
210 Transit System Monitoring	36,834	Transit System data collection; Improved MPO transit planning & tracking	II-4
220 Land Use Monitoring	-	-NA-	II-6
300 Transportation Improvement Program	86,394	Annual TIP & PPL adoption	III-1
400 Long-Range Transportation Plan	27,608	L RTP; L RTP amendments; Update of area models	IV-1
500 Special Project Planning	-	-NA-	V-1
600 Intergovernmental & Interagency Studies	31,739	Local agency coordination and studies	VI-1
610 Interregional Transportation Planning & Coordination	-	-NA-	VI-4
620 Intermodal Planning	-	-NA-	VI-6
700 Community Outreach	74,684	Annual Report; Achievement of objectives of the Public Involvement Plan; Interactive tools for outreach	VII-1
800 Land Use Planning	-	-NA-	VIII-1
810 Transit Planning	154,057	Studies supporting successful implementation of service and compliance with and implementation of Federal and State initiatives that impact public transit; A current, comprehensive, workable plan for the short-term development of transit in the Orlando Urbanized Area	VIII-3
820 Transportation Systems Management & Operations	100,134	Continued support of reThink in advocating TDM and researching the 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	VIII-7
830 Goods Movement Planning	-	-NA-	VIII-13
840 Smart Growth Planning	32,637	Encouragement of Smart Growth principles and the monitoring of the impacts of Smart Growth on transportation	VIII-16
850 Transportation Disadvantaged Planning	70,000	Complete Transportation Disadvantaged Service Plan	VIII-19
860 Air Quality Planning	-	-NA-	VIII-23
870 Bicycle & Pedestrian Planning	-	-NA-	VIII-26
880 Highway Planning	-	-NA-	VIII-30

UNIFIED PLANNING WORK PROGRAM  
TABLE 4: CALCULATION OF FRINGE & INDIRECT COST RATES  
FY 2015/2016

FRINGE RATE CALCULATION:

Employer FICA	\$	111,468.00
Unemployment Insurance	\$	-
Health Insurance	\$	172,000.00
Dental Insurance	\$	5,920.00
Life Insurance & AD&D	\$	1,100.00
Long-Term Disability Insurance	\$	2,300.00
Short-Term Disability Insurance	\$	2,350.00
VisionCare Plan Insurance	\$	1,100.00
Worker Compensation Insurance	\$	3,400.00
Pension - based on 10% of Medicare wages	\$	141,833.00
<b>TOTAL FRINGE BENEFITS POOL</b>	<b>\$</b>	<b>441,471.00</b>
<hr/>		
Estimated Fringe Benefits Pool Cost	\$	441,471.00
Eligible Salary & Leave Cost*	\$	1,409,286.00
<b>Fringe Rate</b> (Fringe Benefits Pool/Salary & Leave Cost)		<b>29.8336%</b>

Fringe rate is based on salary and leave cost.

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

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

INDIRECT COST RATE CALCULATION

Computer Operations	\$	29,195.00
General Liability, Property Insurances	\$	26,378.00
Rent	\$	224,729.00
Equipment Rent/Maint.	\$	19,700.00
Telephone	\$	6,750.00
<b>TOTAL INDIRECT COST POOL</b>	<b>\$</b>	<b>306,752.00</b>
<hr/>		
Estimated Indirect Cost Pool	\$	306,752.00
Estimated Fringe Benefits Pool Cost	\$	441,471.00
Estimated Salary & Leave Cost #	\$	1,409,286.00
<b>Indirect Rate</b>		<b>15.9663%</b>
(Indirect Cost Pool / (Fringe Benefits Pool + Salary & Leave Cost))		

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

Salary, fringe, and indirect costs shown above do not include budgeted amounts for FTA X025 that will be expended in the next Fiscal Year due to the grant cycle ending September 30, not the Fiscal Year end of June 30.

# 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**

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## Appendix A - Abbreviations & 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 5305(d) - 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 21<sup>st</sup> 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

# **APPENDIX B**

## **COST ALLOCATION PLAN**

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# COST ALLOCATION PLAN

Fiscal Year 2014-2015

# 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.

"Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" defines, among other things, the cost accounting policies associated with the administration of Federal awards by non-profit organizations, states, local governments, and Indian tribal governments. Federal awards include Federal programs and cost-type contracts and may be in the form of grants, contracts, and other agreements. 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 the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” The cost allocation plan and indirect cost proposal shall be updated annually and retained by the MPO or local government, unless requested to be submitted to the Federal cognizant or oversight agency for negotiation and approval, for review at the time of the audit required in accordance with the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

## OBJECTIVE

One of the objectives of the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” 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. “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” 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 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” 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 12, 2014, to establish cost allocations or billings for Fiscal Year 2014-2015 are allowable in accordance with the requirements of "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 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.

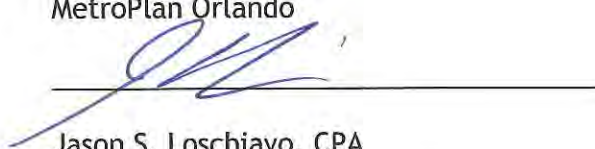
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect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

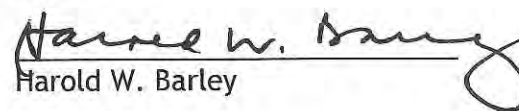
Title:

Director of Finance and Administration

Date of Execution:

April 15, 2014

Approved:



Harold W. Barley

Executive Director



# COST ALLOCATION PLAN

Fiscal Year 2015-2016

# 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.

"Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" defines, among other things, the cost accounting policies associated with the administration of Federal awards by non-profit organizations, states, local governments, and Indian tribal governments. Federal awards include Federal programs and cost-type contracts and may be in the form of grants, contracts, and other agreements. 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 the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards.” The cost allocation plan and indirect cost proposal shall be updated annually and retained by the MPO or local government, unless requested to be submitted to the Federal cognizant or oversight agency for negotiation and approval, for review at the time of the audit required in accordance with the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

## OBJECTIVE

One of the objectives of the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” 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. “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” 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 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” 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.

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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.

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in a grant. This also includes the cost of refreshments for public or committee meetings, which are paid from local funds only.

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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, 2015, to establish cost allocations or billings for Fiscal Year 2015-2016 are allowable in accordance with the requirements of "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

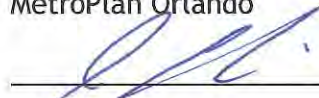
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect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

I declare that the foregoing is true and correct.

Governmental Unit:

MetroPlan Orlando

Signature:



Name of Official:

Jason S. Loschiavo, CPA

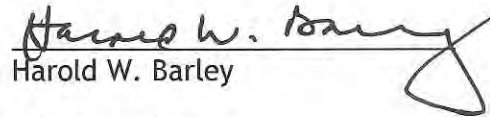
Title:

Director of Finance and Administration

Date of Execution:

5/13, 2015

Approved:



Harold W. Barley

Executive Director

# **APPENDIX C**

## **FTA GRANT APPLICATION & CERTIFICATIONS**

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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

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

59-3363667

**\* c. Organizational DUNS:**

8319622660000

**d. Address:**

**\* Street1:**

MetroPlan Orlando

**Street2:**

315 East Robinson Street, Suite 355

**\* City:**

Orlando

**County/Parish:**

Orange

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32801-1949

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

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

**Prefix:**

Mr.

**\* First Name:**

Jason

**Middle Name:**

S.

**\* Last Name:**

Ioschiavo

**Suffix:**

**Title:** Director of Finance & Administration

**Organizational Affiliation:**

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

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

**\* Email:** jioschiavo@metroplanorlando.com

**Application for Federal Assistance SF-424**

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

Metropolitan Planning Org.

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

Federal Transit Administration

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

20-505

CFDA Title:

Federal Transit Metropolitan Planning Grant

**\* 12. Funding Opportunity Number:**

5305 (d)

\* Title:

Metropolitan Planning Program

**13. Competition Identification Number:**

Title:

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

Add Attachment

Delete Attachment

View Attachment

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


Technical studies in support of FY2014-15 Unified Planning Work Program (UPWP) of MetroPlan Orlando for the Orlando Urbanized Area - Orange, Osceola, and Seminole Counties

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <span style="border: 1px solid black; padding: 2px;">FL-007</span>	* b. Program/Project <span style="border: 1px solid black; padding: 2px;">FL-007</span>
Attach an additional list of Program/Project Congressional Districts if needed.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div>
<b>17. Proposed Project:</b>	
* a. Start Date: <span style="border: 1px solid black; padding: 2px;">10/01/2014</span>	* b. End Date: <span style="border: 1px solid black; padding: 2px;">09/30/2015</span>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<span style="border: 1px solid black; padding: 2px;">804,555.00</span>
* b. Applicant	<span style="border: 1px solid black; padding: 2px;"></span>
* c. State	<span style="border: 1px solid black; padding: 2px;">100,569.00</span>
* d. Local	<span style="border: 1px solid black; padding: 2px;">100,569.00</span>
* e. Other	<span style="border: 1px solid black; padding: 2px;"></span>
* f. Program Income	<span style="border: 1px solid black; padding: 2px;"></span>
* g. TOTAL	<span style="border: 1px solid black; padding: 2px;">1,005,693.00</span>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <span style="border: 1px solid black; padding: 2px 20px;"></span>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div>
<b>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)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** 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.</small>	
<b>Authorized Representative:</b>	
Prefix: <span style="border: 1px solid black; padding: 2px;">Mr.</span>	* First Name: <span style="border: 1px solid black; padding: 2px;">Harold</span>
Middle Name: <span style="border: 1px solid black; padding: 2px;">W.</span>	
* Last Name: <span style="border: 1px solid black; padding: 2px;">Barley</span>	
Suffix: <span style="border: 1px solid black; padding: 2px;"></span>	
* Title: <span style="border: 1px solid black; padding: 2px;">Executive Director</span>	
* Telephone Number: <span style="border: 1px solid black; padding: 2px;">(407) 481-5672</span>	Fax Number: <span style="border: 1px solid black; padding: 2px;">(407) 481-5680</span>
* Email: <span style="border: 1px solid black; padding: 2px;">hbarley@metroplanorlando.com</span>	
* Signature of Authorized Representative: <span style="border: 1px solid black; padding: 10px; display: inline-block;">  </span>	* Date Signed: <span style="border: 1px solid black; padding: 2px;">4-16-14</span>

Section 5305(d)  
Approved Project Budget for FY 2014-2015  
(total dollars)

Technical  
Classifications:

44.21.00	Program Support and Administration	492,927	100/110/130/600/610/700
44.22.00	General Development and Comprehensive Planning	36,127	840
44.23.01	Long Range Transportation Planning: System Level	37,771	400
44.23.02	Long Range Transportation Planning: Project Level	0	620
44.24.00	Short Range Transportation Planning	161,247	810
44.25.00	Transportation Improvement Program	83,818	300
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	70,000	850
44.26.13	Participation of Transit Operators in Metropolitan Planning	36,011	210
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	82,210	820
44.27.00	Other Activities	5,582	120/500
Total Net Project Cost		<u>\$ 1,005,693</u>	-

Accounting  
Classifications

44.30.01	Personnel	452,347
44.30.02	Fringe Benefits	150,422
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	7,597
44.30.06	Contractual	270,000
44.30.07	Other	35,300
44.30.08	Indirect Charges	90,027
Total Net Project Cost		<u>\$ 1,005,693</u>

Fund  
Allocations

44.40.01	MPO Activities	755,693
44.40.02	Transit Operator Activities	250,000
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>\$ 1,005,693</u>

Federal Share (80%)	804,554
Local Share (20%)	201,139

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies -Planning	\$ 1,005,693

Section 5305(d)  
 GMS Planning Line Item Codes - FY 2014-2015  
 (FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	394,345	100/110/130/600/610/700
44.22.00	General Development and Comprehensive Planning	28,901	840
44.23.01	Long Range Transportation Planning: System Level	30,217	400
44.23.02	Long Range Transportation Planning: Project Level	0	620
44.24.00	Short Range Transportation Planning	128,997	810
44.25.00	Transportation Improvement Program	67,054	300
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	56,000	850
44.26.13	Participation of Transit Operators in Metropolitan Planning	28,809	210
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	65,768	820
44.27.00	Other Activities	4,464	120/500
Total Net Project Cost		<u>804,555</u>	

Accounting Classifications

44.30.01	Personnel	361,883
44.30.02	Fringe Benefits	120,334
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	6,077
44.30.06	Contractual	216,000
44.30.07	Other	28,240
44.30.08	Indirect Charges	72,021
Total Net Project Cost		<u>804,555</u>

Fund Allocations

44.40.01	MPO Activities	648,955
44.40.02	Transit Operator Activities	155,600
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>804,555</u>

**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			804,555	201,138	\$ 1,005,693
2)						
3)						
4)						
5) TOTALS				\$ 804,555	\$ 201,138	\$ 1,005,693

**SECTION B - BUDGET CATEGORIES**

6) Object Class Categories	Grant Program Function or Activity				Total (5)
	1)	2)	3)	4)	
a) Personnel	361,883	90,464			\$ 452,347
b) Fringe Benefits	\$ 120,334	\$ 30,088			\$ 150,422
c) Travel					\$ -
d) Equipment					\$ -
e) Supplies	\$ 6,077	\$ 1,520			\$ 7,597
f) Contractual (Consultant & Pass-Through)	\$ 216,000	\$ 54,000			\$ 270,000
g) Construction					\$ -
h) Other	\$ 28,240	\$ 7,060			\$ 35,300
i) Total Direct Charges					\$ -
j) Indirect Charges	\$ 72,021	\$ 18,006			\$ 90,027
k) TOTALS	\$ 804,555	\$ 201,138			\$ 1,005,693
7) Program Income					

**SECTION C - NON-FEDERAL RESOURCES**

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Totals (e)
8)		\$ 100,569	\$ 100,569	\$ 201,138
9)				
10)				
11)				
12) TOTALS		\$ 100,569	\$ 100,569	\$ 201,138

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13) Federal	\$ 804,555.00	\$ 201,138.75	\$ 201,138.75	\$ 201,138.75	\$ 201,138.75
14) Non-Federal	\$ 201,138.00	\$ 50,284.50	\$ 50,284.50	\$ 50,284.50	\$ 50,284.50
15) TOTAL (Sum of lines 13 and 14)	\$ 1,005,693.00	\$ 251,423.25	\$ 251,423.25	\$ 251,423.25	\$ 251,423.25

**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:	<u>Rates:</u>				
	Fringe 0.320848				
	Indirect 0.152281				

23) Remarks: Cost Allocation Plan is used for indirect &amp; fringe charges - Rates in item 22 are estimates of what the plan should spread.



metroplan orlando

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## 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

3-12-14  
Date

Revised: July 2011



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## 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:

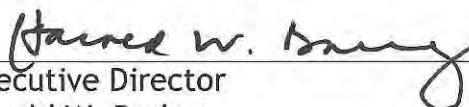
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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

3-12-14  
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.

  
Executive Director  
Harold W. Barley

MetroPlan Orlando  
Name of MPO

3-12-14  
Date

Revised: July 2011

## APPENDIX A

### FEDERAL FISCAL YEAR 2015 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>
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 Funding to a State Infrastructure Banks.	_____

## APPENDIX A

### **FEDERAL FISCAL YEAR 2015 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

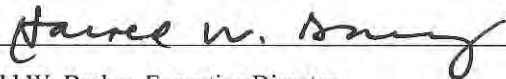
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, 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 2015.

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 2015.

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:

3-12-14

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:

3/12/14

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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## 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 3-12-14

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:

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

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

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

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:  Fax Number:

\* Email:

## Application for Federal Assistance SF-424

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

Metropolitan Planning Org.

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

Federal Transit Administration

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

20-505

CFDA Title:

Federal Transit Metropolitan Planning Grant

### \* 12. Funding Opportunity Number:

5305 (d)

\* Title:

Metropolitan Planning Program

### 13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Technical studies in support of FY2015-16 Unified Planning Work Program (UPWP) of MetroPlan Orlando for the Orlando & Kissimmee Urbanized Areas - Orange, Osceola, and Seminole Counties

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="785,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="98,125.00"/>
* d. Local	<input type="text" value="98,125.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="981,250.00"/>

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ \*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

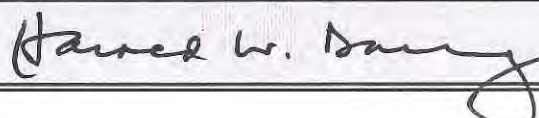
Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: 

\* Signature of Authorized Representative:

\* Date Signed:

Section 5305(d)  
Approved Project Budget for FY 2015-2016  
(total dollars)

Technical  
Classifications:

44.21.00	Program Support and Administration	453,800	100/110/130/600/610/700
44.22.00	General Development and Comprehensive Planning	34,987	840
44.23.01	Long Range Transportation Planning: System Level	27,608	400
44.23.02	Long Range Transportation Planning: Project Level	0	620
44.24.00	Short Range Transportation Planning	151,707	810
44.25.00	Transportation Improvement Program	86,394	300
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	70,000	850
44.26.13	Participation of Transit Operators in Metropolitan Planning	36,834	210
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	113,933	820
44.27.00	Other Activities	5,987	120/500
Total Net Project Cost		<u>\$ 981,250</u>	-

Accounting  
Classifications

44.30.01	Personnel	460,489
44.30.02	Fringe Benefits	151,681
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	-
44.30.06	Contractual	250,000
44.30.07	Other	23,500
44.30.08	Indirect Charges	95,580
Total Net Project Cost		<u>\$ 981,250</u>

Fund  
Allocations

44.40.01	MPO Activities	731,250
44.40.02	Transit Operator Activities	250,000
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>\$ 981,250</u>

Federal Share (80%)	785,000
Local Share (20%)	196,250

Accounting

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies -Planning	\$ 981,250

Section 5305(d)  
 GMS Planning Line Item Codes - FY 2015-2016  
 (FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	363,038	100/110/130/600/610/700
44.22.00	General Development and Comprehensive Planning	27,989	840
44.23.01	Long Range Transportation Planning: System Level	22,088	400
44.23.02	Long Range Transportation Planning: Project Level	0	620
44.24.00	Short Range Transportation Planning	121,367	810
44.25.00	Transportation Improvement Program	69,114	300
44.26.00	Planning Emphasis Areas	0	
44.26.12	Coordination of Non-Emergency Human Service Transportation	56,000	850
44.26.13	Participation of Transit Operators in Metropolitan Planning	29,468	210
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	0	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	0	
44.26.16	Incorporating Safety & Security in Transportation Planning	91,147	820
44.27.00	Other Activities	4,789	120/500
Total Net Project Cost		<u>785,000</u>	

Accounting Classifications

44.30.01	Personnel	368,391
44.30.02	Fringe Benefits	116,143
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	0
44.30.06	Contractual	200,000
44.30.07	Other	24,000
44.30.08	Indirect Charges	76,466
Total Net Project Cost		<u>785,000</u>

Fund Allocations

44.40.01	MPO Activities	585,000
44.40.02	Transit Operator Activities	200,000
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		<u>785,000</u>

**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			785,000	196,250	\$ 981,250
2)						
3)						
4)						
5) TOTALS				\$ 785,000	\$ 196,250	\$ 981,250

**SECTION B - BUDGET CATEGORIES**

6) Object Class Categories	Grant Program Function or Activity				Total (5)
	1)	2)	3)	4)	
a) Personnel	368,391	92,098			\$ 460,489
b) Fringe Benefits	\$ 121,343	\$ 30,338			\$ 151,681
c) Travel					\$ -
d) Equipment					\$ -
e) Supplies	\$ -	\$ -			\$ -
f) Contractual (Consultant & Pass-Through)	\$ 200,000	\$ 50,000			\$ 250,000
g) Construction					\$ -
h) Other	\$ 18,800	\$ 4,700			\$ 23,500
i) Total Direct Charges					\$ -
j) Indirect Charges	\$ 76,466	\$ 19,114			\$ 95,580
k) TOTALS	\$ 785,000	\$ 196,250			\$ 981,250
7) Program Income					

**SECTION C - NON-FEDERAL RESOURCES**

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Totals (e)
8)		\$ 98,125	\$ 98,125	\$ 196,250
9)				
10)				
11)				
12) TOTALS		\$ 98,125	\$ 98,125	\$ 196,250

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13) Federal	\$ 785,000.00	\$ 196,250.00	\$ 196,250.00	\$ 196,250.00	\$ 196,250.00
14) Non-Federal	\$ 196,250.00	\$ 49,062.50	\$ 49,062.50	\$ 49,062.50	\$ 49,062.50
15) TOTAL (Sum of lines 13 and 14)	\$ 981,250.00	\$ 245,312.50	\$ 245,312.50	\$ 245,312.50	\$ 245,312.50

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

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

**SECTION F - OTHER BUDGET INFORMATION**

21) Direct Charges:

22) Indirect Charges:	<u>Rates:</u>				
	Fringe 0.313282				
	Indirect 0.165748				

23) Remarks: Cost Allocation Plan is used for indirect &amp; fringe charges - Rates in item 22 are estimates of what the plan should spread.



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## LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

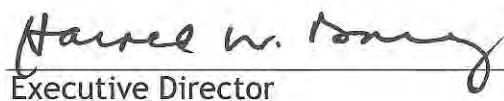
In accordance with Section 1352 of Title 31, United States Code, it is the policy of MetroPlan Orlando that:

(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

5-12-15  
Date

Revised: July 2011



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## 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

5-12-15  
Date

Revised: July 2011



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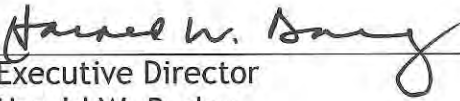
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## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

5-12-15  
Date

Revised: July 2011

## APPENDIX A

### FEDERAL FISCAL YEAR 2016 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>
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 Funding to a State Infrastructure Banks.	_____

## APPENDIX A

### **FEDERAL FISCAL YEAR 2016 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 2016.

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 2016.

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 Harold W. Barley Date: 5-12-15  
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 Steven R. Bechtel Date: 5/13/15  
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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## 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 5-12-15

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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# APPENDIX D

## RESOLUTION

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APPROVED BY  
METROPLAN ORLANDO  
*5-14-14 L. Soler*

**RESOLUTION NO. 14-08**

**SUBJECT:**

**APPROVAL OF THE FINAL FY 2014/2015 and FY 2015/2016 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 AND AGREEMENTS WHEN AWARDED; APPROVAL OF THE LINE ITEM BUDGET AND TRANSFER OF LINE ITEM FUNDS WITHIN A UPWP TASK; AUTHORIZE ADVERTISING OF BUDGETED CONTRACTUAL/CONSULTING SERVICES; AUTHORIZE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE REGULAR BILLINGS FOR COSTS INCURRED AGAINST UNIFIED PLANNING WORK PROGRAM TASK ELEMENTS ON BEHALF OF METROPLAN ORLANDO.**

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

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

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

**WHEREAS**, a Unified Planning Work Program and budget has been developed for Fiscal Years 2014/2015 and 2015/2016, said fiscal years being from July 1, 2014 through June 30, 2015 and July 1, 2015 through June 30, 2016; and

**WHEREAS**, the Fiscal Years 2014/2015 and 2015/2016 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, 2014; and

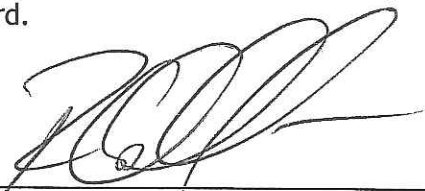
**WHEREAS**, concurrent with the submittal of the Unified Planning Work Program, various Federal authorizations and assurances are also required to be submitted.

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that the Fiscal Years 2014/2015 and 2015/2016 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 14<sup>th</sup> day of May, 2014.

**CERTIFICATE**

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

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

Attest:

  
\_\_\_\_\_  
Lena E. Tolliver  
Senior Board Services Coordinator/  
Recording Secretary

# **APPENDIX E**

## **FDOT DISTRICT 5 GENERAL PLANNING ACTIVITIES**

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## Florida Planning Emphasis Area - 2014

Florida has been ranked in the top five states in regards to pedestrian and bicyclist deaths over the past decade. A concerted effort from all partners involved is needed to reduce both pedestrian and bicycle crashes. The Florida Highway Safety Plan contains a vulnerable road users emphasis area. A major strategy within this area is to develop and use a systematic approach to identify locations and behaviors prone to pedestrian and bicycle crashes and implement multidisciplinary countermeasures. The FDOT Safety Office now has the ability to identify clusters of bicycle and pedestrian safety crashes on a statewide basis. The system they have developed can also access accident reports associated with the crashes to provide specific information in addition to the locational data. Initial “hot spot” maps have been distributed to the Districts during the first quarter of 2014.

*A Pedestrian Safety Action Plan (PSAP)* is intended to provide a guide to help state and local officials know where to begin to address pedestrian safety issues. It is intended to assist agencies in further enhancing their existing pedestrian safety program and activities, including identifying safety problems and selecting optimal solutions. Several Florida MPOs including MetroPlan Orlando and Pinellas MPO already have developed and adopted along with their partners pedestrian safety action plans. FHWA provides extensive resources and guidance regarding the development of *PSAPs*. Training will be available within the State in the upcoming year.

A major planning emphasis area for this year for the MPOs is to develop or further implement a Pedestrian Safety Action Plan. The objective is to specifically adopt and implement a process to identify locations and behaviors prone to historical pedestrian bicycle crashes and develop with their applicable partners countermeasures designed to eliminate them.

### FHWA RESOURCES

[http://safety.fhwa.dot.gov/ped\\_bike/ped\\_focus/docs/fhwasa0512.pdf](http://safety.fhwa.dot.gov/ped_bike/ped_focus/docs/fhwasa0512.pdf)

[http://safety.fhwa.dot.gov/ped\\_bike/ped\\_focus/](http://safety.fhwa.dot.gov/ped_bike/ped_focus/)

### PEDESTRIAN SAFETY ACTION PLANS EXAMPLES

<http://www.pinellascounty.org/mpo/docs/Pinellas%20PSAP%20Final%20Report%20083109.pdf>

<http://www.metroplanorlando.com/files/view/pedestrian-safety-action-plan-july-2012.pdf>

# **FDOT District Five General Planning Activities & Specific Tasks**

## **Fiscal Year 2014/2015 & Fiscal Year 2015/2016 Unified Planning Work Program**

### **March 2014**

#### **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 and submit recommendations on Local Government Comprehensive Plans (LGCP) amendments, both proposed and adopted, and Evaluation and Appraisal Reports, Capital Improvement Elements (CIEs), and Capital Improvement Plan (CIPs) and TCEAs for appropriate land uses and transportation related impacts on those facilities of state concern. 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 Planning and Concept Development studies, 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.

➤ Bicycle/Pedestrian Support

Support and assist with bicycle, pedestrian and transit related issues and initiatives. Provide interagency coordination and technical support in the area of multimodal transportation planning and development. Review and provide feedback on local roadway and site plans for the inclusion of alternative transportation facilities. Review and provide feedback on alternative transportation planning documents and studies. Act as District Five steward for regional trail initiatives and projects. Coordinate multimodal transportation network infrastructure inventory and needs assessment for all facilities in District Five.

➤ Safety

The District Five Intermodal System Development Safety efforts will support the following: Florida's Pedestrian and Bicycle Focused Initiative, Corridor Planning Studies for MPOs/TPOs projects for Completed Streets, Multimodal Corridors, Context Sensitive Solutions and Transportation Design for Livable Communities, and Improvements to accommodate transit accessibility, pedestrians and accessibility for persons with disabilities.

➤ Transportation Systems Management and Operations (TSM&O) Program

Develop a District Five Transportation Systems Management and Operations (TSM&O) Program within a team of champions made up of MPOs/TPOs, transit agencies and District staff.

**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 Regional Planning Councils. These reviews offer technical comments and may result in the development and coordination of transportation projects and funding partnerships, including agreements with developers. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming. In addition, provide review and comments for the review of master plans, sectors plans and sub-DRI developments for impacts to the state highway system.

➤ 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 2014/2015 and Fiscal Year 2015/2016.

➤ 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.

➤ 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 2015 and 2016 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

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.

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**

		<b>FY 2014/2015</b>	<b>FY 2015/2016</b>
FDOT General Planning Activities and Specific Task	Consultant Funding	\$5,560,000	\$5,583,482
	Grant Funding	\$373,482	\$350,000
	<b>TOTAL</b>	<b>\$5,933,482</b>	<b>\$5,933,482</b>

# **APPENDIX F**

## **LOCAL GOVERNMENT PLANNING ACTIVITIES**

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## City of Longwood

### Awarded \$422,386 HUD Sustainability Grant

In advance of SunRail, the City has spearheaded two very important community planning activities to identify what needs to be done to maximize the introduction of commuter rail to the city. These efforts included the Heritage Village Redevelopment Strategy, and the Bicycle-Pedestrian Master Plan. Out of these efforts a number of projects have been identified. In an effort to move towards the implementation of these critical projects and save the city money while doing so, City staff has been actively seeking new funding sources. In 2012, the City of Longwood through a consortium that includes East Central Florida Regional Planning Council, the City of Orlando, Orange County and others received a HUD Sustainability Grant in the amount of \$4.2M, for which the City will receive \$422,386. The City is currently using the funding to create shovel-ready drawings to implement key walkability and bicycle facility projects to connect the Sunrail Station with employers and city amenities. The City has contracted with Kimley Horn and Associates to prepare the drawings and they have begun the initial work on the design for the following projects:

- County Road 427 Context-Sensitive “Road Diet” Solutions (Orange Ave. to Bay Ave.)
- Church Ave. Pedestrian and bicycle-improvements from Milwee St. to Oleander St.
- Oleander St. Bridge including pedestrian and bicycle improvements and linkage from Church St. to Orange Ave.
- Myrtle St. Pedestrian and bicycle improvements from State Road 434 to Church Ave.
- Longwood St. From County Road 427 to Church St. This option is dependent on the amount of right-of-way acquisition required by the design work for the previous projects.

### FLEXBUS Demonstation Project/Longwood Circulator

Through a \$3.5M grant from the Federal Transportation Administration, Intelligent Transportation Systems Program, the City of Altamonte Springs, the City of Casselberry, the City of Longwood, and the City of Maitland (“the Partners”) are in the process of developing a one of a kind, no fixed route, on demand premium bus service. Each of the cities have committed to match funding currently being requested through FDOT for operation and maintenance (\$774,437 combined local contribution; Longwood’s share is \$120,000) for the first phase (service is to commence late 2013/early 2014 and will run one year). During the demonstration phase, four station locations have been chosen in Longwood; these include the Longwood Sunrail Station, Winn Dixie Plaza, South Seminole Hospital and on Florida Central Parkway to serve the industrial park (if the project is successful additional station locations will be considered for subsequent phases). Initially, Lynx was to be involved in the demonstration phase of the project, but have limited their involvement to the minimum amount required by the grant. The setback has pushed back the commencement of the demonstration project by several months (initially the project was to be running in advance of the Sunrail service). In an effort to support Sunrail, by connecting folks to their locations, the City is currently working with the private sector to develop a circulator bus service. The proposed circulator will provide sorely needed bus service to connect the thousands of people working in the City’s largest industrial area along with South Seminole Hospital to the Sunrail Station.

## City of Kissimmee

Kissimmee Trail Bridge - Bicycle and pedestrian bridge structure spanning John Young Parkway north of Columbia Avenue as part of the 7-mile Kissimmee Trail Loop.

Shingle Creek Regional Trail - Initial 1.5-mile construction from Vine Street to the Historic Babb Landing at the Shingle Creek Regional Park.

## Central Florida Regional Transportation Authority - LYNX

North and South LYMMO

- Preliminary engineering and NEPA

Extension of existing LYMMO to north of SR 50

O&D survey

US 192

- CatEx/NEPA
- Engineering
- Financing strategy

AA strategies

- How to use FTA and FHWA funds
- State New Starts fund - BRTs are eligible

TDP

Southern Operations Base

Follow up on COA recommendations

- Park Promenade

Needs Assessment for the TDSP (Board mandate for cost containment)

Express Bus Study

Integrated Corridor Management

- Perhaps a data sharing agreement to push out CAD/AVL info

ITS (look at roadmap JW created) (connection protection)

GIS

Financial analysis, risk assessment and strategy to implement major enhancements to existing services or introduction of new services.

## OOCEA

The Wekiva Parkway (State Road 429) is a collaborative effort between the Florida Department of Transportation - District Five (FDOT), the Florida's Turnpike Enterprise (FTE) and the Orlando-Orange County Expressway Authority (OOCEA). The FDOT and FTE are responsible for the portions in Lake and Seminole counties, while OOCEA is primarily responsible for the Orange County portion (with a small portion in Lake County). The 25-mile toll road will connect to SR 417 at Interstate 4, completing the beltway around Central Florida.

OOCEA's first sections to be built, Sections 1A & 1B, from US 441 to Kelly Park Road, in early 2014 were nearing 100 percent design plans. These sections are scheduled to be advertised for construction in fall of 2014. Construction is scheduled to begin in early 2015. The remaining OOCEA sections are under design and are scheduled for construction in 2017-2019.

FDOT's first sections - 4A & 4B - from Mount Plymouth Road (County Road 435) in Orange County to SR 46 west of Old MacDonald Road in Lake County, began construction in February 2013, and are scheduled to be open to traffic in late 2014. The remaining sections in Lake and Seminole Counties are at various stages of design. Construction is scheduled to begin on the FDOT's next sections - 3A, 3B & 5 - in 2017-2019.

All of the Wekiva Parkway sections are scheduled to be completed and open to traffic by late 2021.

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# **APPENDIX G**

## **FDOT CERTIFICATION REVIEW**

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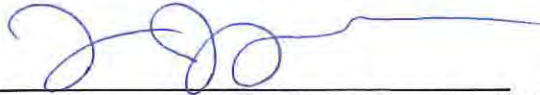
## **JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS**

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 MPO with respect to the requirements of:

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 7, 2014.

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

*for*   
\_\_\_\_\_  
Noranne Downs, District Secretary (or designee)  
*Frank J. O'Dea*

  
\_\_\_\_\_  
Bob Dallari MPO Chairman (or designee)

4/4/2014  
Date

4/9/2014  
Date

## **2014 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), Eric Hill (MetroPlan Orlando), Jason Loschiavo (MetroPlan Orlando), Alex Trauger (MetroPlan Orlando), Mighk Wilson (MetroPlan Orlando), Anthony Washington (MetroPlan Orlando), Nikhila Rose (MetroPlan Orlando), Gabriella Serrado (MetroPlan Orlando), Stuart Boggs (LYNX), Belinda Balleras (LYNX), 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 2014 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 March 7, 2014. 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 ensure that important project information was delivered by the MPO and local governments in an expeditious manner that has allowed them to program all of their available SU funds for Fiscal Year 2014.

The MetroPlan Orlando MPO included Freight and Logistics needs in their 2030 Long Range Plan (LRTP). The MetroPlan Orlando MPO is managing the Regional Freight Mobility Study and facilitated meetings of the regional Freight Advisory Council. The MetroPlan Orlando MPO is working on a Freight, Goods and Services Plan which will become an integral part of their new LRTP.

### **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. MetroPlan Orlando was an active participant on the Lynx US 192 Alternatives Analysis (AA) which was approved by the Board in 2013. MetroPlan Orlando is currently participating in the SR 50 AA done by LYNX. The MPO 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. In addition, MetroPlan Orlando has created a new position to focus on Transit initiatives.

### **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 has initiated the Best Foot Forward Campaign to reduce the number of crashes involving pedestrians. The MetroPlan Orlando MPO has been instrumental in the expansion of the CyclingSavvy traffic cycling program by hosting and assisting in basic courses and instructor training. The MPO is using the regional crash database system to study pedestrian and bicyclist crash trends that will let them do more detailed analysis of crash causation factors. The MetroPlan Orlando MPO, in cooperation with FDOT, launched the Bicycle and Pedestrian Count Program. This effort will provide the baseline data for the assessment of crash rates for high bicycle and pedestrian use corridors.

## **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 staff needs to ensure that their Fiscal Year 2015 and Fiscal Year 2016 Unified Planning Work Program tasks and schedules are fully achieved.
4. The MetroPlan Orlando MPO has begun conversations and strategizing on incorporating the new MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century Act) performance measures into their planning documents.
5. The MetroPlan Orlando MPO received a "Best Workplace for Commuters Award" presented by the University of South Florida's Center for Urban Transportation Research in recognition of the MPO's progressive practices with promoting alternative forms of transportation.
6. The MetroPlan Orlando MPO has done an outstanding job promoting and maintaining a continuous, cooperative and comprehensive transportation planning process for the Orlando Urbanized Area. They should continue to work with their FDOT MPO Liaison concerning any issues or requests.

**FLORIDA DEPARTMENT OF TRANSPORTATION  
DISTRICT FIVE AND  
MetroPlan Orlando MPO  
2014 MODIFIED JOINT CERTIFICATION**

*Based upon a review of Chapter Seven (7) of the Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) Administrative Manual, below are the general areas recommended as focus items for this year's Modified Joint Certification process. According to the Certification requirements, a limited or modified review can occur for three years after a full review. Based upon Chapter Seven (7), and associated laws/rules (noted in the Chapter), the following are the District Five general questions/discussion areas in accordance with 23 C.F.R. 450.334(a):*

**The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;**

- (1) As noted in the 2014 Joint Certification, the following is the status of the various Agreements and the Adopted Long Range Transportation Plan (LRTP). The MPO/TPO and the Department are responsible for making sure that these Agreements are reviewed and renewed if needed each year. Please review the list of agreements below and advise us if your records agree with these findings. If they do not, please provide correct dates.

- (a) Interlocal Agreement for the Creation of Metropolitan Planning Organization (FDOT Form 525-010-01).

Updated: November 24, 2003      Renew: To be updated as needed

The Department has reviewed the current executed agreement and the document being utilized is the latest revised version. At the current time there is no need for an update, although upon conclusion of reapportionment the agreement will be reviewed.

**Response:**

**We concur with the statement by the Department. We have also taken into account the reapportionment and found that no update was needed to the Interlocal Agreements at this time.**

- (b) Transportation Planning Funds Joint Participating Agreement (FDOT Form 525-010-02).

Updated: May 12, 2010

Renew: Before May 12, 2015

- (c) Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement (FDOT Form 525-010-03).

Updated: December 10, 2010      Renew: No action needed

Per Article 6, section 6.03 of the respective contract, failure to amend or reaffirm the terms of this agreement shall not invalidate or otherwise terminate this agreement. Upon conclusion of reapportionment the agreement will be reviewed.

**Comments:**

**The ICAR is under review to update multiple items including the addition of the Osceola County Expressway Authority; removal of the Seminole County Expressway Authority; updating of the MetroPlan Orlando Internal Operating Procedures in Exhibit I; updating of contact information; and updating of other information as it is found in the agreement. In addition, the update will reflect the outcome of the 2014 legislative session regarding the fate of the Orlando-Orange County Expressway Authority, the Osceola County Expressway Authority and the possible creation of the Central Florida Regional Expressway Authority.**

- (d) Public Transportation Joint Participation Agreement (FDOT Form 725-030-06). 5303 Transit Related Task Elements for the UPWP.

Updated: September 17, 2012      Renew: When next FYs FTA funds are added

There is a new contract done every year for the Transit Related Task Elements for the UPWP.

- (e) Long Range Transportation Plan.

Updated: August 12, 2009      Renew: Before August 12, 2014

**Comments:**

**The Year 2040 LRTP is being developed and is scheduled to be approved by the MetroPlan Orlando Board on June 11, 2014 for submittal to FDOT, FHWA and FTA.**

## **Planning Area**

1. Have you been working with your local municipalities to get completed Florida Department of Transportation Project Application forms turned in on time to be processed during the tentative work program gaming cycle period this year (including Scope, Schedule and Cost Estimates)?

**Yes**

### **Comments:**

**We work with the local partners and provide them with the necessary forms to be completed and submitted to the Department. MetroPlan's new Project Assessment Survey (PAS) should help with any problems encountered during the application process. The PAS is set up to generate the 4P application.**

2. Does the MPO/TPO check local road projects on their prioritized projects list against the list of Federal Aid roads to assure eligibility for funding?

**Yes**

### **Comments:**

**The project sponsors state that their project is eligible as part of the application process. This is done in a meeting format with project sponsors, committee members, and FDOT all working together. If a project gets on the list and is not eligible for funding we need to see how this happens. We will take a look at steps to hold project sponsors more accountable. The PAS should be able to help with this also.**

## **MPO/TPO Boundaries**

1. Did the Department coordinate and communicate effectively this year with the MPO/TPO on the Smoothing of the Year 2010 Urban Area Boundaries?

**No**

### **Comments:**

**Clear direction was not provided (even following coordination discussions) causing confusion and inefficient use of MPO staff and consultant time. MetroPlan staff and our consultants spent considerable time on this project. Generally our recommendations to FDOT were unacceptable. The process appeared to be FDOT**

**directed rather than valuing local input. We chose to adopt the smoothed boundary as provided by the FDOT.**

2. Did the Department coordinate and communicate effectively this year with the MPO/TPO on the Federal Functional Classification Updates.

**Yes**

**Comments:**

**This took more time than we felt necessary but it was better than the boundary smoothing process.**

3. Did the MPO/TPO boundary map encompass the existing urbanized area and contiguous area expected to become urbanized within 20-year forecast period?

**No**

**Comments:**

**Most areas that the MPO recommended to be included due to future (20-year) growth were not accepted by District 5 and Central Office review. The process appeared to be FDOT directed versus local/regional input. The MetroPlan Board approved the Boundary Map that was acceptable to FDOT.**

**Regional Coordination**

1. During the coordinating process with the CFMPO Alliance for the Strategic Intermodal System, Close the Gaps initiative, Coast-to-Coast, and the Regional Trails; were you satisfied with the outcome of the master list of projects?

**Yes**

**Comments:**

**Working together to develop a comprehensive regional list proved to be time well spent. Each MPO/TPO provided their respective projects and MetroPlan Orlando served as facilitator of the process and clearinghouse to develop the final list. Using this process allowed for each MPO/TPO's Board to weigh-in and ensure consistency of the recommended project lists with programming in each jurisdiction resulting in overall satisfaction with the process and the outcome of the master list of projects.**

**Combined with the changes in MAP-21, identifying regional trail priorities and directing funding for those projects to use district-wide funding helped balance the**

**conflicts between funding local pedestrian and bicycle mobility projects and regionally significant recreation trail projects.**

2. Was the MPO/TPO satisfied with the way the Department funded these projects in this Work Program Gaming Cycle.

**Yes**

**Comments:**

**Funding of projects in advance of the projected schedule is always welcome. We are hopeful that by working collectively with the members of the CFMPOA, we were able to provide a useful tool to communicate the region's priorities for the Department's use.**

**The Rinehart Road Path gap of the Coast-to-Coast Trail was ready to build and Seminole County had local funds ready to commit to the project. We are grateful that FDOT committed the necessary federal funds to fully fund the project.**

**Long Range Transportation Plan (LRTP)**

1. When amending your LRTP are you ensuring and demonstrating the fiscal constraints?

**Yes**

**Comments:**

**All amendments to the 2030 LRTP were either requested by FDOT (I-4, Wekiva Parkway, High Speed Rail) or OCX (FDOT funded PD&E). All amendments were reviewed and demonstrated fiscal constraint based on the information provided.**

2. Given the requirements from the new MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century Act) Transportation Bill, has the MPO/TPO developed a performance driven plan?

**Yes**

**Comments:**

**Performance based planning is an integral part of the 2030 LRTP and will be continued in the update of the 2040 LRTP. The 2030 Plan evaluates condition and performance of the transportation system. Performance targets are established and local policies and investments are evaluated against the cost for making the Plan feasible. The performance measures in the 2030 Plan address safety, system performance,**

roadways, freight, transit, congestion and air quality. The Congestion Management Process in the 2030 LRTP was developed to address congestion with a process that provides for safe and effective integrated management and operation of the multimodal transportation system. The CMP includes performance measures to identify and evaluate recurring and nonrecurring congestion. The following recurring congestion performance measures were selected: daily segment volume to capacity ratio; peak-hour travel speed; bicycle/pedestrian customer satisfaction; transit ridership; signal retiming cost/benefit; intersection volume to capacity ratio; and air quality. The following nonrecurring performance measures included: high crash intersections: by crash rate (crashes per million vehicles entering) and by the number of crashes; high crash corridors by crash rate (crashes per million vehicles miles); incident severity; incident duration; and customer survey. Data on these indicators are provided in the Tracking the Trends Report, an annual document that collects data from federal, state, and local sources to evaluate trends affecting the region's transportation system. Besides these measures, staff is monitoring the rule making of performance measures that are stipulated in MAP-21. The Notice of Proposed Rule Making on performance measures is expected in the second quarter of 2015.

3. Has the MPO/TPO begun incorporating the performance measures into your planning documents?

Yes

**Comments:**

Performance measures are included in the LRTP and CMP, as described in response to question #2. Each task in the Unified Planning Work Program (UPWP) includes a milestone and end product as a measurement for the work that is described in the task.

4. Does the MPO/TPO require local agencies with state or local projects in the Cost-Feasible LRTP and/or Prioritized Project List to provide proof that the projects are consistent with the respective Comprehensive Plans?

Yes

**Comments:**

In preparation of the LRTP, we meet directly with each jurisdiction to ensure planning consistency. If necessary we can ask this question using the PAS for proper documentation.

Relating to LRTP amendments, our adopted Internal Operation Procedures address the parameters for detailed analysis of requested amendments. Under Detailed Analysis, item 3 deals with "Compatibility with all applicable local comprehensive

plans and programs" A. Existing and Future Land Use, B. Capital Improvement Program, and C. Traffic Circulation and Transit Elements.

### **Environment**

1. Is the MPO/TPO participating in defining a project's Purpose and Need that is used to determine the range of reasonable alternatives to be considered in the environmental process?

**Yes**

#### **Comments:**

**This has been done through the ETDM process in previous years for projects in the LRTP. Such roadways include: Aloma Avenue, Maitland Boulevard, Orange Avenue, SR 434, US 441 and US 17/92.**

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

1. Are you working with the Florida Department of Transportation to process Transportation Improvement Program Amendments (TIP) in a timely manner?

**Yes**

#### **Comments:**

**We always try to accommodate the Department's schedule for TIP amendments. We also have a procedure for emergency amendments where they can be processed with the Board Chair's signature then taken through the committee process and to the Board for ratification purposes.**

2. Is the MPO/TPO TIP consistent with the LRTP?

**Yes**

#### **Comments:**

**The currently adopted TIP is consistent with the 2030 LRTP. This will need assessment after the 2040 LRTP is adopted in June. There may be projects in the 2030 LRTP and funded in the TIP, that do not make it into the 2040 Cost Feasible Plan.**

## **Public Involvement**

1. Has the MPO/TPO developed a process for handling emergency meetings for their Long Range Transportation Plans and Transportation Improvement Program amendments?

**Yes**

### **Comments:**

**LRTP amendments should not require an emergency amendment given our internal operating procedures and guidelines for plan amendments. However, we have recently accommodated the Department and OCX with LRTP amendments that needed to be taken through the process as efficiently as possible to get Board approval.**

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

1. Has the MPO/TPO coordinated with the Department to get projects processed through the Efficient Transportation Decision Making (ETDM) tool this year?

**No**

### **Comments:**

**No projects were processed through the ETDM tool this year, since the major capacity state road projects in the LRTP had either already had PD&E studies done or had gone through the ETDM Planning Screen and/or Programming Screen in previous years. In late 2012, MetroPlan Orlando staff discussed with FDOT staff whether additional major capacity projects on the state road system that had been amended into the 2030 LRTP Cost Feasible Plan and added to the Prioritized Project List, including projects on SR 535 and SR 438, should go through ETDM review. It was decided at that time that it would be best to wait until the 2040 LRTP is completed to determine if these projects will continue to be cost feasible before submitting them through the ETDM review process. MetroPlan Orlando staff worked with FDOT staff to run a GIS analysis on the ETDM Environmental Screening Tool for the Aloma Spur corridor to show the environmental impacts of implementing rail transit in the corridor.**

## **Title VI and Related Nondiscrimination Requirements**

1. Is the MPO/TPO following Florida's Sunshine Law, Article I, Section 24, Florida Constitution and Chapter 286, Florida Statutes (F.S.), by allowing public comments at the beginning and end of all public meetings?

**Yes**

### **Comments:**

**MetroPlan Orlando has provided opportunities for public comments at the beginning and ending of each public meeting for a number of years. The public is afforded the opportunity to express concerns or provide comments on action items at the beginning of the meeting prior to Board action and comments of a general nature are taken at the end of the meeting. The format is used for all Board and Committee meetings and is shown clearly on all agendas.**

## **Transit**

1. What projects or issues has the MPO/TPO assisted their transit agency with over the past year?

### **Response:**

- **MetroPlan was an active participant in the US 192 Alternatives Analysis Study. The Locally Preferred Alternative was presented to our committees and approved by the Board in 2013.**
- **MetroPlan is currently participating on the SR 50 Alternatives Analysis Study.**
- **MetroPlan Orlando coordinated (or facilitated) with the various MPO committees and the City of Kissimmee the designation of LYNX as the FTA designated recipient for the Orlando and Kissimmee 5310 Program.**
- **MetroPlan's TDLCB processed the review, approval and adoption of the Transportation Disadvantaged Service Plan (TDSP), a requirement by the Commission for the Transportation Disadvantaged and the Locally Developed Human Services Transportation Plan required by FTA's 5316/5317 and 5310 Programs.**

- MetroPlan Orlando cooperated with FDOT and LYNX in timely processing UPWP and TIP amendments. Both LYNX and Metroplan have open access to respective staff to facilitate transit planning and programming.
- MetroPlan Orlando coordinated committee discussions to provide a forum for a fair and reasonable allocation of the STP funding, including transit.
- We created a position to focus on transit issues and are working more closely with Lynx. We meet monthly with staff from FDOT and Lynx to advance transit projects throughout the region
- We have also started meeting with the Lynx Planning Director on a bi-monthly basis in an effort to share more information and to help one another with the transit focus in the region.
- MetroPlan staff attend the Lynx Regional Working Group to review upcoming Lynx Board agendas.
- MetroPlan staff attends Lynx Board Meetings.
- Lynx staff attends MetroPlan Board Meetings.
- Lynx staff attends MetroPlan Committee Meetings.
- MetroPlan staff met with FDOT regarding the future of the Road Ranger Program once a team is selected for the I-4 Ultimate Project. Lynx runs the Road Ranger program and this will have an impact on their staffing needs.
- MetroPlan continued to provide staff and planning support to the Transportation Disadvantaged Local Coordinating Board. In November 2013, during the normally scheduled meeting, MetroPlan conducted the annual CTC evaluation with our electronic polling system. The implementation of the electronic polling has led to a more efficient method of reporting.
- In addition, MetroPlan conducted a survey of transportation disadvantaged customers whose trips are being subsidized with TD grant funds. MetroPlan reached out to 1,200 ACCESS LYNX users via mailed letters and email. Staff received 363 survey responses which gave our survey a 4.3% margin of error and a survey confidence level of 95%. For the most part survey responses were generally positive, but the issues of travel time, call hold time, and vehicle GPS technology continue to affect the TD system the most.

2. What percentage of the MPO's/TPO's Section 5303 funds have gone toward funding transit projects or initiatives?

**36 - 49%**

**Response:**

**For the X022 grant, 36% of funds have been budgeted to transit projects or initiatives. For the X023 grant, 49% of funds have been budgeted to transit projects or initiatives.**

**It should be noted that other activities that are required of the MPO such as the long-range transportation plan, single audit, and public involvement as well as other projects that have a transit component but are not completely transit related have been designated as non-transit projects or initiatives for this question. However, if these tasks were included, they would significantly raise the percentage of the total transit funds budget.**

**Intelligent Transportation System (ITS)**

1. Does the MPO/TPO ensure that the local governmental agencies have a System Engineering Management Plan (SEMP) when applicable?

**Yes**

**Comments:**

**The FHWA Rule 940 requires that ITS projects conform to the National ITS Architecture and standards; to follow a systems engineering analysis that is commensurate with the project scope. Staff works with the Department to ensure that ITS projects that receive federal and/or state funds, and that are considered high risk projects, complete a SEM. This requirement is reviewed with members of the Management and Operations (M&O) Subcommittee annually during the project prioritization process. In January 2014 staff from the Department gave an update on the requirements of FHWA Rule 940 to the M&O Subcommittee. Additional information on nuances in the requirement was discussed, including further explanation on the difference between high and low risk projects.**

**In addition to the work on advancing ITS, staff completed and submitted an application to the FHWA Integrated Corridor Management Grant Program. The proposed "Orlando Interstate 4 Integrated Corridor Management Program" (OI4ICM) project will improve mobility and reliability in the I-4 corridor for freight, transit and passenger traffic. The application was a collaboration between MetroPlan Orlando, FDOT and the jurisdictions in the I-4 corridor. Staff also attended an ICM Symposium in Dallas, TX. The symposium was sponsored by ITS America and FHWA/FTA to**

**provide other agencies and stakeholders that are developing an ICM system an opportunity to engage with the project team for the Dallas ICM project.**

### **Freight Planning**

1. The Federal emphasis in MAP 21 and the development of the Florida Mobility and Trade Plan currently underway underscore the priority being placed on efficient goods movement both from a national and statewide perspective. Has the MPO/TPO initiated any planning efforts to place this initiative in their regional and local plans? If so please explain.

**Yes**

#### **Comments:**

**Before approval of MAP-21 and the State's freight planning activities, MetroPlan Orlando initiated freight and logistics planning. Our 2030 LRTP focused on freight dependent land uses. For our current freight planning effort please go to our Freight Page on the website of documentation of our comprehensive freight study which will also be integrated into the 2040 LRTP.**

**Beyond managing the 7-county Regional Freight Mobility Study, we coordinate and facilitate the meetings of the regional Freight Advisory Council, held an "Economic Impact of Freight" Workshop with attendees including elected officials, economic development staff, Port Canaveral staff, Railroad operators, Airport staff, Chamber of Commerce members, and other regional stakeholders. We have also taken a leadership role on the MPOAC's Freight Committee with MetroPlan Orlando serving as Vice-Chair. Over the past year we have made presentations at the FDOT ILC Forum and the Florida-American Planning Conference; and we were selected to present at the National APA Conference. Just as in the past, we will continue with an increased emphasis on freight and logistics in the long range planning process.**

### **Safety Considerations in the Planning Process**

1. With Florida being the number 1 ranked State for Pedestrian fatalities, does the MPO/TPO address safety for motorized and non-motorized users throughout the Continuous, Cooperative, and Comprehensive (3-C) planning process?

**Yes**

## Comments:

The University of Florida is under contract with MetroPlan Orlando to maintain a Web Based Crash Database. The database is now in the fifth year of operations. Traffic crash and fatalities are provided annually in the Tracking the Trends Report. Safety reports are provide to the Committees and Board annually, including updated changes in safety laws, emerging trends in transportation safety and improvements, and highlights nuances in safety issues in the MetroPlan Orlando area using data from the crash database. In recent years, pedestrian safety issues have drawn considerable attention as a result of the findings from the Dangerous by Design Report that has reported the Orlando Urbanized Area as the most threatening to pedestrians. As a rejoinder to this report, staff has supported and taken part in the Best Foot Forward Campaign to involve various stakeholders in the community to reduce the number of crashes involving pedestrians. Additionally, since many safety improvements (i.e., a countermeasure at an intersection) may come under the purview of the traffic engineer of a local jurisdiction, the Department Safety Engineer met with the M&O Subcommittee this past year to review the process for using state safety funds to have a safety project programmed. Annual performance measures were established in the Planning It Safe project and include reduction in crash rate, fatality rate and pedestrian fatalities. It is anticipated that these and/or similar efforts will be sustained through the 2040 LRTP update.

In 2013 MetroPlan adopted a Pedestrian Safety Action Plan. This plan identified high-crash corridors in need of detailed assessment through the Pedestrian Road Safety Audit process and unlit highway corridors with significant numbers of night-time pedestrian crashes. The Department has completed audits of four of those corridors and has programmed pedestrian improvements for them, and has done lighting assessments and programmed lighting projects for those night-time crash corridors. More corridors are still in need of auditing and assessment. MetroPlan has also been a primary contributor (along with a number of local governments, FDOT and other organizations) of the Best Foot Forward campaign, an enforcement and education effort being led by Bike-Walk Central Florida. Biannual presentations by the District Safety Office to the BPAC on progress with the Pedestrian Safety Action Plan would be helpful.

MetroPlan has also supported expansion of the CyclingSavvy traffic cycling program by hosting and assisting in basic courses and instructor trainings, including a training for *reThink* program staff.

The regional crash database system is being used to study pedestrian and bicyclist crash trends, and will be used to do more detailed analysis of crash causation factors.

Lastly, in 2013 MetroPlan, in partnership with FDOT, launched the Bicycle and Pedestrian Count Program. This multi-faceted program incorporates analysis of high usage and crash bicycle and pedestrian corridors, manual volunteer counts, and the

implementation of digital counter technology in key corridors. Research findings on high pedestrian and bicycle corridors are on the way, while the second manual count efforts will take place in September 2014.

## **Other**

1. Does the MPO/TPO process invoices/reimbursement per the Joint Participation Agreement time specified and provides the background documentation for processing?

**Yes**

### **Comments:**

MetroPlan Orlando complies with all JPAs for processing invoices. Recently, without warning from the State, new requirements were added that we must provide backup documents for all direct expenses, as well as additional documentation for salary, fringe, and indirect costs. While we have fully complied with this new requirement, we had several invoices rejected early on because we were not made aware of the change until after we had submitted those invoices. In the future, it would be a smoother process to have this information in writing ahead of time. In addition, while the State has many contractors that they must keep track of for billing purposes, government organizations such as MetroPlan Orlando have annual Single audits which test for compliance with grant expenditures. To have MPOs' invoices reviewed with the same stringency as private sector contractors seems unnecessary and a burden to both the MPO and the State.

UPWP Amendment Form – The UPWP amendment form that is now required with a budget change has been designed quite poorly. There were no instructions given on how to fill the form out. It does not allow for large budget amendments; each year of the form only has eight lines to put in task amendments. To help with this, a form number was added at the bottom of the last page but only goes to three. We had a budget amendment that required 25 of these documents to fit the entire amendment. There should be input from the finance departments' of MPOs before implementing a form of this nature. We already have in house forms that summarize the information that goes on this form making this procedure redundant. A better solution would be an online tool to input the amendments. This would solve many of the issues if a form of this nature is required: It would be expandable to fit any size; it would allow digital signatures as the PDF form now allows; and an import tool could be provided to cut down on double work and human transposition errors.

FTA X023 Funds Delayed Until December – MetroPlan Orlando submitted the grant application for FTA Planning Funds on time to ensure we were put in the first group of funding. We then waited months until we heard that additional information was requested of MetroPlan Orlando. We provided that information with a turnaround of

less than 24 hours. After that we waited again for months until the funds were available. MetroPlan Orlando is fortunate in that we receive local funding and other grant revenues to keep daily operations running and payroll paid. While the delay put a hold on certain projects, we were able to continue functioning. However, smaller MPOs may not be as fortunate. This delay could have had serious repercussions with their ability to pay basic bills such as payroll and rent.

### **Additional Accomplishments**

FDOT developed the above questions to guide the discussion that took place at the Joint Certification Review. In addition, FDOT requested that MetroPlan Orlando summarize some additional accomplishments over the past year that were not covered in their specific questions. These are as follows:

- Presented annual financial report for the year ending June 30, 2013 to the Board in October 2013; received another “clean” audit with complimentary remarks by the outside audit team.
- Revised the organization’s Personnel Manual; coordinated changes with the Board’s Personnel Committee; obtained Board approval in March 2013.
- Our internship program continued with David Harrison (Florida State University) returning to help with some additional projects during the Summer of 2013 and he was successful in obtaining a full-time professional position with Kimley-Horn; another intern will be hired for the Summer of 2014 through a cooperative program with UCF’s College of Engineering.
- MetroPlan Orlando was honored to receive a “Best Workplace for Commuters Award” presented by the University of South Florida’s Center for Urban Transportation Research to recognize our progressive practices with promoting alternative forms of transportation.
- Balanced the organization’s budget while holding the line on local assessments from our local funding partners as a result of their tight budgets; modified UPWP and budget to minimize impacts on our core programs.
- Conducted an analysis of our current membership dues structure; prepared recommendations to return to an equitable dues structure; which was adopted by the MetroPlan Orlando Board in March 2014.
- Maintained the interactive Transportation Improvement Program (TIP) on the MetroPlan Orlando website to make information easier to obtain for our business partners and the general public.

- Prepared report on FY2012/2013 federally-funded transportation projects throughout Central Florida, as required by federal law, and submitted the report to federal agencies.
- Monitored program management and construction of projects funded with federal economic stimulus funds (the American Recovery and Reinvestment Act). Of the 53 projects that had been funded by MetroPlan Orlando, 52 had been completed as of February 2014; the one remaining project will be completed this year.
- Continued the traffic light synchronization program in additional corridors to improve the flow of traffic; conducted cost-benefit studies which showed an impressive return on investment.
- Provided professional staff support to the Regional Transportation Funding Task Force; work continues on options for a dedicated regional transportation funding source.
- Worked with the Board's Executive Committee to develop the Board Redesignation Plan based on Year 2010 U.S. Census results, federal MAP-21 legislation, guidance from FDOT/Central Office and recent changes in state statutes; plan approved by the MetroPlan Orlando Board in June 2013; plan approved by Governor Scott in October 2013.
- Obtained approval of revised Board member conflict of interest disclosure procedures and associated revisions to our Internal Operating Procedures.
- Obtained approval of revised bylaws for the Municipal Advisory Committee.
- Obtained approval of revised bylaws for the Bicycle and Pedestrian Advisory Committee.
- Worked with the Central Florida Partnership and other entities (including FDOT/D5) to advance the Market Research/Values Study; obtained funding from other transportation entities to cover one-third of the project's costs; project launched in November 2013; data collection completed February 2014; plans being developed for Regional Leadership Forum in June 2014 that will focus on findings and strategies for advancing regional priorities.
- Strategic Business Plan was developed; final Board approval was obtained in December 2013.
- The Board was kept informed of developments with FDOT's Future Corridors Initiative and the Governor's Executive Order establishing the East Central Florida Corridors Task Force; start of work is awaiting the Governor's appointments to this Task Force.

- **“2012 Tracking the Trends” report was produced for MetroPlan Orlando’s 3-county service area; another version was prepared for the 8-county area that is covered by the Central Florida MPO Alliance.**
- **The Alternative Fuels Working Group was established to bring together government entities and transit agencies to learn about the benefits of compressed natural gas and other alternative fuels and to see if there was interest in pursuing opportunities at a regional scale; initiative began with partner agencies in our 3-county service area but grew to include Volusia, Brevard, Lake and Flagler when they learned about what we had underway.**
- **A regional trail ride was organized for May 11, 2013 with Chairman Lynum, other Board members and community leaders to generate support for “closing the gaps” and the Coast-to-Coast Trail; event was held on the West Orange Trail and was done in cooperation with the City of Winter Garden.**
- **Federal budget sequestration threatened to close the air traffic control towers at Kissimmee Gateway Airport and Orlando Executive Airport, limiting operations that would impact two of our business partners and have a detrimental impact on the region’s economy; joined in campaign that resulted in the towers remaining open, at least for the time being.**
- **Began work on the Regional Northeast Corridor Concept Study to identify opportunities involving the “Aloma Spur” right-of-way between the Sanford SunRail station, Orlando-Sanford International Airport, Winter Springs, Oviedo and the University of Central Florida.**
- **Staff participated with our business partners on Committees and Task Forces for a wide range of transportation projects throughout the region to ensure all planning activities are thoroughly coordinated.**
- **Awarded another grant to Bike/Walk Central Florida to assist with improving pedestrian safety through the successful Best Foot Forward campaign; the Winter Park Health Foundation and FDOT are also partners in this effort.**
- **Partnered on the HUD/DOT/EPA Sustainability Grant that was awarded to the East Central Florida Regional Planning Council to take advantage of opportunities at or new SunRail Phase I stations; MetroPlan Orlando provided financial support to the project and created the overall framework for outreach activities in cooperation with members of the project team.**
- **Significant time and effort went into advancing the SunRail project; kept the Board posted on developments; hosted Central Florida Commuter Rail Commission meetings; continued promoting the importance of this project to community groups; staff participates in SunRail Technical Advisory Committee.**

- MetroPlan Orlando staff played a major role with another SunRail “sneak peek” tour that was done with the Orlando Regional Realtors Association on September 13, 2013 to generate interest in the SunRail project; the event was another huge success.
- Supported actions to ensure that SunRail Phase II funding is contained in President Obama’s FY2015 budget which is scheduled to be released on March 4, 2013.
- Hosted “Transportation Roundtable” event with U.S. Department of Transportation Secretary Anthony Foxx on January 31, 2014; event was put together with 48-hours notice; considered to be successful with unified regional message being conveyed on the importance of SunRail Phase II funding.
- Made progress with doing preliminary work to support the establishment of quiet zones along the SunRail corridor; arranged for FRA staff to conduct diagnostic work; concept drawings have been completed; results (including cost estimates for final design and construction) will be presented to the MetroPlan Orlando Board in March 2014.
- Took an active role in the work of the Community Traffic Safety Teams (CTSTs) in Seminole, Orange and Osceola Counties.
- Four Alternatives Analysis studies are underway, a required step to qualify a project for future federal funding. MetroPlan Orlando put the regional funding plan together for two of these studies (the OIA Refresh Study and the US441 Corridor) that are being done in cooperation with FDOT; Lynx has the lead on the other two (US 192 and SR 50 corridors); Board has been provided with status reports; MetroPlan Orlando Board approved the US 192 Locally Preferred Alternative.
- Reported to the Board on the technical assessment that had been conducted for the proposal advanced by American Maglev Technology, Inc. to provide privately-funded rail transit service between the Orange County Convention Center and Orlando International Airport; Board has been kept posted on unsolicited proposal process.
- Kept the Board informed about developments with the “All Aboard Florida” project sponsored by the Florida East Coast Railway that would implement privately-funded passenger rail service between Orlando and Miami.
- Arranged for the Board to be briefed on work that was done by the Greater Orlando Aviation Authority to advance the development of the Intermodal Center and the South Terminal Complex; the Intermodal Center is necessary to accommodate “All Aboard Florida” project and other forms of rail transit service that are being studied; Board approved making funding for the Intermodal Center a legislative priority for 2014; event held with Governor Scott on February 17, 2014 where he announced state will provide \$213 million for the project.

- Awarded \$350,000 grant from the Federal Highway Administration to study various aspects of value pricing in Central Florida with local match committed from FDOT and O-OCEA; contract awarded and work is underway; status reports provided to the Board.
- Assisted Congressman Mica with two ITS-related programs (July 22, 2013 and December 17, 2013) to generate interest and support for making better use of technology to improve traffic flows in the region; submitted grant application to FHWA for \$200,000; letter of support provided by Congressman Mica; award announcements expected in May/June 2014.
- Arranged for Congresswoman Brown to address the MetroPlan Orlando Board on August 14, 2013 regarding the federal transportation program and opportunities for Central Florida.
- Executive Director continued serving as a Governor's appointee on the Wekiva River Basin Commission; Board was kept posted on developments with this Commission of regional significance such as the Wekiva Parkway; groundbreaking event held for the Wekiva Parkway with Governor Scott.
- Tracked the Board's legislative priorities during the Committee process and during the regular legislative sessions; provide direction to our lobbyists in Tallahassee; provided periodic reports to the Board.
- Kept Board posted on developments with federal air quality standards, as promulgated by the U.S. Environmental Protection Agency; monitored air quality readings through the MetroPlan Orlando service area and made periodic reports to the Board; there were no air quality violations during 2013.
- Continued managing the "Central Florida Clean Air Team" and its activities to draw attention to regional air quality issues.
- Managed the 2013 Clean Air Awards Program; award presented to the City of Casselberry for the successful implementation of their Compressed Work Week for most administrative employees.
- Held our annual Volunteer Appreciation Luncheon and holiday toy drive on December 20, 2013; the beneficiary of this year's toy drive was the City of Kissimmee.
- Our 2012 annual report received three awards from the Florida Public Relations Society, including its highest award.

- Produced the 2013 annual report which was provided to Board members at the February 12, 2014 Board meeting; lots of positive comments received from Board members and partners.
- Held our February 13, 2014 Board meeting at the Second Harvest Food Bank to raise awareness of the important work they are doing to feed hungry people in their 5-county service area; event raised close to \$1,000 in contributions which will allow them to purchase \$10,000 in food.
- Strengthened ties with the media resulting in increased exposure for the organization and its Board members.
- Information on MetroPlan Orlando's website was kept up to date and allowed us to reduce printing costs.
- Continued to provide information in different formats for people with disabilities; for example, the new website has features that are specifically designed to assist people with certain disabilities and information is provided about Board and Committee meetings using a special voicemail feature.
- Developed and conducted transportation programs for various civic organizations, professional groups and leadership programs throughout Central Florida.
- Briefed people newly appointed to regional leadership positions, new city and county managers and candidates for public office on regional transportation issues.
- Participated in numerous community events and trade shows to provide public information and increase awareness of MetroPlan Orlando.
- Developed plans for the first *Metroplan LIVE!* event (a regional call-in program) on April 1, 2014 to generate discussion and solicit comments on the Year 2040 Long Range Transportation Plan.
- Continued our membership with major regional Chambers of Commerce, the African-American Chamber of Commerce and the Hispanic Chamber of Commerce to strengthen ties with the business community; participated in a variety of Chamber functions.
- MetroPlan Orlando remained active with the National Association of Regional Councils (NARC), the Association of Metropolitan Planning Organizations (AMPO) and the Conference of Minority Transportation Officials (COMTO).
- Provided principal staff support for the Central Florida MPO Alliance – the regional partnership involving MetroPlan Orlando, the Volusia County TPO, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO and the Ocala/Marion County TPO.

- **MetroPlan Orlando took the lead in planning for the annual joint meeting of the Central Florida MPO Alliance and the West Central Florida Chairmans' Coordinating Committee from the Tampa Bay area; meeting held at the Kissimmee Civic Center; topics covered promoted**

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# **APPENDIX H**

**DRAFT UPWP COMMENTS & RESPONSES**

**FDOT**

**FHWA**

**FTA**

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## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

719 S Woodland Blvd  
DeLand, FL 32720

ANANTH PRASAD, P.E.  
SECRETARY

April 15, 2014

Mr. Harry Barley, Executive Director  
MetroPlan Orlando  
315 East Robinson Ave., Suite 355  
Orlando, FL 32801

**RE: Draft comments on the Fiscal Year 2014/2015 and Fiscal Year 2015/2016  
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 2014/15 and FY 2015/16. The Florida Department of Transportation (FDOT) will review your response to those comments upon receipt of the MetroPlan Orlando Final UPWP for FY 2014/15 and FY 2015/16.

In order to meet the schedule contained in the MPO Administrative Handbook, and to be certain of receiving authorization to expend Fiscal Year 2014/2015 and Fiscal Year 2015/2016 Planning Funds, beginning on July 1, 2014 MetroPlan Orlando MPO needs to revise and adopt the Final UPWP. Please submit it to my office at, 719 South Woodland Boulevard, Deland, Florida 32720, and all other appropriate agencies by May 15, 2014. I will be contacting your staff to review the corrections that need to be made with them.

**Comments of Draft UPWP:**

1. Please update document to reflect the FTA Grant change of 5303 to 5305(d) that occurred with MAP-21.
2. The Final UPWP must include executed documents in Appendix G
3. The Final UPWP must include all comments in Appendix H.

cont.

Please call me at (386) 943-5426 if you have any questions regarding these comments.

Sincerely,

*Lorena Valencia*

Lorena Valencia  
MPO Liaison

cc:    Shakira Crandon, FHWA  
      Yvonne Arens, Policy Planning  
      Diane Quigley, Transit Planning  
      Jo Santiago, District 5 Transit Office  
      Elizabeth Orr, Federal Transit Administration  
      Keith Melton, Federal Transit Administration  
      Susan Sadighi, District 5 Planning Office  
      Mary Schoelzel, District 5 Government Operations Manager  
      Gene Ferguson, District 5 Liaison

April 15, 2014

Ms. Lorena Valencia  
MPO Liaison  
Florida Department of Transportation  
719 S Woodland Blvd  
DeLand, FL 32720

Subject: Responses to MetroPlan Orlando FY 2014/2015 and FY 2015/2016  
Unified Planning Work Program Comments

Dear Ms. Valencia:

Thank you for the comments on the Draft FY 2014/2015 and FY 2015/2016 UPWP for the Orlando Urbanized Area. We are submitting the following responses to the comments:

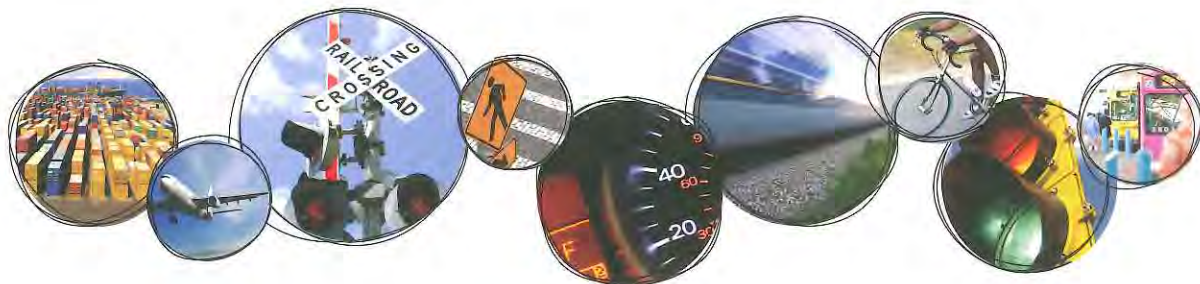
**GENERAL COMMENTS**

1. *Please update document to reflect the FTA Grant change of 5303 to 5305(d) that occurred with MAP-21.*

**Response:** All references to FTA 5303 funds have been replaced with FTA 5305(d) funds to align with changes that occurred with MAP-21.

2. *The Final UPWP must include executed documents in Appendix G*

**Response:** The final UPWP will include the fully executed FDOT certification review documents in appendix G.



Ms. Lorena Valencia  
April 15, 2014  
Page 2 of 2

3. *The Final UPWP must include all comments in Appendix H.*

**Response:** The final UPWP will include all comments in appendix H with appropriate responses.

Sincerely,

A handwritten signature in black ink, appearing to read "Harold W. Barley". The signature is fluid and cursive, with a long horizontal stroke at the end.

Harold W. Barley  
Executive Director

cc: Mr. Gary Huttman, MetroPlan Orlando  
Mr. Jason Loschiavo, MetroPlan Orlando  
Ms. Shakira Crandol, FHWA  
Ms. Yvonne Arens, FDOT Policy Planning  
Ms. Diane Quigley, FDOT Transit Planning  
Ms. Jo Santiago, District 5 Transit Office  
Ms. Elizabeth Orr, Federal Transit Administration  
Mr. Keith Melton, Federal Transit Administration  
Ms. Susan Sadighi, District 5 Planning  
Ms. Mary Schoelzel, District 5 Government Operations  
Mr. Gene Ferguson FDOT MPO Liaison



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Florida Division**

April 14, 2014

545 John Knox Road, Suite 200  
Tallahassee, Florida 32303  
Phone: (850) 553-2200  
Fax: (850) 942-9691 / 942-8308  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

In Reply Refer To:  
HPR-FL

Mary Schoelzel  
Government Operational Manager  
Florida Department of Transportation  
719 South Woodland Boulevard  
DeLand, FL 32720

Dear Ms. Schoelzel:

The following is in response to your staff's email which transmitted MetroPlan Orlando's 2014-15 - 2015/16 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) for the MetroPlan Orlando's consideration in developing the Final UPWP:

**General Comment:** Overall, this is a very thorough and comprehensive document. Kudos to the staff for the level of detail included in this planning document.

**Page V** - Compliments to staff for undertaking efforts to develop a more streamlined UPWP.

**General Comment** - Please review all tasks pages and ensure that work products have a month/year associated with the items listed. At a minimum, please note which activities are "ongoing."

**General Comment** - Compliments to the staff for the use of visualization in this planning document.

**Page VII-1** - Compliments to the MetroPlan Orlando staff for a progressive and engaging planned community outreach effort.

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

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

Thank you for the opportunity to properly review and comment on the draft UPWP for MetroPlan Orlando. We request that the final UPWP be available to us by **May 31, 2014** so that we may have sufficient time to authorize our portion of the program by **June 30, 2014**. 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 Ms. Shakira T. Crandol, at (850) 553-2220 or email [shakira.crandol@dot.gov](mailto:shakira.crandol@dot.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "James Christian", with a stylized flourish extending to the right.

FOR: James Christian, P.E.  
Division Administrator

cc: Mr. Mr. Bob Kamm, Space Coast TPO  
Mr. Keith Melton, FTA (Region 4)  
Ms. Yvonne Arens, FDOT (MS-28)  
Ms. Lorena Valencia, FDOT (District 5)

April 15, 2014

Ms. Shakira T. Crandol  
Transportation Planner  
Federal Highway Administration  
545 John Knox Rd. Ste 200  
Tallahassee, Florida 32303

Subject: Responses to MetroPlan Orlando FY 2014/2015 and FY 2015/2016  
Unified Planning Work Program Comments

Dear Ms. Crandol:

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**

1. *Please review all tasks pages and ensure that work products have a month/year associated with the items listed. At a minimum, please note which activities are "ongoing."*

**Response:** Target dates have been added to the final UPWP or an "ongoing" designation has been made for activities that are of an ongoing nature.

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

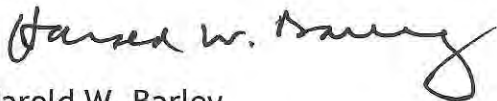
**Response:** All agreements, certifications, and statements required and included in the UPWP have been signed and dated as appropriate.



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

**Response:** Tasks which include projects that require a consultant, and which will use federal funds, have been updated with all data that is available at the time of submission. MetroPlan Orlando shall forward all scopes to FDOT and FHWA prior to spending funds on consultant work for those tasks which are not fully detailed in the UPWP. MetroPlan Orlando reviews all projects to ensure that activities undertaken with the use of federal funds are allowable.

Sincerely,



Harold W. Barley  
Executive Director

cc: Ms. Lorena Valencia, FOOT District 5 Liaison  
Mr. Gary Huttman, MetroPlan Orlando  
Mr. Jason Loschiavo, MetroPlan Orlando  
Ms. Yvonne Arens, FDOT Policy Planning  
Ms. Diane Quigley, FDOT Transit Planning  
Ms. Susan Sadighi, District 5 Planning  
Ms. Mary Schoelzel, District 5 Government Operations  
Mr. Gene Ferguson FDOT MPO Liaison

**From:** [Keith.Melton@dot.gov](mailto:Keith.Melton@dot.gov)  
**To:** [Gene.Ferguson@dot.state.fl.us](mailto:Gene.Ferguson@dot.state.fl.us); [Harry Barley](#); [Elizabeth.Orr@dot.gov](mailto:Elizabeth.Orr@dot.gov)  
**Cc:** [Shakira.Crandol@dot.gov](mailto:Shakira.Crandol@dot.gov); [Yvonne.Arens@dot.state.fl.us](mailto:Yvonne.Arens@dot.state.fl.us); [Mary.Schoelzel@dot.state.fl.us](mailto:Mary.Schoelzel@dot.state.fl.us); [Jon.Ausman@dot.state.fl.us](mailto:Jon.Ausman@dot.state.fl.us)  
**Subject:** UPWP Review -- 2014/15 to 2016 -- MetroPlan Orlando  
**Date:** Tuesday, March 18, 2014 2:04:33 PM

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Dear All –

We have reviewed the DRAFT UPWP for the above agency. The transit component of the UPWP is satisfactory to FTA. For additional information on MAP-21 programmatic changes, you are asked to view the FTA web site for MAP-21 updates: <http://www.fta.dot.gov/map21/>.

As a general rule, when 5307 funds will be used for transit planning by a transit agency, the UPWP must reference and contain the 5307 funds and related planning tasks in the approved UPWP (in sufficient detail for FTA to determine the study's relationship to public transit). Ideally, the Project Task Budget should also show the total project budget and all amounts of Federal assistance funds, including carryover funds, and local share funds from State and local sources that are allocated to each work element or activity included in the UPWP. However, some MPO's/TPO's include carryover information in a separate summary table to capture carryover information. As applicable, we appreciate this information on carryover balances being included in the UPWP.

We also want to commend the MPO, FDOT, stakeholders, etc. on a number of items. These include work on the Central Florida Alliance; the TIP and RTP updates; coordination with CFRTA/LYNX; rail corridor planning and support; land use and TOD options; corridor studies underway in Central Florida; and bike and pedestrian project support. We also appreciate verbiage on STP flex fund priorities and support for transit funding options. Finally, we are delighted to know of a number of transit projects with upcoming construction activity/ribbon-cuttings in central Florida in the near future.

Thanks for the level of detail in your UPWP and your support for transit and related work.

**Keith Melton**  
**FTA Region IV**  
**230 Peachtree St., NW, Ste. 800**  
**Atlanta, GA 30303-1512**  
**404.865.5614 Direct /404.865.5605 FAX**  
**[keith.melton@dot.gov](mailto:keith.melton@dot.gov)**  
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