



HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

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Revision 3 (Modification to FY26): September 12, 2025

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Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

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Statement of Non-Discrimination

The Hernando/Citrus Metropolitan Planning Organization processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:

“No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal, financial assistance.”

UPWP FY2025-FY2026 – REVISION HISTORY

Date	Revision #	Change Type	Explanation of the change
5-1-25	1	Amendment	Amendment to FY2025 to transfer funds from Consultant Services to Salaries and Fringe Benefits for activities performed by MPO staff, minor adjustments to direct expenses, updated MPO Board members effective February 6, 2025, and updated adoption dates to applicable planning documents and agreements.
5-1-25	2	Amendment	Amendment to FY2026 reflecting eligible roll forward funds from the previous UPWP contract (G2774).
9-12-25	3	Modification	Modified to move \$4,000 in Task 3 Administration from <i>Direct Expenses</i> to <i>Travel</i> to accommodate anticipated expenses in State FY 2026.

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SECTION 1 - COST ANALYSIS CERTIFICATION



Florida Department of Transportation

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JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Modified 9/12/2025

Revision Number: Revision 3

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: Elisa Joyner

Government Liaison

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Signature



Florida Department of Transportation

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Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Modified 5/1/2025

Revision Number: Revision 2

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: Suzanne Ziegler

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Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Modified 5/1/2025

Revision Number: Revision 1

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

Name: Suzanne Ziegler

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Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Adopted 5/2/2024

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: Suzanne Ziegler

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5/10/2024

Signature

SECTION 2 - INTRODUCTION

Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be conducted within a metropolitan planning area. The UPWP, at a minimum, includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, and the source(s) of funds (23 CFR 450.104).

The UPWP is required as a basis and condition for federal funding assistance by the planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The planning activities in the UPWP must also follow a **Continuing**, **Cooperative** and **Comprehensive** ('3C') transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53, and Florida Statutes (F.S.) Chapter 339.175(9).

Overview of MPO's Comprehensive Transportation Planning Activities

The U.S. Department of Transportation (USDOT) requires the MPO to carry out a **Continuing**, **Cooperative** and **Comprehensive** (3C) transportation process.

Continuing: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision,

Cooperative: The process must include the entire region and all partners through a public participation process, and

Comprehensive: The process must cover all modes of transportation and consistent with local plans and priorities.

A summary of planning activities, budget, and matching funds for the two-year period are provided within this document. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026).

Significant growth is expected in both Hernando and Citrus counties over the next 20 years. The population and employment forecasts, developed for the 2045 LRTP, estimated that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

While the population and employment will be growing, the MPO faces declining transportation revenue from state and federal sources, which is a trend that is likely to continue. Anticipated revenue shortfalls will present challenges in the programming and implementation of needed transportation projects.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

Safety: Increase safety for the users of the counties' transportation system.

Preservation: Preserve and maintain transportation infrastructure and transit assets.

Intermodal: Maintain existing transportation system.

Economy: Support economic development.

Mobility: Provide for the multi-modal mobility needs of the community.

Livability: Preserve, and where possible, enhance social, cultural, physical, and environmental values.

The UPWP provides a description and estimated budget for specific planning tasks to be undertaken by the MPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and be consistent with the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT).

The federal and state governments provide funding to support the MPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including the following primary funding sources: FHWA (Combined Planning (PL) and FTA Section 5305(d) funds), and the CTD Transportation Disadvantaged grant. FDOT is fulfilling the required 18.07% non-federal share (also known as a soft match) in the combined FHWA/FTA grant by using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

2050 Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry-out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019.

The development of the 2050 LRTP began in Fiscal Year 2023 using a multi-phased scope approach to its development and was adopted on October 3, 2024. The MPO worked closely with its general planning consultants, FDOT District 7 and the Sun Coast Transportation Alliance (SCTPA) on its 2050 LRTP content and elements for consistency with local comprehensive plans of its member jurisdictions, state, and federal requirements for long-range transportation planning. The 2050 LRTP was presented to the MPO's Technical Advisory Committee, Citizen Advisory Committee, and Bicycle/Pedestrian Advisory Committee throughout its multi-phased development for public engagement opportunities as addressed in the Public Participation Plan. Funding is reflected in Task 1 of this UPWP to finalize the 2050 LRTP for adoption.

Transportation Improvement Program (TIP)

The MPO produces the five-year Transportation Improvement Program (TIP) and ensures coordination between the FDOT Work Program, the MPO's Long-Range Transportation Plan (LRTP), and the Hernando and Citrus transit agencies for reflecting capital improvement programs (CIP) of the respective county and transit systems, and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects. The List of Priority Projects (LOPP) is reflected in the TIP. Funding is contained in the budget tables under Task 2 to reflect the activities associated with the development the annual TIP.

Unified Planning Work Program (UPWP)

A summary of planning activities, budget and matching funds for the two-year period are provided within this UPWP. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026). Work involved in the development, amending, or modifying the UPWP is contained in Task 3.

Public Participation Plan (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was last updated on December 7, 2023. The plan is periodically reviewed to ensure consistency with applicable regulations and changes are made when necessary. The Hernando/Citrus MPO encourages participation by the public in the transportation planning and decision-making processes. The MPO makes every effort to ensure plans and programs are easy to understand and available for public review and participation in the processes and at meetings. Documents are available on its website. The PPP provides the citizens, public agencies, and transportation related entities, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transportation Disadvantaged Service Plan (TDSP), the Unified Planning Work Program (UPWP), and transportation related planning and programming documents and processes. Work activities involving the updating the PPP is contained in Task 5 of the UPWP.

Transportation Disadvantaged Local Coordinating Board (TCLCB)

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinators (CTC) that provide services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. The CTC for Hernando County is Mid Florida Community Services doing business as Trans-Hernando. The CTC for Citrus County is the Citrus County Board of County Commissioners. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB). The MPO Board serves as the Designated Official Planning Agency (DOPA) for both Hernando County and Citrus County. The Chairs of the Transportation Disadvantaged Local Coordinating Boards are members of the County Commissions in which they serve. The TDLCB Board member positions are established by Florida Administrative Code, Rule 41-2. The TDLCB Boards are comprised of citizen and agency representatives. Funding for activities associated with the Transportation Disadvantaged Program is provided by the Florida Commission of Transportation Disadvantaged and is reflected in Tasks 3 and 5 of the UPWP.

Special Projects and Studies

Special projects and activities that are non-recurring, such as planning studies and research in support of federal and state planning emphasis areas and MPO planning priorities, are contained in Task 5 of the UPWP. Projects in Task 5 include: congestion management, safety planning implementation and performance measurement, an ACES (Automated, Connected, Electric, Shared-Use) Vehicles Study, and, and transportation/corridor studies.

Statement of Consolidated Grant Program Participation

The FDOT and the Hernando/Citrus MPO participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA Section 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 USC 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(i) and FTA C 8100.1D.

Definition of 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$454,971.

Public Involvement Process for the UPWP

The development of the UPWP is consistent with the MPO's adopted Public Participation Plan (PPP) discussed on the previous page under Public Participation Plan (PPP). Pursuant to the PPP, the UPWP is reviewed by the MPO's Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee, volunteer bodies meeting in public forums representing both a technical perspective and a citizen involvement component working together on the programming of projects.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns for information or provide input through the following means: telephone: 352-754-4082, email: mpo@hernandocounty.us, website: www.HernandoCitrusMPO.us or in writing at Hernando/Citrus MPO, 789 Providence Boulevard, Brooksville, Florida 34601.

The Federal Planning Factors

In December 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP. A matrix of the Federal Planning Factors and how they are incorporated in the UPWP are identified in the following table.

[See Federal Planning Factors Matrix on next page.]

Federal Planning Factors		Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Development & Management	Task 5: Special Projects & Studies	Task 6: Regional Coordination	Task 7: SCTPA Support & Shared Task
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	x	x	x	x	x	x	x
2	Increase the safety of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
3	Increase the security of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
4	Increase accessibility and mobility of people and freight;	x	x		x	x	x	x
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;	x	x		x	x	x	x
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	x	x		x	x	x	x
7	Promote efficient system management and operation;	x	x	x	x	x	x	
8	Emphasize the preservation of the existing transportation system;	x	x	x	x	x	x	x
9	Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and	x	x		x	x	x	
10	Enhance travel and tourism.	x	x	x	x	x	x	x

In addition to the planning factors mentioned above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to national goals which include:

- Improving Safety
- Maintaining Infrastructure Condition
- Reducing Traffic Congestion
- Improving the Efficiency of the System and Freight Movement
- Protecting the Environment
- Reducing Delays in Project Delivery

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own.

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching, and deploying new technologies, and improving safety for all users.

Federal Planning Emphasis Areas

The FHWA and FTA issued Planning Emphasis Areas (PEA) in 2021. They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

1. **Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change.

Appropriate Unified Planning Work Program projects include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce green-house gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2. **Equity and Justice in Transportation Planning:** FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations. Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals

who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian 4 3 Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

3. **Complete Streets:** Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

FHWA division and FTA regional offices works with State DOTs, MPOs, and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. The work includes provisions for safety in future transportation infrastructure.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2020 data, 65.9 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to

creating complete travel networks for those without access to single-occupancy vehicles.

4. **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

5. **Strategic Highway Network (STRAHNET)/UD Department of Defense (DOD) Coordination:** FHWA and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than two hundred (200) military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

6. **Federal Land Management Agency (FLMA) Coordination:** FHWA division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPO's must appropriately involve FLMAs in the development of the metropolitan transportation plan

and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 2011 (23 CFR 450.2181).

7. **Planning and Environmental Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.
8. **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

The Federal Planning Emphasis Areas are addressed in the work plan tasks as follows:

UPWP Tasks	Federal Planning Emphasis Areas (1-8)							
	1	2	3	4	5	6	7	8
1 Long-Range Transportation Plan	X	X	X	X	X	X	X	X
2 Transportation Improvement Plan	X	X	X	X	X	X	X	X
3 Administration	X	X	X	X	X	X	X	X
4 Data Development & Management	X	X	X	X	X	X	X	X
5 Special Projects & Studies	X	X	X	X	X	X	X	X
6 Regional Coordination	X	X	X	X	X	X	X	X
7 SCTPA Support & Shared Resources	X	X	X	X	X	X	X	X

Florida Planning Emphasis Areas

The FDOT Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Unified Planning Work Programs by the metropolitan planning organizations. Emphasis areas set planning priorities, support the Florida Transportation Plan (FTP), and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the goals of the FTP 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.

- **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 MPOs must show how their Long-Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.
- **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 throughout underserved communities. The MPOs are key to identifying and implementing 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. The UPWP should address approaches to furthering transportation equity.
- **Resilience:** With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

- **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 the 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.

The UPWP recognizes the important influence of emerging mobility of the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

Attainment Statement

The Hernando/Citrus MPO is in attainment for air quality.

SECTION 3 - MPO ORGANIZATION AND MANAGEMENT

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned, and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County. On November 2, 2023, pursuant to the 2020 Census, the Hernando/Citrus MPO Apportionment Plan was adopted by the MPO Board. The urbanized boundary lines are being adjusted based upon the 2020 Census, but the MPO Board structure remains the same as changes were not necessary.

Hernando and Citrus counties are in the central part of Florida on the west coast commonly known as the nature coast. A map of the metropolitan planning boundary area is shown below.



Participants and their role in the development of the Unified Planning Work Program are reflected below.

Metropolitan Planning Organization (MPO) Board

The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system. As of February 6, 2025, the MPO Board includes the following representatives of the member jurisdictions:

Hernando County, Florida

Commissioner Brian Hawkins, Vice Chair
 Commissioner John Allocco
 Commissioner Steve Champion
 Commissioner Jerry Campbell
 Commissioner Ryan Amsler, Alternate

Citrus County, Florida

Commissioner Rebecca Bays, Chair
 Commissioner Jeff Kinnard
 Commissioner Diana Finegan, Alternate

City of Brooksville in Hernando County, Florida

Mayor Christa Tanner
 Council Member Betty Erhard, Alternate
 Council Member Louis Hallal, Alternate

City of Crystal River in Citrus County, Florida

Mayor Joe Meek
 Council Member Robert Holmes, Alternate
 Council Member Chris Ensing, Alternate

City of Inverness in Citrus County, Florida

Council Member Gene Davis
 Council Member Tom Craig, Alternate

Hernando/Citrus MPO Executive Director

Robert M. Esposito

Florida Department of Transportation, Nonvoting Advisor

Justin Hall, Secretary, District 7

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

MPO Agreements

The following agreements exist between for the Hernando/Citrus Metropolitan Planning Organization:

- **Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years**
 Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014)
- **Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews**
 An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional Planning Council, the Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 2/10/25)

- Interlocal Agreement for Local Agency Planning (LAP); Expires February 24, 2030
Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the Local Agency Program (LAP) Administrator (Approved 2/25/25)
- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date
Agreement created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20)
- Administrative Services Agreement with Hernando County, Florida - No Expiration
An interlocal agreement between the MPO and the Hernando County Board of County Commissioners for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).
- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration
An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021)
- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Hernando County for Fiscal Year 2024/25 (Contract Expires 6/30/25)
- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County for Fiscal Year 2024/25 (Contract Expires 6/30/25)
- Consolidated Planning Grant FY 2024-FY 2025 (Contract #G2V07); Expires June 30, 2026

Operational Procedures and Bylaws

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Statutes, Chapter 339. The MPO Board conducts itself pursuant to Chapter 139, F.S., and by-laws that were adopted on July 15, 2014, and amended on February 1, 2024.

The MPO has a Continuity of Operations Plan (COOP) which was updated on August 28, 2024, and is reviewed annually. The COOP was developed to implement and maintain continuity of operations upon an adverse condition impeding otherwise normal operations. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

Certifications and Assurances

The attached Appendix E includes the following certifications:

- Disadvantaged Business Enterprise Utilization
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Title VI/Nondiscrimination Assurances

Indirect Cost Rates

The Hernando/Citrus MPO does not utilize an indirect cost rate.

SECTION 4 - UPWP PLANNING TASKS

To facilitate the activities and continue to conduct a successful 3-C (Comprehensive, Cooperative, and Continuing) work program, the following work tasks have been included in this UPWP.

Task 1: Long-Range Transportation Plan 2050 (LRTP)

Includes work related to the development and maintenance of the Long-Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM).

Task 2: Transportation Improvement Program (TIP)

Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process and reviews of impacts to the transportation system.

Task 3: Administration

Identifies all administrative functions to carry out the continuous, cooperative, and comprehensive transportation planning process for the MPO area.

Task 4: Data Development and Management

Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis to document changes within the MPO transportation area.

Task 5: Special Projects & Studies

Identifies all short-term projects and/or planning studies deemed reasonable and necessary for the MPO for state and federal consistency in preparation of its plans and in support of the goals and objectives of its plans.

Task 6: Regional Coordination

Identifies the funds allocated for staff and consultants to participate and coordinate on regional transportation planning activities.

Task 7: SCTPA Support & Shared Task

Identifies the funds allocated to Forward Pinellas in support of the Sun Coast Transportation Planning Alliance (SCTPA) for regional planning activities.

Each task is contained in its own section beginning on the next page. Additionally, a budget estimate is included in each task that identifies the level of work by the following types:

- A. Personnel Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and life insurance.
- B. Consultant Costs for services in support of MPO planning activities.
- C. Costs for travel related to MPO activities including local, state, and regional meetings, workshops, and training activities.
- D. Direct Expenses - Costs for public notices, office/operating supplies, computer software/hardware equipment, copier lease/printing, postage, organizational professional dues, insurance, and other related office expenses deemed necessary and reasonable in the performance of the MPO. *Note: Any equipment purchase that is equal to or greater than \$5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.*

Task 1: 2050 Long-Range Transportation Plan (LRTP)

Purpose - The Long-Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(i), Title 49 USC §5303/5305, Title 23 CFR §450.322, and Section 339.175(7), Florida Statutes.

Previous Work - Development with consultant services on the 2050 Long-Range Transportation Plan began in late 2022 and continued throughout 2023. Performance measures and targets including safety were adopted. Conducted public outreach through board and committee meetings.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

Task 1 Activities	End Product	Completion Date
Finalize the 2050 LRTP, including, but not limited to data collection and analysis; goals, objectives, regional needs assessment, and performance measures, environmental coordination, transportation projects to be included for partner agencies; public involvement, creation of GIS layers. Coordination with FDOT and member jurisdictions. (Consultant services will be utilized.)	2050 LRTP Adoption	December 2024
Process amendments to the LRTP. (Consultant services will be utilized.)	LRTP Amendments	June 2026
Participate with the Sun Coast Transportation Planning Alliance (SCTPA) in the Regional Transportation Analysis (RTA) process, the Transportation Management Area (TMA), and the Transportation Review Team (TRT) activities associated with the long-range transportation plan. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Coordinate with funding and implementing agencies regarding the LRTP's congestion management and Intelligent Transportation Systems (ITS) improvements for consistency with the adopted regional architecture. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Participate in the review of enhancements to the Tampa Bay Regional Planning Model as part of the MPO's Technical Review Team (TRT) responsibilities. (Consultant services will be utilized.)	Consistency in Regional Data in Plans and Programs	June 2026
Participate in air quality review and monitoring. (Consultant services will be utilized.)	Air Quality Monitoring	June 2026
Attend Efficient Transportation Decision Making (ETDM) forums.	Efficient Decision Making	June 2026
Perform bicycle/pedestrian master plan updates. (Consultant services will be utilized.)	Updated Master Plans	June 2026
Conduct Automated, Connected, Electric, Shared (ACES) Study for the MPO area. (Consultant services will be utilized for this task.)	ACES Study	June 2026
Environmental coordination as part of the LRTP amendment process. (Consultant services will be utilized for this task.)	LRTP Consistency	June 2026
Continue to implement and update the Complete Streets program. Note: The MPO will utilize a minimum of 2.5% of its PL allocation towards this effort. (Consultant services will be utilized.)	Implementation of Complete Streets strategies in Planning Documents	June 2026
Continue to update and implement the Congestion Management Strategies. (Consultant services will be utilized.)	Implementation of Congestion Management Strategies in Planning Documents	June 2026

[Task 1 - LRTP is continued on next page.]

Task 1 Long-Range Transportation Plan (LRTP)			
2025			
Funding Source	FHWA	2025 Total	
Contract Number	G2V07PL		
Source Level	PL		
Personnel (salary and benefits)	\$ 9,229	\$	9,229
Consultant	\$ 108,377	\$	108,377
2025 Totals	\$ 117,606	\$	117,606
2026			
Funding Source	FHWA	2026 Total	
Contract Number	G2V07PL		
Source	PL		
Personnel (salary and benefits)	\$ 9,598	\$	9,598
Consultant	\$ 328,629	\$	328,629
2026 Totals	\$ 338,227	\$	338,227

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 18,827
Consultant*	\$ 437,006
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 455,833

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	\$ 455,833
Total De-ob. Funds (PL)	\$ -
Total De-ob. (Other Source)	\$ -
Sub-Total (less the de-obligated funds)	\$ 455,833

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

*These PL funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [Section 11206 (b)]. The total amount of funds used by the MPO for Complete Streets planning for FY 2024/25 is \$17,448 of \$697,924 and for FY 2025/26 is \$17,629 of \$705,133. The Long-Range Transportation Plan achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [Section 11206]

Task 2: Transportation Improvement Program (TIP)

Purpose - The Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long-Range Transportation Plan, and pursuant to Titles 23 USC §134(j), 49 USC §5303/5305, 23 CFR §450.324 and Section 339.175(8), F.S. Amendments and modifications to the TIP are performed as needed or required.

Previous Work - The Transportation Improvement Plan for FY2024-FY2028 was adopted on June 1, 2023, and subsequently amended on October 5, 2023, and November 2, 2023. The Transportation Improvement Plan reflects for Hernando and Citrus counties and is inclusive of the List of Priority Projects, capital improvement projects, transportation disadvantaged programs, and transit-related projects.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

Task 2 Activities	End Product	Completion Date
Prepare the FY2025-2029 Transportation Improvement Program (TIP) including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	July 2025
Prepare the FY2026-2030 TIP including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	June 2026
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board. (Consultant services will be utilized.)	5-Year Work Program Consistent with LRTP	June 2026
Participate in regional air quality planning activities. (Consultant services will be utilized.)	Ensuring Air Quality Standards are Being Met	June 2026
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans. (Consultant services will be utilized.)	Master Plan Consistency with the LRTP	June 2026
Intelligent Transportation System coordination with member jurisdictions and FDOT. (Consultant services will be utilized.)	RITSA Data Updated	June 2026
Manage TIP project priorities with FDOT District 7 and the SCTPA coordination process.	Regional TIP Priority Project Consistency	June 2026
Amendments to TIPs as needed. (Consultant services will be utilized.)	Amended TIPs	June 2026
Develop and implement green house gas strategies, targets, performance measures as required. (Consultant services will be utilized.)	Development of Performance Standards & Metrics	June 2026
Annually Update the List of Priority Projects (LOPP) using the ETDM principles	Updated Annual LOPP	June 2026
Annually update data pertaining to performance measures including safety. (Consultants will be utilized.)	Adopted Performance Measures	June 2026

Task 2 - TIP is continued on next page.]

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	FHWA	2025 Total
Contract Number	G2V07PL	
Source Level	PL	
Personnel (salary and benefits)	\$ 10,353	\$ 10,353
Consultant	\$ -	\$ -
2025 Totals	\$ 10,353	\$ 10,353
2026		
Funding Source	FHWA	2026 Total
Contract Number	G2V07PL	
Source	PL	
Personnel (salary and benefits)	\$ 10,767	\$ 10,767
Consultant	\$ 135,000	\$ 135,000
2026 Totals	\$ 145,767	\$ 145,767

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 21,120
Consultant	\$ 135,000
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 156,120

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	\$ 156,120
Total De-ob. Funds (PL)	\$ -
Total De-ob. (Other Source)	\$ -
Sub-Total (less the de-obligated funds)	\$ 156,120

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 3: Administration

Purpose - To responsibly manage and carry out the continuous, cooperative, and comprehensive metropolitan transportation planning process for the MPO. This task includes public involvement activities and administrative support for MPO planning and programs in general and to the MPO Board and its committees and boards, and its Federal, State, and local partners, as needed.

Previous Work - Staff performed required and necessary administrative activities for the MPO, the MPO Board, and its advisory committees [Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC)]; participated in required audits, submitted invoices and reports; executed required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; amended and updated the prior UPWP, developed the MPO budget for inclusion in the Hernando County budget, and updated the MPO's Continuity of Operations Plan (COOP) on August 25, 2023. Additionally, the MPO staff updated the Hernando/Citrus MPO planning area for the updated Apportionment Plan adopted by the MPO Board on November 2, 2023, participated with Hernando County in the bid and selection process for general planning consultants for the MPO, and completed the annual FDOT Certification process.

Local, state, and federal partners were included in the appropriate planning projects such as the Long-Range planning documents, the Transportation Improvement Plan, and special projects involving traffic counts and analysis. Staff attended meetings of the statewide Florida Metropolitan Planning Partnership, Metropolitan Planning Organization Advisory Council (MPOAC), regional Sun Coast Transportation Planning Alliance (SCTPA), and participated in the planning and administrative meetings involving the MPO's programs. More information concerning the SCTPA can be found in Tasks 6 and 7.

Resources were provided to recruit and engage the public in an open, cooperative, and collaborative process to provide opportunities for participation and project prioritization process in accordance with the adopted Public Participation Plan (PPP) which includes compliance with the American Disability Act (ADA). The PPP was recently updated and approved by the MPO Board on December 7, 2023. The Title VI Policy and Limited English Proficiency Plan (LEP) were updated and adopted in December of 2022.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

[Task 3 - Administration is continued on next page.]

Task 3: Administration (*Continued*)

Task 3 Activities	End Product	Completion Date
Process Amendments and Modifications to the FY 2025-FY 2026 adopted UPWP. (Consultant services may be utilized).	Amended UPWP	June 2026
Develop the FY 2027-FY 2028 UPWP. (Consultant services may be utilized.)	Adopted UPWP	June 2026
Performing financial activities including: reconciliation of ledgers, project/time tracking, Single Audit Act/audit reports, UPWP and County budgetary preparation, financial and fiscal recordkeeping, preparation of grant invoices, processing, and reporting, procurement of goods and services, insurance, professional services, legal counsel, travel, communication (computers, wireless, cell phone, internet), postage, rental/lease of buildings and equipment (copier), printing costs, software licensing, public notice ads, procurement and replacement of non-capital equipment including audio/visual or electronic, organizational dues/memberships (no membership will be for an individual), educational/training activities, contract monitoring, payment of invoices, personnel services, and coordination of activities pursuant to the Staff Services Agreement.	Progress Reports and Invoices for MPO Operating in Conformance with Local, State, and Federal Requirements	June 2026
Attend workshops, seminars, and other meetings sponsored by FHWA, FDOT, FTA, MPOAC, SCTPA, and other transportation planning partners.	Consistent MPO Management	June 2026
Perform administration functions for the MPO, MPO Board and its advisory committees including the scheduling of meetings, creation of agendas and meeting packets, preparation of agenda materials, presentations, public notice, and the necessary post-meeting follow-up activities to ensure consistency with state and federal requirements. (Consultant services may be utilized).	Public Engagement in MPO Meetings	June 2026
Perform annual joint MPO Certification with FDOT in 2025	Annual Certification	June 2025
Perform annual joint MPO Certification with FDOT in 2026	Annual Certification	June 2026
Annually update the MPO's Continuity of Operations Plan (COOP) for 2025	Updated COOP	June 2025
Annually update the MPO's Continuity of Operations Plan (COOP) for 2026	Updated COOP	June 2026
Execute, review, and administer program grants, contracts, and agreements annually which includes the Transportation Disadvantaged contracts for Citrus and Hernando Counties. (Consultant services may be utilized.)	Executed Contracts and Grants	June 2026
Monitor Notices of Funding Opportunities in order to pursue new grant opportunities to support transportation and related planning projects. (Consultant services may be utilized.)	Grant Applications	June 2026
Examine and modify/update committee bylaws, as needed.	By-laws are Updated	June 2026
Equipment purchase, lease/rental (copier) including black/white and color printing. No purchase for any one item equal to or greater than \$5,000 will occur unless approved by FDOT and FHWA.	Required Production of Documents	June 2026
Examine and modify/update program documents for consistency with federal/state regulations. (Consultants may be utilized.)	Documents are Updated	June 2026
Maintain/upgrade software and office equipment less than \$5,000 and supplies, including identification materials (signs, display materials, etc.).	Office Equipment & Supplies as Necessary and Reasonable	June 2026
Attorney services for the MPO including the review of MPO Board agenda items, legal documents, and associated legal assistance pursuant to the Staff Services Agreement.	Legal Consistency with Required Regulations	June 2026
Monthly rental/lease expense for MPO's office space.	MPO Office Space & Public Meeting Venue	June 2026
Speak at public engagements on the transportation planning processes and activities.	Public Engagement	June 2026
Update, enhance, and maintain the MPO website. (Consultant services may be utilized.)	Public Engagement	June 2026

[Task 3 - Administration is continued on next page.]

Task 3 Administration								
2025								
Funding Source	FHWA		CTD		CTD			
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source Level	PL	Total	State	Total	State	Total		
Personnel (salary and benefits)	\$ 380,314	\$ 380,314	\$ 6,163	\$ 6,163	\$ 7,050	\$ 7,050	\$	393,527
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Travel	\$ 976	\$ 976	\$ 400	\$ 400	\$ 400	\$ 400	\$	1,776
Direct Expenses	\$ 45,810	\$ 45,810	\$ 1,380	\$ 1,380	\$ 1,403	\$ 1,403	\$	48,593
Supplies	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$	1,750
Equipment	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$	3,000
2025 Totals	\$ 431,850	\$ 431,850	\$ 7,943	\$ 7,943	\$ 8,853	\$ 8,853	\$	448,646
2026								
Funding Source	FHWA		CTD		CTD			
Contract Number	G2V07PL		GC396-Citrus		G3D11-Hernando			
Source	PL	Total	State	Total	State	Total		
MPO Budget Reference								
Lookup Name	2026 FHWA G2V07PL (PL)	2026 FHWA G2V07PL (Total)	2026 CTD GC396- Citrus (State)	2026 CTD GC396- Citrus (Total)	2026 CTD G3D11- Hernando (Total)	2026 CTD G3D11- Hernando (Total)		
Personnel (salary and benefits)	\$ 395,527	\$ 395,527	\$ 6,410	\$ 6,410	\$ 7,332	\$ 7,332	\$	409,269
Consultant	\$ 158,812	\$ 158,812	\$ -	\$ -	\$ -	\$ -	\$	158,812
Travel	\$ 4,976	\$ 4,976	\$ 400	\$ 400	\$ 400	\$ 400	\$	5,776
Direct Expenses	\$ 42,457	\$ 42,457	\$ 1,380	\$ 1,380	\$ 1,403	\$ 1,403	\$	45,240
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Supplies	\$ 1,796	\$ 1,796	\$ -	\$ -	\$ -	\$ -	\$	1,796
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
2026 Totals	\$ 603,568	\$ 603,568	\$ 8,190	\$ 8,190	\$ 9,135	\$ 9,135	\$	620,893

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 802,796
Consultant	\$ 158,812
Travel	\$ 7,552
Direct Expenses	\$ 93,833
Indirect Expenses	\$ -
Supplies	\$ 3,546
Equipment	\$ 3,000
Total	\$ 1,069,539

	FY 2025 & 2026 TOTAL De-
Total	\$ 1,069,539
Total De-ob. Funds	\$ -
Total De-ob. (Other)	\$ -
Sub-Total (less the	\$ 1,069,539

Notes: No funding was de-obligated from UPWP FY 2023-FY 2024.

Any equipment purchase that is equal to or greater than \$5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.

Task 4: Data Development and Management

Purpose - To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data development and management includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data.

Previous Work - Monitored traffic volume data, including link volumes and counts at major intersections. This information is used to evaluate the operating efficiency and condition of the existing classified transportation network, including the local and state-maintained systems.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

Task 4 Activities	End Product	Completion Date
Develop, maintain, and/or manage data for the transportation planning processes. (Consultants will be utilized.)	Current Data	June 2026
Coordinate with Hernando and Citrus counties to perform traffic counts for the MPO study areas. (Consultant services will be utilized.)	Updated Traffic Counts	June 2026
Develop GIS Layers and maps related to existing and future roadway levels of service, conduct traffic counts, evaluate the performance measures for roadways and transit programs; identify needed improvement areas and congested corridors. (Consultant services will be utilized.)	Updated GIS Layers, Maps, and Resources	June 2026

[Task 4 is continued on next page.]

Task 4 Data Development & Management		
2025		
Funding Source	FHWA	2025 Total
Contract Number	G2V07PL	
Source Level	PL	
Personnel (salary and benefits)	\$ 720	\$ 720
Consultant	\$ -	\$ -
2025 Totals	\$ 720	\$ 720
2026		
Funding Source	FHWA	2026 Total
Contract Number	G2V07PL	
Source	PL	
Personnel (salary and benefits)	\$ 749	\$ 749
Consultant	\$ 72,500	\$ 72,500
2026 Totals	\$ 73,249	\$ 73,249

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 1,469
Consultant	\$ 72,500
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 73,969

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	\$ 73,969
Total De-ob. Funds (PL)	\$ -
Total De-ob. (Other Source)	\$ -
Sub-Total (less the de-obligated funds)	\$ 73,969

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 5: Special Projects & Studies

Purpose - To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, and traffic analysis.

Provide planning, technical, and grant administrative assistance for the operation of fixed-route and deviated fixed-route transit. Perform major Transit Development Plan (TDP) updates in accordance with state guidelines. Incorporate TDP analysis results into the MPO's transit operations and long-range transportation process.

Previous Work - The MPO Board serves as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged (TD) Programs for Hernando and Citrus Counties. The MPO assists the Commission for the Transportation Disadvantaged (CTD), the Transportation Disadvantaged Local Coordinating Boards (TDLCB), and the Community Transportation Coordinators (CTC) by optimizing services to the elderly, handicapped, and those who qualify under the Americans with Disabilities Act (ADA) and any other transportation disadvantaged individuals.

TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the DOPA. Included Transportation Disadvantaged Elements in the Transportation Improvement Program. Staff participated in annual training opportunities provided by the CTD. MPO staff coordinated selection of CTC for Hernando County and completed the evaluation of the Citrus County CTC.

Continuous transportation disadvantaged coordination occurred between the MPO, the Local Coordinating Boards for Hernando and Citrus Counties, and the CTC for each county. The MPO staff provided administrative support for the annual public workshops and the quarterly meetings of the Hernando County and Citrus County Local Coordinating Boards. A video demonstration for the public was created utilizing the members of the TDLCBs to demonstrate the boarding and off-boarding on vehicles. These videos are featured on the MPO's website.

Completed the Crystal River Bypass Study to analyze impacts associated with the interim termination of the Suncoast Parkway at SR 44. Continued work toward completion of Complete Streets Implementation plan.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

[Task 5 is continued on the next page.]

Task 5: Special Projects & Studies (Continued)

Task 5 Activities	End Product	Completion Date
Perform program management activities including coordination of planning tasks with public transit operators.	Consistency in Planning Transportation Documents	June 2026
Prepare a major update of the Citrus County Transit Development Plan (prior adoption year 2020). (Consultant services will be utilized.)	New 5-Year Transit Development Plan	September 2025
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP. (Consultant services will be utilized.)	Public Engagement	June 2026
Annually monitor and evaluate the performance of the Community Transportation Coordinators for Hernando and Citrus counties. (Consultant services will be utilized.)	CTC Evaluations Completed	June 2025, June 2026
Annually perform necessary grant-related support of the Transportation Disadvantaged program, meeting support, attendance at meetings, review and update of the Transportation Disadvantaged Service Plans, Grievance Processes, training, etc. (Consultant services will be utilized.)	Compliance with TD Grants	June 2026
Analyze roadway improvements consistent with the plans and programs including the analysis and preparation of support materials necessary for funding. (Consultant services will be utilized.)	Improved Roadways	June 2026
Participate in the West Central Florida Community Traffic Safety Team (CTST) regarding safety related activities.	Safety Improvements	June 2026
Pursue, apply, and administer funding sources to educate and promote transportation safety initiatives. (Consultant services may be utilized.)	Promotion of Education & Safety Initiatives	June 2026
Assist in the preparation and update of Transportation Alternatives (TA) applications. (Consultant services will be utilized.)	TA Applications	June 2026
Update Tier 1 Spreadsheet for Hernando County's Concurrency Review Process. (Consultants services will be utilized for this task.)	Tier 1 Spreadsheet	June 2026
Annually evaluate and update as necessary the Public Participation Plan. (Consultant Services may be utilized.)	Public Engagement	June 2026

Task 5 Special Projects & Studies								
2025								
Funding Source	FHWA		CTD		CTD		2025 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source Level	PL	Total	State	Total	State	Total		
Personnel (salary and benefits)	\$ 3,901	\$ 3,901	\$ 17,702	\$ 17,702	\$ 17,738	\$ 17,738	\$ 39,341	
Consultant	\$ 113,225	\$ 113,225	\$ -	\$ -	\$ -	\$ -	\$ 113,225	
2025 Totals	\$ 117,126	\$ 117,126	\$ 17,702	\$ 17,702	\$ 17,738	\$ 17,738	\$ 152,566	
2026								
Funding Source	FHWA		CTD		CTD		2026 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source	PL	Total	State	Total	State	Total		
Personnel (salary and benefits)	\$ 4,057	\$ 4,057	\$ 18,257	\$ 18,257	\$ 18,305	\$ 18,305	\$ 40,619	
Consultant	\$ 178,183	\$ 178,183	\$ -	\$ -	\$ -	\$ -	\$ 178,183	
2026 Totals	\$ 182,240	\$ 182,240	\$ 18,257	\$ 18,257	\$ 18,305	\$ 18,305	\$ 218,802	

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 79,960
Consultant	\$ 291,408
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 371,368

	FY 2025 & 2026 TOTAL
Total	\$ 371,368
Total De-ob. Funds (PL)	\$ -
Total De-ob. (Other Source)	\$ -
Sub-Total (less the de-obligated funds)	\$ 371,368

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 6: Regional Coordination

Purpose - Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system. Activities in this task are district, regional, and statewide in nature and do not involve the transfer of funds between MPOs.

Previous Work - Participated in the meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), Sun Coast Transportation Planning Alliance (SCTPA), and Regional Transportation Interagency Exchange (RTIE). Hosted the June 2023 meeting of the SCTPA meeting (an activity that is rotated among the member jurisdictions) in Tampa at the Florida Department of Transportation headquarters for District 7. Coordinated and collaborated with Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.

Responsible Agency(s) and Completion of Work:

Hernando/Citrus MPO Staff

Task 6 Activities	End Product	Completion Date
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.	Consistency in Planning Practices & Programs	June 2026
Coordinate and collaborate with other MPOs/TPOs such as Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.	Consistency in Regional Programs, Priorities & Documents, Strategies	June 2026
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the SCTPA.	Consistency in Regional Programs, Priorities & Documents	June 2026
Support regional transit planning through SCTPA, FDOT, and local agencies.	Consistency in Regional Programs, Priorities & Documents	June 2026
Perform tasks in support of the regional congestion management processes and/or regional performance measures.	Consistency in Regional Programs, Priorities & Documents	June 2026
Work with District 7 regional agencies to develop and refine regional priority lists for major projects as appropriate.	Consistency in Regional Programs, Priorities & Documents	June 2026
Provide input on the Florida Strategic Intermodal System (SIS) and FTP.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model similar travel demand models.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate with the Florida Model Task Force on consistent travel demand analysis methods and technical advances statewide.	Consistency in Statewide/Regional Programs, Data & Documents	June 2026
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.	Consistency in Regional Programs, Priorities & Documents	June 2026

Task 6 Regional Coordination		
2025		
Funding Source	FHWA	2025 Total
Contract Number	G2V07PL	
Source Level	PL	
Personnel (salary and benefits)	\$ 15,269	\$ 15,269
2025 Totals	\$ 15,269	\$ 15,269
2026		
Funding Source	FHWA	2026 Total
Contract Number	G2V07PL	
Source	PL	
Personnel (salary and benefits)	\$ 16,880	\$ 16,880
2026 Totals	\$ 16,880	\$ 16,880

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 32,149
Consultant	\$ -
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 32,149

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	\$ 32,149
Total De-ob. Funds (PL)	\$ -
Total De-ob. (Other Source)	\$ -
Sub-Total (less the de-obligated funds)	\$ 32,149

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 7: SCTPA Support and Shared Task - Includes Shared or Transferred Funds and Agreements/MOU

Purpose - Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities.

Previous Work - Regional Needs Assessment

Responsible Agency(s) and Completion of Work:

Lead Agency: Forward Pinellas

Responsible agencies: Hernando/Citrus MPO, Hillsborough TPO, Pasco County MPO, Sarasota/Manatee MPO, and Polk County TPO

Stakeholders: TBRPC, FDOT, and Other Regional/Statewide Partners

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

Ongoing Activities		
On-Going Activities		
Develop Regional UPWP Task		
Participate in Sun Coast Transportation Planning Alliance (SCTPA)		
Required Activities	End Product	Completion Date
Regional LRTP		
Create a Regional Long-Range Transportation Plan, reflective of the individual MPO Plan.	Regional Long-Range Transportation Plan	Ongoing through FY 2026
Produce and create content materials, presentations, website, and graphics for the SCTPA	Social Media Content Production, Website Maintenance & Creation	Ongoing through FY 2026

[Task 7 is continued on the next page.]

7 SCTPA Support and Shared Resources			
2025			
Funding Source	FHWA	FY 2025 Total	
Contract Number	G2V07PL		
Source Level	PL		
Consultant			
Forward Pinellas for SCTPA & Regional Coordination	\$ 5,000	\$ 5,000	
Consultant Subtotal	\$ 5,000	\$ 5,000	
Total	\$ 5,000	\$ 5,000	
2026			
Funding Source	FHWA	FY 2026 Total	
Contract Number	G2V07PL		
Source Level	PL		
Consultant			
Forward Pinellas for SCTPA & Regional Coordination	\$ 5,000	\$ 5,000	
Consultant Subtotal	\$ 5,000	\$ 5,000	
Total	\$ 5,000	\$ 5,000	

7 SCTPA Detailed Breakdown			
FY 2025			
Funding Source	Transfer from		FHWA
Source Level			PL
Lead Agency:	Forward Pinellas	No	\$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	\$ 5,000
	Pasco County MPO	Yes	\$ 5,000
	Polk TPO	Yes	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000
	Hernando/Citrus	Yes	\$ 5,000
Subtotal			\$ 30,000
Total			\$ 30,000
FY 2026			
Funding Source	Transfer from		FHWA
Source Level			PL
MPO Budget Reference			
Lead Agency:	Forward Pinellas	No	\$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	\$ 5,000
	Pasco County MPO	Yes	\$ 5,000
	Polk TPO	Yes	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000
	Hernando/Citrus	Yes	\$ 5,000
Subtotal			\$ 30,000
Total			\$ 30,000

APPENDIX A - FUNDING SOURCE TABLE

APPENDIX A - FUNDING SOURCE TABLE

Funding Source

Contract	Funding Source	Source Level								
			2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2Z98 Citrus	CTD	State	\$ 25,645	\$ 26,447	\$ -	\$ -	\$ 25,645	\$ -	\$ -	\$ 26,447
		CTD G2Z98 Citrus TOTAL	\$ 25,645	\$ 26,447	\$ -	\$ -	\$ 25,645	\$ -	\$ -	\$ 26,447
G3O12 Hern	CTD	State	\$ 26,591	\$ 27,440	\$ -	\$ -	\$ 26,591	\$ -	\$ -	\$ 27,440
		CTD G3O12 Hern TOTAL	\$ 26,591	\$ 27,440	\$ -	\$ -	\$ 26,591	\$ -	\$ -	\$ 27,440
G2V07 P L	FHWA	PL	\$697,924	\$1,364,931	\$ 153,930	\$ 697,924	\$ -	\$ 301,041	\$ 1,364,931	\$ -
		FHWA G2V07PL TOTAL	\$697,924	\$1,364,931	\$ 153,930	\$ 697,924	\$ -	\$ 301,041	\$ 1,364,931	\$ -
		TOTAL	\$750,160	\$1,418,818	\$ 153,930	\$ 697,924	\$ 52,236	\$ 301,041	\$ 1,364,931	\$ 53,887

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

Agency Participation

	Funding Source	CTD		CTD		FHWA	
	Contract	G2Z98 Citrus		G3O12 Hern		G2V07PL	
	Fiscal Year	2025	2026	2025	2026	2025	2026
	Total Budget	\$ 25,645	\$ 18,257	\$ 26,591	\$ 18,305	\$ 697,924	\$ 1,364,931
Task 1 Long-Range Transportation Plan (LRTP)							
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 9,229	\$ 9,598
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 108,377	\$ 328,629
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 117,606	\$ 338,227
Task 2 Transportation Improvement Plan (TIP)							
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 10,353	\$ 10,767
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 10,353	\$ 145,767
Task 3 Administration							
	Personnel (salary and benefits)	\$ 6,163	\$ -	\$ 7,050	\$ -	\$ 380,314	\$ 395,527
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,812
	Travel	\$ 400	\$ -	\$ 400	\$ -	\$ 976	\$ 4,976
	Direct Expenses	\$ 1,380	\$ -	\$ 1,403	\$ -	\$ 45,810	\$ 42,457
	Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ 1,796
	Equipment	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
	Sub Total	\$ 7,943	\$ -	\$ 8,853	\$ -	\$ 431,850	\$ 603,568
Task 4 Data Development & Management							
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ 749
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,500
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ 73,249
Task 5 Special Projects & Studies							
	Personnel (salary and benefits)	\$ 17,702	\$ 18,257	\$ 17,738	\$ 18,305	\$ 3,901	\$ 4,057
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 113,225	\$ 178,183
	Sub Total	\$ 17,702	\$ 18,257	\$ 17,738	\$ 18,305	\$ 117,126	\$ 182,240
Task 6 Regional Coordination							
	Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 15,269	\$ 16,880
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 15,269	\$ 16,880
7 SCTPA Support and Shared Resources							
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
TOTAL PROGRAMMED		\$ 25,645	\$ 18,257	\$ 26,591	\$ 18,305	\$ 697,924	\$ 1,364,931

APPENDIX C - GLOSSARY OF TERMS & ACRONYMS

APPENDIX C**GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

ADA	AMERICANS WITH DISABILITIES - The Americans with Disabilities Act of 1990 is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
BOCC	Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
BPAC	Bicycle/Pedestrian Advisory Committee: The BPAC was established to provide a continuing forum with which to analyze and promote bicycle and pedestrian issues and Project as an integral part of a multi-modal transportation planning process. The BPAC initiates updates on the prioritization of transportation enhancement Project. The BPAC meets on a quarterly basis.
CAC	CAC - Citizens Advisory Committee: The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.
CIP	Capital Improvement Program: The CIP is a multi-year schedule of capital improvement Project, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan.
CMP	Congestion Management Process: The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety by either strategies that reduce travel demand or the implementation of operational improvements.
COA	Comprehensive Operation Analysis. The COA is a detailed look at current service performance and operations.
COOP	Continuity of Operations Plan: The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
CPG	Consolidated Planning Grant: The CPG enables FDOT, in cooperation with the MPO, 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.
CTC	The Community Transportation Coordinator (CTC) is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
CTD	Commission for Transportation Disadvantaged: The CTD is the State-level policy board for the coordination of transportation services for persons who because of disability, age or income are unable to transport themselves. The CTD adheres to the policies and procedures as set out in Chapter 427 F.S. and Rule 41-2, F.A.C.
CTST	Community Traffic Safety Team: The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.
DBE	DBE Disadvantaged Business Enterprise.
DOPA	Designated Official Planning Agency: The DOPA is the entity responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).
ETDM	ETDM Efficient Transportation Decision Making. Florida's ETDM process defines the procedures for planning transportation Project, conducting environmental reviews, and developing and permitting Project.
FAA	FAA Federal Aviation Administration.

APPENDIX C**GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

FAST Act	FAST-Act - Fixing America's Surface Transportation Act: Signed into law in December of 2015 by President Obama that provided long-term funding for surface transportation and infrastructure, planning and investment.
FDOT	Florida Department of Transportation: FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one central office in Tallahassee, seven district offices, and Florida's Turnpike Enterprise.
FHWA	Federal Highway Administration: The FHWA is the Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
FTA	Federal Transit Administration - The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
FTE	Florida's Turnpike Enterprise: Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT). FTE is responsible for all operations on every FDOT-owned and operated toll road and bridge. The FTE 5-year work program (2016-2020) contains more than \$3.7 billion in capital improvements, which include widening the mainline roadway, new interchanges, safety improvements, resurfacing improvements, and maintenance.
FTP	Florida Transportation Plan: The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
FY	A fiscal year (FY) is used in government accounting, which varies between entities and for budget purposes. It is also used for financial reporting by businesses and other organizations.
GIS	Geographic Information System-is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.
HPMS	HPMS Highway Performance Monitoring System. The primary purpose of the HPMS is to serve data and information needs to reflect the condition and operating characteristics of the nation's highways. HPMS data supports the analyses needed for the biennial condition and performance reports to Congress.
HSP	HSP Highway Safety Program
ICAR	ICAR Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.
ITS	Intelligent Transportation System: ITS is the use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection," and "transit information kiosks."
LCB	Local Coordinating Board: The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.
LEP	Limited English Proficient: LEP refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English
LOPP	LOPP List of Priority Projects. The LOPP is a list of priority Project developed in coordination with the MPO Board and committees.
LOS	Level of Service - a qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
LRTP	LRTP - Long-Range Transportation Plan: In accordance with 49 USC 5304(f), the LRTP provides for the development and implementation of the multimodal transportation system, including transit, highway, bicycle, pedestrian, and accessible transportation. This plan must identify how the transportation system will meet the economic, transportation, development, and sustainability goals – among others – for a 20+-year planning horizon.
MAP21	MAP-21 Moving Ahead for Progress in the 21st Century Act.
MPO	MPO - Metropolitan Planning Organization: The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

APPENDIX C**GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

MPOAC	MPOAC - Metropolitan Planning Organization Advisory Council: The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.
NHS	NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for Federal funds under ISTEA.
NTD	In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a Project initiated by the transit industry and funded by the UMTA. The NTD has become the Nation's primary source of information on transit agencies.
PD&E	PD&E Project Development and Environment. The PD&E is a corridor study to establish conceptual design for a roadway and to determine its compliance with Federal, State, and local environmental permits, as required.
PPP	A Public Participation Plan is a document developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement is an agreement between an agency and FDOT that establishes a public transportation Project and responsibilities related to the Project. A PTGA defines the scope, budget, funding source, and any legal provision necessary for the Project.
ROW	ROW - Right-of-Way: Real property that is used for transportation purposes, defines the extent of the corridor that can be used for the road and associated drainage.
RTA	RTA - Regional Transportation Analysis: The Regional Transportation Analysis (RTA) promotes transportation planning both within and among the counties that make up the Tampa Bay Region. The RTA provides a forum for the coordination of proposed transportation improvements - both highway and transit - that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.
SAA	Single Audit Act. The SAA establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The intent of the Act is that state audit and accountability requirements, to the extent possible, parallel the federal audit requirements.
SIS	Strategic Intermodal System. The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
SCTPA	SCTPA Sun Coast Transportation Alliance - Formerly known as the West Central Florida Chairs Coordinating Committee (CCC)-is an effort to address the transportation challenge on a regional, long – range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the CCC, which is made up of the chairpersons from Metropolitan Planning Organizations and Transportation Planning Organizations (MPOs and TPOs) and their affiliated, transportation-related organizations. It serves eight counties: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.
STIP	State Transportation Improvement Program

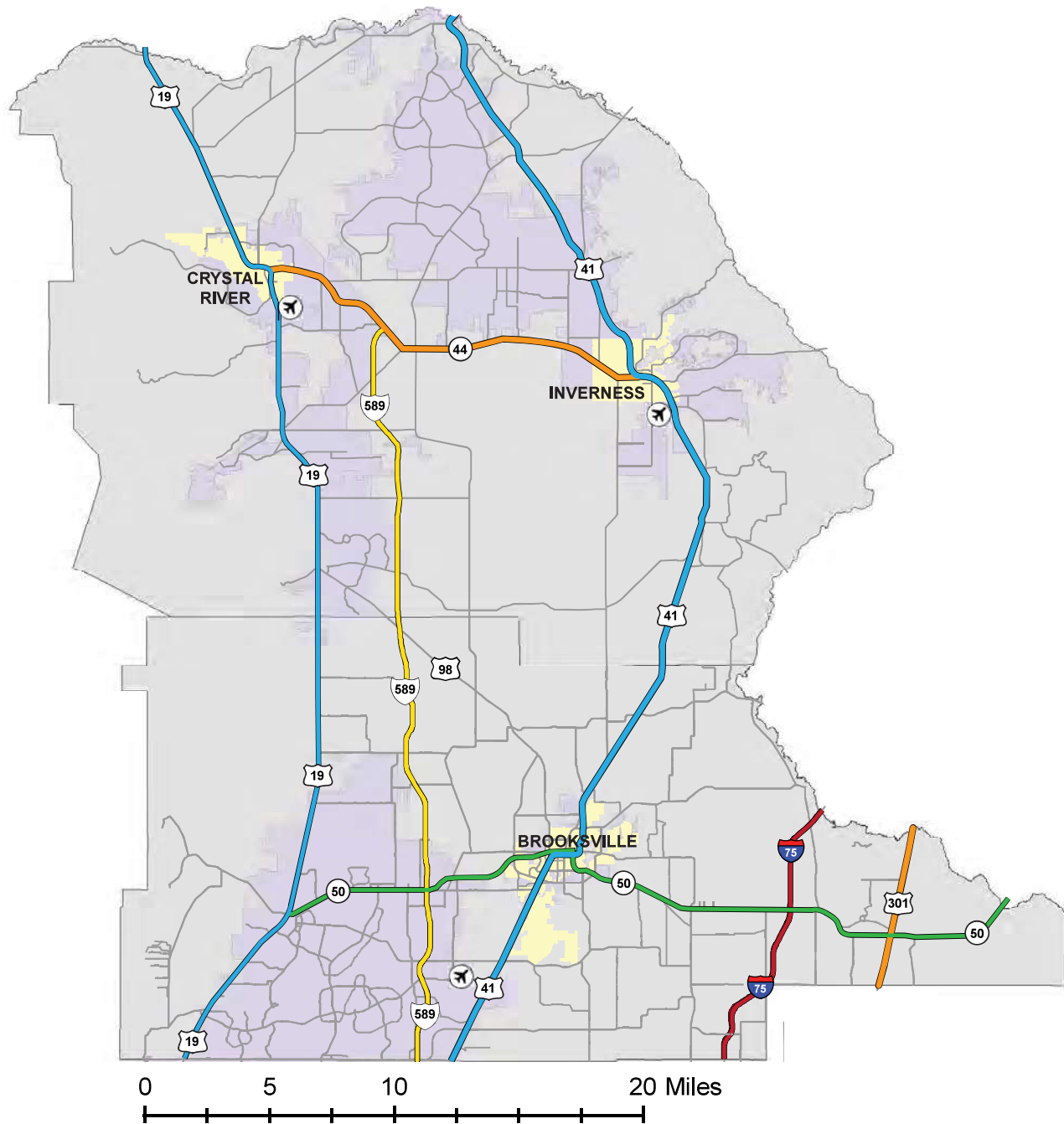
APPENDIX C**GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

TA	Transportation Alternatives (TA): As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
TAC	TAC - Technical Advisory Committee: A standing committee of most MPOs, function is to provide advice on plans or actions of the MPO from planners, engineers, and other staff members (not general citizens).
TBRPC	Tampa Bay Regional Planning Council: TBRPC was established as Florida's first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. TBRPC is one of ten regional planning councils in Florida.
TD	Transportation Disadvantaged: Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
TDLCB	TDLCB - Transportation Disadvantaged Local Coordinating Board: The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective Boards oversee the activities of the Community Transportation Coordinator (CTC) and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Designated Official Planning Agency (DOPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for both Boards, the TDLCBs meet on a quarterly basis.
TDM	TDM - Transportation Demand Management: Transportation demand management, traffic demand management or travel demand management is the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time. In transport, as in any network, managing demand can be a cost-effective alternative to increasing capacity.
TDP	TDP - Transit Development Plan: The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a 10-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of a progress report on the 10-year implementation program of the TDP.
TDSP	TDSP - Transportation Disadvantaged Service Plan: The TDSP is a tactical plan with components of development, service, and quality assurance. It outlines and evaluates the services provided to the Transportation Disadvantaged population by the CTC. Every five years a new TDSP is developed and updated annually by the CTC, the planning agency and the LCB. Thus, the LCB can guide and support the CTC in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community.
TIP	TIP - Transportation Improvement Program: A priority list of transportation Project developed by an MPO that is to be carried out within the four-year period following its adoption; must include documentation of Federal and State funding sources for each Project and be consistent with adopted MPO Long Range Transportation Plan (LRTP) and local government comprehensive plans.

APPENDIX C**GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

TMA	TMA - Transportation Management Area: A TMA is designated by the U.S. Secretary of Transportation for an urbanized area with a population of at least 200,000. Congress provided for this greater role by MPOs through a certification review aimed at formalizing the continuing oversight and day-to-day evaluation of the planning process. MPOs attaining certification enjoy certain benefits, but they also incur additional requirements beyond those of smaller urbanized areas for congestion management, project selection, and certification.
TRIP	TRIP - Transportation Regional Incentive Program: TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed Project that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of Project costs for public transportation facility Project.
TRT	TRT Technical Review Team
UPWP	UPWP - Unified Planning Work Program: A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USDOT	UNITED STATES DEPARTMENT OF TRANSPORTATION: Federal agency that oversees the administration of federal programs managing highways, air travel, railroads, maritime activity and other transportation modes. The FHWA and FTA operate as part of USDOT.

APPENDIX D – MAP OF HERNANDO/CITRUS URBANIZED AREA



LEGEND

- 2020 Census Urban Area
- Interstate
- US Highway
- Parkway
- Principal Arterial Roadway
- Local Road
- ✈

 Airport

UPWP FY2025-FY2026 Hernando-Citrus MPO

HERNANDO/CITRUS MPO
Metropolitan Planning Area
Approved: 11/2/2023



APPENDIX E– CERTIFICATIONS AND ASSURANCES

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

525-010-08
POLICY PLANNING
05/18

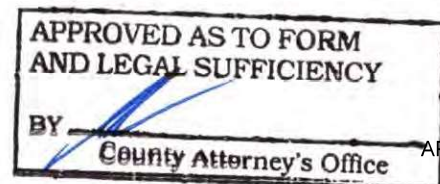
DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Hernando/Citrus MPO 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 Hernando/Citrus MPO 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: Jerry Campbell
Title: MPO Chair

6/2/24
Date



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

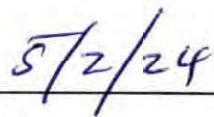
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POLICY PLANNING
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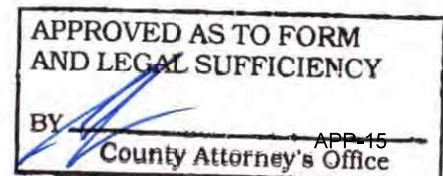
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Hernando/Citrus MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Hernando/Citrus MPO, 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 Hernando/Citrus MPO 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: Jerry Campbell
Title: MPO Chair


Date



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

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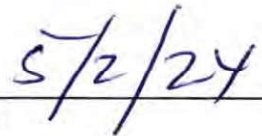
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

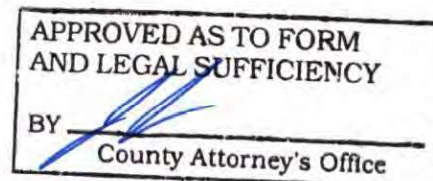
It is the policy of the Hernando/Citrus MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program 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 Hernando/Citrus MPO, 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 Hernando/Citrus MPO, in a non-discriminatory environment.

The Hernando/Citrus MPO 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: Jerry Campbell
Title: MPO Chair


Date



FLORIDA DEPARTMENT OF TRANSPORTATION
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TITLE VI/ NONDISCRIMINATION ASSURANCE

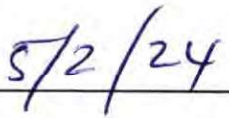
Pursuant to Section 9 of US DOT Order 1050.2A, the Hernando/Citrus MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, 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.

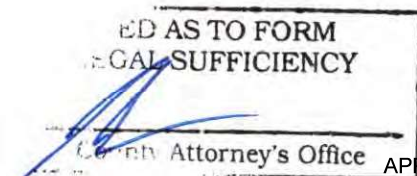
The Hernando/Citrus MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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
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APPENDICES A and E

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

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

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

525-010-08
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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)

APPENDIX F– ADOPTION RESOLUTION, AUTHENTICATION, and TRAVEL POLICY

RESOLUTION 2024-3

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation planning activities that will occur during Fiscal Year 2024/2025 and Fiscal Year 2025/2026; and,

WHEREAS, adoption of the UPWP must be accompanied by a resolution and/or minutes documenting the Hernando/Citrus MPO action and forwarded to the FDOT.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 2nd day of May 2024, formally adopts the Unified Planning Work Program for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 and authorizes submittal to State and Federal Agencies as required.

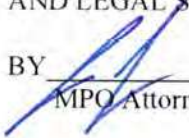
**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION**

Attest:

(SEAL)


Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 
MPO Attorney

AUTHENTICATION

The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 2, 2024, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2024/2025 and Fiscal Year 2025/2026.



Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 
MPO Attorney

Hernando/Citrus Metropolitan Planning Organization

Resolution 2024-2

**A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)
ESTABLISHING THE MPO TRAVEL RATE POLICY.**

WHEREAS, Florida Statutes Section 112.061(14) allows MPOS to establish rates that vary from the standard state per diem rates by enactment of a resolution, and provided that the rates apply uniformity to all travel by that entity,

WHEREAS, the Code of Federal Regulations (2 CFR 200.474), Travel costs, states that such costs are to be: normally allowed in like circumstances for all of the non-federal entity's activities; in accordance with the entity's written travel reimbursement policies; and considered necessary and reasonable, and

WHEREAS, the Code of Federal Regulations (2 CFR 200, Subpart E-Cost Principles) allows for setting an in-state travel rate and establishes that out-of-state travel should use Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Hernando/Citrus Metropolitan Planning Organization as follows:

1. Pursuant to Florida Statute 112.061(14), the MPO has the authority to establish its travel rate structure, which applies to all in-state travel, including federally reimbursed and non-federally funded travel.
2. MPO funded in-state travel is considered necessary and reasonable.
3. MPO funded out-of-state travel shall follow the Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.
4. The MPO, for in-state travel, shall follow the guidelines for payment and/or reimbursement of travel expenses for Hernando County officers and employees.

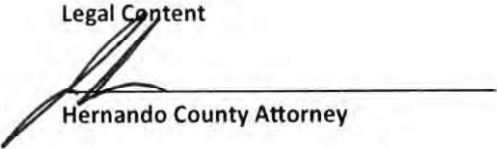
ADOPTED in the regular meeting of the Hernando/Citrus Metropolitan Planning Organization duly assembled on this 4th day of April 2024.

**HERNANDO/CITRUS METROPOLITAN ORGANIZATION
BOARD**


Attest


Jerry Campbell, Chair

Approved as to Form
Legal Content


Hernando County Attorney

RESOLUTION 2025-01

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
ADOPTING AN AMENDMENT TO THE
FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and,

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and,

WHEREAS, revision (1) to amend the FY 2025 of the UPWP serves to transfer funds from PL funding for Consultant Services to Salaries/Fringe Benefits in Tasks 2-6 for activities performed by MPO staff. Additionally, minor adjustments were made to align operating expenses.

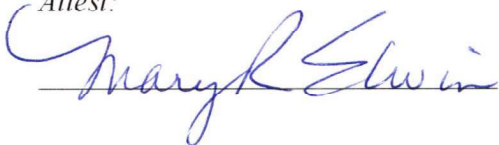
WHEREAS, the amendment of FY 2025 will not increase or decrease the two-year funding agreement #G2V07 in the amount of \$1,403,057.

WHEREAS, revision (1) also serves to recognize the awarded contract numbers and amounts for FY 2025 that became effective July 1, 2024, i.e., Contract #G2Z98 (Citrus) and Contract #G3O12 (Hernando), the updated adoption dates of applicable agreements, and updated MPO Board members since the November 2024 election cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing “Whereas” clauses, and hereby adopts the amendment to the Unified Planning Work Program for FY 2025-FY 2026.

**HERNANDO/CITRUS
METROPOLITAN PLANNING
ORGANIZATION
BOARD**

Attest:

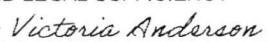


Mary K. Elwin



Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 

MPO Attorney

RESOLUTION 2025-02

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
ADOPTING AN AMENDMENT TO THE
FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and amended pursuant to approval of revision (1) on May 1, 2025, and

WHEREAS, the adoption of this amendment for revision (2), involves the roll forward of remaining funds in the amount of \$659,798 from FY2024 (Contract G2774 for UPWP FY 2023-FY 2024) into the FY 2026 of UPWP FY 2025-FY 2026; and

WHEREAS, estimated amounts were updated for Transportation Disadvantaged planning grant funding from the Florida Commission for the FY 2026; and

WHEREAS, revision (2) requires an amendment to the UPWP FY 2025 – FY 2026 as the funding contract (PL G2V07) will increase from \$1,403,057 to \$2,062,855.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing “Whereas” clauses, and hereby formally adopts revision (2) as an amendment to the Unified Planning Work Program for FY 2025-FY 2026.

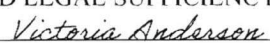
**HERNANDO/CITRUS
METROPOLITAN PLANNING
ORGANIZATION
BOARD**

Attest:


Mary K. Elwin



Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
MPO Attorney

APPENDIX G– FDOT DISTRICT 7 ACTIVITIES



Florida Department of Transportation
District Seven

PLANNING ACTIVITIES

Access Management

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

Air Quality Analysis

Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay airshed remains in attainment. This activity is not required at this time.]

Bicycle and Pedestrian Activities

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

Community/Government Liaison

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.

Corridor Planning Studies

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

Design Traffic Forecast

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

Development of Regional Impact (DRI)

Assist in reviewing, monitoring, updating and providing support for DRI. The District will review DRIs pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

Efficient Transportation Decision Making (ETDM) Process

The ETDM process was designed to accomplish the streamlining objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

Comprehensive Plan Amendments

The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

Intelligent Transportation Systems (ITS) Planning

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

Interchange Analysis

Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

Level of Service (LOS)

Identify roadways that have a deficient LOS for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.

Long Range Transportation Plan (LRTP) Update and Maintenance

Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

Conduct corridor studies, sub-area studies, and special transportation studies to support the on-going maintenance, update and implementation of the MPOs adopted LRTPs. This includes modeling support and other technical assistance, as needed, for Project Development and Environment (PD&E) and other special studies.

Develop, validate and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their LRTPs and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area and special transportation studies.

Review the overall performance of the Tampa Bay Regional Planning Model and the Tampa Bay Regional Land Use Allocation Model in the maintenance of the MPOs LRTP and in the conduct of corridor and sub-area transportation studies to identify needed model enhancements and refinements.

Assist the MPOs with developing their long-range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.

Mapping/Database Development

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

Modal Development

Modal Development Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.

Multi-Modal Transportation Studies

Conduct or provide technical assistance for Multi-Modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

Regional Goods Movement Study

Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

Regional Transportation Planning Coordination

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the Sun Coast Transportation Planning Alliance (SCTPA) (broad level policy direction for development of the regional transportation system); and the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic

counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

Travel Characteristics

Prepare and conduct surveys and analysis to maintain a current set of travel characteristics of the Tampa Bay area needed to validate planning models and provide needed data for plan updates, corridor and sub-area studies and special transportation studies.

Consultants may assist with tasks listed.

APPENDIX H – FLORIDA TPM CONSENSUS PLANNING AGREEMENT



Transportation Performance Measures Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.¹² FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

¹ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

² If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
 - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
 - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either³:
 - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
 - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

³ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
 - i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
 - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes. FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
 - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
 - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
 - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
 - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
 - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
- c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
 - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
 - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

*Alison Stettner, Director, Office of Policy Planning, Florida Department of Transportation,
850-414-4800, alison.stettner@dot.state.fl.us*

Mark Reichert, Executive Director, MPOAC, 850-414-4062, mark.reichert@dot.state.fl.us

APPENDIX I – AGREEMENT FOR REGIONAL COORDINATION

**FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR
REGIONAL TRANSPORTATION PLANNING AND COORDINATION
IN WEST CENTRAL FLORIDA**

This FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT (herein the "Agreement") is made and entered into by and between the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hernando/Citrus MPO); the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hillsborough MPO); the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Pasco MPO); the Pinellas County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, Forward Pinellas); the Polk Transportation Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175 Florida Statutes (herein the Polk TPO); and, the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Sarasota/Manatee MPO).

WHEREAS, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Pinellas MPO, the Polk TPO, and the Sarasota/Manatee MPO entered into an agreement to form a regional entity, the West Central Florida MPO Chairs Coordinating Committee (herein, the CCC), to coordinate transportation planning activities in the urbanized areas of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota Counties, such original agreement having been signed on March 17, 2004; and hereinafter referred to as the "Agreement"; and,

WHEREAS, in 2005 the Florida legislature created the Transportation Regional Incentive Program (TRIP) for the purpose of providing funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to s. 339.155(4); and

WHEREAS, the CCC on June 9, 2006 executed Amendment No. 1 to amend the original March 17, 2004 Agreement, by allowing Citrus County a voting membership for the purposes of participating in TRIP and to incorporate the adopted CCC Conflict Resolution Process in the Agreement, and

WHEREAS, after the initial 5-year term the parties to the original Agreement and Citrus County examined the terms of the original Agreement, as amended, and agreed to amend the provisions of the original Agreement, as amended, consistent with Section 10 of the original Agreement; and

WHEREAS, on July 8, 2010 the Citrus County TPO was created by virtue of an interlocal agreement between the Florida Department of Transportation, Citrus County, the

City of Inverness, and the City of Crystal River to participate in a coordinated and comprehensive transportation planning process; and

WHEREAS, the CCC on July 12, 2011 executed Amendment No. 2 to remove the Citrus County Board of County Commissioners from limited CCC membership and to accept the Citrus County TPO into the West Central Florida MPO Chairs Coordinating Committee with full member rights in an effort to further regional transportation planning; and

WHEREAS, the Citrus County TPO and the Hernando MPO have been merged, with the approval of the Governor and created pursuant to an Interlocal Agreement and Section 339.175, Florida Statutes to form the Hernando/Citrus MPO; and

WHEREAS, the CCC on December 13, 2013 voted to merge into and consolidate its transportation planning activities with those of the Tampa Bay Area Regional Transportation Authority, for a streamlined and unified regional planning process; and

WHEREAS, on July 1, 2016, pursuant to Section 339.175(6)(i), Florida Statutes, the West Central Florida MPO Chairs Coordinating Committee was renamed the Tampa Bay Area Regional Transportation Authority MPO Chairs Coordinating Committee; and

WHEREAS, on July 1, 2017, pursuant to Section 343.92, Florida Statutes, the Tampa Bay Area Regional Transportation Authority (herein, the TBARTA) was renamed the Tampa Bay Area Regional Transit Authority, and the TBARTA MPO Chairs Coordinating Committee similarly renamed pursuant to Section 339.175(6)(i); and

WHEREAS, the renaming of TBARTA shrank its geographic area and established its focus on transit as a transportation mode, while MPOs' service areas are unchanged and conduct planning for all modes of surface transportation; and

WHEREAS, pursuant to Section 343.92, Florida Statutes, TBARTA shall coordinate plans and projects with the CCC, to the extent practicable, and participate in the regional M.P.O planning process to ensure regional comprehension of TBARTA's mission, goals, and objectives;

WHEREAS this Fifth Amended and Restated Agreement, once effective, supersedes the Fourth Amended and Restated Agreement which would have automatically renewed but for the Parties entering into this Agreement.

NOW, THEREFORE, in consideration of the covenants made to by each Party to the other and of the mutual advantages to be realized by the Parties hereto, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Forward Pinellas, the Polk TPO, and the Sarasota/Manatee MPO agree as follows:

Section 1. Authority – This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, 339.155 and 163.01, Florida Statutes, relating to Interlocal Agreements.

Section 2. Purpose – The purpose of this Agreement is to provide a forum for continuing coordination and communication among the member Metropolitan Planning Organizations, District One and District Seven Offices of the Florida Department of Transportation, the Florida Turnpike Enterprise, the Tampa Bay Area Regional Transit Authority (TBARTA), and the affected Regional Planning Councils and to address those tasks necessary to conduct an ongoing regional transportation planning process in accordance with Sections 339.175, 339.155 and 339.2819, Florida Statutes, and in accordance with the requirements under the Fixing America's Surface Transportation (FAST) Act, or successor legislation.

Pursuant to the language of Section 339.175 (6) (i) , Florida Statutes, the powers and duties of the MPO Chairs Coordinating Committee are to coordinate transportation projects deemed to be regionally significant by the Committee, review the impact of regionally significant land use decisions on the region, review all proposed regionally significant transportation projects in the respective transportation improvement programs which affect more than one of the MPOs represented on the Committee, and institute a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant projects.

Pursuant to the language of Section 339.2819, Florida Statutes there is created within the Florida Department of Transportation a Transportation Regional Incentive Program for the purpose of providing funds to improve regionally significant transportation facilities in regional areas created pursuant to Section 339.155(4), Florida Statutes. This Interlocal Agreement meets the requirements of Section 163.01, Florida Statutes.

Section 3. Name of Entity – The entity created pursuant to this Interlocal Agreement shall be called the Metropolitan Planning Organization Chairs Coordinating Committee (herein the CCC) and may elect to do business under a fictitious name as determined by the voting members.

Section 4. Organization and Membership

(a) Voting Members: The voting membership of the CCC shall consist of the Chair of each of the six member Metropolitan Planning Organizations. An alternate, who is an elected official, may represent the respective Metropolitan Planning Organization member if so designated by the respective Metropolitan Planning Organization. Each member shall have one vote. Except as indicated in Sections 11 and 12, a simple majority of the voting membership shall be required to pass motions.

(b) Nonvoting Advisors: The Secretaries for Districts One and Seven of the Florida Department of Transportation; representatives of the Florida Turnpike Enterprise and of the Tampa Bay Area Regional Transit Authority; and Chairs (or designees) of the Tampa

Bay, Southwest Florida, and Central Florida Regional Planning Councils shall be nonvoting advisors of the CCC.

(c) Standing Committees. The CCC shall have the ability to establish committees, identifying the purpose and membership of the committee, to accomplish tasks identified by the CCC voting members. Committees may include but are not limited to the MPO Staff Directors Team, the Tampa Bay Transportation Management Area (TMA) Leadership Group, the Regional Multi-Use Trails Team, and the Transportation Regional Incentive Program Team, as described in the CCC Operating Procedures.

Section 5. Conduct of Meetings –Meetings of the CCC shall be held at least annually on a rotating basis with the meeting Host rotating each year among the CCC voting members. The order of rotation shall be the Hernando/Citrus MPO, the Pasco MPO, the Hillsborough MPO, the Polk TPO, the Sarasota/Manatee MPO, and Forward Pinellas. Responsibility for serving as the Chair of each meeting shall alternate among the CCC members. The Chair of the meeting shall conduct the meetings but have no extraordinary membership powers or responsibilities. At the last meeting of the calendar year, meeting date(s) shall be approved for the following year. Meeting dates shall be posted on TBARTA's website. Special meetings may be called by a majority of the members. The Host for all special meetings will follow the rotational order. Reasonable notice must be provided to all members for special meetings. The Host member shall be responsible for ensuring that notice requirements of §286.011 have been met, and that meetings are held in a facility accessible to persons with disabilities in compliance with Title II of the Americans with Disabilities Act.

Meetings of the CCC and its committees shall be conducted pursuant first to any applicable statute, then to any procedural rules adopted by the CCC, then finally to the most recent edition of Robert's Rules of Order.

As an alternative to the provisions of this Section, a Party or Parties may enter into an agreement with TBARTA to provide professional services and organizational and meeting support that is at a minimum consistent with this Section. In such an event, a lead member of said Party shall be designated each year to administer such an agreement with TBARTA.

Section 6. Staffing, Professional Services and Financial Support of Entity – The Parties agree that the Directors and Managers of the CCC members will be responsible for carrying out the regional work programs and coordinating process as directed by the CCC, provided, however, that should a direction of the CCC directly conflict with the officially-adopted policy direction of a CCC member, staff of that member may ask that the work in question be performed by staff of some other member. Expenses concerning projects assigned to a lead CCC member may be paid by the regional set-aside as specified in its Unified Planning Work Program. The provision of professional services to the administrative entity, including legal review, shall be as agreed by the CCC members from time to time, with the exception that no legal counsel shall be required to render advice to the entity or representation to the members thereof absent each individual member's waiver of any conflict and authorization of joint representation, as provided for by Florida Bar Rule 4-

1.7. Notwithstanding the foregoing, the CCC members do not authorize this administrative entity to incur for itself any cost or expense, nor to obtain or retain funds from any source. The entity created by this Agreement is not authorized to conduct any banking or other financial transactions of any kind, nor to receive or disburse any funds. Instead, all financial support for this entity, including the payment of costs and expenses related to its operation, shall be borne by CCC members, on an equitable basis taking into account the relative size of the member as measured by budget and population. The voting Members of the CCC may, as authorized by each member or agencies' governing board, adopt more specific financial support allocation methods as may be deemed necessary, and may appoint a lead member to receive and administer funds for the entity. Specifically, one member or partner agency of the CCC may take the lead on a portion of any projects and programs of the CCC and be reimbursed by another member or partner agency of the CCC without creation and execution of a new Interlocal Agreement consistent with approval by each respective member or agencies governing board and MPOs Unified Planning Work Program (UPWP) authorization. Such governing board approval shall be deemed an addendum to this agreement, which shall be a financial obligation of the member enforceable by the lead member. The CCC members agree to work together to seek new sources of funding to assist the members with the added costs and expenses associated with the operations of this administrative entity.

Section 7. Record Keeping – Staff of the host CCC member shall provide a recording secretary for public meetings. Record keeping and other clerical responsibilities shall be the duty of the host member staff consistent with the rotation for hosting the meeting. All minutes shall be distributed to members prior to the next meeting. Records shall be maintained in accordance with the public records law, Chapter 119, Florida Statutes.

Section 8. Conflict Resolution – A conflict resolution process is adopted which will be used to resolve disagreements regarding interpretation of the interlocal agreement or disputes relating to the development or content of the regional plan. If the Parties to this Agreement fail to resolve any conflicts related to issues covered in the Agreement, such dispute will be resolved in accordance with the "West Central Florida Metropolitan Planning Organizations Memorandum of Understanding for a Conflict Resolution Process (June 2001)."

Section 9. Risk of Loss - The Parties acknowledge that as a mere administrative entity, the CCC cannot sue, be sued, nor bear any legal liability. Therefore, the Parties agree that each shall continue to maintain such insurance coverage as may be required to cover the additional risks associated with membership and participation in the CCC entity. Members covered by a self-insurance program shall notify their respective covering-entities of this agreement so that any added risk may be factored. The Parties further agree that under no circumstances shall any member of the CCC seek to recover against any other member for any loss associated with this Agreement or the work of the CCC.

Section 10. Duration of Agreement – This Agreement shall have a term of five years from the effective date and shall automatically renew at the end of said five years for another five-year term and every five years thereafter. At the end of the five-year term and

at least every five years thereafter, the Parties hereto shall examine the terms hereof and agree to amend provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

Section 11. Termination – This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.

Section 12. Modification – This Agreement may only be modified by a unanimous vote of the MPOs. Amendments or modifications to the Agreement shall not become effective until executed and recorded in the public records of the counties of each participating MPO.

Section 13. Rescission – Any MPO may terminate its participation in this Agreement upon thirty (30) days written notice. Notice of intent to terminate shall be given to the other member agencies. Said notice shall be transmitted to the official office of the member agencies by certified mail, return receipt requested. The 30-day notice requirement shall commence upon giving of the notice.

Section 14. Filing and Recording –As required by §163.01(11), Florida Statutes, this Interlocal Agreement shall be filed with the Clerks of the Circuit Courts of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota and Citrus Counties, Florida.

This Fifth Amended and Restated Agreement does not become effective until recorded in each county and shall continue to be effective thereafter in accordance with Section 10 of this Agreement. Until the Fifth Amended and Restated Agreement becomes effective, the Fourth Amended and Restated Interlocal Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Les Miller, Chairperson

The foregoing instrument was acknowledged before me this 7th day of January, 2020, by Les Miller, as Chairperson of the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Wanda West



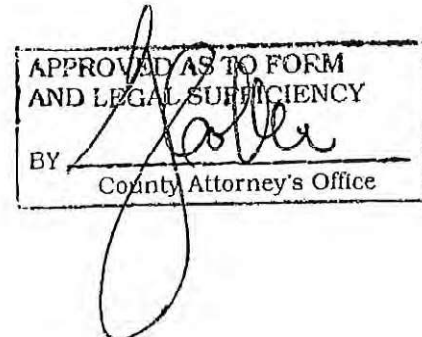
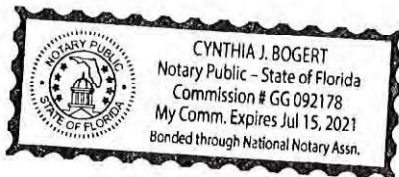
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: [Signature]
John Allocco, Chairperson

The foregoing instrument was acknowledged before me this 12th day of March, 2020, by John Allocco as Chairperson of the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

C. Bogert



IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

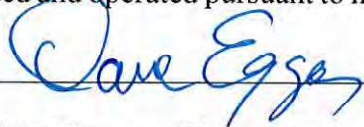
By: 
Jeff Starkey, Chairperson 02-13-2020

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Jeff Starkey, as Chairperson of the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

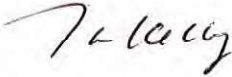


IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: 
Dave Eggers, Chairperson

The foregoing instrument was acknowledged before me this 13 day of January, 2020, by Dave Eggers, as Chairperson of Forward Pinellas, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.





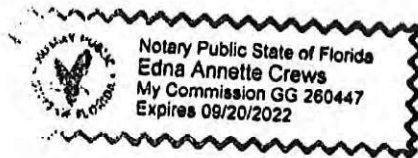
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

POLK COUNTY TRANSPORTATION PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: Charles O. Lake

Charles Lake, Chairperson

The foregoing instrument was acknowledged before me this 11th day of April, 2020, by Charles Lake, as Chairperson of the Polk County Transportation Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.



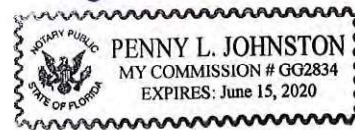
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175 Florida Statutes

By: Shirley Groover Bryant
Shirley Groover Bryant, MPO Chair

The foregoing instrument was acknowledged before me this 11th day of February, 2020 by Shirley Groover Bryant, as Chair of the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personal known to me or has produced _____ as identification.

Penny L. Johnston



APPENDIX J – FDOT AND FHWA COMMENTS



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Hernando-Citrus MPO**

UPWP Draft # or Date: **Draft #1**

Review #: **1**

Date of Review: **March 22, 2024**

Reviewed By: **SZ/KO**

DS

SZ

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: 1**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1 and 3**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable | If yes, page number: xx**

Critical

Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed.

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 6-15**

UPWP Review Checklist

Updated: 2/9/2024

UPWP FY2025-FY2026 Hernando-Citrus MPO

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Yes | If yes, page number: 16-18](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 19-33](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 34-37](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 38-43](#)
- District Planning Activities? [Yes | If yes, page number: 57](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes | If yes, page number: 32-33](#)
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 53-56](#)
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 53](#)
 - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 5](#)
 - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 46-52](#)
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Not Applicable | If yes, page number: xx](#)
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
 - The signed Cost Analysis Certification Statement? [Not Applicable | If yes, page number: xx](#)
 - The signed FHWA Certifications and Assurances? [Not Applicable | If yes, page number: xx](#)
 - UPWP Comments? [Not Applicable | If yes, page number: xx](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes | If yes, page number: 34-78](#)

Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference.
Critical	Ensure that the “Statement of CPG Participation” language on page 8 is using the checklist language verbatim.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 6](#)
- Overview of MPO’s comprehensive transportation planning activities? [Yes | If yes, page number: 6-8](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 6-7](#)
- Statement of CPG participation: “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

Unified Planning Work Program (UPWP)

Review Checklist

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(i) and FTA C 8100.1D". [Yes | If yes, page number: 8](#)

- Definition of the 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes | If yes, page number: 9](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes ☒ No ☐ Page number: 9](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 9-11](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 11-14](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

Critical	There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are.
Critical	Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables.

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 16-17](#)
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 18](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Not Applicable | If yes, page number: xx](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 17](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 17](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [No | If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [Yes | If yes, page number: 18](#)
 - MPO Bylaws: [Yes | If yes, page number: 18](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?

Unified Planning Work Program (UPWP)

Review Checklist

- Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 49](#)
- Debarment and Suspension Certification? [Yes | If yes, page number: 47](#)
- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 48](#)
- Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: 50](#)
- Appendices A and E? [Yes | If yes, page number: 51-52](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: xx](#)

Critical [Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect.](#)

Critical [Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.](#)

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes | If yes, page number: 24-26](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 22-23](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 20-21](#)
- MPO Regional Activities Task (if required)? [Select response | If yes, page number: 30-31](#)

[No comment](#)

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Yes | If yes, page number 25](#)

Critical [Update the language used Responsible Agency\(s\) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks \(lobbying is an ineligible expense for federal funds\). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement."](#)

Critical [Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships.](#)

Work Elements/Tasks Sheets Budget Tables

Unified Planning Work Program (UPWP)

Review Checklist

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [No](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [No](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 34-37](#)

Does MPO **Administration Task** have a subcategory for:

- Personnel Services? [Yes | If yes, page number: 26](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Travel? [Yes | If yes, page number: 26](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Direct Expenses? [Yes | If yes, page number: 26](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not applicable | If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Not applicable | If yes, page number: xx](#)
- Is Annual Audit expense included, if required? [Yes | If yes, page number: 25](#)

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Not Applicable](#)
- Direct Expenses (if needed)? [Not Applicable](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Not Applicable](#)
- Equipment (if needed)? [Not Applicable](#)

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is \$0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Unified Planning Work Program (UPWP)

Review Checklist

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: 33](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 33](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 33](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes | If yes, page number: 33](#)
- Show activities the funds are being used for? [Yes | If yes, page number: 32](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes | If yes, page number: 32](#)
 - Task name, activity description(s), and budgeted funds [Yes | If yes, page number: 32](#)

Critical

[Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet.](#)

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[Yes](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? [Yes | If yes, page number: 35](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [No](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not applicable](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

Critical

[Correct the PL amount for FHWA contract to be \\$697,924 for FY25.](#)

Total Year 2 contract amounts:

- DRAFT UPWP:

Unified Planning Work Program (UPWP)

Review Checklist

- PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: 35
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [No](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

Critical

[Correct the PL amount for FHWA contract to be \\$705,133 for FY26.](#)

Since the UPWP is the "Scope of Service" for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)

Critical

[Correct the PL amount for FHWA contract to be \\$697,924 for FY25 and Correct the PL amount for FHWA contract to be \\$705,133 for FY26.](#)

Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Yes](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [No](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [No](#)

Critical

[Correct the PL amount for FHWA contract to be \\$697,924 for FY25.](#)

Critical

[Correct the PL amount for FHWA contract to be \\$705,133 for FY26.](#)

General UPWP Comments

Critical

[Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.](#)



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Florida Division Office
3500 Financial Plaza, Suite 400
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Atlanta, Georgia 30303
(404) 865-5600

Planning Comments

Document Name: Draft UPWP

MPO: **Hernando-Citrus MPO**

Date of Document:
04/02/2024

Date Received
03/15/2024

Date Reviewed
04/12/2024

District: 7

Reviewed by: Curlene Thomas

COMMENTS

	Page #	Comment Type	Comment Description
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2		Critical	Purchases: Please note that any equipment purchases equal to or greater than \$5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process.
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			Coordinator and the Districts. Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP. Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.
11		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
12		General	If applicable , please include in the appropriate Task an activity to capture the MPO's efforts to address any changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP.

14		Editorial	<i>Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available.</i>
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UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Hernando-Citrus MPO**

UPWP Draft # or Date: **Draft #1**

Review #: **1**

Date of Review: **March 22, 2024**

Reviewed By: **SZ/KO**

DS

SZ

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: 1**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1 and 3**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable | If yes, page number: xx**

Critical

Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed. Response 4-22-24: MPO Inserted New Numbers

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 6-15**

UPWP Review Checklist

Updated: 2/9/2024

UPWP FY2025-FY2026 Hernando-Citrus MPO

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Yes | If yes, page number: 16-18](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 19-33](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 34-37](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 38-43](#)
- District Planning Activities? [Yes | If yes, page number: 57](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes | If yes, page number: 32-33](#)
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 53-56](#)
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 53](#)
 - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 5](#)
 - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 46-52](#)
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Not Applicable | If yes, page number: xx](#)
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
 - The signed Cost Analysis Certification Statement? [Not Applicable | If yes, page number: xx](#)
 - The signed FHWA Certifications and Assurances? [Not Applicable | If yes, page number: xx](#)
 - UPWP Comments? [Not Applicable | If yes, page number: xx](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes | If yes, page number: 34-78](#)

Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: MPO will insert required signature documents in final document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference. Response 4-22-24: Per discussion with FDOT, acceptable for Glossary to be an Appendix.
Critical	Ensure that the “Statement of CPG Participation” language on page 8 is using the checklist language verbatim. Response 4-22-24: edit completed.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 6](#)
- Overview of MPO’s comprehensive transportation planning activities? [Yes | If yes, page number: 6-8](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 6-7](#)
- Statement of CPG participation: “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

Unified Planning Work Program (UPWP)

Review Checklist

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(i) and FTA C 8100.1D". [Yes | If yes, page number: 8](#)

- Definition of the 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes | If yes, page number: 9](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes ☒ No ☐ Page number: 9](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 9-11](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 11-14](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

Critical

There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are. [Response 4-22-24: MPO addressed Federal Planning Emphasis Areas per FDOT on Page 15.](#)

Critical

Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables. [Response 4-22-24: Completed](#)

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 16-17](#)
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 18](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Not Applicable | If yes, page number: xx](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 17](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 17](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [No | If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [Yes | If yes, page number: 18](#)
 - MPO Bylaws: [Yes | If yes, page number: 18](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?

Unified Planning Work Program (UPWP)

Review Checklist

- Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 49](#)
- Debarment and Suspension Certification? [Yes | If yes, page number: 47](#)
- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 48](#)
- Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: 50](#)
- Appendices A and E? [Yes | If yes, page number: 51-52](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: xx](#)

Critical [Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect. Response 4-22-24: Per FDOT, disregard comment at this time.](#)

Critical [Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: Signed documents will be submitted with final document.](#)

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes | If yes, page number: 24-26](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 22-23](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 20-21](#)
- MPO Regional Activities Task (if required)? [Select response | If yes, page number: 30-31](#)

[No comment](#)

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Yes | If yes, page number 25](#)

Critical [Update the language used Responsible Agency\(s\) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks \(lobbying is an ineligible expense for federal funds\). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement."](#)

Critical [Response 4-22-24: Language reflected in revised UPWP. Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships.](#)

[Response 4-22-24: Language reflected in revised UPWP.](#)

Work Elements/Tasks Sheets Budget Tables

Unified Planning Work Program (UPWP)

Review Checklist

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [No](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [No](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 34-37](#)

Does MPO **Administration Task** have a subcategory for:

- Personnel Services? [Yes | If yes, page number: 26](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Travel? [Yes | If yes, page number: 26](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No | If yes, page number: xx](#)
- Direct Expenses? [Yes | If yes, page number: 26](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not applicable | If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Not applicable | If yes, page number: xx](#)
- Is Annual Audit expense included, if required? [Yes | If yes, page number: 25](#)

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Not Applicable](#)
- Direct Expenses (if needed)? [Not Applicable](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Not Applicable](#)
- Equipment (if needed)? [Not Applicable](#)

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is \$0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

[Response 4-22-24: All four critical comments addressed in the draft UPWP.](#)

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Unified Planning Work Program (UPWP)

Review Checklist

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: 33](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 33](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 33](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes | If yes, page number: 33](#)
- Show activities the funds are being used for? [Yes | If yes, page number: 32](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes | If yes, page number: 32](#)
 - Task name, activity description(s), and budgeted funds [Yes | If yes, page number: 32](#)

Critical

[Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet. Response 4-22-24: Updated Task 7.](#)

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[Yes](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? [Yes | If yes, page number: 35](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [No](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not applicable](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

Critical

[Correct the PL amount for FHWA contract to be \\$697,924 for FY25. Response 4-22-24: Amounts were updated in the draft UPWP.](#)

Total Year 2 contract amounts:

- DRAFT UPWP:

Unified Planning Work Program (UPWP)

Review Checklist

- PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: 35
- STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [No](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

Critical

[Correct the PL amount for FHWA contract to be \\$705,133 for FY26.](#)

[Response 4-22-24: Amount updated in draft UPWP.](#)

Since the UPWP is the "Scope of Service" for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)

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[Correct the PL amount for FHWA contract to be \\$697,924 for FY25 and Correct the PL amount for FHWA contract to be \\$705,133 for FY26.](#)

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General UPWP Comments

Critical

[Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.](#)

[Response 4-22-24: Amount updated and reflected in draft UPWP](#)



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Planning Comments

Document Name: Draft UPWP

MPO: **Hernando-Citrus MPO**

Date of Document:
04/02/2024

Date Received
03/15/2024

Date Reviewed
04/12/2024

District: 7

Reviewed by: Curlene Thomas

COMMENTS

	Page #	Comment Type	Comment Description
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			Task 7 – Looks Good. MPO Response: Thank you.
10		Critical	Funding Tables: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund Coordinator and the Districts. (MPO Response: Addressed in Draft UPWP) Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP. (MPO Response: Addressed in Draft UPWP) Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP. (MPO Response: Addressed in Draft UPWP)
11		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. (MPO Response: Separate document to be included in final UPWP)
12		General	If applicable, please include in the appropriate Task an activity to capture the MPO's efforts to address any changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP. (MPO Response: Addressed in Draft UPWP)
14		Editorial	<i>Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available. (MPO Response: MPO thanks FHWA for this compliment.)</i>