

Heartland Regional Transportation Planning Organization

Unified Planning Work Program

HRTPO
Heartland Regional
Transportation Planning Organization

Fiscal Years 2022/23-2023/24
July 1, 2022 through June 30, 2024

www.heartlandregionaltpo.org

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CFDA 20.205: Highway Planning & Construction
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Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

Adopted: March 16, 2022



RESOLUTION 03-2022

RESOLUTION OF THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) ADOPTING THE FY 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP).

WHEREAS, the Heartland Regional Transportation Planning Organization (HRTPO) is the responsible entity for conducting a continuing, cooperative, and comprehensive transportation planning program for the six-county transportation planning area covering the counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee and the cities of Sebring and Avon Park in the urbanized area of Highlands County, Florida; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, 23 C.F.R. 450.104 provides that the HRTPO shall bi-annually develop and endorse the Unified Planning Work Program (UPWP).

NOW, THEREFORE, BE IT RESOLVED BY THE Heartland Regional Transportation Planning Organization:

1. The tasks in the FY 2022/23 and 2023/24 UPWP are consistent with the area transportation plan; and
2. The FY 2022/23 and 2023/24 UPWP is hereby endorsed and adopted;
3. The Chairperson of the HRTPO (or their designee) is hereby authorized and directed to submit the FY 2022/23 and 2023/24 UPWP to the:
 - a) District MPO Liaison
 - b) FDOT Central Office OPP
 - c) Federal Highway Administration District Representative
 - d) Federal Transit Administration District Representative
 - e) Florida Commission for the Transportation Disadvantaged
 - f) Florida Department of Economic Opportunity - Bureau of Community Planning

Signed:

Handwritten signature of Tim Stanley in blue ink.

Tim Stanley, HRTPO Chair

Date:

Handwritten date "3/16/2022" in blue ink.

Attest:

Handwritten signature of HRTPO Staff in blue ink.

HRTPO Staff

Handwritten signature of HRTPO Attorney in blue ink.

Reviewed by HRTPO Attorney



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Heartland Regional TPO

Unified Planning Work Program - FY 2022/23 – 2023/24

Select Status 3/16/2022

Revision Number: Initial Adoption

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 Greene

Community Liaison – District One

Title and District

DocuSigned by:
Lori Greene
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Signature

5/26/2022



HRTPO

Heartland Regional

Transportation Planning Organization

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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

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 2022/23 – 2023/24 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, 2022 through June 30, 2024 developed by the HRTPO and other transportation planning agencies.

Designated on November 17, 2014 by Governor 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 (LRTP)

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, and amended April 18, 2018. The 2045 update to the LRTP was adopted by the HRTPO on March 10, 2021. The HRTPO prepared existing roadway network data, developed future network alternatives, and prepared 2045 socio economic forecast by traffic analysis zones for the FDOT District One Regional Planning Model.

Transportation Improvement Program (TIP)

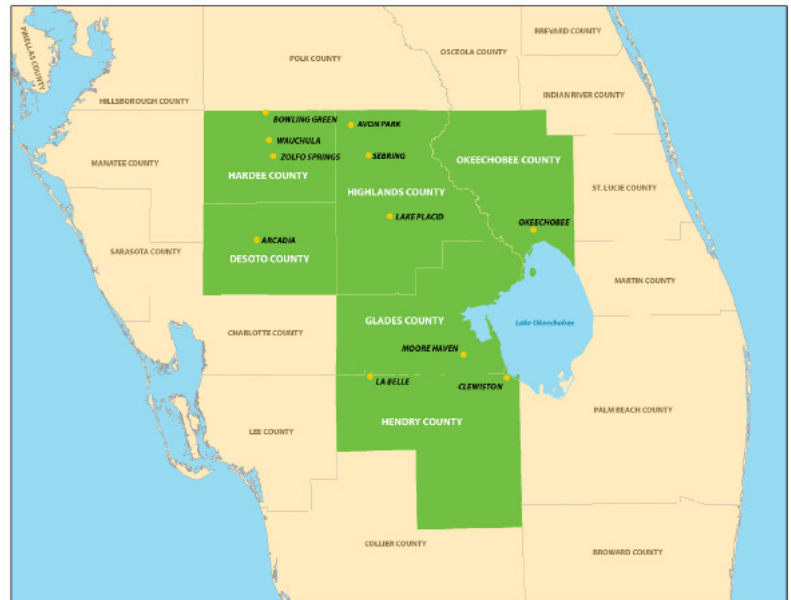
The Transportation Improvement Program (TIP) outlines the roadways, bridges, transit, aviation, rail, trail/bicycle/pedestrian facilities, and landscaping projects that are scheduled and funded for the next five years in DeSoto, Glades, Hendry, Hardee, Highlands, and Okeechobee counties. The TIP is an implementation tool for how state and federal funds will be spent on transportation projects within the six Heartland counties. The TIP is adopted annually by the HRTPO after a 30-day public comment period and review and endorsement by the Technical Advisory Committee and the Citizens Advisory Committee.



Local & Regional Planning Priorities

The local and regional planning priorities of the HRTPO area are reflected in this UPWP. The objectives of this UPWP are to address the planning priorities of the 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 regional project funding for the HRTPO through grant programs.



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:

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

Transit Planning and the Consolidated Planning Grant

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 Heartland Rural Mobility Plan and the Transit Development Plan (TDP) adopted for the Highlands County. 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 FDOT and the HRTPO participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the HRTPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.

Air Quality

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.

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 \$127,406 in FY 22/23 and \$101,974 in FY 23/24 for a total of \$229,380.

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 2022/23 – 2023/24 UPWP was prepared based on an indirect cost rate of 47.98 percent approved by the U.S. Department of Commerce, Economic Development Administration.

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 as an agenda item in the HRTPO Board, TAC, and CAC meeting agenda packets. Additionally, the draft UPWP is provided 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 printed 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.



Federal Planning Factors

MAP-21 requires ten (10) factors be considered in the development of transportation plans and programs including Factors 9 and 10 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.



Planning Emphasis Areas

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

support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the 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.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the HRTPO identifies safety as a goal of the Long Range Transportation Plan (LRTP) and carries the goal into the prioritization of priority projects in their Transportation Improvement Program (TIP) to support progress toward those targets.

Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The HRTPO identifies and implements improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. The HRTPO has identified resilience as a goal of the 2045 Long Range Transportation Plan and places a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

Planning Studies in Heartland Regional Area

TPOs must include district-wide studies if they are specific to the TPO's location as an informational item.

GIS Application Development and System Maintenance
System Planning Reviews
Interchange Reviews
Travel Demand Model Development
ETDM/Community Impact Assessment
Statistics
Federal Functional Classification
Traffic Count Program

Modal Development Technical Support
Commuter Services
State Highway Systems Corridor Studies
Complete Street Studies
Freight Mobility Support
Promoting and coordinating Safety for all modes of Transportation, including bicycle and pedestrian



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 Noey Flores, Hardee County
- Commissioner Mitchell Wills, Hendry County
- Commissioner Chris Campbell, Highlands County
- Commissioner Scott Kirouac, Highlands County
- Commissioner Kathy Rapp, Highlands County
- Commissioner Kevin Roberts, Highlands County
- Commissioner Arlene Tuck, Highlands County
- Commissioner Terry Burroughs, Okeechobee County
- Councilmember Shelly Mercure, City of Avon Park
- Councilmember Roland Bishop, City of 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 and then guided the update of the Heartland Rural Mobility Plan in 2018. 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 staffs 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, 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 – The HRTPO entered into an agreement with FDOT on June 19, 2019 and the agreement was amended on June 19, 2020. A new agreement for FY 2022/23 - 2023/24 will be executed prior to July 1, 2022.
- Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation and the HRTPO for FTA 5305(d) funds) – Financial Project No. 439215-1-14-05; this PTGA was executed on April 21, 2021 and has an expiration date of December 31, 2022.



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.

Work Program

Work Tasks Overview for Fiscal Years 2022/23-2023/24



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 2045 LRTP and begin development of the 2050 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

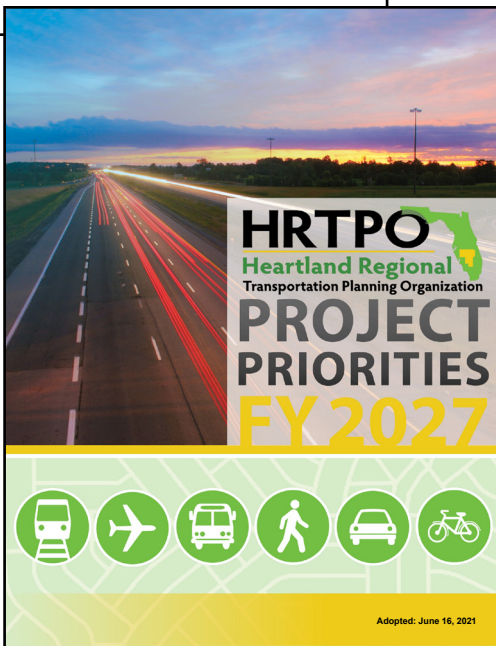
Provide the staff and necessary resources to develop, maintain, and amend a Transportation Improvement Program containing all regionally significant projects in the region.

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.

Task 1 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
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	HRTPO Staff
	Audit report	Annually in February	HRTPO Staff
Administer TPO Governing Board and Technical, Citizens, and Mobility Advisory Committees meetings.	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings	Monthly	HRTPO Staff
Monitor, review, and update as necessary agreements and organizational documents.	Planning Area Boundary and Board Apportionment Plan; Interlocal Agreement; Staff Services Agreement; and Metropolitan Planning Organization (MPO) Agreement	June 2024	HRTPO Staff
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 2024-26 UPWP.	Progress Reports	Monthly	HRTPO Staff
	Amendments	As Needed	HRTPO Staff
	FY 2024-2026 UPWP	May 2024	HRTPO Staff
Monitor, review and update the COOP. Review and coordinate plans for transportation services following natural or man-made emergencies.	Updated COOP	As needed	HRTPO Staff
Participate in state certification review.	Responses to certification questions	Annually as directed by FDOT	HRTPO Staff
Legal services.	Contracts, resolutions, documents, procedures approved for legal sufficiency	As needed	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 1
Budget**

Administration

Task 1 - Administration				
Estimated Budget Detail for FY 2022/2023				
Budget Category	Budget Category Description	FHWA (PL)	Local Funds	Total
A. Personnel Services				
	Staff Salaries, fringe benefits	\$ 45,600	\$0	\$ 45,600
	Subtotal:	\$ 45,600	\$0	\$ 45,600
D. Other Direct Expenses				
	Printing	\$ 1,860	\$0	\$ 1,860
	Postage	\$ 500	\$0	\$ 500
	Advertising	\$ 1,000	\$0	\$ 1,000
	Legal Fees	\$ 10,000	\$0	\$ 10,000
	Audit	\$0	\$ 2,500	\$ 2,500
	Office Supplies	\$ 500	\$0	\$ 500
	Subtotal:	\$ 13,860	\$ 2,500	\$ 16,360
E. Indirect Rate				
	Approved Rate 47.98%	\$ 21,877	\$0	\$ 21,877
	Subtotal:	\$ 21,877	\$0	\$ 21,877
	Total:	\$ 81,337	\$ 2,500	\$ 83,837

Task 1 - Administration				
Estimated Budget Detail for FY 2023/2024				
Budget Category	Budget Category Description	FHWA (PL)	Local Funds	Total
	Staff Salaries, fringe benefits	\$ 48,000	\$0	\$ 48,000
	Subtotal:	\$ 48,000	\$0	\$ 48,000
D. Other Direct Expenses				
	Printing	\$ 1,458	\$0	\$ 1,458
	Postage	\$ 500	\$0	\$ 500
	Advertising	\$ 1,000	\$0	\$ 1,000
	Legal Fees	\$ 10,000	\$0	\$ 10,000
	Audit	\$0	\$ 2,500	\$ 2,500
	Office Supplies	\$ 250	\$0	\$ 250
	Subtotal:	\$ 13,208	\$ 2,500	\$ 15,708
E. Indirect Rate				
	Approved Rate 47.98%	\$ 23,114	\$0	\$ 23,114
	Subtotal:	\$ 23,114	\$0	\$ 23,114
	Total:	\$ 84,322	\$ 2,500	\$ 86,822

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

- On-Demand Transit Feasibility Study for Highlands County.
- Initiate preliminary activities for update of Transit Development Plan for FY 2022-2027.
- Submission and administration of Section 5305(d) grants.

Task 2 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
Coordinate with designated transit providers for all six counties serving urbanized areas and rural systems including coordination with regional Commuter Services.	Locations for potential park and ride lots in transportation plans*	As needed	HRTPO Staff
Coordinate Transit Asset Management with FDOT and local Tier 2 local agencies	Updated agreements with transit providers to include performance measures	As directed by FDOT	HRTPO Staff
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 as directed by FDOT	HRTPO Staff
	Coordination and monitor funding opportunities to meet eligibility requirements for the 5307 program*	Ongoing	HRTPO Staff
	Identify public/private partnership and opportunities to meet transit needs in the urbanized area*	June 2024	HRTPO Staff
	Using coordination and outreach, strive to identify additional local funding avenues to meet eligibility requirements for the 5307 program*	Ongoing	HRTPO Staff
	Adopt Transit Development Plan for FY 2022-2027	December 2022	HRTPO Staff and Consultant
	Transit Development Plan Progress Report	September 2023	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

* Ongoing tasks from the HRTPO UPWP 2020/21-2021/22

Task 2 Budget

Transit Planning

Task 2 - Transit Planning								
Estimated Budget Detail for FY 2022/2023								
Budget Category	Budget Category Description	FHWA (PL)	FTA 3505(d) FY 2020/2021 Contract G1V97		FTA 3505(d) FY 2021/2022 Contract [Pending]		Local Funds	Total
			Federal (80%)	State "Soft" Match (20%)	Federal (80%)	State "Soft" Match (20%)		
A. Personnel Services								
	Staff Salaries, fringe benefits	\$34,024	\$0	\$0	\$0	\$0	\$3,750	\$37,774
	Subtotal:	\$34,024	\$0	\$0	\$0	\$0	\$3,750	\$37,774
B. Consultant Services								
	Consultant Services	\$0	\$44,197	\$11,049	\$43,351	\$10,838	\$10,944	\$98,492
	Subtotal:	\$0	\$44,197	\$11,049	\$43,351	\$10,838	\$10,944	\$98,492
E. Indirect Rate								
	Approved Rate 47.98%	\$13,794	\$0	\$0	\$0	\$0	\$1,724	\$15,519
	Subtotal:	\$13,794	\$0	\$0	\$0	\$0	\$1,724	\$15,519
	Total:	\$47,818	\$44,197	\$11,049	\$43,351	\$10,838	\$16,418	\$151,785

Task 2 - Transit Planning								
Estimated Budget Detail for FY 2023/2024								
Budget Category	Budget Category Description	FHWA (PL)	FTA 3505(d) FY 2020/2021		FTA 3505(d) FY 2021/2022		Local Funds	Total
			Federal (80%)	State "Soft" Match (20%)	Federal (80%)	State "Soft" Match (20%)		
A. Personnel Services								
	Staff Salaries, fringe benefits	\$34,024	\$0	\$0	\$0	\$0	\$3,750	\$37,774
	Subtotal:	\$34,024	\$0	\$0	\$0	\$0	\$3,750	\$37,774
B. Consultant Services								
	Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Indirect Rate								
	Approved Rate 47.98%	\$13,794	\$0	\$0	\$0	\$0	\$1,724	\$15,518
	Subtotal:	\$13,794	\$0	\$0	\$0	\$0	\$1,724	\$15,518
	Total:	\$47,818	\$0	\$0	\$0	\$0	\$5,474	\$53,292

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.
- Selection and evaluation of CTC for the DeSoto, Hardee, Highlands, Okeechobee service area.
- Evaluation of CTC for the Glades and Hendry service area.

Task 3 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
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 in October	HRTPO Staff
	CTC Evaluation	Annually in April	HRTPO Staff
	TD Planning grant	Annually	HRTPO Staff
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 in July	HRTPO Staff
	CTC Evaluation	Annually in April	HRTPO Staff
	TD Planning grant	Annually	HRTPO Staff
Host biennial mobility, transit, and transportation disadvantaged forum.	Forum Meeting materials	June 2024	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 3
Budget**

**Transportation
Disadvantaged
Program**

Task 3 - Transportation Disadvantaged				
Estimated Budget Detail for FY 2022/2023				
Budget Category	Budget Category Description	FHWA (PL)	Trans. Disad.	Total
A. Personnel Services				
	Staff Salaries, fringe benefits	\$19,000	\$77,170	\$96,170
	Subtotal:	\$19,000	\$77,170	\$96,170
C. Travel				
	Travel Expenses	\$0	\$2,000	\$2,000
	Subtotal:	\$0	\$2,000	\$2,000
D. Other Direct Expenses				
	Printing	\$0	\$500	\$500
	Postage	\$0	\$250	\$250
	Advertising	\$0	\$1,500	\$1,500
	Legal Fees	\$0	\$0	\$0
	Office Supplies	\$0	\$503	\$503
	Subtotal:	\$0	\$2,753	\$2,753
E. Indirect Rate				
	Approved Rate 47.98%	\$9,116	\$39,997	\$49,113
	Subtotal:	\$9,116	\$39,997	\$49,113
	Total:	\$28,116	\$121,920	\$150,036

Task 3 - Transportation Disadvantage				
Estimated Budget Detail for FY 2023/2024				
Budget Category	Budget Category Description	FHWA (PL)	Trans. Disad.	Total
A. Personnel Services				
	Staff Salaries, fringe benefits	\$19,000	\$77,170	\$96,170
	Subtotal:	\$19,000	\$77,170	\$96,170
C. Travel				
	Travel Expenses	\$0	\$2,000	\$2,000
	Subtotal:	\$0	\$2,000	\$2,000
D. Other Direct Expenses				
	Printing	\$0	\$500	\$500
	Postage	\$0	\$250	\$250
	Advertising	\$0	\$1,500	\$1,500
	Legal Fees	\$0	\$0	\$0
	Office Supplies	\$0	\$503	\$503
	Subtotal:	\$0	\$2,753	\$2,753
E. Indirect Rate				
	Approved Rate 47.98%	\$9,116	\$39,997	\$49,113
	Subtotal:	\$9,116	\$39,997	\$49,113
	Total:	\$28,116	\$121,920	\$150,036

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

- Published Transportation Trends Safety Report
- Developed, monitored, and reported on Transportation Performance Measures (TMP) and targets.
- Update of Congestion Management Process Policy in June 2022

Task 4 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
Monitor CMP for project identification.	Identified Projects	Ongoing	HRTPO Staff
Refine the Prioritization Process to consider performance measures as targets are developed for compliance with Federal regulations and adopted LRTP	Performance based ranking criteria	As needed	HRTPO Staff
Compile and analyze vehicular traffic, non-motorized activity statistics related to safety on the transportation system.	Transportation Trends Report: Safety Element	Annually in February	HRTPO Staff
Regularly evaluate how the transportation network may be impacted by ACES as new projects are considered for future funding.	Identified Projects	Ongoing	HRTPO Staff
Develop, monitor, and report on Transportation Performance Measures (TMP) and targets.	Adopted Safety Targets	Annually in February	HRTPO Staff
	Adopted Pavement and Bridge Condition Measures	September 2023	HRTPO Staff
	Adopted System Performance, Freight, & Congestion Mitigation & Air Quality Improvement Program Measures	September 2023	HRTPO Staff
	Adopted Transit Asset Management Plan	November 2023	HRTPO Staff
	Monitoring	Ongoing	HRTPO Staff
	Maintain dashboard of all adopted measures and targets	Ongoing	HRTPO Staff
Provide input into, and/or propose projects for, the FDOT District One Congestion Management Process (CMP) for SIS.	Identified Projects	Ongoing	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 4
Budget** **System
Performance**

Task 4 - System Performance			
Estimated Budget Detail for FY 2022/2023			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$65,000	\$65,000
	Subtotal:	\$65,000	\$65,000
E. Indirect Rate			
	Approved Rate 47.98%	\$31,187	\$31,187
	Subtotal:	\$31,187	\$31,187
	Total:	\$96,187	\$96,187

Task 4 - System Performance			
Estimated Budget Detail for FY 2023/2024			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$60,000	\$60,000
	Subtotal:	\$60,000	\$60,000
E. Indirect Rate			
	Approved Rate 47.98%	\$28,788	\$28,788
	Subtotal:	\$28,788	\$28,788
	Total:	\$88,788	\$88,788

Task 5 Activities

Long Range Planning

Purpose

Provide the staff and necessary resources to maintain and amend as necessary the 2040 LRTP and develop and adopt 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 2045 LRTP including the incorporation of Transportation Performance Measures
- Maintenance and update of the Regional Bike/Pedestrian Safety Plan and GIS Sidewalk Inventory
- Development and adoption of the Regional Trails Plan

Task 5 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
Update the 2045 Long Range Transportation Plan (LRTP) by modification and amendment as needed.	Modifications or Amendments	As needed	HRTPO Staff
Development of the 2050 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.	2020 Validation	December 2023	HRTPO Staff
	2050 SE Data	March 2024	HRTPO Staff
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	HRTPO Staff
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.	GIS Datasets	Ongoing	HRTPO Staff
	Update Bike/Ped Safety Plan Action Plan	Annually in September	HRTPO Staff
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	HRTPO Staff
Conduct and collaborate on studies to evaluate safety, identify complete street infrastructure investment opportunities, and visitor/tourism modal choice, including coordination with FDOT District One Planning Studio activities	Recommendations if necessary	Ongoing	HRTPO Staff
Identification of resiliency projects particularly those involving inland flooding which may impact existing or planned transportation projects. Monitor the Florida Wildlife Corridor for opportunities or conflicts with future transportation projects or corridors.	Identified Projects	Ongoing	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

Task 5 Budget **Long Range Planning**

Task 5 - Long Range Planning			
Estimated Budget Detail for FY 2022/2023			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$60,000	\$60,000
	Subtotal:	\$60,000	\$60,000
E. Indirect Rate			
	Approved Rate 47.98%	\$28,788	\$28,788
	Subtotal:	\$28,788	\$28,788
	Total:	\$88,788	\$88,788

Task 5 - Long Range Planning			
Estimated Budget Detail for FY 2023/2024			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$55,000	\$55,000
	Subtotal:	\$55,000	\$55,000
B. Consultant Services			
	Consultant Services	\$0	\$0
	Subtotal:	\$0	\$0
E. Indirect Rate			
	Approved Rate 47.98%	\$26,389	\$26,389
	Subtotal:	\$26,389	\$26,389
	Total:	\$81,389	\$81,389



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

- Annual development of the Priority Project List and Transportation Improvement Plan and all required amendments.
- Interactive map of major projects maintained on website.

Task 6 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
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	HRTPO Staff
	Priority Project List	Annually in June	HRTPO Staff
Review FDOT Draft Tentative Work Program for consistency with the LRTP and adopted priorities of the TPO Governing Board.	Review Letter if needed	Annually	HRTPO Staff
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	HRTPO Staff
	TIP Amendments	As Needed	HRTPO Staff
Refined and reformatted GIS data for HRTPO programs, projects and publications.	Datasets	Ongoing	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

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

Task 6 - Transportation Improvement Plan			
Estimated Budget Detail for FY 2022/2023			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$15,000	\$15,000
	Subtotal:	\$15,000	\$15,000
E. Indirect Rate			
	Approved Rate 47.98%	\$7,197	\$7,197
	Subtotal:	\$7,197	\$7,197
	Total:	\$22,197	\$22,197

Task 6 - Transportation Improvement Plan			
Estimated Budget Detail for FY 2023/2024			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$13,700	\$13,700
	Subtotal:	\$13,700	\$13,700
E. Indirect Rate			
	Approved Rate 47.98%	\$6,237	\$6,237
	Subtotal:	\$6,237	\$6,237
	Total:	\$19,937	\$19,937

**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

- Participation in transportation organizations and association conferences and trainings.
- Coordination with T/MPO's throughout Florida and in neighboring counties.
- Monitoring of, and continued participation in, all regional and statewide plans/studies and programs that have an impact on the HRTPO, including M-CORES.
- Attendance at state and local conferences on HRTPO related issues.

Task 7 Activities

	Resulting products	Completion Date	Completed By
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	HRTPO Staff
Continued coordination with the T/MPO's and Federal Land Management Agencies (FLMA) Coordination throughout Florida, with special emphasis placed on the neighboring counties that have joined together to form the Central Florida MPO Alliance and District 1 quarterly Coordinated Urban Transportation Studies (CUTS) group.	Monitoring and attendance	Ongoing	HRTPO Staff
Monitoring of, and continued participation in, all regional and statewide plans/studies and programs that have an impact on the HRTPO, including the Heartland Regional Resiliency Coalition.	Attendance and Participation	As needed	HRTPO Staff
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	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

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

Task 7 - Regional Coordination			
Estimated Budget Detail for FY 2022/2023			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$25,000	\$25,000
	Subtotal:	\$25,000	\$25,000
C. Travel			
	Travel Expenses	\$1,000	\$1,000
	Subtotal:	\$1,000	\$1,000
E. Indirect Rate			
	Approved Rate 47.98%	\$11,995	\$11,995
	Subtotal:	\$11,995	\$11,995
	Total:	\$37,995	\$37,995

Task 7 - Regional Coordination			
Estimated Budget Detail for FY 2023/2024			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$25,000	\$25,000
	Subtotal:	\$25,000	\$25,000
C. Travel			
	Travel Expenses	\$1,000	\$1,000
	Subtotal:	\$1,000	\$1,000
E. Indirect Rate			
	Approved Rate 47.98%	\$11,995	\$11,995
	Subtotal:	\$11,995	\$11,995
	Total:	\$37,995	\$37,995

**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

- Provided reasonable opportunities for all to be involved in the metropolitan transportation planning process.
- Conducted annual communications survey and developed Public Involvement Report.
- Maintained organization website and on-line tools, ensuring ADA compliance.
- Conducted public involvement opportunities in compliance with the adopted Public Participation Plan

Task 8 Activities

Description of the planning work	Resulting products	Completion Date	Completed By
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 in September	HRTPO Staff
Continually identify and implement ways to improve the public participation processes and conduct annual stakeholder survey to invite and encourage feedback on efforts of the Public Participation Plan.	Public Involvement Report	Annually in September	HRTPO Staff
Continual evaluation and processing of any necessary amendments to the Public Participation Plan.	Public Participation Plan Update	September 2022	HRTPO Staff
	Amendments to the Public Participation Plan	As needed	HRTPO Staff
	Public Involvement Report	Annually in September	HRTPO Staff
Present information and seek input from local governments, chambers of commerce, civic organizations, Community Traffic Safety Teams, neighborhood associations, etc.	List of presentations	Ongoing	HRTPO Staff
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	HRTPO Staff
Monitor DBE, Title VI, and ADA compliance.	Title VI/Nondiscrimination and Limited English Proficiency Plan Update	September 2022	HRTPO Staff
	Public Involvement Report	Annually in September	HRTPO Staff

Responsible Agency: Heartland Regional Transportation Planning Organization

**Task 8
Budget** **Public
Participation**

Task 8 - Public Participation			
Estimated Budget Detail for FY 2022/2023			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$50,000	\$50,000
	Subtotal:	\$50,000	\$50,000
E. Indirect Rate			
	Approved Rate 47.98%	\$23,990	\$23,990
	Subtotal:	\$23,990	\$23,990
	Total:	\$73,990	\$73,990

Task 8 - Public Participation			
Estimated Budget Detail for FY 2023/2024			
Budget Category	Budget Category Description	FHWA (PL)	Total
A. Personnel Services			
	Staff Salaries, fringe benefits	\$50,000	\$50,000
	Subtotal:	\$50,000	\$50,000
E. Indirect Rate			
	Approved Rate 47.98%	\$23,990	\$23,990
	Subtotal:	\$23,990	\$23,990
	Total:	\$73,990	\$73,990

Summary Agency Budget Participation Table

Funding Source	FHWA		FTA 5305(d) 20/21 Contract G1V97		FTA 5305(d) 21/22 Contract [Pending]		Local		CTD	
Contract	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024
Fiscal Year										
Total Budget	\$ 478,428	\$ 462,355	\$ 44,197	\$ -	\$ 43,351	\$ -	\$ 18,918	\$ 7,974	\$ 121,920	\$ 121,920
Task 1 Administration										
Personnel (salary and benefits)	\$ 45,600	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 13,860	\$ 13,208	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -
Indirect Expenses	\$ 21,877	\$ 23,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 81,337	\$ 84,322	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -
Task 2 Transit Planning										
Personnel (salary and benefits)	\$ 34,024	\$ 34,024	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ 3,750	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 44,197	\$ -	\$ 43,351	\$ -	\$ 10,944	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 13,794	\$ 13,794	\$ -	\$ -	\$ -	\$ -	\$ 1,724	\$ 1,724	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 47,818	\$ 47,818	\$ 44,197	\$ -	\$ 43,351	\$ -	\$ 16,418	\$ 5,474	\$ -	\$ -
Task 3 Transportation Disadvantaged										
Personnel (salary and benefits)	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,170	\$ 77,170
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,753	\$ 2,753
Indirect Expenses	\$ 9,116	\$ 9,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,997	\$ 39,997
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 28,116	\$ 28,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,920	\$ 121,920
Task 4 System Performance										
Personnel (salary and benefits)	\$ 65,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 31,187	\$ 28,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 96,187	\$ 88,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 Long Range Planning										
Personnel (salary and benefits)	\$ 60,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 28,788	\$ 26,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 88,788	\$ 81,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 Transportation Improvement Program										
Personnel (salary and benefits)	\$ 15,000	\$ 13,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 7,197	\$ 6,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 22,197	\$ 19,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7 Regional Coordination										
Personnel (salary and benefits)	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 11,995	\$ 11,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 37,995	\$ 37,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8 Public Participation										
Personnel (salary and benefits)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 23,990	\$ 23,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 73,990	\$ 73,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAMMED	\$ 478,428	\$ 462,355	\$ 44,197	\$ -	\$ 43,351	\$ -	\$ 18,918	\$ 7,974	\$ 121,920	\$ 121,920

Summary Budget Table

Funding Sources

Account	Funding Source	Source Level	FY 2022/2023 Funding Source					
			22/23	23/24	Soft Match	Federal	State	Local
G1V97	2020/2021 FTA 5305(d)	Federal	\$ 44,197	\$ -	\$0	\$44,197	\$0	\$0
		State	\$ -	\$ -	\$11,000	\$0	\$0	\$0
		2020/2021 FTA 5305(d)	\$ 44,197	\$ -	\$11,000	\$44,197	\$0	\$0
		G1V97 TOTAL	\$ 44,197	\$ -	\$11,000	\$44,197	\$0	\$0
G1VXX	2021/2022 FTA 5305(d)	Federal	\$ 43,351	\$ -	\$0	\$43,351	\$0	\$0
		State	\$ -	\$ -	\$0,000	\$0	\$0	\$0
		2021/2022 FTA 5305(d)	\$ 43,351	\$ -	\$0,000	\$43,351	\$0	\$0
		G1VXX TOTAL	\$ 43,351	\$ -	\$0,000	\$43,351	\$0	\$0
CTD	State	\$ 121,920	\$ 121,920	\$0	\$0	\$121,920	\$0	
	CTD TOTAL	\$ 121,920	\$ 121,920	\$0	\$0	\$121,920	\$0	
FHWA	PL	\$ 478,428	\$ 462,355	\$100,000	\$478,428	\$0	\$0	
	SU	\$ -	\$ -	\$0	\$0	\$0	\$0	
	FHWA TOTAL	\$ 478,428	\$ 462,355	\$100,000	\$478,428	\$0	\$0	
Local	Local	\$ 18,918	\$ 7,974	\$0	\$0	\$0	\$18,918	
	Local TOTAL	\$ 18,918	\$ 7,974	\$0	\$0	\$0	\$18,918	
TOTAL			\$ 126,078	\$ 503,952	\$ 121,920	\$ 18,918	\$0	\$0

Account	Funding Source	Source Level	FY 2023/2024 Funding Source					
			22/23	23/24	Soft Match	Federal	State	Local
G1V97	2020/2021 FTA 5305(d)	Federal	\$ 44,197	\$ -	\$0	\$0	\$0	\$0
		State	\$ -	\$ -	\$0	\$0	\$0	\$0
		2020/2021 FTA 5305(d)	\$ 44,197	\$ -	\$0	\$0	\$0	\$0
		G1V97 TOTAL	\$ 44,197	\$ -	\$0	\$0	\$0	\$0
G1VXX	2021/2022 FTA 5305(d)	Federal	\$ 43,351	\$ -	\$0	\$0	\$0	\$0
		State	\$ -	\$ -	\$0	\$0	\$0	\$0
		2021/2022 FTA 5305(d)	\$ 43,351	\$ -	\$0	\$0	\$0	\$0
		G1VXX TOTAL	\$ 43,351	\$ -	\$0	\$0	\$0	\$0
CTD	State	\$ 121,920	\$ 121,920	\$0	\$0	\$121,920	\$0	
	CTD TOTAL	\$ 121,920	\$ 121,920	\$0	\$0	\$121,920	\$0	
FHWA	PL	\$ 478,428	\$ 462,355	\$100,000	\$478,355	\$0	\$0	
	SU	\$ -	\$ -	\$0	\$0	\$0	\$0	
	FHWA TOTAL	\$ 478,428	\$ 462,355	\$100,000	\$478,355	\$0	\$0	
Local	Local	\$ 18,918	\$ 7,974	\$0	\$0	\$0	\$7,974	
	Local TOTAL	\$ 18,918	\$ 7,974	\$0	\$0	\$0	\$7,974	
TOTAL			\$ 108,087	\$ 462,355	\$ 121,920	\$ 7,974	\$0	\$0

APPENDIX A: Glossary of Acronyms

ACES	Automated, Connected, Electric, Shared Vehicles
ADA	Americans with Disabilities Act
AER	Annual Expenditure Report
AMPO	Association of Metropolitan Planning Organizations
BoCC	Board of County Commissioners
BEBR	Bureau of Economic and Business Research
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
CFASPP	Continuing Florida Aviation System Planning Process
CFRPC	Central Florida Regional Planning Council
CMP	Congestion Management Process
COOP	Continuity of Operations Plan
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
CTST	Community Traffic Safety Team
CUTR	University of South Florida Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Studies
DBE	Disadvantaged Business Enterprise
DOPA	Designated Official Planning Agency
E+C	Existing plus committed network (used in modeling)
EJ	Environmental Justice
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAC	Florida Administrative Code
FDOT	Florida Department of Transportation
FAP	Federal Aid Program
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FM	Financial Management
FHERO	Florida Heartland Economic Region of Opportunity
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
HRTPO	Heartland Regional Transportation Planning Organization
ICAR	Intergovernmental Coordination and Review
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
MAC	Mobility Advisory Committee
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
PPP	Public Participation Plan
PL	FHWA Transportation Planning Funds
RAO	Rural Area of Opportunity
SIS	Strategic Intermodal System
STIP	State Transportation Improvement Program
SWFRPC	Southwest Florida Regional Planning Council
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
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
TSM	Transportation System Management
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 Federal 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	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	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
Federal Planning Emphasis Areas								
Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	X	X		X	X	X	X	
Equity and Justice in Transportation Planning	X	X	X	X	X	X	X	X
Complete Streets					X	X	X	
Public Involvement	X	X	X	X	X	X	X	X
Federal Land Management Agency (FLMA) Coordination		X			X	X	X	X
Planning and Environment Linkages (PEL)				X	X	X	X	
Data in Transportation Planning		X	X	X	X	X	X	
State of Florida Planning Emphasis Areas								
Safety	X	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X	X
Resilience	X	X	X	X	X	X	X	X
Emerging Mobility		X	X	X	X	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. Transportation Alternatives Program Development
11. Commuter Services
12. State Highway System Corridor Studies
13. Complete Streets Studies
14. Growth Management Impact Reviews
15. Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

APPENDIX D: Certificate of Indirect Costs

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United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

State and Local Governments Indirect Cost Negotiation Agreement

EIN: 59-1520550

Date: 03/16/2022

Organization:

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

Report Number: 2022-0190

Filing Ref.:
Last Negotiation Agreement
dated: 03/03/2021

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 subject to the limitations in Section II.A. of this agreement. 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

Start Date	End Date	Rate Type	Name	Rate	Base	Location	Applicable To
10/01/2021	09/30/2022	Fixed Carryforward	Indirect	44.42 %	(A)	All	All Programs

(A) 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

- 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 accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The 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 period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 2. **Provisional/Final Rate:** 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.
- 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 rate in Section I of this agreement, the negotiated rate 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

Section II: General (continued)

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 and Local Governments

By the Cognizant Federal Government Agency

Central Florida Regional Planning Council

US Department of Commerce - EDA

DocuSigned by:
Patricia M Steed
DC297072B42C468...

DocuSigned by:
Doris Jensen
5F809670612D483...

Signature

Signature

Patricia Steed

Craig Wills

Name:

Name:

Executive Director

Division Chief
Indirect Cost & Contract Audit Division
Interior Business Center

Title:

Title:

3/16/2022

3/16/2022

Date

Date

Negotiated by: Stacy Frost
Telephone: (916) 930-3815

Next Proposal Due Date: 03/31/2022

APPENDIX E: Statements and Assurances

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:

Title: MPO Chairman (or designee)

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:
Title: MPO Chairman (or designee)



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:
Title: MPO Chairman (or designee)



Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

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:

Title: MPO Chairman (or designee)

3/16/2022

Date

APPENDIX F: TPO Responses to Agency and Public Comments

The HRTPO provided the document for review to state and federal agencies, local governments, and the general public in accordance with the Public Participation Plan. The comment period for the Draft UPWP was held on February 14, 2024, and comments were accepted through March 15, 2022. After the comment period closes and all input has been considered, the Draft UPWP will be presented for final adoption to the HRTPO Board on March 16, 2022. The documents may be found at www.heartlandregionaltpo.org and printed copies were available upon request. The Draft UPWP was reviewed by the Technical Advisory Committee and Citizens Advisory Committee before adoption.

Summary of Comment Received	HRTPO Response
Florida Department of Transportation, District One	
FPN and FAP numbers must be updated	FPN and FAP numbers were updated
Please ensure the final UPWP includes spaces notated for adoption date and future revision date(s)	The final UPWP includes spaces notated for adoption date and future revision date(s)
Federal Highway Administration, Florida Division Office	
[Noteworthy] The introduction effectively presents Current Activities, Local/Regional Priorities, Planning Factors, and Planning Emphasis Areas. The section clearly explains transportation planning in layperson terms.	The HRTPO strives to develop documents that are compliant, comprehensive, and clear for stakeholders and the public.
[Critical] Task Activities 4 (System Performance), 5 (Long Range Planning), and 8 (Public Participation). Please include specific activities and accomplishments in the "Previous Work" section for these tasks.	Additional activities and accomplishments were included in Tasks 4, 5, and 8.
[General] Any equipment purchases equal to or greater than \$5,000 must have FHWA prior review and approval.	Noted.
[General] When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	Noted.
Florida Transit Administration, Region IV	
The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach. The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach.	There are currently no Tier One Transit Agencies in the HRTPO Planning Area.
If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document.	No carry over funding is included from the prior UPWP.
Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	Identification of ongoing or incomplete activities from the prior UPWP are now indicated in Task 2.
If planning activities are proposed for funding under FTA Section 5307 or other FTA program, please ensure they're listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).	There is not currently a designated recipient of FTA Section 5307 in the HRTPO Planning Area.
If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modifications or amendment after review of FTA apportionments.	Noted.