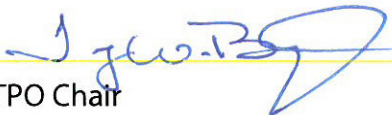


Heartland Regional Transportation Planning Organization

Unified Planning Work Program

Fiscal Years 2018/19-2019/20
July 1, 2018 through June 30, 2020

HRTPO
Heartland Regional
Transportation Planning Organization


HRTPO Chair

April 17, 2019

Date

www.heartlandregionaltpo.org

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CFDA 20.205: Highway Planning & Construction
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Adopted April 18, 2018
Amended April 17, 2019



Florida Department of Transportation

**RON DESANTIS
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**KEVIN J. THIBAUT, P.E.
SECRETARY**

Cost Analysis Certification

Heartland Regional TPO

Unified Planning Work Program - FY 2019/2020

Select Status 4/17/2019

Revision Number: Revision 1

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

Name: Lori Carlton

Community Liaison – District One
Title and District


Signature

4/22/2019

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Introduction

Definition of the HRTPO Unified Planning Work Program

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Heartland Regional Transportation Planning Organization (HRTPO) study area.

- Summarizes planning tasks to be completed by the HRTPO
- Defines work products and timeline for major activities
- Proposes budget using federal and other funds for planning
- Estimates cost for each task

This Work Program is consistent with all federal and state requirements. All products including the Transportation Improvement Program (TIP) and planning concepts and factors follow Federal and State guidelines. The HRTPO is complying with Title VI of the Civil Rights Act of 1964. Title VI specifically prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex. This applies in any and all applications of work by the HRTPO, including its administration, decision making and purchasing options.

The TPO's plans and programs are designed to meet the current and future transportation needs of the Heartland Region. Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.) and the Federal Transit Act, the Fiscal Year 2018/19 – 2019/20 Unified Planning Work Program (UPWP) is the basis for allocating federal, state and local funds for transportation planning purposes in the Heartland. The UPWP documents all planning tasks and related activities for the period of July 1, 2018 through June 30, 2020 developed by the HRTPO and other transportation planning agencies.

As the HRTPO is an attainment area for the National Ambient Air Quality Standards, this TPO is not required to undertake an air quality planning program, nor does any other agency do air quality planning for the HRTPO counties.



Designated on November 17, 2014 by Governor Rick Scott of Florida as the Heartland Regional Transportation Planning Organization (HRTPO), the federally mandated transportation policy-making organization includes the six counties of DeSoto, Glades, Hardee, Hendry, Highlands

and Okeechobee and the urbanized area of Highlands County including the cities of Sebring and Avon Park. HRTPO planning activities are ongoing and continuous from previous efforts. The status of on-going planning activities are highlighted below:

Long Range Transportation Plan

The LRTP is one of the key products of the planning process and addresses the state and federal requirements that are the responsibility of the TPO as the organization authorized to carry out the transportation planning process. The 2040 LRTP for the Heartland region was adopted at the TPO Board meeting on March 16, 2016, and amended on June 8, 2016, and approved by the Federal Highway Administration on August 10, 2016 in order to meet Federal guidelines.

The HRTPO has continued to develop additional plans and processes that inform the LRTP and so an amendment is necessary to incorporate these work products and address other needs that have been identified since the adoption of the LRTP. At their April 18, 2018, meeting the HRTPO approved an amendment including the

following components: Congestion Management Process; Transit Development Plan; Evaluation Criteria for Capacity Projects; SR 710 Extension Phase 2 (from US 98 to US 441) in Okeechobee County; and Performance Measures and Targets for Safety.

Congestion Management Process and Transportation Trends Report

The HRTPO Congestion Management Process (CMP) was adopted by the Board on June 21, 2017. The CMP is divided into two parts, the HRTPO Policies and Procedures Manual, and the HRTPO Transportation Trends Report. The Adopted Policies and Procedures Manual is a Federally-compliant CMP, where the Transportation Trends Report presents the actual data measured in support of the HRTPO CMP process. The Transportation Trends Report is maintained as a separate document and published every two years. Both the HRTPO Policies and Procedures Manual, and the HRTPO Transportation Trends Report are available online with LRTP Technical Support Documentation.

Highlands Transit Plan

At their meeting on October 4, 2017, the Heartland Regional Transportation Planning Organization (HRTPO) adopted the Highlands Transit Plan. This is the first adopted transit plan for Highlands County. The strategic vision will guide planning, development, and implementation of potential future public transportation service. Developed through a collaborative process and based on the community's vision, the Highlands Transit Plan engaged thousands of citizens throughout a 10-month study and collected over 900 surveys that informed the process and the recommendations of the plan.



The needs and level of planning of the HRTPO area are reflected in this UPWP. The objectives of this UPWP are to address the planning priorities of the newly formed HRTPO area as follows:

- Provide socio-economic, network, and technical input for the planning and development of the HRTPO area's transportation network.
- Facilitate educational opportunities for the HRTPO Board and its advisory committees to enhance and reinforce their understanding of transportation planning decision making and the HRTPO process.
- Utilize, evaluate, and where possible, improve public participation and input in the transportation planning proposals and goals on a local and regional scale.
- Participate in the development of, and updates to, the Florida Strategic Intermodal System (SIS) plan.
- Prepare, maintain and update the annual Transportation Improvement Program (TIP) seeking creative, supportable project priorities that meet community needs.
- Continue to work towards receiving enhanced TRIP and regional project funding for the HRTPO.

To facilitate these activities and continue to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) transportation planning process in the Heartland Region, the HRTPO has identified the following Work Program Tasks for this UPWP:

- Task 1** Administration
- Task 2** Transit Planning
- Task 3** Transportation Disadvantaged
- Task 4** System Performance
- Task 5** Long Range Planning
- Task 6** Transportation Improvement Program
- Task 7** Regional Coordination and Training
- Task 8** Public Participation

Transit Planning

Transit planning tasks are performed with funds under Titles 23 and 49 of the Federal Transit Act through the activities in Task 2: Transit Planning, as well as activity under Task 3: Transportation Disadvantaged. The long-term objective and efforts to clarify future spending and para-transit and fixed route transit integration will continue through both the update of the Heartland Rural Mobility Plan and the new Transit Development Plan (TDP) recently adopted for the Highlands County. Transit planning will be an important focus of the HRTPO's efforts to expand citizens' mobility options both within the Sebring-Avon Park urbanized area of Highlands County and across all six county lines. The HRTPO is the official planning agency to receive Transportation Disadvantaged (TD) trust funds for planning activities of the TD program in Highlands County as well as the five counties.

FDOT Soft Match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$94,203 in FY 18/19 and \$99,485 in FY 19/20 for a total of \$193,688.

Indirect Cost Rate

The Central Florida Regional Planning Council (CFRPC) provides staff services to the HRTPO. The CFRPC and TPO have a staff services agreement for services to be provided by each entity. The CFRPC provides services in support of the TPO's operations including procurement, human resources, budget and management services, accounts payable/receivable, payroll and IT services. The referenced services provided by the CFRPC are reflected in the TPO's UPWP through the form of an indirect cost to the TPO. The TPO's FY 2018/19 – 2019/20 UPWP was prepared based on an indirect cost rate of 51.83 percent. The FY 19-20 indirect cost rate is now adjusted to 52.73 percent. See Appendix D for Certificate of Indirect Costs. Indirect costs are shown as "Staff Services Fee" in budget tables within this document.

Public Participation including Title VI

Consistent with federal requirements, the HRTPO places an emphasis on public involvement. Citizens will be provided opportunities to comment on all content and aspects of this UPWP. The draft UPWP is available at www.heartlandregionaltpo.org, via social media, and will be distributed to local newspapers and as an agenda item in the HRTPO Board, TAC, and CAC meeting agenda packets. Additionally, the draft UPWP will be sent to local government agencies to solicit their comments. The HRTPO adopts the final UPWP only after all comments have been addressed, and where appropriate, integrated into the Work Program. The final adopted UPWP is posted on the website, with additional hard copies of the document available at the HRTPO office.

The Heartland Regional Transportation Planning Organization (HRTPO) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the HRTPO believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Thus, HRTPO does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the HRTPO will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.



MAP-21 requires ten (10) factors be considered in the development of transportation plans and programs. Factors 9 and 10 are new and a result of the FAST Act.

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

The HRTPO will address each of these planning factors and the following emphasis areas below, as shown in Appendix B.



The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations' respective unified planning work programs. Emphasis areas set planning priorities,

support the Florida Transportation Plan, and give importance to topic areas which TPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

The HRTPO has considered the following topics when updating their Unified Planning Work Plan which are shown in Appendix B.

Rural Transportation Planning

MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. TPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges

facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and TPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. TPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As Florida's TPOs and DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's TPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

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

According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/ AV usage."

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

Planning Studies in Heartland Regional Area

TPOs must include districtwide studies if they are specific to the TPO's location as an informational item. The HRTPO is currently monitoring and participating in the following studies:

Name and Study Description	Lead Agency	Fiscal Year Initiated	Source of Funds
Heartland Rural Mobility Plan Update - The FDOT District One Office of Modal Development has contracted with the Center for Urban Transportation Research (CUTR) at the University of South Florida to update the 2009 HRMP report that develop an overall mobility improvement process for the study area including Glades, Highlands, Hardee, DeSoto, Okeechobee, and Hendry Counties; and the communities of South Bay, Pahokee, and Belle Glade in Palm Beach County; and Immokalee in Collier County.	FDOT	FY 2017	FDOT
US 27 Corridor Study - The FDOT Central Office is undertaking a data collection effort for US 27 to include sections in Districts 1, 4, 5, and 6.	FDOT	FY 2018	FDOT
US 70 Corridor Study - The FDOT Central Office is undertaking a corridor study of current conditions of US 70 from I-75 to I-95.	FDOT	FY 2018	FDOT



HRTPO Board & Committees

The HRTPO is the primary agency responsible for transportation planning in DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties. The HRTPO Board consists of 12 voting members representing

eight local governments and one non-voting member from FDOT District 1. The HRTPO Board is charged to: develop, adopt, and maintain plans; recommend priorities for improvements to the transportation systems in the six-county region; program and administer federal and state planning grants; ensure that transportation decisions reflect the region's shared vision for the future; and engage the citizens of the Heartland in transportation decisions.

The HRTPO Board Membership:

- Commissioner Elton Langford, DeSoto County
- Commissioner Tim Stanley, Glades County
- Commissioner Colon Lambert, Hardee County
- Commissioner Darrell Harris, Hendry County
- Commissioner James L. Brooks, Highlands County
- Commissioner Don Elwell, Highlands County
- Commissioner William Ron Handley, Highlands County
- Commissioner R. Greg Harris, Highlands County
- Commissioner Arlene Tuck, Highlands County
- Commissioner Terry Burroughs, Okeechobee County
- Mayor Garrett Anderson, Avon Park
- Councilman Curt Ivy, Sebring

Non-Voting Advisory Member:

Florida Department of Transportation, District One, Secretary L.K. Nandam

The HRTPO Board appointed members to the Citizens Advisory Committee (CAC). This committee ensures the public has the opportunity to review and evaluate all proposed transportation plans and programs. The members of this committee provide their opinions, concerns, and recommendations to the HRTPO Board on behalf of their communities. Members provide a diverse cross section of the population of the six counties. The Committee is governed by Bylaws and is responsible for providing the HRTPO and its staff with public participation in the transportation planning process.

The HRTPO Board's Technical Advisory Committee (TAC) is composed of technically qualified representatives of agencies responsible for maintaining, controlling, developing and improving the transportation system within the Heartland Region, including the Cities of Avon Park and Sebring, the six counties, the Sebring Airport Authority, the Central Florida Regional Planning Council, the Southwest Florida Regional Planning Council, and public school boards. Other municipalities within the six counties are invited to participate, including those operating municipal airports. Committee duties include coordination of transportation plans and programs arising from the review of all transportation technical studies and reports.

The HRTPO established the Mobility Advisory Committee (MAC) on April 19, 2017 to serve initially as the steering committee to help guide and direct the Transit Development Plan (TDP) for Highlands County. MAC membership may be expanded in the future to assist in developing and guiding multimodal input including bicycle, pedestrian, trails, transit and other mobility modes.

The HRTPO is the official planning agency to receive Transportation Disadvantaged (TD) trust funds for planning activities of the TD program in the six counties. The HRTPO will staff two Transportation Disadvantaged Local Coordinating Boards (LCB), one for Glades and Hendry Counties and one for the four counties of DeSoto, Hardee, Highlands and Okeechobee.

The HRTPO Board directs the staff in managing HRTPO operations. The staff coordinates all planning projects and activities, and administers all tasks to assure proper fulfillment of state and federal requirements. The staff works with the TAC and the CAC, as well as other committees or groups dealing with transportation issues; acts as the primary local liaison to FDOT, the FHWA, and the FTA, as well as other agencies; and works with the staffs of local agencies and neighboring jurisdictions on transportation projects and mobility opportunities.



The HRTPO has executed the following agreements in order to establish the organization and to promote the 3-C (Comprehensive, Continuing and Cooperative) planning process. Agreements currently in place are:

- Designation, Planning Area Boundary and Board Apportionment Plan for the Establishment of the Heartland Regional Transportation Planning Organization (HRTPO) approved by Governor Scott on November 17, 2014.
- Interlocal Agreement for Creation of the Heartland Regional Transportation Planning Organization (HRTPO) entered into between the Florida Department of Transportation (FDOT) and the Counties of DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee, and the Cities of Sebring and Avon Park, on April 28, 2015
 - Recorded in Polk County on May 1, 2015
 - Recorded in DeSoto County on May 14, 2015
 - Recorded in Glades County on June 9, 2015
 - Recorded in Hardee County on May 27, 2015
 - Recorded in Hendry County on June 3, 2015
 - Recorded in Highlands County on June 11, 2015
 - Recorded in Okeechobee County on May 13, 2015
- Staff Services Agreement between the Central Florida Regional Planning Council (CFRPC) and HRTPO; executed on May 13, 2015.
- Joint Participation Agreement for Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination entered into between the HRTPO, CFRPC, Southwest Florida Regional Planning Council (SWFRPC), Sebring Airport Authority (SAA) and FDOT.
 - Executed by the HRTPO on June 24, 2015
 - Executed by the CFRPC on May 13, 2015
 - Executed by the SWFRPC on May 11, 2015
 - Executed by the SAA on June 25, 2015
 - Executed by FDOT on August 11, 2015

- Metropolitan Planning Organization (MPO) Agreement between the HRTPO and the Florida Department of Transportation – a new TPO Agreement, which replaced the previous Transportation Planning Funds Joint Participation Agreement (JPA) between the HRTPO and the FDOT was executed on June 10, 2016, became effective on July 1, 2016 and had an expiration date of June 30, 2018. An amendment to the Adopted UPWP for FY 2016/2017 through FY 2017/2018 was approved, which necessitated a corresponding amendment to the existing TPO Agreement between the HRTPO and FDOT. The HRTPO Board executed the amendment to the TPO Agreement at their meeting on April 19, 2017. A new agreement for FY 2018/19 - 2019/20 will be executed.
- Public Transportation Joint Participation Agreement (JPA between the Florida Department of Transportation and the HRTPO for FTA 5305(d) funds) – Financial Project No. 439215-1-14; this JPA was executed on April 6, 2016 and has expiration date of December 31, 2019.



The HRTPO is an independent, separate legal entity authorized pursuant to Florida Law. The HRTPO will operate under a duly adopted set of bylaws. Support service staff will provide administrative, legal, financial, purchasing, and personnel support.

The Heartland Regional Transportation Planning Organization (HRTPO) Board consists of local elected officials from county and city constituencies. This Board will meet a minimum of four times per year to establish transportation policies and evaluate and review transportation needs within the HRTPO’s area. The HRTPO Board operates under a set of formal bylaws adopted in 2015. Additionally, the HRTPO will have three standing Advisory Committees. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Mobility Advisory Committee (MAC). The TAC and CAC will meet a minimum of four times per year. The MAC meets on an as needed basis.

The HRTPO is the designated official planning agency to receive Transportation Disadvantaged (TD) Trust Funds utilized for planning activities of the TD program in urbanized areas. The HRTPO is the official planning agency to receive Transportation Disadvantaged (TD) trust funds for planning activities of the TD program in the six counties. The HRTPO will staff two Transportation Disadvantaged Local Coordinating Boards (LCB), one for Glades and Hendry Counties and the other one for the four counties of DeSoto, Hardee, Highlands and Okeechobee.

Required Certifications and Assurances may be found in Appendix D of this document.

The Official Records are located at the office of the HRTPO:

Heartland Regional Transportation Planning Organization
 555 E. Church Street
 Bartow, FL 33830

All HRTPO records are available for public inspection during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays). The HRTPO operational procedures fully comply with the Public Records laws and the Sunshine Laws of the State of Florida.

Within the main sections of the Unified Planning Work Program, the specific transportation planning activities to be undertaken in the two fiscal years by the TPO staff are organized into eight major sections, each of which may include a number of individual activities.

Work Tasks Overview for Fiscal Years 2018/19-2019/20

1. Administration

Provide the staff and necessary resources to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) transportation planning process. This includes the monitoring and managing of local planning tasks to ensure that the planning process complies with all state and federal requirements.

2. Transit Planning

Provide the staff and necessary resources to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) planning process for supporting multimodal transportation including public transit in the Sebring-Avon Park Urbanized Area and coordination of rural public transit planning in rural areas.

3. Transportation Disadvantaged Program

Serve as the designated official planning agency for the Transportation Disadvantaged (TD) Program in the 6-county service area, provide staff to the Local Coordinating Boards (LCBs), and submit and administer TD Planning grants. Coordinates and conducts special needs transportation planning in the six county Heartland region.

4. System Performance

Provide the staff and necessary resources 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.

5. Long Range Planning

Provide the staff and necessary resources to maintain and amend as necessary the 2040 LRTP and begin development of the 2045 LRTP. Guided by the Federal Planning Factors, the long-range plan encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that foster economic growth and development while supporting regional tourism.

6. Transportation Improvement Program

Provide the staff and necessary resources to develop, maintain, and amend a Transportation Improvement Program containing all regionally significant projects in the region.

7. Regional Coordination and Training

To carry out the metropolitan transportation planning process in coordination with the regional, statewide, and federal transportation planning process required by 23 U.S.C. 135 and 49 U.S.C. 5304 and provide training to TPO staff, Governing Board Members, and advisory committees to support metropolitan transportation planning in the region.

8. Public Participation

Provide the staff and necessary resources to actively involve all affected parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions.

**Task 1
Activities**

Administration

Purpose

Provide the staff and necessary resources to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) transportation planning process. This includes the monitoring and managing of local planning tasks to ensure that the planning process complies with all state and federal requirements.

Previous Work

Preparation and distribution of planning documents, technical assistance and preparation of documents for MPO/TPO Board and committee meetings. Coordination with federal, state, and local partners. Preparation of contracts and agreements. Preparation of certification documents. Attendance at workshops and training sessions.

Task 1 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Perform financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliations, etc.	Budgets, contracts and financial records, FDOT audits, invoices	Ongoing
	Audit report	Annually in February
Administer TPO Governing Board and Technical, Citizens, and Mobility Advisory Committees meetings.	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings	Monthly
Monitor the two-year UPWP, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY 20-22 UPWP.	Progress Reports	Monthly
	Amendments	As Needed
	FY 2020-2022 UPWP	May 2020
Monitor, review and update the COOP. Review and coordinate plans for transportation services following natural or man-made emergencies.	Updated COOP	As needed
Participate in state certification review.	Responses to certification questions	Annually as directed by FDOT
Legal services.	Contracts, resolutions, documents, procedures approved for legal sufficiency	As needed

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 1
Budget**

Administration

Task 1 - Administration								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$42,062	\$0	\$0	\$0	\$0	\$0	\$42,062
	Subtotal:	\$42,062	\$0	\$0	\$0	\$0	\$0	\$42,062
D. Other Direct Expenses								
	Printing	\$4,963	\$0	\$0	\$0	\$0	\$0	\$4,963
	Postage	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Advertising	\$900	\$0	\$0	\$0	\$0	\$0	\$900
	Legal Fees	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	Audit	\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500
	Office Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Subtotal:	\$17,863	\$0	\$0	\$0	\$2,500	\$0	\$20,363
E. Staff Services Fee								
		\$21,801	\$0	\$0	\$0	\$0	\$0	\$21,801
	Subtotal:	\$21,801	\$0	\$0	\$0	\$0	\$0	\$21,801
	Total:	\$81,726	\$0	\$0	\$0	\$2,500	\$0	\$84,226

Task 1 - Administration								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$45,946	\$0	\$0	\$0	\$0	\$0	\$45,946
	Subtotal:	\$45,946	\$0	\$0	\$0	\$0	\$0	\$45,946
D. Other Direct Expenses								
	Printing	\$3,953	\$0	\$0	\$0	\$0	\$0	\$3,953
	Postage	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Advertising	\$900	\$0	\$0	\$0	\$0	\$0	\$900
	Legal Fees	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	Audit	\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500
	Office Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Subtotal:	\$16,853	\$0	\$0	\$0	\$2,500	\$0	\$19,353
E. Staff Services Fee								
		\$23,814	\$0	\$0	\$0	\$0	\$0	\$23,814
	Subtotal:	\$23,814	\$0	\$0	\$0	\$0	\$0	\$23,814
	Total:	\$86,612	\$0	\$0	\$0	\$2,500	\$0	\$89,112
	Total:	\$86,612	\$0	\$0	\$0	\$0	\$0	\$89,112

**Task 2
Activities**

Transit Planning

Purpose

Provide the staff and necessary resources to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) planning process for supporting multimodal transportation including public transit in the Sebring-Avon Park Urbanized Area and coordination of rural public transit planning in rural areas.

Previous Work

Preparation and adoption of Transit Development Plan for Highlands County. Submission and administration of Section 5305(d) grants.

Task 2 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Coordinate with designated transit providers for all six counties serving urbanized areas and rural systems including coordination on compliance with all Federal Requirements documents and agreements to address Transit Asset Management and analyze regional commuter sheds.	Updated agreements with transit providers to include performance measures	As directed by FDOT
	Locations for potential park and ride lots in transportation plans	As needed
Plan the urbanized area transit system in Highlands County including the destination process, initiation of operations plan and funding plan.	Submission of application and administration of Section 5305 (d) Transit Planning Grant	Annually in May
	Coordination and monitor funding opportunities to meet eligibility requirements for the 5307 program	Ongoing
	Identify public/private partnership and opportunities to meet transit needs in the urbanized area	June 2020
	Using coordination and outreach, strive to identify additional local funding avenues to meet eligibility requirements for the 5307 program	June 2020
	Scope outline and Funding Plan	June 2020
	TDP Progress Report	Annually in September

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 2
Budget** **Transit Planning**

Task 2 - Transit Planning								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$0	\$0	\$28,376	\$3,547	\$3,547	\$0	\$35,470
	Subtotal:	\$0	\$0	\$28,376	\$3,547	\$3,547	\$0	\$35,470
B. Consultant Services								
	Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Staff Services Fee								
		\$0	\$0	\$14,707	\$1,838	\$1,838	\$0	\$18,384
	Subtotal:	\$0	\$0	\$14,707	\$1,838	\$1,838	\$0	\$18,384
	Total:	\$0	\$0	\$43,083	\$5,385	\$5,385	\$0	\$53,853

Task 2 - Transit Planning								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$0	\$0	\$28,062	\$3,508	\$3,508	\$0	\$35,078
	Subtotal:	\$0	\$0	\$28,062	\$3,508	\$3,508	\$0	\$35,078
B. Consultant Services								
	Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Staff Services Fee								
		\$0	\$0	\$14,545	\$1,818	\$1,818	\$0	\$18,181
	Subtotal:	\$0	\$0	\$14,545	\$1,818	\$1,818	\$0	\$18,181
	Total:	\$0	\$0	\$42,605	\$5,326	\$5,326	\$0	\$53,257

**Task 3
Activities**

**Transportation
Disadvantaged
Program**

Purpose

Serve as the designated official planning agency for the Transportation Disadvantaged (TD) Program in the six county service area, provide staff to the Local Coordinating Boards (LCBs), and submit and administer TD Planning grants. Coordinates and conducts special needs transportation planning in the six county Heartland region.

Previous Work

Ongoing transportation disadvantaged coordination between the HRTPO, urban transit planning, and the Local Coordinating Boards. Held regional TD Summit in November 2017.

Task 3 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Plan the Transportation Disadvantaged system, including Transportation Disadvantaged Service Plan (TDSP) update, Community Transportation Coordinator (CTC) evaluations, and support of the LCBs for the DeSoto, Hardee, Highlands, Okeechobee service area, and submit and administer TD Planning grants.	TDSP Update	Annually
	CTC Evaluation	Annually
	TD Planning grant	Annually
Plan the Transportation Disadvantaged system, including TDSP updates, selection of Community Transportation Coordinator, CTC evaluations, and support of the LCB for the Glades/Hendry service area, and submit and administer TD Planning grants.	TDSP Update	Annually
	CTC Selection	June 2020
	CTC Evaluation	Annually
	TD Planning grant	Annually
Host biennial transit and transportation disadvantaged forum.	Transit Forum Meeting materials	June 2020

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 3
Budget**

**Transportation
Disadvantaged
Program**

Task 3 - Transportation Disadvantaged								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$18,600	\$0	\$0	\$0	\$0	\$77,170	\$95,770
	Subtotal:	\$18,600	\$0	\$0	\$0	\$0	\$77,170	\$95,770
C. Travel								
	Travel Expenses	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
D. Other Direct Expenses								
	Printing	\$0	\$0	\$0	\$0	\$0	\$500	\$500
	Postage	\$0	\$0	\$0	\$0	\$0	\$250	\$250
	Advertising	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
	Legal Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$503	\$503
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$2,753	\$2,753
E. Staff Services Fee								
		\$9,640	\$0	\$0	\$0	\$0	\$39,997	\$49,637
	Subtotal:	\$9,640	\$0	\$0	\$0	\$0	\$39,997	\$49,637
	Total:	\$28,240	\$0	\$0	\$0	\$0	\$121,920	\$150,160

Task 3 - Transportation Disadvantage								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$18,600	\$0	\$0	\$0	\$0	\$77,170	\$95,770
	Subtotal:	\$18,600	\$0	\$0	\$0	\$0	\$77,170	\$95,770
C. Travel								
	Travel Expenses	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
D. Other Direct Expenses								
	Printing	\$0	\$0	\$0	\$0	\$0	\$500	\$500
	Postage	\$0	\$0	\$0	\$0	\$0	\$250	\$250
	Advertising	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
	Legal Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$0	\$0	\$0	\$0	\$0	\$503	\$503
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$2,753	\$2,753
E. Staff Services Fee								
		\$9,640	\$0	\$0	\$0	\$0	\$39,997	\$49,637
	Subtotal:	\$9,640	\$0	\$0	\$0	\$0	\$39,997	\$49,637
	Total:	\$28,240	\$0	\$0	\$0	\$0	\$121,920	\$150,160

**Task 4
Activities****System
Performance****Purpose**

Provide the staff and necessary resources 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.

Previous Work

Development and adoption of the Congestion Management Process and Transportation Trends Report, adoption of Safety Measures and Targets, and updated data for D1 Regional Planning Model.

Note: These activities were completed under Task 2 Data Collection and Task 5 Systems Planning in the prior UPWP (FY 2016/17- FY 2017/18) for the HRTPO.

Task 4 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Monitor CMP for project identification.	Identified Projects	Ongoing
Refine the Prioritization Process to consider performance measures as targets are developed for compliance with Federal regulations.	Performance based ranking criteria	As needed
Compile and analyze vehicular traffic, non-motorized activity, transit ridership data and intermodal freight statistics related to congestion on the transportation system. Investigate automation of data collection processes related to collection of traffic volumes, speeds, travel time and origin-destination pairs, and identification of major tourism destinations.	Transportation Trends Report	September 2019
Develop, monitor, and report on performance standards and measures and targets.	Develop Targets	November 2018
	Monitoring	Ongoing
Provide input into, and/or propose projects for, the FDOT District One Congestion Management Process (CMP) for SIS.	Identified Projects	Ongoing

Responsible Agency: Heartland Regional Transportation Planning Organization

Task 4 Budget **System Performance**

Task 4 - System Performance								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$64,300	\$0	\$0	\$0	\$0	\$0	\$64,300
	Subtotal:	\$64,300	\$0	\$0	\$0	\$0	\$0	\$64,300
E. Staff Services Fee								
		\$33,327	\$0	\$0	\$0	\$0	\$0	\$33,327
	Subtotal:	\$33,327	\$0	\$0	\$0	\$0	\$0	\$33,327
	Total:	\$97,627	\$0	\$0	\$0	\$0	\$0	\$97,627

Task 4 - System Performance								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$64,300	\$0	\$0	\$0	\$0	\$0	\$64,300
	Subtotal:	\$64,300	\$0	\$0	\$0	\$0	\$0	\$64,300
E. Staff Services Fee								
		\$33,327	\$0	\$0	\$0	\$0	\$0	\$33,327
	Subtotal:	\$33,327	\$0	\$0	\$0	\$0	\$0	\$33,327
	Total:	\$97,627	\$0	\$0	\$0	\$0	\$0	\$97,627

**Task 5
Activities**

**Long Range
Planning**

Purpose

Provide the staff and necessary resources to maintain and amend as necessary the 2040 LRTP and begin development of the 2045 LRTP. Guided by the Federal Planning Factors, the long-range plan encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that foster economic growth and development while supporting regional tourism.

Previous Work

Development and adoption of the 2040 LRTP and amendments as required.

Note: These activities were completed under Task 2 Data Collection and Task 5 Systems Planning in the prior UPWP (FY 2016/17- FY 2017/18) for the HRTPO.

Task 5 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Update the 2040 LRTP by amendment as needed and develop an executive summary.	Amendments	As needed
	2040 Executive Summary	June 2020
Development of the 2045 LRTP including updating network data for FDOT District One Regional Planning Model, providing a refined set of Socio-Economic and land use variables consistent with the current TAZ structure of the Heartland counties, for use in continuing transportation modeling for the HRTPO. Develop alternatives for 2045 cost feasible plan.	2045 LRTP datasets	December 2018
Planning screen reports for ETDM projects [screened internally and not through the Environmental Technical Advisory Team (ETAT)] that move forward from the LRTP.	Recommendations if needed	Ongoing
Plan the non-motorized transportation system, including development of a sidewalk inventory and Bike/Ped Safety Plan, maintenance of associated GIS datasets and associated activities.	Sidewalk Inventory	June 2019
	Bike-Ped Safety Plan	June 2020
	GIS Datasets	Ongoing
Plan the freight system, including updates to the regional freight plan, participation in various freight committees, coordination with freight stakeholders, maintenance of GIS datasets and associated activities.	GIS datasets	Ongoing
Conduct and collaborate on studies to evaluate safety, identify complete street infrastructure investment opportunities, and visitor/tourism modal choice.	Study on SR 70	June 2020

Responsible Agency: Heartland Regional Transportation Planning Organization

Task 5 Budget **Long Range Planning**

Task 5 - Long Range Planning								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$50,593	\$0	\$0	\$0	\$0	\$0	\$50,593
	Subtotal:	\$50,593	\$0	\$0	\$0	\$0	\$0	\$50,593
E. Staff Services Fee								
		\$26,223	\$0	\$0	\$0	\$0	\$0	\$26,223
	Subtotal:	\$26,223	\$0	\$0	\$0	\$0	\$0	\$26,223
	Total:	\$76,816	\$0	\$0	\$0	\$0	\$0	\$76,816

Task 5 - Long Range Planning								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$65,083	\$0	\$0	\$0	\$0	\$0	\$65,083
	Subtotal:	\$65,083	\$0	\$0	\$0	\$0	\$0	\$65,083
B. Consultant Services								
	Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Staff Services Fee								
		\$33,733	\$0	\$0	\$0	\$0	\$0	\$33,733
	Subtotal:	\$33,733	\$0	\$0	\$0	\$0	\$0	\$33,733
	Total:	\$98,816	\$0	\$0	\$0	\$0	\$0	\$98,816

**Task 6
Activities****Transportation
Improvement
Program****Purpose**

Provide the staff and necessary resources to develop, maintain, and amend a Transportation Improvement Program containing all regionally significant projects in the region.

Previous Work

Development of the FY 16/17-20/21 TIP and FY 17/18-21/22 TIP, and all required amendments. Note: These activities were completed under Task 2 Data Collection and Task 5 Systems Planning in the prior UPWP (FY 2016/17- FY 2017/18) for the HRTPO.

Task 6 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Develop an annual Priority Project List identifying the unfunded highway, transit, bicycle, and pedestrian projects that have been prioritized for funding by the TPO. This activity includes review of applications and associated activities.	Application Sufficiency Review	Annually in February
	Priority Project List	Annually in June
Review FDOT Draft Tentative Work Program for consistency with the LRTP and adopted priorities of the TPO Governing Board.	Review Letter if needed	Annually
Prepare and adopt the TIP, including the list of federally funded projects, a project map, performance measures and targets, and process required amendments.	Transportation Improvement Program	Annually in July
	TIP Amendments	As Needed
Refined and reformatted GIS data for HRTPO programs, projects and publications.	Datasets	Ongoing

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 6
Budget** **Transportation
Improvement
Program**

Task 6 - Transportation Improvement Plan								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$14,600	\$0	\$0	\$0	\$0	\$0	\$14,600
	Subtotal:	\$14,600	\$0	\$0	\$0	\$0	\$0	\$14,600
E. Staff Services Fee								
		\$7,567	\$0	\$0	\$0	\$0	\$0	\$7,567
	Subtotal:	\$7,567	\$0	\$0	\$0	\$0	\$0	\$7,567
	Total:	\$22,167	\$0	\$0	\$0	\$0	\$0	\$22,167

Task 6 - Transportation Improvement Plan								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$14,600	\$0	\$0	\$0	\$0	\$0	\$14,600
	Subtotal:	\$14,600	\$0	\$0	\$0	\$0	\$0	\$14,600
E. Staff Services Fee								
		\$7,567	\$0	\$0	\$0	\$0	\$0	\$7,567
	Subtotal:	\$7,567	\$0	\$0	\$0	\$0	\$0	\$7,567
	Total:	\$22,167	\$0	\$0	\$0	\$0	\$0	\$22,167

**Task 7
Activities****Regional
Coordination and
Training****Purpose**

To carry out the metropolitan transportation planning process in coordination with the regional, statewide, and federal transportation planning process required by 23 U.S.C. 135 and 49 U.S.C. 5304 and provide training to TPO staff, Governing Board Members, and advisory committees to support metropolitan transportation planning in the region.

Previous Work

Participated in meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), West Central Florida MPOs Chairs' Coordinating Committee (CCC), Model Task Force, Florida Transportation Plan (FTP)/ Strategic Intermodal System (SIS) Steering/ Implementation Committee, FDOT/FHWA/FTA/MPO Statewide Conferences, District 1 Coordinated Urban Transportation Studies (CUTS) Committee, and U.S. 27 Mobility Stakeholders Working Group. Attended the TRANSPLEX and Florida Transportation Forum Conferences.

Note: Some of these activities were completed under Task 1 Administration in the prior UPWP (FY 2016/17- FY 2017/18) for the HRTPO.

Task 7 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Participation in the Metropolitan Planning Organization Advisory Council (MPOAC), Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), FTP/ SIS Meetings, Model Task Force and Rural Planning Organizations (RPO) America and other related conferences and trainings.	Attendance and Participation	Ongoing
Coordination efforts with Hillsborough, Charlotte-Punta Gorda, Sarasota/Manatee, Lee, Collier, Palm Beach, and Martin MPOs, MetroPlan Orlando and the St. Lucie and Polk TPOs.	Monitoring and attendance	Ongoing
Monitoring of, and continued participation in, all regional and statewide plans/studies and programs that have an impact on the HRTPO.	Attendance and Participation	As needed
Attendance at state and local conferences on HRTPO related issues, as needed each year provided by USDOT, FDOT, and other approved training courses, and the procurement of educational materials as provided.	Attendance, training, materials	As needed

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 7
Budget** **Regional
Coordination and
Training**

Task 7 - Regional Coordination								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$27,600	\$0	\$0	\$0	\$0	\$0	\$27,600
	Subtotal:	\$27,600	\$0	\$0	\$0	\$0	\$0	\$27,600
C. Travel								
	Travel Expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
E. Staff Services Fee								
		\$14,305	\$0	\$0	\$0	\$0	\$0	\$14,305
	Subtotal:	\$14,305	\$0	\$0	\$0	\$0	\$0	\$14,305
	Total:	\$46,905	\$0	\$0	\$0	\$0	\$0	\$46,905

Task 7 - Regional Coordination								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$27,600	\$0	\$0	\$0	\$0	\$0	\$27,600
	Subtotal:	\$27,600	\$0	\$0	\$0	\$0	\$0	\$27,600
C. Travel								
	Travel Expenses	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
E. Staff Services Fee								
		\$14,305	\$0	\$0	\$0	\$0	\$0	\$14,305
	Subtotal:	\$14,305	\$0	\$0	\$0	\$0	\$0	\$14,305
	Total:	\$46,905	\$0	\$0	\$0	\$0	\$0	\$46,905

**Task 8
Activities**

**Public
Participation**

Purpose

Provide the staff and necessary resources to actively involve all affected parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions.

Previous Work

The TPO developed and used a public participation plan that provided reasonable opportunities for all to be involved in the metropolitan transportation planning process.

Task 8 Activities for Fiscal Years 2019 and 2020

Description of the planning work	Resulting products	Completion Date
Purchase and distribute educational materials (i.e. flyers, brochures, safety items, USB drives etc.) at public and partner events to encourage input.	Inventory of Items	Annually
Develop and monitor Public Participation Plan to facilitate active involvement of all affected parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions. Activities include encouragement of public participation at TPO Board and advisory committee meetings, distribution of concise and relevant TPO information electronically and through social media, maintenance and improvements to the HRTPO Website, etc.	Public Participation Plan Update	September 2018
	Public Involvement Report	September 2019
Continually identify and implement ways to improve the public participation processes and conduct annual stakeholder survey to invite and encourage feedback on efforts.	Public Involvement Report	September 2019
Present information and seek input from local governments, chambers of commerce, civic organizations, Community Traffic Safety Teams, neighborhood associations, etc.	List of presentations	Ongoing
Conduct special events as host or partner to solicit input and provide education, enhance usage of the transportation system, and/or improve safety for the public.	Meeting materials	As needed
Monitor DBE and Title VI compliance.	Public Involvement Report	Annually

Responsible Agency: Heartland Regional Transportation Planning Organization

Task 8 Budget **Public Participation**

Task 8 - Public Participation								
Estimated Budget Detail for FY 2018/2019								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$48,500	\$0	\$0	\$0	\$0	\$0	\$48,500
	Subtotal:	\$48,500	\$0	\$0	\$0	\$0	\$0	\$48,500
E. Staff Services Fee								
		\$25,138	\$0	\$0	\$0	\$0	\$0	\$25,138
	Subtotal:	\$25,138	\$0	\$0	\$0	\$0	\$0	\$25,138
	Total:	\$73,638	\$0	\$0	\$0	\$0	\$0	\$73,638

Task 8 - Public Participation								
Estimated Budget Detail for FY 2019/2020								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA \$5,305	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Staff Salaries, fringe benefits	\$48,500	\$0	\$0	\$0	\$0	\$0	\$48,500
	Subtotal:	\$48,500	\$0	\$0	\$0	\$0	\$0	\$48,500
E. Staff Services Fee								
		\$25,138	\$0	\$0	\$0	\$0	\$0	\$25,138
	Subtotal:	\$25,138	\$0	\$0	\$0	\$0	\$0	\$25,138
	Total:	\$73,638	\$0	\$0	\$0	\$0	\$0	\$73,638

Summary Budget Table Agency Participation

Table 1 Agency Participation

Year 1 - FY 2018/2019									
Agency Funding Participation									
	Responsible Agencies	FHWA	FTA	Soft Match	State Match	Local Match	Trans. Disad.	Total	Potential Consultant Fee
Task 1 - Administration	HRTPO	\$81,726	\$0	\$18,025	\$0	\$2,500	\$0	\$102,251	\$0
Task 2 - Transit Planning	HRTPO	\$0	\$43,083	\$0	\$5,385	\$5,385	\$0	\$53,853	\$0
Task 3 - Transportation Disadvantaged	HRTPO	\$28,240	\$0	\$6,228	\$0	\$0	\$121,920	\$156,388	\$0
Task 4 - System Performance	HRTPO	\$97,627	\$0	\$21,532	\$0	\$0	\$0	\$119,159	\$0
Task 5 - Long Range Planning	HRTPO	\$76,816	\$0	\$16,942	\$0	\$0	\$0	\$93,758	\$0
Task 6 - Transportation Improvement Plan	HRTPO	\$22,167	\$0	\$4,889	\$0	\$0	\$0	\$27,056	\$0
Task 7 - Regional Coordination	HRTPO	\$46,905	\$0	\$10,345	\$0	\$0	\$0	\$57,250	\$0
Task 8 - Public Participation	HRTPO	\$73,638	\$0	\$16,241	\$0	\$0	\$0	\$89,879	\$0
Total Cost to HRTPO		\$427,119	\$43,083	\$94,203	\$5,385	\$7,885	\$121,920	\$699,595	\$0

Year 2 - FY 2019/2020									
Agency Funding Participation									
	Responsible Agencies	FHWA	FTA	Soft Match	State Match	Local Match	Trans. Disad.	Total	Potential Consultant Fee
Task 1 - Administration	HRTPO	\$86,612	\$0	\$19,103	\$0	\$2,500	\$0	\$108,215	\$0
Task 2 - Transit Planning	HRTPO	\$0	\$42,605	\$0	\$5,326	\$5,326	\$0	\$53,257	\$0
Task 3 - Transportation Disadvantaged	HRTPO	\$28,240	\$0	\$6,228	\$0	\$0	\$121,920	\$156,388	\$0
Task 4 - System Performance	HRTPO	\$97,627	\$0	\$21,532	\$0	\$0	\$0	\$119,159	\$0
Task 5 - Long Range Planning	HRTPO	\$98,816	\$0	\$21,794	\$0	\$0	\$0	\$120,610	\$0
Task 6 - Transportation Improvement Plan	HRTPO	\$22,167	\$0	\$4,889	\$0	\$0	\$0	\$27,056	\$0
Task 7 - Regional Coordination	HRTPO	\$46,905	\$0	\$10,345	\$0	\$0	\$0	\$57,250	\$0
Task 8 - Public Participation	HRTPO	\$73,638	\$0	\$16,241	\$0	\$0	\$0	\$89,879	\$0
Total Cost to HRTPO		\$454,005	\$42,605	\$100,133	\$5,326	\$7,826	\$121,920	\$731,815	\$0

Table 2 Funding Sources

Year 1 - FY 2018/2019									
Funding Source by Task									
	Responsible Agencies	FHWA PL	FTA 5305	Soft Match 18.07%	Cash Match	FTA State Match	FTA Local Match	Trans. Disad.	Total (minus Soft match)
Task 1 - Administration	HRTPO	\$81,726	\$0	\$18,025	\$0	\$0	\$2,500	\$0	\$84,226
Task 2 - Transit Planning	HRTPO	\$0	\$43,083	\$0	\$0	\$5,385	\$5,385	\$0	\$53,853
Task 3 - Transportation Disadvantaged	HRTPO	\$28,240	\$0	\$6,228	\$0	\$0	\$0	\$121,920	\$150,160
Task 4 - System Performance	HRTPO	\$97,627	\$0	\$21,532	\$0	\$0	\$0	\$0	\$97,627
Task 5 - Long Range Planning	HRTPO	\$76,816	\$0	\$16,942	\$0	\$0	\$0	\$0	\$76,816
Task 6 - Transportation Improvement Plan	HRTPO	\$22,167	\$0	\$4,889	\$0	\$0	\$0	\$0	\$22,167
Task 7 - Regional Coordination	HRTPO	\$46,905	\$0	\$10,345	\$0	\$0	\$0	\$0	\$46,905
Task 8 - Public Participation	HRTPO	\$73,638	\$0	\$16,241	\$0	\$0	\$0	\$0	\$73,638
Total Cost to HRTPO		\$427,119	\$43,083	\$94,203	\$0	\$5,385	\$7,885	\$121,920	\$605,392

Year 2 - FY 2019/2020									
Funding Source by Task									
	Responsible Agencies	FHWA PL	FTA 5305	Soft Match 18.07%	Cash Match	FTA State Match	FTA Local Match	Trans. Disad.	Total (minus Soft match)
Task 1 - Administration	HRTPO	\$86,612	\$0	\$19,103	\$0	\$0	\$2,500	\$0	\$89,112
Task 2 - Transit Planning	HRTPO	\$0	\$42,605	\$0	\$0	\$5,326	\$5,326	\$0	\$53,257
Task 3 - Transportation Disadvantaged	HRTPO	\$28,240	\$0	\$6,228	\$0	\$0	\$0	\$121,920	\$150,160
Task 4 - System Performance	HRTPO	\$97,627	\$0	\$21,532	\$0	\$0	\$0	\$0	\$97,627
Task 5 - Long Range Planning	HRTPO	\$98,816	\$0	\$21,794	\$0	\$0	\$0	\$0	\$98,816
Task 6 - Transportation Improvement Plan	HRTPO	\$22,167	\$0	\$4,889	\$0	\$0	\$0	\$0	\$22,167
Task 7 - Regional Coordination	HRTPO	\$46,905	\$0	\$10,345	\$0	\$0	\$0	\$0	\$46,905
Task 8 - Public Participation	HRTPO	\$73,638	\$0	\$16,241	\$0	\$0	\$0	\$0	\$73,638
Total Cost to HRTPO		\$454,005	\$42,605	\$100,133	\$0	\$5,326	\$7,826	\$121,920	\$631,682

APPENDIX A: Glossary of Acronyms

For your information, these are some of the acronyms the HRTPO works with on a regular basis.

AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ACES	Automated, Connected, Electric, Shared Vehicles
ADA	Americans with Disabilities Act
AER	Annual Expenditure Report
AHCA	Agency for Health Care Administration
AMPO	Association of Metropolitan Planning Organizations
APR	Annual Performance Report
ARRA	American Recovery and Reinvestment Act of 2009
ATMS	Automatic Traffic Management System
BCC	Board of County Commissioners
BEBR	Bureau of Economic and Business Research
BPAC	Bicycle/Pedestrian Advisory Committee
BMS	Bridge Management System
CAC	Citizens Advisory Committee
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CDMS	Crash Data Management System
CFR	Code of Federal Regulations
CFASPP	Continuing Florida Aviation System Planning Process
CFRPC	Central Florida Regional Planning Council
CIA	Community Impact Assessment
CIP	Capital Improvements Program
CMP	Congestion Management Process
CMS	Congestion Management System
COOP	Continuity of Operations Plan
CRA	Community Redevelopment Agency
CST	Construction
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
CTPP	Census Transportation Planning Package
CTST	Community Traffic Safety Team
CUTR	University of South Florida Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Studies
DBE	Disadvantaged Business Enterprise
DOEA	Department of Elder Affairs
DOPA	Designated Official Planning Agency
DRI	Development of Regional Impact
E+C	Existing plus committed network (used in modeling)
EAR	Comprehensive Plan Evaluation and Appraisal Report
EJ	Environmental Justice
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration

FAC	Florida Administrative Code
FACTS	Florida Association of Coordinated Transportation Systems
FDOT	Florida Department of Transportation
FAP	Federal Aid Program
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FM	Financial Management
FREDI	Florida Rural Economic Development Initiative
FHREDI	Florida's Heartland Regional Economic Development Initiative
FSUTMS	Florida Standard Urban Transportation Model Structure
FS	Florida Statutes
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information Systems
GPC	General Planning Consultant
HOA	Home Owners Association
HP&R/D	Highway Planning and Research/Department, also known as state "D" funds.
ICAR	Intergovernmental Coordination and Review.
IMS	Intermodal Management System
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LOS	Level of Service
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
NARC	National Association of Regional Councils
NHS	National Highway System
MSTU	Municipal Service Tax Unit
NPS	National Park Service
PD&E	Project Development and Environment Study
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PPE	Public Participation Element
PIP	Public Involvement Plan
PL	FHWA Transportation Planning Funds
PMS	Pavement Management System
RAO	Rural Area of Opportunity
RFLI	Request for Letters of Interest
RPC	Regional Planning Council
RSF	Regionally Significant Facility
RTCA	Rivers, Trails, and Conservation Assistance Program
R/W or ROW	Right of Way
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for users.

SIS	Strategic Intermodal System
SMS	Safety Management System
SPR	State Planning and Research
STIP	State Transportation Improvement Program
SWFRPC	Southwest Florida Regional Planning Council
SWFTI	Southwest Florida Transportation Initiative
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
T/E	Trip and Equipment
TEA-21	Transportation Equity Act for the 21st Century
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOP	Transportation Outreach Program
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
TSM	Transportation System Management
TTF	Transit Task Force
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
UA	Urbanized Area
YOE	Year of Expenditure

Appendix B: Compliance With Planning Factors and State Emphasis Areas

	Task 1 Administration	Task 2 Transit Planning	Task 3 Transportation Disadvantaged	Task 4 Systems Performance	Task 5 Long Range Planning	Task 6 Transportation Improvement Program	Task 7 Regional Coordination and Training	Task 8 Public Participation
MAP-21 and FAST Act Planning Factors								
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X		X	X	X	X	
Increase safety of transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	
Increase security of transportation system for motorized and non-motorized users.	X	X		X	X	X	X	
Increase accessibility and mobility options for people and for freight.	X	X	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.	X	X	X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X	X	X	X	X
Promote efficient system management and operation.	X	X	X	X	X	X	X	
Emphasize the preservation of the existing transportation system.	X			X	X	X	X	
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation	X	X		X	X	X	X	
Enhance travel and tourism	X	X		X	X	X	X	X
State of Florida Planning Emphasis Areas								
Rural Transportation Planning	X	X	X	X	X	X	X	X
Performance Measures		X		X	X	X		
ACES				X	X		X	

Appendix C: District Planning Activities

This appendix lists planning activities/studies being conducted within the six county Heartland Region by the Florida Department of Transportation (FDOT) District One.

1. GIS Application Development and System Maintenance
2. Systems Planning and Reviews
3. Interchange Reviews
4. Travel Demand Model Development
5. ETDM/Community Impact Assessment
6. Statistics
7. Federal Functional Classification
8. Traffic Counts Program
9. Modal Development Technical Support
10. Enhancement Program Development
11. Commuter Services
12. State Highway System Corridor Studies
13. Complete Streets Studies
14. Growth Management Impact Reviews

Appendix D: Indirect Cost Rate

State and Local Governments Indirect Cost Negotiation Agreement

EIN: 59-1520550

Organization:

Central Florida Regional Planning Council
555 East Church Street
Bartow, FL 33830-3931

Date: April 5, 2019

Report No(s) : 19-A-0541 (FY18C)
19-A-0542 (FY19C)

Filing Ref. :
Initial Negotiation Agreement

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies for fiscal years beginning on or after December 26, 2014 subject to the limitations in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 225 will continue to apply to federal funds awarded prior to December 26, 2014. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rate

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	10/01/17	09/30/18	52.28%	All	All Programs
Fixed Carryforward	10/01/18	09/30/19	52.73%	All	All Programs

***Base:** Total direct salaries and wages, excluding fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages should be summed and multiplied by the rate. All other program costs, including fringe benefits associated with direct salaries and wages, should be eliminated from the calculation.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Section II: General

Page 1 of 3

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation

plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. **Fixed Carryforward Rate:** A fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such periods have been determined, an adjustment will be made to the rate for future periods, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rates:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)

E. Rate Extension: Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.

F. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

G. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

H. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rates in Section I of this agreement, the negotiated rates will be used to determine the maximum allowable indirect cost.

I. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Central Service Costs: If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

K. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the State & Local Government:

Central Florida Regional Planning Council
State/Local Government

Patricia M. Steed /s/

Signature
Patricia M. Steed
Name (Type or Print)

Executive Director
Title

3/22/19
Date

By the Cognizant Federal Government Agency:

U.S. Department of Commerce, EDA
Agency

CRAIG WILLS /s/ Digitally signed by CRAIG WILLS
Date: 2019.04.05 09:29:03 -07'00'

Signature
Craig A. Wills
Name

Office Chief
Office of Indirect Cost Services
Title

U.S. Department of the Interior
Interior Business Center
Agency

Negotiated by Tony Pisarenko
Telephone (916) 930-3812



April 5, 2019

RE: Calculation of Indirect Costs

To Whom It May Concern:

The calculation used by the HRTPO to budget for indirect costs was based upon Central Florida Regional Planning Council's Schedule of Indirect Cost for the fiscal year of October 1, 2016 – September 30, 2017. This is the most up-to-date version of the schedule that is currently available.

The totals for the Indirect Cost base for this time period are \$533,945. The direct salaries are \$1,011,670 which resulted in an Indirect Cost Allocation Rate of 52.73%. This rate is applied on an hourly basis for the HRTPO staff working on UPWP tasks. This rate will be in effect July 1, 2019 for the new grants and remain in effect until the next update of the Central Florida Regional Planning Council's Schedule of Indirect Costs is available.

Should you have any questions, please contact me at 863-534-7130. My email is psteed@cfRPC.org

Thank you.

Patricia M. Steed
Executive Director

Appendix E: Joint Certification Statement

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

525-010-05c
POLICY PLANNING
02/18

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 5, 2019.


Based on a joint review and evaluation, the Florida Department of Transportation and the Heartland Regional TPO recommend that the Metropolitan Planning Process for the Heartland Regional TPO be certified.



Name: L.K. Nandam
Title: District Secretary (or designee)

02/21/19

Date



Name: Terry Burroughs
Title: MPO Chairman (or designee)

2/20/19

Date

MPO Invoice Review Checklist: List any questions that resulted a “No” answer on the Invoice Review Checklist.

<u>Invoice #</u>	<u>Question</u>	<u>+0.5 for each “No”</u>
G0Y67-3	Is the invoice able to be processed for reimbursement as initially submitted?	+0.5

MPO Supporting Documentation Review Checklist: Please list any findings for the following items identified on the Invoice Supporting Documentation Review Checklist.

	<u>Review #</u>	<u>+1 for each finding</u>
<u>Personnel Service (MPO Salary & Fringe)</u>		
Click to enter text.		
<u>Consultant Services</u>		
Click to enter text.		
<u>Travel Reimbursement</u>		
Click to enter text.		
<u>Indirect Rate (if applicable)</u>		
Click to enter text.		
<u>Direct Expenses</u>		
Click to enter text.		

General Findings

Click to enter text.		
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Invoicing Errors & Omissions: Were any errors or omissions of costs discovered through the MPO on-Site Documentation review that required an adjustment to the next invoice? If so, please identify the invoice number, Invoice Period, and adjustment amount below.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Adjustment Amount</u>	+2 for each error or omission
Click to enter text.			

Risk Assessment Point Total: [Click or tap here to enter text.](#)

Level of Risk: Low

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Part 1 Section 2: Long-Range Transportation Plan (LRTP)

1. Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 Section 3: Transportation Improvement Program (TIP)

1. Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 Section 4: Unified Planning Work Program (UPWP)

1. Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Part 1 Section 6: District Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question, and the response in the blanks below. This section is optional, and may cover any topic area of which the District would like more information.

1. Question

Please Explain

1. Question

Please Explain

2. Question

Please Explain

3. Question

Please Explain

4. Question

Please Explain

Part 1 Section 7: Recommendations and Corrective Actions

Please note that the District shall report the identification of, and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

Status of Recommendations and/or Corrective Actions from Prior Certifications

Corrective Action (2016): Bicycle and Pedestrian Planning & Safety: The HRTPO will develop goals, objectives, and measures that address the overall reduction in the number of fatalities and serious injuries related to bicycle and pedestrian users of the transportation system by June 30, 2017 [23 C.F.R. 450.324(h)]. The HRPTO will identify pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g) [23 C.F.R. 450.324(f)(12)] by June 30, 2017 HRTPO Response: The UPWP for FY 2018-2020 will include the completion of a sidewalk inventory by June 2019 and a Bike/Ped Safety Plan by June 2020. Status: In Progress

Corrective Action (2016): Consistency with Related Planning Activities: The 2040 LRTP does not fully consider other related planning activities within the metropolitan area [23 U.S.C. 134(g)(3), 49 U.S.C., 5303(g)(3)]. Most notably the Plan fails to adequately address the State of Florida's Strategic Highway Safety Plan, the Florida Transportation Plan, and the National Goals established in MAP-21. The HRTPO shall take immediate action to fully integrate the emphasis areas and goals of the aforementioned plans into the HRPTO's planning process by June 30, 2017. HRTPO Response: The final adopted 2040 LRTP contained additional items addressing the National Goals established in MAP-21 and addressed the seven areas of the Florida Transportation Plan (FTP) including: safety and security; agile, resilient, and quality transportation infrastructure; efficient and reliable mobility; more transportation choices; economic competitiveness; quality places; and environment and energy conservation. FDOT's "Strategic Highway Safety Plan", dated October 2016, contains emphasis areas some of which are yet to be included in the HRTPO's LRTP. Additional areas were addressed as identified in the CMP and including those that support bicycle and pedestrian safety. The CMP was incorporated in the LRTP by amendment on April 18, 2018. Status: Complete

Corrective Action (2016): Performance Driven Plan: The 2040 LRTP is required to be a performance driven plan [23 U.S.C 134(c)(1)&(h)(2)(A), 49 U.S.C. 5303(c)(1) &(h)(2)(A)]. The HRTPO shall take steps to develop a performance based plan. The performance measures shall reflect the ongoing rule making by FHWA and be substantive in nature. This item will be ongoing and conclude upon the completion of Federal Rulemaking and their associated timelines HRTPO Response: Measures will be developed and adopted through amendments to the 2040 LRTP as compliance timelines and additional guidance are provided by FHWA and FDOT. In November 2017, the HRTPO adopted the targets for Safety Measures and incorporated them in the LRTP by amendment on April 18, 2018. Status: Complete

Recommendations

Because the HRTPO is a relatively new TPO, the District recognizes that the first corrective action (above) from the 2016 Certification review is a work progress. The HRTPO should continue efforts to complete the Bicycle and Pedestrian Planning & Safety by the above noted timeframes. The completion of the remaining corrective actions from 2016 is recognized and duly noted.

Corrective Actions

The HRTPO should complete all items noted in the 2016 Corrective Action noted above, Bicycle and Pedestrian Planning & Safety by June of 2020

Part 2 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes No

Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (FDOT form 525-010-3) - Expires: August 11, 2020

Interlocal Agreement for the creation of the MPO (FDOT form 525-040-01) - Expires: Until terminated by the parties

Staff Services Agreement - Expires: Until terminated by the parties

Metropolitan Planning Organization (MPO) Agreement between the HRTPO and FDOT - Expires: June 30, 2019

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

Please Check: Yes No

Yes; There is currently an active Project Development and Environment (PD&E) Study for CR 769 (Kings Highway) from the Charlotte County Line to Peace River Street, being conducted by FDOT. The Charlotte – Punta Gorda MPO's Transportation Improvement Program (TIP) includes a locally funded project to add lanes to Kings Highway from Sandhill Boulevard to the DeSoto County Line. Coordination with the Charlotte County – Punta Gorda MPO will continue regarding the status of the Lake Suzy area and this corridor.

The HRTPO is also currently coordinating with the Martin County MPO on the realignment of CR 714 Alt A as part of the SR 710 widening and extension project in Okeechobee County.

Regional Coordination is reflected in Task 7 of the HRTPO's Adopted Unified Planning Work Program (UPWP) for FY 2018/2019 – 2019/2020

3. How does the MPOs planning process consider the 10 Planning Factors?

Please Check: Yes No

The HRTPO's 2040 LRTP was amended on April 18, 2018 to include all ten federal planning factors in three areas of the document and provides for these factors in the Goals and Objectives matrix. The adopted 2016-2018 Unified Planning Work Program addresses all 10 Planning Factors.

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

Please Check: Yes No

The HRTPO is the responsible entity for conducting and ensuring a continuing, cooperative and comprehensive (3-C) transportation planning process for the six-county area that comprises the TPO. The UPWP reflects all of the tasks to be undertaken in the planning area, and many of those tasks involve plans and programs that are to be maintained on a continuing basis (i.e. UPWP, Data Collection, TIP, LRTP, PPP, etc.). Ongoing coordination occurs with various statewide (MPOAC) and regional entities (District One CUTS), as well the TAC, CAC, Transportation Disadvantaged Local Coordinating Boards (LCBs), in order to ensure that plans and programs are comprehensive, consistent, and developed cooperatively. According to the TPO's PPP, all reasonable opportunities are provided to the public and stakeholders in the process to comment on plans, programs, and activities of the TPO. The TPO continually updates the website and various other public participation strategies in order to maximize input and provide current information.

5. When was the MPOs Congestion Management Process last updated?

Please Check: Yes No N/A

The HRTPO adopted a Congestion Management Process in June 2017.
URL: http://heartlandregionaltpo.org/download/plans/CMP_Policy_Adopted062117.pdf

6. Has the MPO recently reviewed and/or updated its Public Participation Plan? If so, when?

Please Check: Yes No

The HRTPO updated its Public Participation Plan on November 28, 2018. URL:
<https://heartlandregionaltpo.org/download/HRTPO-Public-Participation-Plan-112818.pdf>

7. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

Please Check: Yes No

The comment period for the Draft Public Participation Plan began on September 4, 2018, and comments were accepted through October 19, 2018. The PPP was reviewed and recommended for adoption by the Technical Advisory Committee at their meeting on October 17, 2018, and by the Citizens Advisory Committee at their meeting on October 25, 2018.

After the comment period closed and all input had been considered, the draft plan was presented for final adoption to the HRTPO Board at their meeting on November 28, 2018, with seven (7) days public notice.

8. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

Please Check: Yes No

Yes, for purchases that exceed \$5,000 quotes are requested from multiple sources and awarded based upon references and reasonableness. In addition, consultant work is publicly solicited through RFPs or RFQs, sealed bids are submitted, and bids are awarded based upon references and meeting the terms and conditions of the solicited bid.

9. Does the MPO maintain sufficient records to detail the history of procurement? These records will include, but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

The HRTPO keeps all records for solicitation of bids and the process of how the contract was awarded during the process.

10. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

Please Check: Yes No

Please Explain

11. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes No

The HRTPO has multiple methods in place to ensure that consultants are performing work in accordance with the terms of their contract. Invoices submitted by consultants are provided with a description of services, or a progress report, that details the activities that have been completed during the billed period. The invoices are then approved by the project manager, finance director, and the staff services director prior to payment being issued.

Part 2 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

The MPO director & Finance Director review all expenses pertaining to the MPO prior to invoice submission to ensure all policies and procedures are being followed.

2. How often does the MPO submit invoices to the District for review and reimbursement?

The HRTPO currently submits invoices to the District for review monthly.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

The HRTPO is a component program of the Central Florida Regional Planning Council and is a direct recipient of federal funds. The HRTPO however does not meet the financial threshold for a single audit of more than \$750,000.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

The HRTPO has a financial management system in place that complies with the requirements of record retention, recording transactions in accrual format, and proper financial reporting.

5. How does the MPO ensure records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

Records are stored electronically and in files for the required 5-year period.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

Documentation is properly submitted by the HRTPO in sufficient detail for any post or pre auditing monitoring.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds?

The HRTPO requires consultants to comply with Federal laws pertaining to the use of Federal Aid funds and includes such requirements in the contract between parties. All contract terms are subject to monitoring and proof of compliance with terms.

Part 2 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?”

Please Check: Yes No

The HRTPO has the signed FDOT Title VI/Nondiscrimination Assurance included as part of the the HRTPO Title VI/Nondiscrimination Plan. Marybeth Soderstrom is the identified Title VI/Nondiscrimination Coordinator. Information on the HRTPO Title VI/Nondiscrimination policy and complaint filing procedure may be found here URL: <https://heartlandregionaltpo.org/about/title-vinondiscrimination-policy-and-plan/>

2. Do the MPO’s contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes No

All contracts and bids include language meeting the Nondiscrimination Agreement with the State.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT’s procedure?

Please Check: Yes No

The HRTPO's Title VI Policy and Plan includes complaint procedures that comply's with FDOT's procedure and may be found on the organization's website here URL: <https://heartlandregionaltpo.org/about/title-vinondiscrimination-policy-and-plan/>

4. Does the MPO collect demographic data to document nondiscrimination and equity in its plans, programs, services, and activities?

Please Check: Yes No

The HRTPO collects statistical data of participants and beneficiaries of the MPO's programs annually in the Public Involvement Survey each year. Results for the survey are included in the annual Public Involvement Report.

5. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

Please Check: Yes No

May 15, 2018 – The HRTPO attended the Civil Rights MPO Roundtable hosted by FHWA and FDOT.

6. Does the MPO keep on file for five years all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

Please Check: Yes No

The HRTPO has never received an ADA noncompliance complaint. The TPO will retain all records related to any future ADA complaint for a minimum of five years.

Part 2 Section 4: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

The HRTPO follows the guidelines outlined in the FDOT DBE Program Plan that may be found here <http://www.fdot.gov/equalopportunity/dbeplan.shtm>.

2. Does the MPO use the Equal Opportunity Compliance (EOC) system or other FDOT process to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly entering DBE commitments and payments?"

Please Check: Yes No

DBE participation as well as Bidder Opportunity List information is collected and tracked by FDOT via the EOC system.

As explicitly stated in the HRTPO Operational Procedures and Bylaws, Disadvantaged Business Enterprise Utilization Plan, it is the policy of the Heartland Regional Transportation Planning Organization that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of TPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program (DBE) are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Heartland Regional Transportation Planning Organization and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Heartland Regional Transportation Planning Organization in a non-discriminatory environment. The TPO will ensure compliance when the TPO utilizes General Planning Consultants (GPC) who in turn use DBE subcontractors. The TPO will ensure that invoices provided by the GPC will include a breakdown of work performed and funds paid to their DBE subcontractors.

The Heartland Regional Transportation Planning Organization shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or familiar 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.

3. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes No

The HRTPO reports actual payments to DBEs to FDOT for the purposes of submittal to the Equal Opportunity Compliance system as requested by FDOT.

Part 2 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

Public Participation Plan

The HRTPO's updated Public Participation Plan (PPP) was adopted by the HRTPO Board at their meeting on November 28, 2018, after a 45-day comment period and reviewed and recommendation by the Technical Advisory Committee and the Citizens Advisory Committee.

The plan outlines the primary tools used to interact with stakeholders and the community. On an annual basis, public participation activities are evaluated and compiled into a report and will be made available for review by the HRTPO Board, committees, and general public. Since the adoption of the first plan in August 2015, the organization has averaged 750 website visits per month, hosted 21 outreach events, increased Facebook page likes to 176, engaged with 48 focus group participants in three counties, and formed both the 24-member Technical Advisory Committee and 13-member Citizen Advisory Committee. In the 2017-18 communications survey, 100% of respondents strongly or somewhat agree that overall, they are satisfied with the communication efforts of the HRTPO. With this update to the plan, the HRTPO looks forward to enhancing their communication efforts to expand outreach into communities and neighborhoods throughout the region.

Unified Planning Work Program

Adopted April 18, 2018, the Unified Planning Work Program (UPWP) for FY 2018/19 through FY 2019/20 is a visually pleasing and user-friendly document that outlines the work products and the program budget of the HRTPO. As one commenter noted, "Great visualization and graphics! It made the document an enjoyable and colorful read." Restructured into eight planning tasks including Administration, Transit Planning, Transportation Disadvantaged, System Performance, Long Range Planning, Transportation Improvement Program, Regional Coordination and Training, and Public Participation, the HRTPO strives to ensure transparency in all planning activities.

Regional Sidewalk Inventory

In its final stages of validation, the HRTPO developed a six county, eleven municipality GIS regional sidewalk inventory in 2018 that will be available for use by local and regional partners. This is the first time that many of the local governments in the region will have access to a GIS inventory of their communities sidewalks and is a critical first step as the HRTPO works to develop a Bike/Pedestrian Safety Plan in 2019 and prioritize future sidewalk projects.

Part 2 Section 6: MPO Comments

The MPO may use this space to make any additional comments, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

The HRTPO assist local governments with project identification, project development, funding eligibility, and project applications. We are the only MPO/TPO in Florida who also coordinates submission of SCOP and SCRAP projects by qualifying counties (6) for these State funds.

DRAFT TIP Review Checklist

Federal or State laws and rules do not specify a particular format for the TIP. The following TIP review checklist is provided to assist in review of the TIP.

MPO Name and Year: Heartland Regional TPO FY 2018/19-FY 2022/23

Introduction

- Cover Page
- Table of Contents
- Legal Endorsement – “Developed following State/Federal Requirements”; include date of official MPO/TPO approval of the TIP **Not included in Draft**
- List of definitions, abbreviations, funding and phase codes, and acronyms

Narrative

- Statement of Purpose – prioritized listing of five-year transportation projects; consistent with LRTP; contains all projects funded by Title 23 and Title 49 funds
- Discussion of the TIP’s Financial Plan
 - TIP is financially constrained
 - Financial Plan for project implementation
 - Statement that TIP is developed by MPO in cooperation with the State and Public Transit Operator, who will provide estimates of funds to develop a financial plan
 - Describe project selection process
 - Describe consistency with LRTP and other plans
 - Identify criteria and process for project prioritization
 - FDOT Annual Listing of Obligated Projects**

District One Comment: It appears this is listed in the table of contents as the “roll-forward report”: Appendix C. There is not an Appendix C in the Draft TIP. This description should be changed or removed from the table of contents. Pages 9 and 11 also reference FDOT Annual Listing of Obligated projects and states this is published on the HRTPO’s website. There is no requirement for this information to be in both places.

- Public Involvement **Page 12**
- Completion date of FDOT-MPO Certification **1/23/18**
- Date of last Federal MPO Certification (if applicable) **N/A**
- Discussion of Congestion Management Process **Page 13**
- Discussion of Transportation Disadvantaged **Page 13**
- Discussion of how the TIP, once implemented, will make progress toward achieving the performance targets for: (23 CFR 450.326(c))
 - Safety Performance Measures - **Page 10**
 - System Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - Bridge Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - Pavement Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - State Asset Management Plan – **Narrative on Page 10**
 - State Freight Plan – **Narrative on Page 12**
- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan (LRTP), linking investment priorities to those performance targets for: (23 CFR 450.326(d)) **Page 10**
 - Safety Performance Measures **Page 10**
 - System Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - Bridge Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - Pavement Performance Measures **[note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]**
 - State Asset Management Plan **Page 12**

Project Listing

For each project or phase:

- Descriptive material to identify the project or phase (type of work, termini, and length)
- Financial Project Number (FPN)
- FDOT's Work Program fund code
- Estimated total project cost
- Year of anticipated funding
- Summary tables showing the financial constraint of the program
- Page number or identification number where the project can be found in the LRTP
- Category of Federal funds and source(s) of non-Federal funds
- FTA section number for FTA funded projects

Date Completed: May 25, 2018

Reviewers Signature *Louie Carlton*

Additional Comments:

- **Page 10 – In the green text on the right side of page, the word Freight is missing the e in two places**
- **At the request of Hardee County, remove project 441988-1 Parnell Road at Bridge #064034; as the County is completing this project (page 34)**



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

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

Planning Comments

Document Name: 2018/19-2022/23 Draft Transportation Improvement Program		MPO: Heartland Regional TPO	
Date of Document: 5/8/2018	Date Received: 5/9/2018	Date Reviewed: 6/5/2018	District: 1
Reviewed by: Danielle Blackshear			

COMMENTS:

Page #	Comment Type	Comment Description
Page 10	Critical	<p><i>"The FDOT Florida Highway Safety Improvement Program (HSIP) annual report documents the statewide interim performance measures toward that zero deaths vision."</i> There are no interim targets. Please revise.</p> <p>Good start including information about addressing the performance measures. It would also be helpful to talk more about the MPO's project prioritization process. Did the MPO's project selection or prioritization process change at all as a result of the TPM requirements? For example, did the MPO rank safety projects higher or increase investments for those projects (doesn't just have to be safety dollars)? Or is safety already a top priority? The narrative in the River to Sea TPO's TIP is a really good example for describing HOW the TIP is designed to achieve targets and what actions the TPO took. I'll attach a copy with my comments.</p>
Page 45	Critical	<p>I noted that the ROW & CST phases for project 414511 2 are unfunded in >2023. This is acceptable so long as it is for informational purposes. If at any point the HRTPO decides to initiate the ROW or CST phases for this project, the TIP will need to be amended/updated to show the source of funding. Please double check to ensure that the estimated funding for these two phases is not included in the fiscal constraint demonstration, as there is no funding source dedicated at this time.</p>

Carlton, Lori D

From: Gramovot, Alexander
Sent: Tuesday, February 13, 2018 2:44 PM
To: Carlton, Lori D
Subject: RE: HRTPO UPWP 2018-19 through 2019-20 Review Draft

Lori,

My comments on the HRTPO Draft UPWP are below.

Comments-

- Per section 3.7.6 of the MPO Handbook, Table 1 Agency Participation needs to include the dollars that will be billed to consultants. HRTPO has included this column in Table 2 Funding Sources.
- The FDOT Joint Certification does not need to be included in the UPWP. The Certification being placed on the TPO's website is perfectly acceptable.

Alex Gramovot

Statewide Metropolitan Planning Coordinator

Office of Policy Planning
Florida Department of Transportation
105 Suwannee Street, Mail Station 28
Tallahassee, Florida 32399-0450
Direct Line: (850) 414-4801
Alexander.Gramovot@dot.state.fl.us

From: Pat Steed [mailto:psteed@cfrpc.org]
Sent: Friday, February 2, 2018 8:02 PM
To: Gramovot, Alexander <Alexander.Gramovot@dot.state.fl.us>; Reichert, Mark <Mark.Reichert@dot.state.fl.us>; Holmes, Steven <Steven.Holmes@dot.state.fl.us>; Matt.Preston@deo.myflorida.com; Yvette.Taylor@dot.gov; Christian, James <james.christian@dot.gov>; Carlton, Lori D <Lori.Carlton@dot.state.fl.us>
CC: Reina, Bessie <Bessie.Reina@dot.state.fl.us>; 'Bdunn@hcbcc.org' <Bdunn@hcbcc.org>; Marybeth Soderstrom <msoderstrom@cfrpc.org>; Blackshear, Danielle (FHWA) (Danielle.Blackshear@dot.gov) <Danielle.Blackshear@dot.gov>
Subject: HRTPO UPWP 2018-19 through 2019-20 Review Draft
Importance: High

For Reviewers:

On behalf of the Heartland Regional Transportation Planning Organization (HRTPO) covering the Sebring-Avon Park Urbanized Area and the counties of DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee, attached is the Draft Unified Planning Work Program (UPWP) for Fiscal Years 2018-19 through 2019-20 for your review and comment.

Please let us know if there is additional information which would assist you with your review.



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

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

Planning Comments

Document Name: 2018/19-2019/20 Draft Unified Planning Work Program

MPO: Heartland Regional TPO

Date of Document:
January 30, 2018

Date Received:
February 2, 2018

Date Reviewed:
March 9, 2018

District:
1

Reviewed by: Danielle Blackshear, Parris Orr

COMMENTS:

Page #	Comment Type	Comment Description
1.3	Critical	Title VIII of the Civil Rights Act of 1968 refers to the requirement to provide fair housing to all persons regardless of race, color, religion, sex, or national origin. I am not sure how this is relevant to the UPWP. Also, it would be helpful to expand upon the Title VI discussion in that section, as the reader may not be familiar (the HRTPO is consistent with Title VI and does not discriminate...etc. Use the standard language).
3.2	Critical	The HRTPO is not a TMA and therefore would not have a federal certification review. Please update Task 1 Activities to remove activities related to federal certification reviews.
General	Enhancement	For annual completion dates, are there specific months that these activities are due? For example, some activities say "Annually in (month)" while others just say "annually." If there are known months, please include them.
1.1	Editorial	"The HRTPO has continued to develop additional plans and processes that inform the LRTP and so an amendment <u>is</u> necessary...On <u>April 18, 2018</u> the HRTPO <u>approved</u> an amendment." This date is in the future. Are you writing this as if the amendment will be approved? Past and future tenses do not align.
General	Editorial	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 MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
General	Editorial	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.
General	Editorial	Great visualization and graphics! It made the document an enjoyable and colorful read.
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the

		UPWP. (FTA Circular 9030.1E, p. IV-1)
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts should be listed in the document. (FTA Circular 8100.1C (p. II-4, item e))
General	FTA Region IV	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.

In the case where an invoice is incomplete or inaccurate, Section 9.H. of the MPO Agreement outlines required actions:

If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by FDOT. If there is a case of a bona fide dispute, the invoice recorded in FDOT's financial system shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

If an invoice is incomplete or inaccurate, the MPO Liaison must work with the MPO to correct the issue and receive an updated invoice as soon as possible. If there are specific items of question and the issue cannot be resolved in a timely fashion, the MPO Liaison may submit the invoice for payment without the items in question. The items in question would be submitted as part of a subsequent invoice.

3.14 UPWP Checklist

MPO: Heartland Regional TPO _____	Draft/Final		Date Received
UPWP Check List	Yes	No	Comment
A. Cover and Title Page			
Includes CFDA Number	Y		
Includes Federal Aid Project Number (FAP)	Y		
Includes FM Number (Work Program)	Y		
Name of MPO and Funding Agencies	Y		
The correct fiscal years for the proposed UPWP are listed	Y		
MPO physical, mailing, and website addresses; phone numbers	Y		
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action	N/A		

02/05/2018

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

525-010-08
POLICY PLANNING
05/18

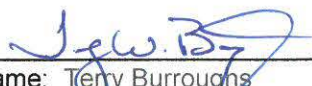
DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The Heartland Regional TPO hereby certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Heartland Regional TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name: Terry Burroughs
Title: MPO Chairman

4-23-19

Date
(or designee)

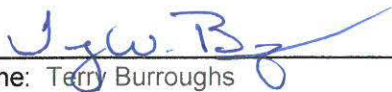
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Heartland Regional TPO that:

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


Name: Terry Burroughs
Title: MPO Chairman (or designee)

4-23-19
Date

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

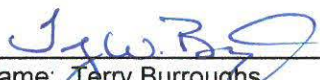
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: Terry Burroughs
Title: MPO Chairman (or designee)

4-23-19

Date

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

525-010-08
POLICY PLANNING
05/18

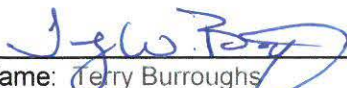
TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The Heartland Regional TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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


Name: Terry Burroughs
Title: MPO Chairman (or designee)

4-23-19
Date

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APPENDICES A and E

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

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

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

Appendix F: TPO Responses to Agency and Public Comments

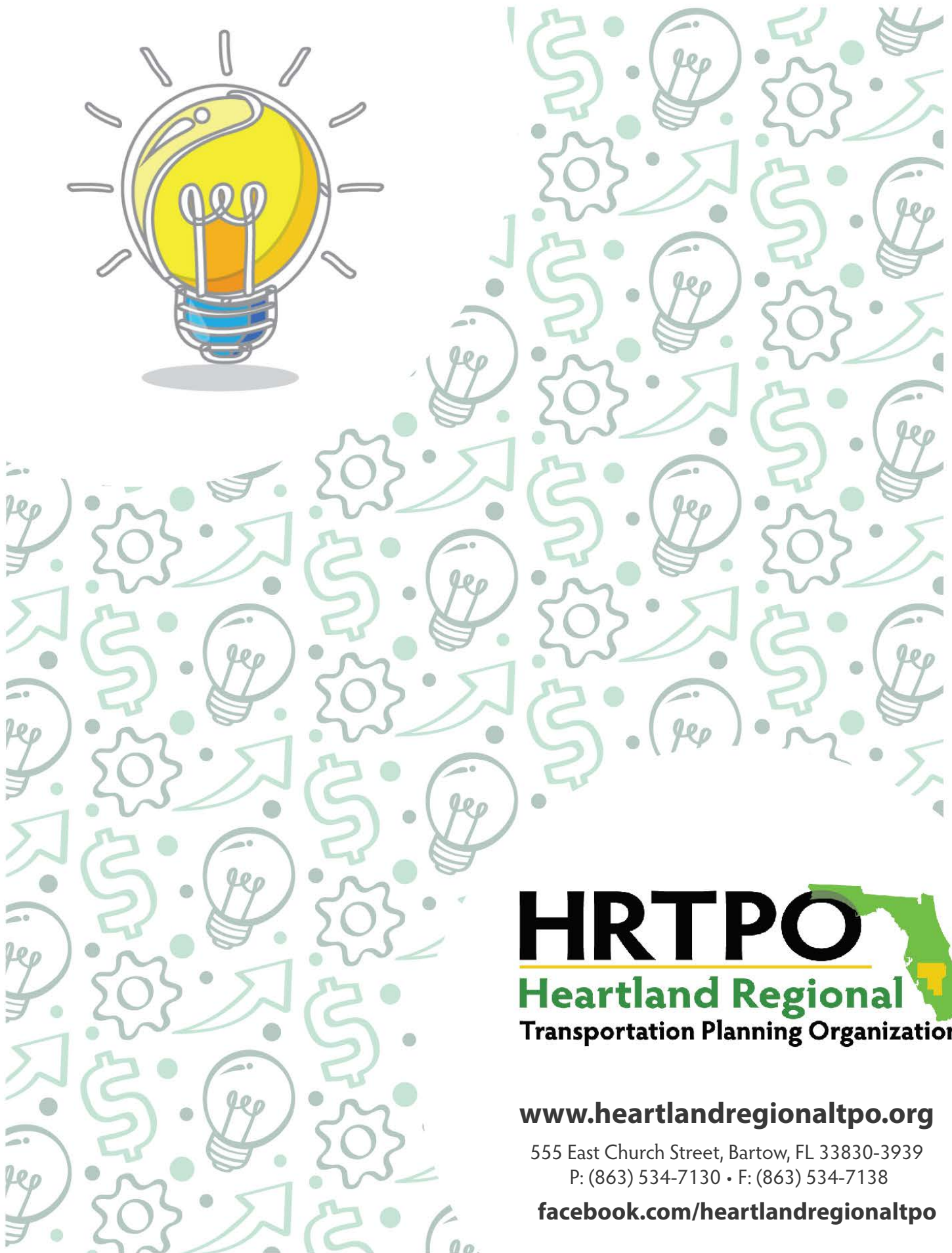
Agency	Comment	TPO Response	UPWP Page
Florida Department of Transportation, District One and Office of Policy Planning	Is Data Collection included in Task 4?	Yes, data collection activities are included in Task 4: System Performance.	3.8
	Are there any Special Projects?	No, all planning activities in FY 2018-2020 are included in an existing task.	
	Will the FTA Grant Application be included?	No. The grant application will include Task 2 as documentation and be submitted in April 2018.	
	Update indirect rate on page 1.3 and include Indirect Rate Letter as appendix item	Plan text was updated to include current indirect rate and letter was included as appendix item.	1.3; Appendix D
	Include language on 2.3 stating new agreement will be executed for FY 2018-19-2019/20	Plan text was updated to include suggested text.	2.3
	Include footnote to indicate the \$16,000 in Consultant funds for FY 19/20 are for district wide Model Update by FDOT D1	Plan text was updated to include suggested text.	4.1, 4.2
	Indirect Cost Rates on Tasks 1,2, and 5 appear to be incorrect	The amounts are correct based on applying the Indirect Rate to the salary only (not fringe amounts that vary). To enhance clarity, we have adjusted the fringe amounts so that the rate could be applied equally across all tasks.	All tasks
Federal Transit Administration Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. (FTA Circular 9030.1E, p. IV-1)	The UPWP does not include activities are proposed for funding under the 49 USC 5307.	
	The UPWP does not include activities are proposed for funding under the 49 USC 5307.	Funding is not being carried over from the prior year for 5303(d)	
	If funding is being carried over from the prior-year UPWP, carryover amounts should be listed in the document. (FTA Circular 8100.1C (p. II-4, item e))	Comment noted.	
	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.	Comment noted.	

Agency	Comment	TPO Response	UPWP Page
Federal Highway Administration	Critical: Title VIII of the Civil Rights Act of 1968 refers to the requirement to provide fair housing to all persons regardless of race, color, religion, sex, or national origin. I am not sure how this is relevant to the UPWP. Also, it would be helpful to expand upon the Title VI discussion in that section, as the reader may not be familiar (the HRTPO is consistent with Title VI and does not discriminate...etc. Use the standard language).	Plan was updated to remove reference to Title VIII and expand upon Title VI.	1.3
	Critical: The HRTPO is not a TMA and therefore would not have a federal certification review. Please update Task 1 Activities to remove activities related to federal certification reviews.	Plan was updated to remove reference of Federal Certification review	3.2
	Enhancement: For annual completion dates, are there specific months that these activities are due? For example, some activities say "Annually in (month)" while others just say "annually." If there are known months, please include them.	Plan was updated to include any specific completion months that are known at this time	
	Editorial: "The HRTPO has continued to develop additional plans and processes that inform the LRTP and so an amendment is necessary... On April 18, 2018 the HRTPO approved an amendment." This date is in the future. Are you writing this as if the amendment will be approved? Past and future tenses do not align.	Plan was updated to clarify language of anticipated amendment to the LRTP.	1.1
	Editorial: 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 MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Comment noted.	
	Editorial: All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.	Comment noted.	
	Editorial: Great visualization and graphics! It made the document an enjoyable and colorful read.	Thank you.	

Amendment to the UPWP

The HRTPO adopted an amendment to the UPWP on April 17, 2019. Changes to the document included: All Tasks: Update Indirect rate from 51.83% to 52.73%; Task 1: Administration Incorporate carry-over funding from FY 16/17 and FY 17/18; Task 2: Transit Planning Adjust FY 2019/2020 FTA 5305 funding based on actual allocation; and Task 5: Long Range Planning FDOT District 1 is no longer requesting \$16,000 for the TPO's share of the cost to update the Districtwide Model. A public comment period began on April 5, 2019, and comments were accepted through April 12, 2019. Two comments were received.

Agency	Comment	TPO Response	UPWP Page
Florida Department of Transportation, District One and Office of Policy Planning	Per Carrie Thompson's CheckPL Spreadsheet please ensure the close out amount from FY 16/17-17/18 is updated in your budget tables to reflect the amount of \$2,396. Our systems round up to the nearest dollar for 50 cents and over. Also, please revise page 2 of the UPWP Revision #1 form to reflect \$86, 612 for task 1 after revision and \$454,005 for total PL balance for FY 2019/20 after revision.	Final amendment adopted on April 17, 2019 reflected these changes	4.1-2
Florida Department of Transportation, District One Transit Office	The Section 5305(d) apportionment for the Heartland Regional TPO should be updated as follows: 2018/19 \$53,853 2019/20 \$53,257	The Section 5305(d) apportionment found in Task 2 has been updated.	4.1-2



HRTPO

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